

1. Agenda

Documents:

[AGENDA - APRIL 14, 2020.PDF](#)

2. Executive Summary

Documents:

[AGENDA - APRIL 14, 2020_ES.PDF](#)

AGENDA



REGULAR MEETING AGENDA

Council of the City of Lacombe
 Tuesday, April 14, 2020 at 5:00 p.m.
 in Council Chambers

Time	Agenda Item	Representative
5:00	1. CALL TO ORDER	
	2. ADOPTION OF AGENDA	
	2.1 Additions	
	2.2 Deletions	
	2.3 Reordering	
	3. PRESENTATIONS	
5:00	3.1 Lagoon Reclamation Options – Colliers International	<i>Scott Pickles</i>
	4. PUBLIC HEARINGS	
	4.1 N/A	
	5. REQUESTS FOR DECISION	
	5.1 Bylaw 476 Central Alberta Regional Assessment Review Board	<i>CAO</i>
	5.2 Lagoon Reclamation Plan Options	<i>Dr Thompson</i>
	5.3 Bylaw 405.1 & 400.30 Rezone of former Chamber of Commerce Lands	<i>Dir Thompson</i>
	5.4 Bylaw 481 (Road closure) to facilitate development of former Chamber of Commerce Lands	<i>Dir Thompson</i>
	5.5 Economic Recovery Task Team	<i>Dir Juch</i>
	5.6 Social Services Report	<i>Dir Juch</i>
	5.7 Contract Awards Arena Acoustic Treatment and Sound System Upgrade	<i>Dir Juch</i>
	5.8 Lacombe & District Rikubetsu Society <i>(THAT Council direct administration to investigate and gauge the future level of municipal support for the activities of the Lacombe & District Rikubetsu Society)</i>	<i>Clr. Hoekstra</i>
	5.9 Committee Appointment (Arts Endowment)	<i>CAO</i>
	6. INFORMATION	
	6.1 Administrative Reports	
	6.1.a Chief Administrative Officer Report	<i>CAO Goudy</i>
	6.2 Council Mailbox	
	6.2.a 2019 Parkland Regional Library Board Highlights, Feb 20	<i>Clr. Ross</i>

- 6.2.b Gov AB Memo Re: Public Health & Seniors, March 21
- 6.2.c Gov AB Memo Re: Economic Supports for Students & Others, March 23
- 6.2.d Gov AB Memo Re: Education Property Tax Deferral, March 23
- 6.2.e Invitation Letter Re: July 11 Golf Tournament, March 25
- 6.2.f Gov AB Memo Re: Seniors and Housing, March 28
- 6.2.g Gov AB Letter Re: Alberta Community Partnership Grant, March 31
- 6.2.h Gov AB Memo Re: Seniors and Housing, Apr 3
- 6.2.i Thankyou Letter Re: Municipal Leaders March 31
- 6.3 Commission, Board, Committee Reports and Minutes
 - 6.3.a Lacombe & District Recreation, Parks & Culture Board Minutes Nov 19 *Clr. Jacobson*
 - 6.3.b Municipal Planning Commission Minutes Jan 8 *Clr Hibbs*
 - 6.3.c Municipal Planning Commission Minutes Jan 22 *Clr Hibbs*
 - 6.3.d Lacombe & District Recreation, Parks & Culture Board Minutes Feb 11 *Clr. Jacobson*
 - 6.3.e Municipal Planning Commission Minutes Feb 19 *Mayor Creasey*
 - 6.3.f Municipal Planning Commission Minutes Mar 18 *Mayor Creasey*
- 6.4 Councillor Reports
 - 6.4.a Mayor Creasey
 - 6.4.b Councillor Gullekson
 - 6.4.c Councillor Ross
 - 6.4.d Councillor Hoekstra
 - 6.4.e Councillor Jacobson
 - 6.4.f Councillor Hibbs
 - 6.4.g Councillor Konnik

7. ADOPTION OF MINUTES

- 7.1 March 23, 2020 Regular Council Meeting Minutes

8. NOTICES OF MOTION

- 8.1 *"THAT Council direct Administration to send a letter to Lacombe area doctors (cc'd to Ron Orr, MLA and Honourable Tyler Shandro, Minister of Health), identifying the high value our community places on their services, and Council's support as they continue to negotiate with the Provincial government."* *Clr Ross*

9. IN CAMERA

- 9.1 Legal (FOIP Section 24) *CAO Goudy*
- 9.2 Labour (FOIP Section 17)
- 9.3 Monthly Update (FOIP Sections 24, 16) *CAO Goudy*

10. ADJOURNMENT

Next Meetings:

- Monday, April 27, 2020
 - Regular Council Meeting: 5:00 p.m., Council Chambers
- Monday, May 11, 2020
 - Regular Council Meeting: 5:00 p.m., Council Chambers
- Monday, May 25, 2020
 - Regular Council Meeting: 5:00 p.m., Council Chambers

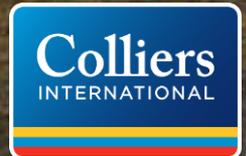
City of Lacombe

Lagoon Reclamation | Options Analysis

Scott Pickles
Senior Manager, Colliers Project Leaders

April 14, 2020

Doc#700486-0012(2.0)



Project Understanding & Objectives

- In 2018, The City of Lacombe connected to the regional sewer line leading to the Red Deer wastewater treatment plant. Now connected the **existing sewage lagoon is no longer required** and as a result must be remediated to address Alberta Environment and Parks requirements.
- This presents The City an **opportunity to explore options for the reclamation of the lagoon** and its immediate adjacent lands.
- The City is now positioned to:
 - conduct a **market needs assessment**;
 - identify and explore different reclamation opportunities; and
 - determine the **financial and infrastructure implications** of potential options.
 - make recommendation as to a **preferred option**

Methodology



- Site Assessment
- Best Practice Reclamation Projects
- City Strategic Planning Document Review

- Identify & Analyze unmet needs & opportunities
- Gap Analysis on City's work completed to date
- Local Market Review Analysis

- Classify options, high-level budget costs & scheduling
- Identify risks & benefits of each option
- Summary of findings

Council Strategy

Vision:

- Growing from our historic roots, the City of Lacombe is a vibrant, thriving and welcoming community.

Mission:

- Lacombe innovates; challenging ourselves and others to support a vibrant, verdant, inter-generational city of choice.

2018 – 2021 Strategic Plan:

Pillars of Community Sustainability

1. Governance
2. Culture
3. Social
4. Economy
5. Environment

Site Analysis

Location:

- East of the City
- Agricultural land to the north & east of the lagoon

Lagoon

- 10 cells
 - 5 smaller cells
 - 5 large cells

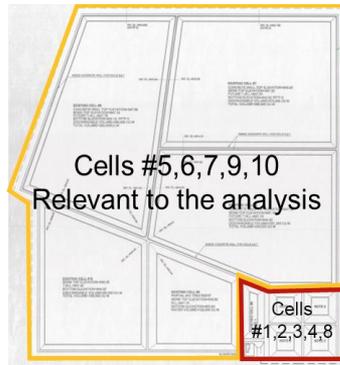


Figure 3-1 City of Lacombe, Lagoon site



Municipal Development Considerations

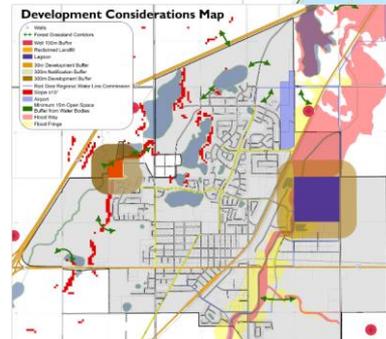
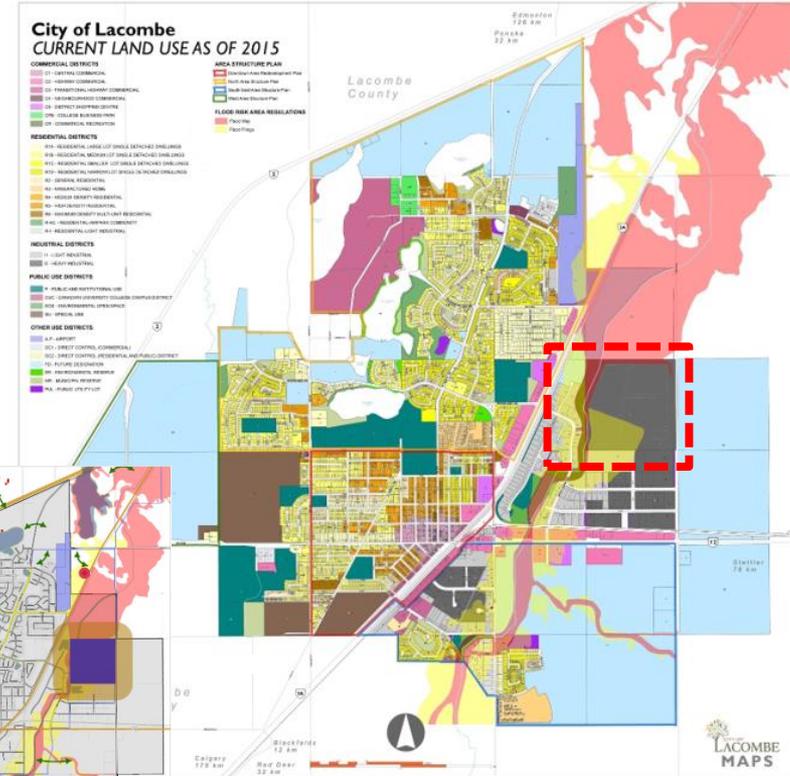
Figure 2-2 City of Lacombe Current Land Use

Site:

- Canadian Pacific Railway and Highway 2A form a physical and psychological barrier to contiguous development of the community
- Separates the west portion of the city from the east

Current land uses:

- Industrial District (I2 - Heavy)
- Flood Risk Area (Flood Fringe)
- Future infrastructure growth in the east to maximize the relative advantage of lands

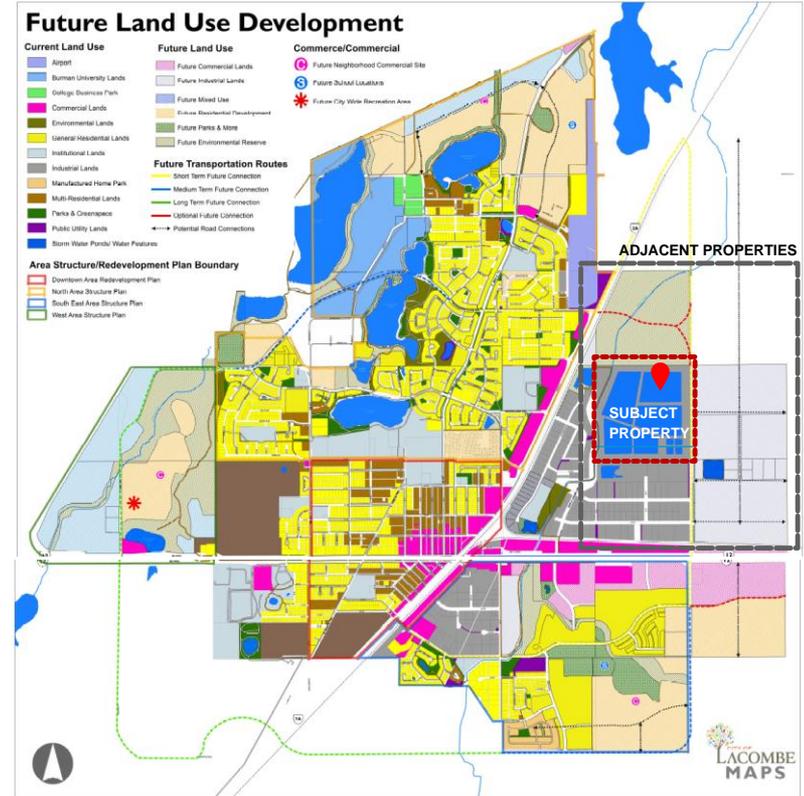


Municipal Development Considerations

Figure Error! No text of specified style in document.-3 Future Land Use Development

Future land uses:

- Municipal Development Plan
 - Anticipate expansion to the east of the city
 - Lands north of the lagoon is future environmental reserve
- Highways 2A and 12 key development boundaries
- The quadrant including the lagoon comprises:
 - Industrial & commercial land
 - Small amounts of environmental lands
 - Public utility lands
 - Storm water ponds



Population - Development Considerations

Demographic trends:

- A steady but moderate growth
- Project ongoing demand in municipal services
- Since 2011, average annual growth of 2.2%
- Projection of three different growth scenarios over the next 20 years

Table 2-1 Population Projection until 2040

Growth Rate / Year	2016 (Census)	2020	2025	2030	2035	2040
1.5%		13,205	14,226	15,326	16,510	17,786
2.5%	12,442	13,734	15,538	17,580	19,890	22,504
3.5%		14,277	16,957	20,140	23,920	28,409

Commercial Demand Analysis

Background:

- In 2015, the City had approximately 75ha of commercial land.

Projected Need:

- In 2036, between 20.5ha & 57.12ha depending on the actual growth rate of the community & the adjacent trade areas demand for commercial
- Future development areas identified exceed the projected demand** for commercial land in the community. No projected need for additional commercial land.

Table 2-4 Commercial Lands – adopted outline plans, not yet developed

Adopted Outline Plan (OP)	Approximate Area of Commercial Lands not yet Developed (ha)
Lacombe Market Square / Wolf Creek Crossing (2014)	8
Metcalf Ridge (2014)	12
East EHEDI (2008)	4.8
Midway Centre – Ph 2 & 3	10.1
Total	34.9 ha

Table 2-5 Commercial Lands – opportunities, not yet adopted in outline plans

Delivery Area	Approximate Area of Commercial Lands not yet Developed (ha)
West Area Structure Plan	12.5 – 25
North Area Structure Plan	5+
Potions of NW-21-40-26 (W4)	15 – 35
Lands south of Metcalf Ridge, forming part of the South East Area Structure Plan	0.5 – 1
Total	33 – 66+ ha.

Industrial Demand Analysis

Background:

- Sizeable amount of industrial land identified in outline plans and further opportunity assessments
- With the prospect of reclamation, the lagoon area and the outlined site could provide a large joint industrial area.
- Average industrial sale price - \$240,063 / acre
- Average asking price - \$276,976 / acre

Projected Need:

- Municipal Development Plan does not outline need for **industrial lands in excess of the already identified lands** that measure a total of 106ha
- No projected need for additional industrial land.

Table 2-6 Industrial Lands – outline plans and other opportunities

Delivery Area	Approximate Area of Commercial Lands not yet Developed (ha)
Adopted Outline Plan Areas	
Lacombe Market Square / Wolf Creek Crossing OP (2014)	10
East Lacombe Industrial OP (2008)	48
Other Potential Delivery Areas	
Land East of Lagoon Site	48
Total	106 ha

Options Development

	Option 1: Reclamation Only	Option 2: Reclamation & Municipal Land Use	Option 3: Reclamation & Land Sale
Remediation	<ul style="list-style-type: none"> minimal required effort the City exposure control (Tier 3) removal of remaining sludge from the Lagoon cells that are no longer in use ensure no environmental risks posed on the community and surrounding lands 	<ul style="list-style-type: none"> remediation according to provincial standards with the preparation of the land for future municipal use (Tier 1 or 2) land will remain in municipal ownership 	<ul style="list-style-type: none"> remediation performed by the City to an equal standard as in Option 2 (Tier 1 or 2) During the remediation process, the land will be advertised to potential buyers as industrial land, provide the City with flexibility to attract a wide range of permitted uses.
Options	<ul style="list-style-type: none"> Option 1A: Sludge removal only (cells will not be filled to achieve a plain site) Option 1B: Sludge removal plus infill of volume (site will remain as a dirt site without any landscaping measures) 	<ul style="list-style-type: none"> Option 2: Dog Park Option 2: Soccer Fields Option 2: Snow / Salt Storage Option 2: Municipal Park 	<ul style="list-style-type: none"> Option 3 Land Sale
Timeline	<ul style="list-style-type: none"> Construction occurs from Year 1 - 2 	<ul style="list-style-type: none"> Construction occurs from Year 1 – 2 Potential municipal use revenues, or taxes to be determined 	<ul style="list-style-type: none"> Construction occurs Year 1 – 2 Land sale projected in Year 3 Tax revenue projected from Year 3 onwards

Quantitative Analysis – Studies, Construction & Soft Costs

Table 5-1 Construction Cost Benchmarks¹²

Position		Costs	
Investigative Studies			
Environmental Phase 1&2		\$25,000	
Condition Assessment		\$5,000	
Topography Survey		\$5,000	
Geotechnical Investigation		\$10,000	
Environmental Consultant Fee		\$150,000	
Total Investigative Studies		\$195,000	
Construction cost	Quantity ¹³	Costs per Unit	Total Costs
Sludge Removal*	20,134 cu m	\$75 ¹⁴	\$1,510,050
Fill & Compacting	955,800 cu m ¹⁵	\$20	\$19,116,000
Landscaping**	455,000 sq. m ¹⁶	\$20	\$9,100,000
Soft Costs	5%		\$1,486,302
Site Servicing (Certain Options)	112.5 acres	\$100,000	\$11,250,000

Assumptions: Project baseline costs have been identified to reclaim the entire site and meet Options 1 to 3.

Quantitative Analysis – Initial Capital Investment

Table 5-4 Capital options comparison

Position	Option 1A (Sludge Removal)	Option 1B (Sludge Removal + Infill)	Option 2 (Reclamation & Municipal Land Use)	Option 3 (Reclamation & Land Sale)
Investigative Studies	\$195,000	\$195,000	\$195,000	\$195,000
Sludge Removal	\$1,510,050	\$1,510,050	\$1,510,050	\$1,510,050
Fill & Compact	-	\$19,116,000	\$19,116,000	\$19,116,000
Landscaping	-	-	\$9,100,000	-
Servicing				
Soft Costs	\$75,500	\$515,650	\$1,486,300	\$515,650
Total Reclamation Costs	\$1,780,550	\$21,336,700	\$31,407,350	\$21,336,700
Approx. Cost / Acre (assuming 455,000 sqm. M / 112.43 acres)	\$15,800	\$190,000	\$279,000	\$190,000

Quantitative Analysis – Long-Term Financial Implications

- Calculating a Net Present Value allows a financial analysis to evaluate the time value of money and provides the ability to compare different options being considered.
- The Net Cash Flow and Net Present Value allows the City to determine whether one investment opportunity presents a more favourable financial decision than other.

Table 5-5 Long-term financial options comparison

Position	Option 1A (Sludge Removal)	Option 1B (Sludge Removal + Infill)	Option 2 (Reclamation & Municipal Land Use)	Option 3 (Reclamation & Land Sale)
Net Cash Flow (NCF)	(\$1.78M)	(\$19.3M)	(\$31.4M)	\$5.3M
Net Present Value (NPV)	(\$1.72M)	(\$18.4M)	(\$29.9M)	\$3.5M

- Option 3 is anticipated to result in favourable financial returns due to the land sale and anticipated tax revenue. Options 1 – 2 show negative financial returns due to costs with limited revenue potential

Qualitative Analysis – Risk Analysis

- Undertaken to define what the risk is, identify the risk category, determine what the probability is and its impact.
- Assessed various risk categories such as approvals, budget & costs, resources, climate, site, stakeholders, schedules, and procurement
- Inform recommendation
- Risk analysis rating summary:
 - Option 3 (Reclamation & Land Sale): 81
 - Option 2 (Reclamation & Municipal Use): 56
 - Option 1 (Reclamation Only): 20

Risk Analysis																
Lagoon Reclamation Options Analysis																
City of Lacombe																
Risk Category	Project Risk Assessment	Option 1 - "Do nothing"				Option 2 - Reclamation + Municipal Use				Option 3 - Reclamation + Commercial Use						
		Risk Evaluation				Risk Evaluation				Risk Evaluation						
		P	Probability	I	Impact	RR	P	Probability	I	Impact	RR	P	Probability	I	Impact	RR
		High	Medium	Low		High	Medium	Low		High	Medium	Low		High	Medium	Low
Project Approval	Council rejects proposal	1	Low	1	Low	1	2	Medium	1	Low	2	3	High	1	Low	3
	MEP rejects reclamation plan	1	Low	2	Medium	2	1	Low	2	Medium	1	Low	2	Medium	2	
Budget & Costs	Lack of initial funding	1	Low	2	Medium	2	2	Medium	2	Medium	4	3	High	2	Medium	6
	Cost escalation	1	Low	1	Low	1	3	High	3	High	9	3	High	3	High	9
	Capital ROI	1	Low	1	Low	1	2	Medium	2	Medium	4	3	High	3	High	9
	High operating costs	1	Low	1	Low	1	2	Medium	3	High	6	1	Low	1	Low	1
Resources	Availability of Contractor	1	Low	1	Low	1	1	Low	2	Medium	2	1	Low	2	Medium	2
	Availability of Consultants	1	Low	1	Low	1	1	Low	2	Medium	2	1	Low	2	Medium	2
	Availability of internal resources	1	Low	1	Low	1	2	Medium	2	Medium	4	2	Medium	2	Medium	4
Climate	Delays due to weather	1	Low	1	Low	1	1	Low	1	Low	1	1	Low	1	Low	1
Site	Undiscovered conditions	1	Low	1	Low	1	2	Medium	3	High	6	2	Medium	3	High	6
	Higher Water table than assumed (very high)	1	Low	1	Low	1	1	Low	2	Medium	2	1	Low	2	Medium	2
	Higher cost for site servicing than estimated	1	Low	1	Low	1	2	Medium	1	Low	2	1	Low	3	High	3
Stakeholders	Lack of public support	1	Low	2	Medium	2	2	Medium	2	Medium	4	3	High	3	High	9
Schedule	Delays	1	Low	1	Low	1	1	Low	2	Medium	2	3	High	3	High	9
Procurement	Non completion under City Ownership	1	Low	1	Low	1	2	Medium	2	Medium	4	3	High	3	High	9
	Non completion under private ownership	1	Low	1	Low	1	1	Low	2	Medium	2	2	Medium	2	Medium	4
SUM		17		18		20	28		34		56	34		38		81

Recommendation

A modified Option 1A is recommended for the following reasons:

1. Relatively low capital cost;
2. Future flexibility on the site as & when market conditions improve;
3. Complies with regulatory requirements in the short to immediate term & decrease potential liability for the City;
4. Focus on the marketability of other properties not encumbered by environmental considerations; and
5. Provides an opportunity to accommodate snow / salt storage.

Provincial Soil & Groundwater Remediation Guidelines (High Level Summary)

Tier 1 – Generic Remediation	Tier 2 – Site Specific Remediation	Tier 3 – Exposure Control
<p>Generic guidelines are based on identification of the receptors to be protected under various land uses, the applicable exposure pathways, and a corresponding set of parameters that allow reasonably conservative predictions of risk at sites throughout Alberta.</p> <p>The Tier 1 guidelines for these compounds are based on professional judgment.</p> <p>Tier 1 guidelines are expected to be applicable to the majority of contaminated sites in Alberta</p> <p>The Tier 1 process comprises an initial site assessment and characterization followed by the selection of the applicable Tier 1 guidelines.</p>	<p>Circumstances where site-specific conditions modify potential human and ecological exposure, relative to the generic conditions used to derive Tier 1 guidelines, such that the generic guidelines are unnecessarily conservative.</p> <p>Site-specific conditions may increase risks to a level that renders a Tier 1 approach unacceptable.</p>	<p>Relies on ongoing risk management to control risks to human health and the environment.</p> <p>This management option is used for sites that require restrictions to the typical activities considered under a given land use or require ongoing risk management</p>



REQUEST FOR COUNCIL DECISION

SUBJECT: Bylaw 476 – Central Alberta Regional Assessment Review Board
PREPARED BY: Mauricio Reyes, Senior Manager of Financial Services
PRESENTED BY: Mauricio Reyes, Senior Manager of Financial Services
DATE: April 14, 2020

FILE: 13/417

PURPOSE:

The purpose of Bylaw 476 is to establish a joint assessment review board with partner municipalities that will enable partner municipalities to provide a mechanism for citizens to appeal their property assessment and tax notices.

RECOMMENDED MOTION(S):

1. THAT Council give first reading to Bylaw 476 – Central Alberta Regional Assessment Review Board

RELATED PRIOR MOTION(S):

1. (March 26, 2018): THAT Council give first reading of Bylaw 456 – Regional Assessment Review Board
2. (April 9, 2018): THAT Council give second and third reading of Bylaw 456 – Regional Assessment Review Board

EXECUTIVE SUMMARY:

In December 2019, Bill 25 was passed by the Legislative Assembly of Alberta. The passing of Bill 25 and recommendations from Municipal Affairs' Municipal Accountability Program have triggered the need to update the City's current Bylaw. By passing Bylaw 476, the City will be in compliance with Bill 25 and will maintain its membership in the joint assessment review board with partner municipalities.

ANALYSIS:

In 2012, The City of Red Deer and the partner municipalities jointly established a Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the Municipal Government Act in respect of assessment complaints made by their respective taxpayers of a partner Municipality. The City of Lacombe has been a member of the Regional Assessment Review Board since its creation.

Section 455 of the Municipal Government Act permits two or more Councils to jointly establish assessment review boards to have jurisdiction in their respective municipalities.

REQUEST FOR COUNCIL DECISION



The current Bylaw requires amendments to be in compliance with Bill 25 passed on December 5, 2019, to enact recommendations from Municipal Affairs' Municipal Accountability Program and for general housekeeping. There are no direct operational impacts and no financial impacts related to this bylaw.

The major changes between the current bylaw and the proposed bylaw include:

- Improved language to ensure the Board is established in compliance with legislation
- Improved language related to the Board Member appointments
- Clarified language related to the establishment and responsibilities of the Regional Board Review Committee
- Improved language related to the Regional Advisory Group
- General housekeeping and consistency

Financial Implications

The City is required to pay the annual membership fee of \$2,000 which covers fixed operational costs. The annual fee is included in the 2020 Operating Budget. If complaints are filed and hearings are needed, the City will be required to pay for the costs of holding those hearings. The costs vary depending on the complexity of each complaint review.

Legislative Authority

- Sections 455 MGA RSA 2000 Chapter M-26
- Part 11 of the Municipal Government Act

STRATEGIC PLAN ALIGNMENT:

Establishing Bylaw 476 aligns favourably with the following Strategic Objective:

4.1.2 Maintaining Relationships with Citizens and Regional Partners

Review required services to determine which can best be offered regionally and which should remain City-run.

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

REQUEST FOR COUNCIL DECISION



N/A

ALTERNATIVE MOTION(S):

1. THAT Council give first reading to Bylaw 476 – Central Alberta Regional Assessment Review Board
2. THAT Council NOT give first reading to Bylaw 476 – Central Alberta Regional Assessment Review Board

ATTACHMENTS:

City of Lacombe Bylaw 476 – Central Alberta Regional Assessment Review Board

City of Lacombe Bylaw 456 – Regional Assessment Review Board

BYLAW NO. 476

Being a bylaw of the City of Lacombe, Alberta to establish a Joint Assessment Review Board.

WHEREAS Section 455 of the *Municipal Government Act*, permits two or more Councils to jointly establish assessment review boards to have jurisdiction in their respective municipalities;

The City of Red Deer and the Partner Municipalities jointly wish to establish the Central Alberta Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by their respective taxpayers of a Partner Municipality;

COUNCIL OF THE CITY OF LACOMBE ENACTS AS FOLLOWS:

Short Title

- 1 The short title of this Bylaw shall be the “Central Alberta Regional Assessment Review Board Bylaw”.

Purpose

- 2 The purpose of this bylaw is to establish a joint assessment review board that will enable municipalities to provide a mechanism for citizens to appeal their property assessment and tax notices.

Definitions

- 3 (1) Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in section 453 of the *Municipal Government Act (MGA)*.
- (2) In this bylaw the following terms shall have the meanings shown:
 - (a) “Board” means the Central Alberta Regional Assessment Review Board;
 - (b) “Composite Assessment Review Board” or “CARB” means the Composite Assessment Review Board established in accordance with the *MGA* hears complaints on assessment notices for property other than the property described in section 3(2)(d) of this bylaw and section 460.1 of the *MGA*;
 - (c) “Designated Officer of the Central Alberta Regional Assessment Review Board (Designated Officer)” means the person appointed to carry out the duties and functions of the

clerk of the assessment review boards in accordance with section 456 of the *MGA*;

- (d) “Local Assessment Review Board” or “LARB” means the Local Assessment Review Board established in accordance with the *MGA* who hears complaints about assessment notices for:
 - i. residential property with 3 or fewer dwelling units, or
 - ii. farm land, or

a tax notice other than a property tax notice, business tax notice or improvement tax notice;
- (e) “Member” means a member of the Central Alberta Regional Assessment Review Board;
- (f) “Minister” means the Minister determined by the Province to be responsible for the *MGA*;
- (g) “Partner Municipality” means a municipality who enters into an agreement with The City of Red Deer to jointly establish the Central Alberta Regional Assessment Review Board and who enacts a bylaw substantially in the form of this bylaw, as well as The City of Red Deer;
- (h) “Provincial Member” means a person appointed as a provincial member to a CARB by the Minister.

Partner Municipalities

4 (1) The Partner Municipalities, which includes The City of Red Deer, hereby jointly establish the Central Alberta Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board and the functions of a Composite Assessment Review Board to have jurisdiction in their municipalities and those of the Partner Municipalities.

(2) Each Partner Municipality is responsible for establishing filing fees and administering policies in respect of refunding filing fees in accordance with the *Municipal Government Act* and the *Matters Relating to Assessment Complaints Regulation*.

Regional Board Review Committee

5 (1) The Regional Board Review Committee is established and will consist of 5 Administrators who volunteer from the Partner Municipalities.

(2) The term for Regional Board Review Committee volunteers is one year.

(3) The Regional Board Review Committee may establish their own procedures to carry out their function, but in doing so, they shall have due regard for procedural fairness.

(4) The Regional Board Review Committee:

- (a) reviews applications from persons applying to be Members and makes recommendations to the Designated Officer concerning the appointment of Members from the applicants; and
- (b) may make recommendations to the Designated Officer concerning the revocation of appointment of a Member.

Appointment of Board Members

6 (1) The Designated Officer shall appoint not more than 20 citizens-at-large to be Members of the Board.

(2) The total number of Members appointed shall be determined by the Designated Officer.

Establishment of Boards

7 (1) The following joint Central Alberta Regional Assessment Review Boards are established:

- (a) a LARB that hears complaints referred to in section 460.1(1) of the *MGA*; and
- (b) a CARB that hears complaints referred to in section 460.1(2) of the *MGA*.

Jurisdiction of the Board

8 (1) The Boards shall have jurisdiction to exercise the functions of a Local Assessment Review Board and the functions of a Composite Assessment Review Board under the provisions of the *MGA* in respect of assessment complaints made by taxpayers of a Partner Municipality.

Terms of Appointment

9 (1) Unless otherwise stated in their appointment letters, all Members are appointed for three year terms.

- (2) If a vacancy on the Board occurs at any time the Regional Board Review Committee may recommend the appointment of a new person to fill the vacancy for the remainder of that term.
- (3) A Member may be re-appointed to the Board at the expiration of his/her term.
- (4) A Member may resign from the Board at any time on written notice to the Designated Officer to that effect.
- (5) The Designated Officer may remove a Member for cause or misconduct, or on the recommendation of the Regional Board Review Committee.
- (6) Upon being appointed, the Member must successfully complete the training as prescribed by the Minister prior to participating in a hearing.

Regional Advisory Group

- 10 (1) Members will elect from among themselves a Regional Advisory Group consisting of up to 4 members, and comprised of one Advisory Group Chair and up to 3 Vice Chairs.
- (2) The Regional Advisory Group will report to the Designated Officer on all matters affecting the Board and will:
 - (a) assist the Designated Officer in developing policies governing hearings, conduct of Members, and other Board matters;
 - (b) evaluate Member performance to identify areas where additional training may be required and prepare reports regarding performance and re-appointment of Members;
 - (c) ensure other Members are provided mentoring; and
 - (d) act as a liaison between the Members and the Designated Officer.
- (3) The duties of the Regional Advisory Group Chair include:
 - (a) chairing meetings of the Regional Advisory Group;
 - (b) establishing agendas for the Regional Advisory Group meetings in consultation with the Designated Officer;

- (c) liaising with the Designated Officer, Councils, and Partner Municipalities on behalf of the Board;
 - (d) appointing a Regional Advisory Group member as Acting Chair of the Regional Advisory Group;
 - (e) signing correspondence on behalf of the Regional Advisory Group.
- (4) If the Regional Advisory Group Chair ceases to be a Member or is unable or unwilling to fulfil the Chair's duties, the Designated Officer may appoint one of the Vice Chairs to serve as Acting Chair until the Chair resumes the Chair's duties or the Members elect a new Chair.

Designated Officer of the Central Alberta Regional Assessment Review Board

- 11 (1) The position of Designated Officer of the Central Alberta Regional Assessment Review Board to carry out the duties and functions of the Assessment Review Board Clerk is established.
- (2) The City of Lacombe jointly appoints The City of Red Deer Legislative Services Manager as the Assessment Review Board Clerk of the Central Alberta Regional Assessment Review Board.
- (3) The salary of the Designated Officer will be made routinely available in the City of Red Deer annual Financial Statements.
- (4) The Designated Officer is authorized to enter into agreements on behalf of the Board with other non-partner municipalities to provide Assessment Review Board Services.
- (5) The Designated Officer:
- (a) shall assist the Board in fulfilling its mandate;
 - (b) may delegate to an employee, the duties and functions of the Assessment Review Board Clerk provided they have successfully completed the training as prescribed by the Minister;
 - (c) shall consult with the Regional Advisory Group to set policies, procedures and directives governing hearing processes, Member conduct and other Board matters;

- (d) shall consult with the Regional Advisory Group and Members on matters affecting the Boards;
- (e) shall issue instructions to independent legal counsel for the Boards when required
- (f) may, at the request of a Presiding Officer of a panel of the Board sign orders, decisions and documents issued by the Board;
- (g) may, at the request of the Chair of the Regional Advisory Group, sign documents issued by the Regional Advisory Group;
- (h) may set fees payable for persons to obtain copies of the Board's decisions and documents.

Hearings

- 12 (1) Hearings will be held at such time and place as determined by the Designated Officer.
- (2) The proceedings of the Board must be conducted in public except where the Board deals with information protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act* and section 464.1 of the MGA.

Commencement of Complaints

- 13 (1) In accordance with the MGA, a taxpayer may commence an assessment complaint by:
- (a) mailing or delivering to the address specified on the assessment or tax notice a complaint in the form set out in the '*Matters Relating to Assessment Complaints Regulation*', Alberta Regulation 201/2017 (Regulations) and within the time limits specified in the MGA; and
 - (b) paying the applicable fee.

Rules of Order

- 14 (1) The Board will conduct hearings in accordance with:
- (a) the provisions of the MGA and related regulations;
 - (b) principles of natural justice and procedural fairness; and
 - (c) its policies and procedures.

Notice of Decisions & Record of Hearing

- 15 (1) After the hearing of a complaint, the Designated Officer shall:
- (a) under direction of the Presiding Officer, assist with the preparation of the decision or order of the Board and the reasons for the decision in compliance with the *MGA*; and
 - (b) arrange for the order or decision of the Board to be signed; and distributed in accordance with the requirements under the *MGA* and Regulations.
- (2) The Designated Officer will maintain a Record of Hearing in accordance with the *MGA* and the Regulations.

Delegation of Authority

- 16 (1) In accordance with its authority under *MGA*, Council hereby delegates to the Designated Officer the authority to:
- (a) appoint members to the Central Alberta Regional Assessment Review Board;
 - (b) jointly prescribe the remuneration and expenses payable to each Member of the Board;
 - (c) jointly appoint a Member as the Chair of the LARB and the CARB and prescribe the term of office and the remuneration and expenses, if any, payable to the Chair; and
 - (d) set fees payable by persons wishing to be involved as a party or intervenor in a hearing before an assessment review board and for obtaining copies of an assessment review board's decisions and other documents.

Reimbursement of Costs

- 17 (1) The City of Red Deer shall pay for the administrative costs associated with the operation of the Board as set out in the agreement with the City of Red Deer.

Transitional

18 (1) Bylaw 456 is repealed and this Bylaw comes into effect at time of passage.

Assessment Fees

19 (1) In accordance with section 482(1) of the Municipal Government Act, Council sets the fees payable by persons filing a complaint as follows:

a) Residential	\$50
b) Non-residential	\$650

READ A FIRST TIME IN OPEN COUNCIL this day of 2020.

READ A SECOND TIME IN OPEN COUNCIL this day of 2020.

READ A THIRD TIME IN OPEN COUNCIL this day of 2020.

AND SIGNED BY THE MAYOR AND CAO this day of 2020.

Mayor

Chief Administrative Officer

City of Lacombe
Bylaw 456

A Bylaw of the City of Lacombe, in the Province of Alberta (hereinafter referred to as "the Municipality"), to establish a Regional Assessment Review Board.

WHEREAS Section 456 of the Municipal Government Act, permits two or more Councils to jointly establish assessment review boards to have jurisdiction in their respective municipalities;

AND WHEREAS, The City of Red Deer and the Partner Municipalities jointly wish to establish a Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the Municipal Government Act in respect of assessment complaints made by their respective taxpayers of a Partner Municipality;

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

1. BYLAW TITLE

1.1. The bylaw shall be referred to as the "Regional Assessment Review Board Bylaw"

2. DEFINITIONS

2.1. Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in section 453 of the *Municipal Government Act*.

2.2. In this bylaw:

- a. "Board" means the Regional Assessment Review Board;
- b. "CARB" means the Composite Assessment Review Board established in accordance with the Municipal Government Act that hears complaints on assessment notices for property other than the property described in section 2(2)(d) of this bylaw and section 460.1(1) of the *Municipal Government Act*;
- c. "Designated Officer" means the person appointed to carry out the duties and functions of the clerk of the assessment review boards in accordance with section 456 of the *Municipal Government Act*;
- d. "LARB" means the Local Assessment Review Board established in accordance with the *Municipal Government Act* who hears complaints about assessment notices for:
 - (i) residential property with 3 or fewer dwelling units, or
 - (ii) farm land;about a tax notice other than a property tax notice, business tax notice or improvement tax notice
- e. "Member" means a member of the Regional Assessment Review Board;
- f. "Minister" means the Minister determined by the Province to be responsible for the *Municipal Government Act*;
- g. "Partner Municipality" means all those municipalities who enter into an agreement with the City to jointly establish a Regional Assessment Review Board and who enact a bylaw substantially in the form of this bylaw, as well as the City of Red Deer;
- h. "Provincial Member" means a person appointed as a provincial member to a CARB by the Minister.

3. MEMBER MUNICIPALITIES

- 3.1. The City of Lacombe and The City of Red Deer hereby jointly establish a Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board and the functions of a Composite Assessment Review Board to have jurisdiction in their municipalities and those of the Partner Municipalities.

4. REGIONAL BOARD REVIEW COMMITTEE

- 4.1. The Regional Board Review Committee will consist of 5 Administrators who volunteer from the Partner Municipalities.
- 4.2. The term for volunteer Regional Board Review Committee Members is one year.
- 4.3. The Regional Board Review Committee may establish their own procedures to carry out their function, but in doing so, they shall have due regard for procedural fairness.

5. APPOINTMENT OF BOARD MEMBERS

- 5.1. The Regional Board Review Committee shall appoint not more than 20 citizens-at-large to be Members of the Regional Assessment Review Board.
- 5.2. The total number of Members shall be determined by the Designated Officer.

6. ESTABLISHMENT OF BOARDS

- 6.1. The following Central Alberta Regional Assessment Review Boards are established:
 - a. one or more LARB's that consist of one (1) Member;
 - b. one or more LARB's that consist of three (3) Members;
 - c. one or more CARB's that consist of one (1) Provincial Member
 - d. one or more CARB's that consist of one (1) Provincial Member and two (2) Members.

7. TERMS OF APPOINTMENT

- 7.1. Unless otherwise stated, all Members are appointed for three year terms except in the initial year where one-third is appointed for three year term; one-third is appointed for a two year term and the remaining one-third are appointed for a one year term.
- 7.2. If a vacancy on the Board occurs at any time the Regional Board Review Committee may appoint a new person to fill the vacancy for the remainder of that term.
- 7.3. A Member may be re-appointed to the Board at the expiration of his/her term.
- 7.4. A Member may resign from the Board at any time on written notice to the Designated Officer to that effect.
- 7.5. The Regional Board Review Committee may remove a Member for cause or misconduct on the recommendation of the Designated Officer.
- 7.6. Upon being appointed, the Member must successfully complete the training as prescribed by the Minister prior to participating in a hearing.

8. PRESIDING OFFICER

- 8.1. The Members of every Board established under section 6(b) of this bylaw will select a Presiding Officer from among themselves who will:
 - a. preside over and be responsible for the conduct of hearings;
 - b. vote on matters submitted to the Board unless otherwise disqualified;
 - c. sign orders, decisions and documents issued by the Board.

9. JURISDICTION OF THE BOARD

- 9.1. The Board shall have jurisdiction to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by taxpayers of a Partner Municipality.

10. REGIONAL ADVISORY GROUP

- 10.1. Board Members will elect from among themselves a Regional Advisory Group consisting of up to 4 members, and comprised of one Chair and up to 3 Vice Chairs.
- 10.2. The Regional Advisory Group will report to the Designated Officer on all matters affecting the Board and will:
- a. assist the Designated Officer in developing policies governing hearings, conduct of Members, and other Board matters;
 - b. evaluate Member performance to identify areas where additional training may be required and prepare reports regarding performance and re-appointment of Members;
 - c. ensure other Members are provided mentoring;
 - d. act as a liaison between the Members, board administration and the Designated Officer;
- 10.3. The duties of the Chair of the Regional Advisory Group include:
- a. Chairing meetings of the Regional Assessment Review Board and the Regional Advisory Group;
 - b. establishing agendas for the Regional Advisory Group and the Regional Assessment Review Board meetings in consultation with the Designated Officer;
 - c. liaising with the Designated Officer, Councils, and Partner Municipalities on behalf of the Regional Assessment Review Board;
 - d. appointing an Acting Chair from the Regional Advisory Group;
 - e. signing correspondence on behalf of the Regional Advisory Group.
- 10.4. If the Chair ceases to be a Member or is unable or unwilling to fulfil the Chair's duties, the Clerk may appoint one of the Vice Chairs to serve as Acting Chair until the Chair resumes the Chair's duties or the Members elect a new Chair.

11. DESIGNATED OFFICER OF THE BOARD

- 11.1. The City of Lacombe appoints the City of Red Deer Legislative Services Manager as the Designated Officer of the Board. The remuneration and duties of the Designated Officer are as set out in section 11(1) of the City of Red Deer's Regional Assessment Review Board Bylaw.
- 11.2. The Designated Officer is authorized to enter into agreements on behalf of the Board with other non-partner municipalities to provide Assessment Review Board Services.
- 11.3. The Designated Officer shall assist the Board in fulfilling its mandate.
- 11.4. The Designated Officer may appoint Acting Clerks to perform the Designated Officer duties and functions provided they have successfully completed the training as prescribed by the Minister.
- 11.5. The Designated Officer shall consult with the Regional Advisory Group to set policies, procedures and directives governing hearing processes, Member conduct and other Board matters.

- 11.6. The Designated Officer will consult with the Regional Advisory Group and Members on matters affecting the Boards.
- 11.7. The Designated Officer will make arrangements for issuing refunds of filing fees in accordance with the MGA and related regulations.
- 11.8. The Designated Officer will issue instructions to independent legal counsel for the Boards when required.
- 11.9. The Designated Officer may, at the request of a Presiding Officer of a Board sign orders, decisions and documents issued by the Board.
- 11.10. The Designated Officer may, at the request of the Chair of the Regional Advisory Group, sign documents issued by the Regional Advisory Group.
- 11.11. The Designated Officer may set fees payable for persons to obtain copies of the Board's decisions and documents.

12. HEARINGS

- 12.1. Hearings will be held at such time and place as determined by the Designated Officer.
- 12.2. The proceedings of the Board must be conducted in public except where the Board deals with information protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act* and section 464.1 of the MGA.

13. QUORUM AND VOTING AT HEARINGS

- 13.1. In accordance with section 458 of the MGA, quorum for the Boards shall be as follows:
 - a. two Members, for LARB's established under section 6(1)(b) of this bylaw; and
 - b. one Provincial Member and one other Member, for CARB's established under section 6(1)(d) of this bylaw.
- 13.2. All Members must vote on all matters before the Board unless a pecuniary interest or a conflict of interest is declared.
- 13.3. The majority vote of those Members present and voting constitutes the decision of the Board.

14. CONFLICT OF INTEREST

- 14.1. Where a Member is of the opinion that he or she has a conflict of interest in respect of a matter before the Board, the Member may absent himself or herself from the hearing, provided that prior to leaving the hearing, the Member:
 - a. declares that he or she has a conflict of interest; and
 - b. describes in general terms the nature of the conflict of interest.
- 14.2. The Designated Officer shall cause a record to be made in the Record of Hearing of the Members' absence and the reasons for it.
- 14.3. For the purposes of this provision, a Member has a conflict of interest in a respect of a matter before the Board when he or she is of the opinion that:
 - a. he or she has a personal interest in the matter which would conflict with his or her obligation as a Member to fairly consider the issue; or
 - b. substantial doubt as to the ethical integrity of the Member would be raised in the minds of a reasonable observer, if that Member were to participate in the consideration of that matter.

15. PECUNIARY INTEREST

- 15.1. The pecuniary interest provisions of the MGA apply to hearings and meetings of the Board, as though Members were councillors attending meetings of council.
- 15.2. A Member who fails to declare a pecuniary interest in a matter before the Board, or fails to absent himself or herself from proceedings dealing with such a matter, ceases to be a Member of the Board.

16. COMMENCEMENT OF COMPLAINTS

- 16.1. In accordance with section 460 of the MGA, a taxpayer may commence an assessment complaint by:
 - a. mailing or delivering to the address specified on the assessment or tax notice a complaint in the form set out in the '*Matters Relating to Assessment Complaints Regulation*', Alberta Regulation 201/2017 and within the time limits specified in the MGA; and
 - b. paying the applicable fee.

17. RULE OF ORDER

- 17.1. The Board will conduct hearings in accordance with
 - a. the express provisions of the MGA and related regulations;
 - b. principles of natural justice and procedural fairness; and
 - c. policies and procedures approved by the Board.

18. NOTICE OF DECISIONS & RECORD OF HEARING

- 18.1. After the hearing of a complaint, the Designated Officer shall:
 - a. under direction of the Presiding Officer, assist with the preparation of the decision or order of the Board and the reasons for the decision in compliance with the MGA; and
 - b. arrange for the order or decision of the Board to be signed; and distributed in accordance with the requirements under the MGA and the '*Matters Relating to Assessment Complaints Regulation*' Alberta Regulation 201/2017.

19. DELEGATION OF AUTHORITY

- 19.1. In accordance with its authority under MGA section 203(1) to delegate power, Council hereby delegates:
 - a. to the Regional Board Review Committee, its authority under MGA s. 454.1(1)(a) & s. 454.2(1)(a) to appoint members of the Assessment Review Boards;
 - b. to the Designated Officer, its authority under MGA s. 454.1(1)(c) & 454.2(1)(c) to prescribe the remuneration and expenses payable to each Member of the assessment review board; and
 - c. to the Designated Officer, its authority under MGA s. 454.1(2), s. 454.2(2) and s. 455(2) to appoint a Member as the Chair of the LARB and the CARB and prescribe the term of office and the remuneration and expenses, if any, payable to the Chair.

20. REIMBURSEMENT OF COSTS

- 20.1. The City of Lacombe shall pay for the administrative costs associated with the operation of the Regional Assessment Review Board as set out in the agreement with the City of Red Deer.

REQUEST FOR COUNCIL DECISION



SUBJECT: Lagoon Reclamation Plan Options
PREPARED BY: Jordan Thompson, Director of Operations and Planning
PRESENTED BY: Jordan Thompson, Director of Operations and Planning
DATE: April 7th, 2020

FILE: 44/742

PURPOSE:

To present options for the reclamation of the City's former wastewater lagoons. The adoption of a plan for the former lagoons is a requirement from Alberta Environment and Parks. There are no legislated timelines for implementation of the adopted plan.

RECOMMENDED MOTION(S):

1. THAT Council endorses the recommended next steps as outlined in this report.

RELATED PRIOR MOTION(S):

1. None

EXECUTIVE SUMMARY:

With the City connecting to the regional wastewater system in 2018, the former wastewater treatment lagoons no longer serve their original purpose making them an underutilized City asset. Colliers Project Leaders (Colliers) assisted the City in understanding feasibility of several reclamation options available for the former lagoon site. Options for the former lagoon site were considered if they advanced the City's internal strategic goals, augmented economic development, or were likely to provide a positive rate of return for the City.

Colliers found the cost to reclaim and develop the site as industrial land is offset over 25 years by the land sale and additional tax revenue. However, this is highly dependent on being able to sell the reclaimed lagoon site at current market value. Other uses for the site such as a solar farm or stormwater management facility require further study to quantify the costs and benefits of these uses.

In the interim, Colliers recommends the City remove the remaining sludge from the lagoon cells and construct a fence around the site at an estimated cost of \$1.8M to reduce the risk of unwanted access to the site by people and animals. Administration also recommends Council consider the development of a snow / salt storage facility on the site during its 2021 budget deliberations.

REQUEST FOR COUNCIL DECISION



Since a substantial portion of the proposed costs is attributed to sludge removal, Administration is confirming with Alberta Environmental and Parks that this is a requirement to satisfy its current regulatory obligations.

Administration is also actively pursuing a long-term revenue generating use for the rest of the lagoon site with an interested industry partner.

Upon receiving direction from Council, Administration will request confirmation from Alberta Environment and Parks that it has satisfied its requirement to develop a reclamation plan for the lagoon site.

ANALYSIS:

The 2019 RFEOI process included information on the lagoon site. However, none of the submissions contemplated a reclamation project for the site so Administration engaged Colliers International to assist in evaluating the feasibility of several reclamation options. The site can be repurposed for several potential uses which broadly fall under one of the following categories:

- Option 1 – “reclamation only” (minimize immediate expenses, and respond to future opportunities for the site)
- Option 2 - reclaim the site for municipal use (ie: stormwater management facility, solar farm, snow dump, dog park etc.)
- Option 3 - reclaim the site for industrial land sale

Industrial Land Sale

Colliers’ review concluded reclamation of the site for industrial land sale would produce a positive rate of return for the City if there is a buyer for the land at current market value.

The berms that surround the site contained the wastewater effluent and protect the cells from the flooding of Wolf Creek. For this reason, Colliers assumed the complete filling of the lagoon cells in their cost estimates. Most of the reclamation costs are attributed to nearly 1 million cubic meters of compacted material required to fill the lagoon cells to the top of the existing berms. However even with this high up front cost Colliers estimates it will be offset by the land sale additional tax revenue over 25 years.

Administration cautions the substantial reclamation cost (\$21M+), the availability of undeveloped industrial land adjacent to this site and a slow market for industrial land overall

REQUEST FOR COUNCIL DECISION



make the likelihood of such a major land transaction, at current market value, in the foreseeable future very low. Administration does not recommend Council consider the redevelopment of the site for industrial land sale at this time.

Reclamation for Municipal Use

The cost of reclaiming the site for municipal use is highly dependent on actual proposals for the land.

Park space

The site presents many opportunities for a large community park development however the cost to infill all the cells and invest in a major park development is exorbitantly prohibitive (\$20M-\$30M) with little opportunity to generate offsetting revenue. Any park development on the site would be more feasible on a smaller scale incorporating the existing topography wherever possible to minimize costs. For example, a 2.5ha (6.1 acre) park (the size of the Blackfalds off-leash dog park) would cost approximately \$1.5M-\$3.0M in this location. This size of park would reclaim approximately 5% of the available land at the site.

When new park space proposals are considered by Council and Administration, Administration recommends the feasibility of reclaiming all or a portion of this site be re-evaluated.

Municipal Snow / Salt Storage

This topic was covered in a [January 13th report to Council](#):

“The potential service level change to snow clearing operations, combined with the construction of a new Infrastructure Services facility in Phase 2 of the Len Thompson Industrial Park are major factors for the relocation of the City’s snow dump site locations. It is also important to note that Alberta Environment and Parks (AEP) regulates municipal activities that may impact ground/surface water. Ensuring the City meets these regulations, AEP recommends snow dump sites be “...designed to maximize treatment, minimize safety hazards and control the rate and location of snow melt discharges...The location of snow disposal sites, especially permanent sites, must be well planned in order to minimize environmental impacts and other impacts such as noise”. The two snow dump sites currently used by the City should be either reviewed to determine alignment with these recommendations or a new site be constructed to current standards...One cost-effective municipal use option for

REQUEST FOR COUNCIL DECISION



consideration is to re-purpose Cell 10 at the Lagoons Site into a long term snow storage site. Stantec completed a site visit of the lagoon cell and provided a concept-level budget estimate of \$500,000 to re-purpose the 6 hectare (15 acre) cell into a snow dump site that meets future operational needs, and takes into account potential environmental service considerations.”

Colliers recommends the City reclaim the 6-hectare lagoon cell in the short term to address the current need for a municipal snow dump. The snow dump would reclaim approximately 10% of the available land at the site.

Community stormwater management facility

Conceptually, the site may be retrofitted to divert Wolf Creek into the lagoon cells to attenuate runoff and rainwater surges in the creek. Nearly all the City’s stormwater system drains to Wolf Creek. New developments in Lacombe must build or connect to a stormwater management facility that provide this attenuation within their development boundaries which requires a significant area of otherwise developable land to accomplish. If stormwater can be attenuated in the lagoon cells instead, developers may be able to construct smaller stormwater management facilities on their sites allowing for more taxable development. Colliers report does not cover the engineering nor regulatory requirements of this concept so further study is required to estimate costs and analyze the return on investment through the increased tax base.

Solar Farm

The construction of a solar farm in this location could generate 12MW/year of green power according to an unsolicited proposal the City received from a major electrical utility provider. 12MW more than offsets the annual power demands of the City’s facilities. However, distribution charges levied against generators to sell power back to the grid makes the economics of this option less attractive. However, the North Red Deer Regional Wastewater Commission lift station on site consumes approximately 600MW/year potentially allowing power to be sold directly to Commission rather than the grid. Ideally, this would generate revenue for the City and reduce costs for the Commission. However, the economics of micro-power generation can be complex, and Administration recommends further analysis if Council wishes to proceed with this option.

REQUEST FOR COUNCIL DECISION



Recommended Next Steps: “reclamation only/explore future opportunities”

Reclamation of the site is unfortunately not feasible in the short term primarily due high up-front capital costs. Colliers recommends the City reclaim the site in the short term and in doing so also address the current need for a municipal snow dump. This will allow the City to respond to future opportunities for the remainder of the land when it is in a better position to make a large municipal use investment and/or when market conditions for industrial land are more favourable.

Moving forward Administration recommends the following course of action:

1. Administration request confirmation from Alberta Environment and Parks it has met its requirement to develop a reclamation plan for the lagoon site,
2. Administration continues pursuing a long-term revenue generating use for the lagoon site with an interested industry party,
3. Council consider the redevelopment of cell 6 into a snow dump facility during their 2021 budget deliberations,
4. Council consider fencing the site and, if required, remove the remaining sludge in the cells during their 2021 budget deliberations,
5. If the opportunity referred to in #1 becomes no longer viable, market the lagoon site for sale as-is (excluding the portion allocated to the snow dump facility),
6. Further evaluate the community stormwater management facility and solar farm concepts and report findings back to Council. This will require budget for third party expertise which will be brought forward during the 2021 budget deliberations,
7. Include the lagoon site in future RFEOI opportunities from the City and continue to re-evaluate reclamation as other opportunities arise for parks and industrial uses.

STRATEGIC PLAN ALIGNMENT:

The completion of the Colliers report is a directly tied to accomplishing Council’s strategic goal 4.3.3(c): “Create a plan for sewage lagoon reclamation”.

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

No public engagement is planned.

ALTERNATIVE MOTION(S):

1. THAT Council endorses the recommended next steps as outlined in this report.

REQUEST FOR COUNCIL DECISION



2. THAT Council endorses the following next steps outlined in this report (*list which steps are proposed for endorsement*).
3. THAT Council directs Administration how it wishes to proceed.

ATTACHMENTS:

Options Analysis: Lagoon Reclamation Plan - Colliers International April 7, 2020.



Colliers
Project Leaders



Options Analysis Lagoon Reclamation Plan

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

Final Report
April 3, 2020

Doc. # 700486-0003 (4.0)

ACKNOWLEDGEMENTS

City of Lacombe

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Jordan Thompson, Director of Operations and Planning
Amber Mitchell, Engineering Services Manager
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Deborah Juch, Director of Community Services
Diane Piche, Director of Corporate Services

Colliers Project Leaders Advisory Services

Ralf Nielsen, Managing Director
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TABLE OF CONTENTS

- 1.0 Introduction 1
 - 1.1 Process 1
 - 1.2 Background Documents 2
- 2.0 Municipal Development Considerations 3
 - 2.1 Demographics 3
 - 2.2 Existing City Land Uses 3
 - 2.3 City Strategic Planning Documentation 4
 - 2.3.1 Council’s Strategy (Vision and Mission) 4
 - 2.3.2 Municipal Development Plan (MDP) Vision 5
 - 2.3.3 Municipal Sustainability Plan 5
 - 2.3.4 City of Lacombe 2014 – 2017 Strategic Plan 6
 - 2.4 Components of the Municipal Development Plan 6
 - 2.4.1 Identified Future Land Uses 6
 - 2.4.2 Commercial Development 7
 - 2.4.3 Industrial Development 9
 - 2.4.4 Culture, Education and Recreation 10
 - 2.4.5 Natural Environment 10
 - 2.4.6 Infrastructure and Resources 10
- 3.0 Site Analysis 12
 - 3.1 Location 12
 - 3.1.1 Floodplain 12
 - 3.1.2 Lagoon 13
 - 3.2 Remediation 14
 - 3.2.1 Provincial Requirements 14
 - 3.2.2 Land Use Definitions 15
 - 3.2.3 Assessment of Land Use Opportunities 16
- 4.0 Options Development 17
 - 4.1 Objectives 17
 - 4.2 Option 1 – Reclamation only (“Do nothing”) 17
 - 4.3 Option 2 – Reclamation & Municipal Land Use 17
 - 4.3.1 Dog Park 18
 - 4.3.2 Soccer Fields 19
 - 4.3.3 Snow / Salt Storage Site 20
 - 4.3.4 Municipal Park 22

- 4.4 Option 3 – Reclamation & Land Sale..... 22
- 5.0 Options Analysis 24
 - 5.1 Quantitative Analysis..... 24
 - 5.1.1 Assumptions 24
 - 5.1.2 Initial Capital Investment 26
 - 5.1.3 Long-term Financial Implications 26
 - 5.2 Qualitative Analysis..... 27
 - 5.2.1 Risk Analysis 27
- 6.0 Conclusion & Recommendations 30
- Appendix 1 Property Benchmarks..... 31

1.0 Introduction

In April 2018, the City of Lacombe connected to the regional sewer line leading to the Red Deer wastewater treatment plant. Consequently, the existing sewage lagoon is no longer required and must be remediated to address Alberta Environment and Parks requirements. This pending remediation presents the City an opportunity to explore options for the reclamation of the lagoon and its immediate adjacent lands.

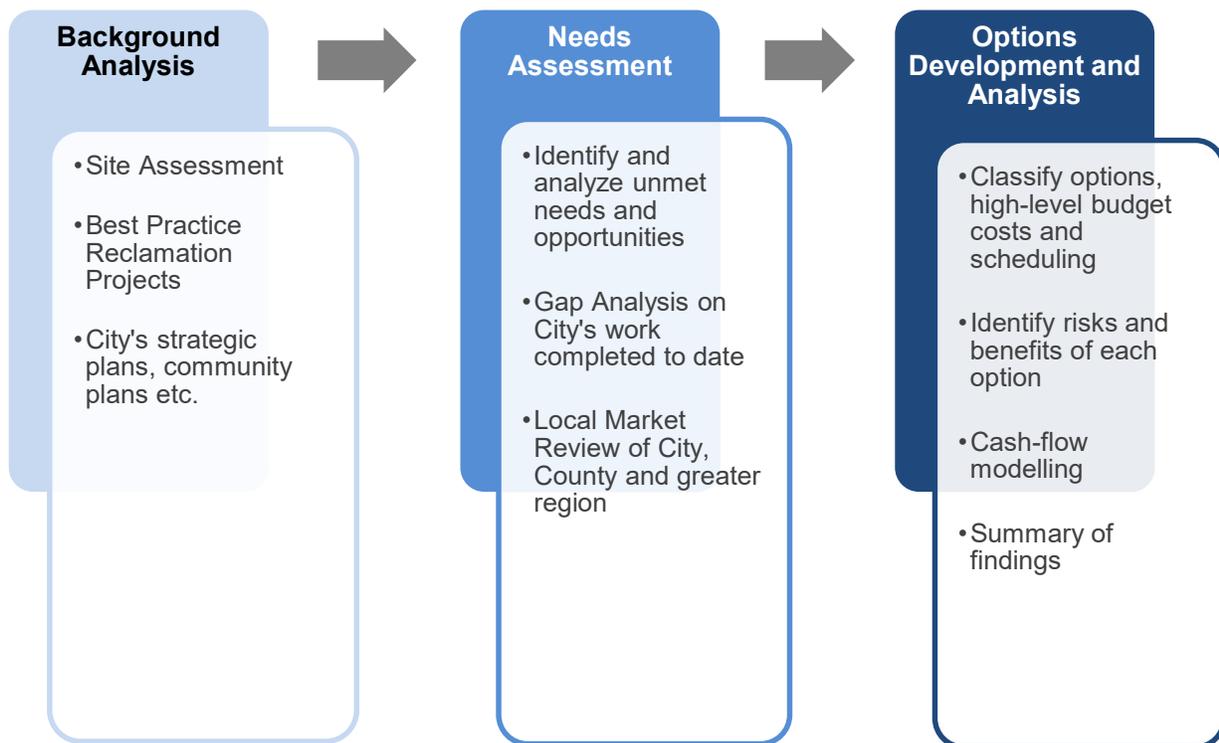
The City recognizes this opportunity which can advance their internal strategic goals, augment economic development, and rationalize their capital investments, which has initiated internal discussions to identify potential uses for the site including but not limited to the site being converted to a solar farm (through ENMAX – a Calgary based corporation providing power generation, distribution, and retail/consumer offerings), a regional stormwater management facility or industrial lands.

With formal approval to proceed with a Lagoon Reclamation Plan, The City is now positioned to conduct a market needs assessment, identify and explore different reclamation opportunities, and determine the financial and infrastructure implications of potential options. The City therefore sought an experienced and trusted advisor to complete an analysis in this regard. Colliers Project Leaders (Colliers) was chosen in this regard, with a desired outcome of a completed study with the identification and analysis of options, and recommendation of a preferred option.

1.1 Process

To complete this assignment on behalf of the City Colliers employed the process outlined in Figure 1-1 below:

Figure 1-1 Business Case Development Process Chart



1.2 Background Documents

The analysis and consequent recommendations outlined in this report are informed by the City's previous work completed. Documents reviewed for the purpose of this assignment are as follows:

- Natural Spaces Management Plan (2002) - This plan provides a program for the long-term management of natural areas that will be integrated into the City's planning and development process. It creates a balance between development and the need for preservation of natural habitat and biodiversity.
- Quality Management Plan (2002)
- Municipal Sustainability Plan (2014) - "Imagine Lacombe" is the City of Lacombe's Municipal Sustainability Plan and is the City's highest level of guiding policy, a report which sets out the community's vision for what it hopes to be, and achieve, by 2040. Imagine Lacombe will be used to provide direction and develop future policy to guide the community to a more sustainable 2040.
- Whelp Brook Flood Hazard Mapping Study (2017)
- Whelp Brook Hydrology Study (2017)
- Transportation Master Plan: <http://lacombe.ca/home/showdocument?id=1955>
- Water Model Report :<http://lacombe.ca/home/showdocument?id=4941>
- Municipal Development Plan: Growing Lacombe (2015-2036):
<http://lacombe.ca/home/showdocument?id=5177>
- Intermunicipal Development Plan: <http://www.lacombe.ca/Home/ShowDocument?id=9233>
- Intermunicipal Development Plan Servicing Study:
<https://www.lacombecounty.com/index.php/documents/planning-development-1/studies-1/2855-lacombe-idp-servicing-study-final>
- Community Services plans (i.e. Recreation Needs Assessment)
- Recreation Master Plan: <http://lacombe.ca/living/recreation-culture/recreation-culture-master-plan>
- Housing Needs Analysis <http://lacombe.ca/home/showdocument?id=3593>
- City boundary map <http://lacombe.ca/doing-business/planning-and-development-services/maps>
- East Lacombe Industrial Park Outline Plan: <http://lacombe.ca/home/showdocument?id=1961>
- Current Land Use <http://lacombe.ca/home/showdocument?id=5053>
- Future Land Use <http://lacombe.ca/home/showdocument?id=5051>
- Land Use Bylaw <http://lacombe.ca/home/showdocument?id=8397>
- Offsite Levy Bylaw <http://lacombe.ca/home/showdocument?id=668>

2.0 Municipal Development Considerations

2.1 Demographics

The City has experienced steady but moderate growth during the past number of years. Since 2011 the annual growth rate shows an average of 2.2%. Based on population trends for the region and the Province of Alberta as a whole, the City is expected to continue to grow at a moderate pace for the foreseeable future. The following table outlines three different growth scenarios over the next 20 years. Depending on the chosen average growth rate, projections for the community vary between 17,786 (low), 22,504 (medium) and 28,409 (high) which are the same growth rate scenarios included in the City's Municipal Development Plan.

Table 2-1 Population Projection until 2040

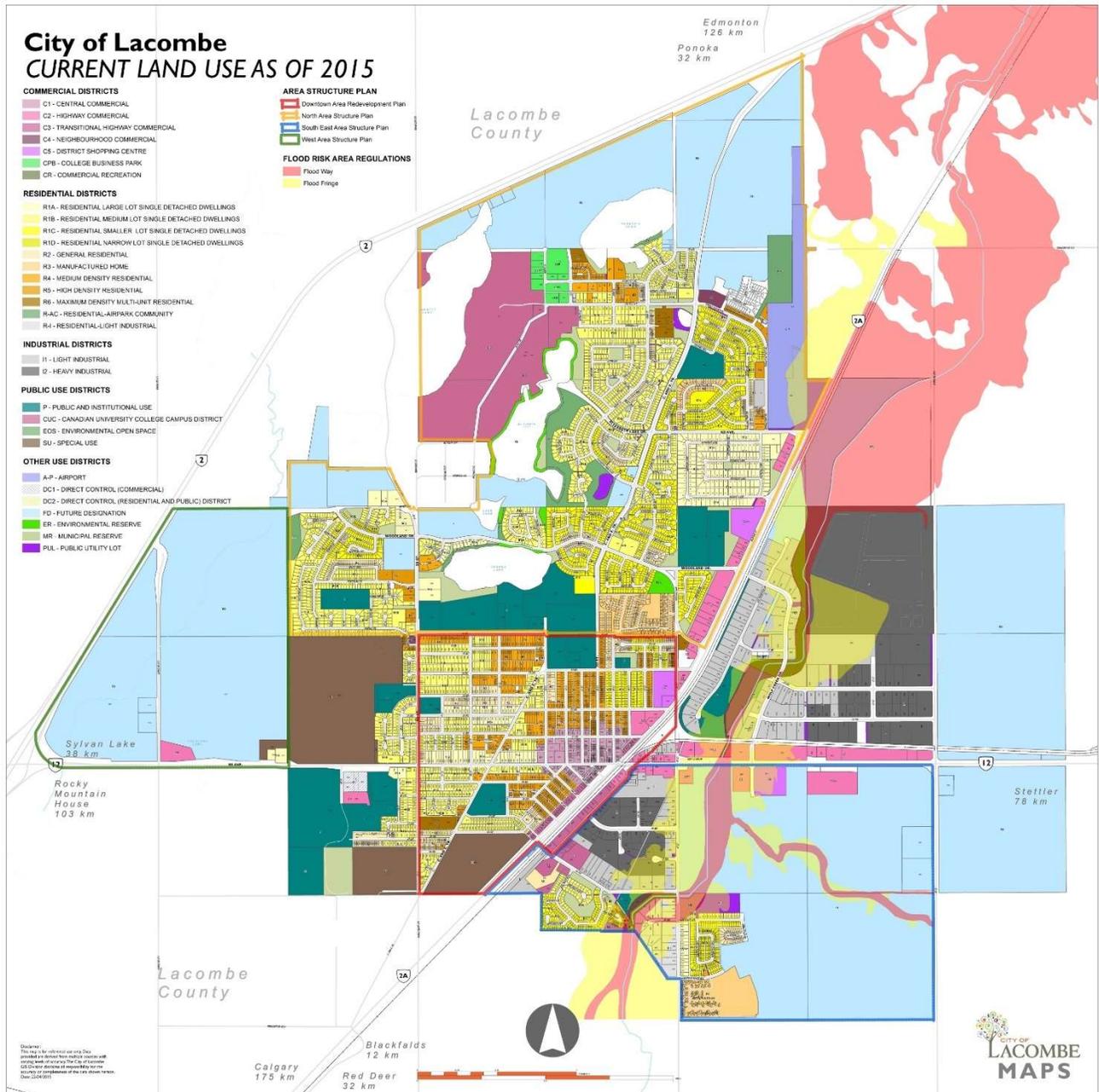
Growth Rate / Year	2016 (Census)	2020	2025	2030	2035	2040
1.5%		13,205	14,226	15,326	16,510	17,786
2.5%	12,442	13,734	15,538	17,580	19,890	22,504
3.5%		14,277	16,957	20,140	23,920	28,409

2.2 Existing City Land Uses

The Canadian Pacific Railway and Highway 2A form a physical and psychological barrier to contiguous development of the community and separates the west portion of the city from the east. However, as growth progresses east, maximizing the relative advantage of lands which are flatter and therefore easier to develop, the community will eventually shift so that future development activity will reside east of this infrastructure rather than to the west.

At time of writing of this report, and as visually outlined in Figure 2-1, existing City land-uses can be generally be depicted as:

Figure 2-2 City of Lacombe Current Land Use



2.3 City Strategic Planning Documentation

The community has developed a vision statement and identified multiple priority community goals which are intended to guide all community development activities undertaken by the City. The following strategic goals will inform the preliminary decisions regarding options considered for the existing Lagoon site.

2.3.1 Council's Strategy (Vision and Mission)

Council has articulated the following vision (long-term future) and mission (general direction) for the City.

- Vision Statement:
 - Growing from our historic roots, the City of Lacombe is a vibrant, thriving and welcoming community.
- Mission Statement
 - Lacombe innovates; challenging ourselves and others to support a vibrant, verdant, inter-generational city of choice.

2.3.2 Municipal Development Plan (MDP) Vision

Lacombe will be a healthy and vibrant community, ensuring a high quality of life for all residents through the promotion of diverse and progressive development, culture, the efficient use of land and service delivery and the preservation and enhancement of its heritage and natural environment, delivering a connected and active community that retains its small town feel.¹

2.3.3 Municipal Sustainability Plan

The City of Lacombe’s “Imagine Lacombe Municipal Sustainability Plan (MSP)” was prepared in 2014. This plan provides a vision for guiding the community towards greater sustainability in the year 2040. The Plan outlines the following five priority goals that provide a focus for what must be achieved to create a successful future for the community: ²

- 1) Build a strong, local and diverse economy
- 2) Preserve and enhance heritage and culture
- 3) Promote a healthy, connected, and active community
- 4) Protect our natural environment
- 5) Provide high quality services and infrastructure

These goals are addressed through nine strategy areas, each with key directions for action to meet desired outcomes. The following list includes only those goals and outcomes that are related to the development of an urban parkland, commercial or industrial lands:

- 1) Who We Are: Culture, Education and Leisure Direction:
 - Ensure affordability and accessibility of recreation and leisure programs
- 2) Our Economy: Work and Skills Training Direction:
 - Support and grow local businesses and jobs
 - Support and enable sustainability-based enterprises
 - Ensure a stable and equitable municipal tax base
- 3) Our Infrastructure and Resources: Energy, Water and Waste Direction:
 - Expand and improve recycling and composting facilities and services
 - Increase use of renewable and sustainable energy sources
 - Design and utilize sustainable materials and systems in infrastructure
 - Ensure systems are in place for hazard management
- 4) Our Natural Environment: Air, Water and Wildlife Direction:
 - Increase greenspace and trees throughout the community

¹ City of Lacombe (2015) Municipal Development Plan

² Lacombe Intermunicipal Development Plan – Existing Conditions Report (2015).
<https://www.lacombecounty.com/councilpackage/2015Dec10Council/3.4.1.pdf>

2.3.4 City of Lacombe 2014 – 2017 Strategic Plan

Along with the MSP Priority Goals, the City of Lacombe's 2014-2017 Strategic Plan identifies six Strategic Pillars. These pillars reference and reflect the MSP Priority Goals, but also provide direction on how the current Council will lead operations within the community to meet residents' needs.

The Strategic Pillars are:

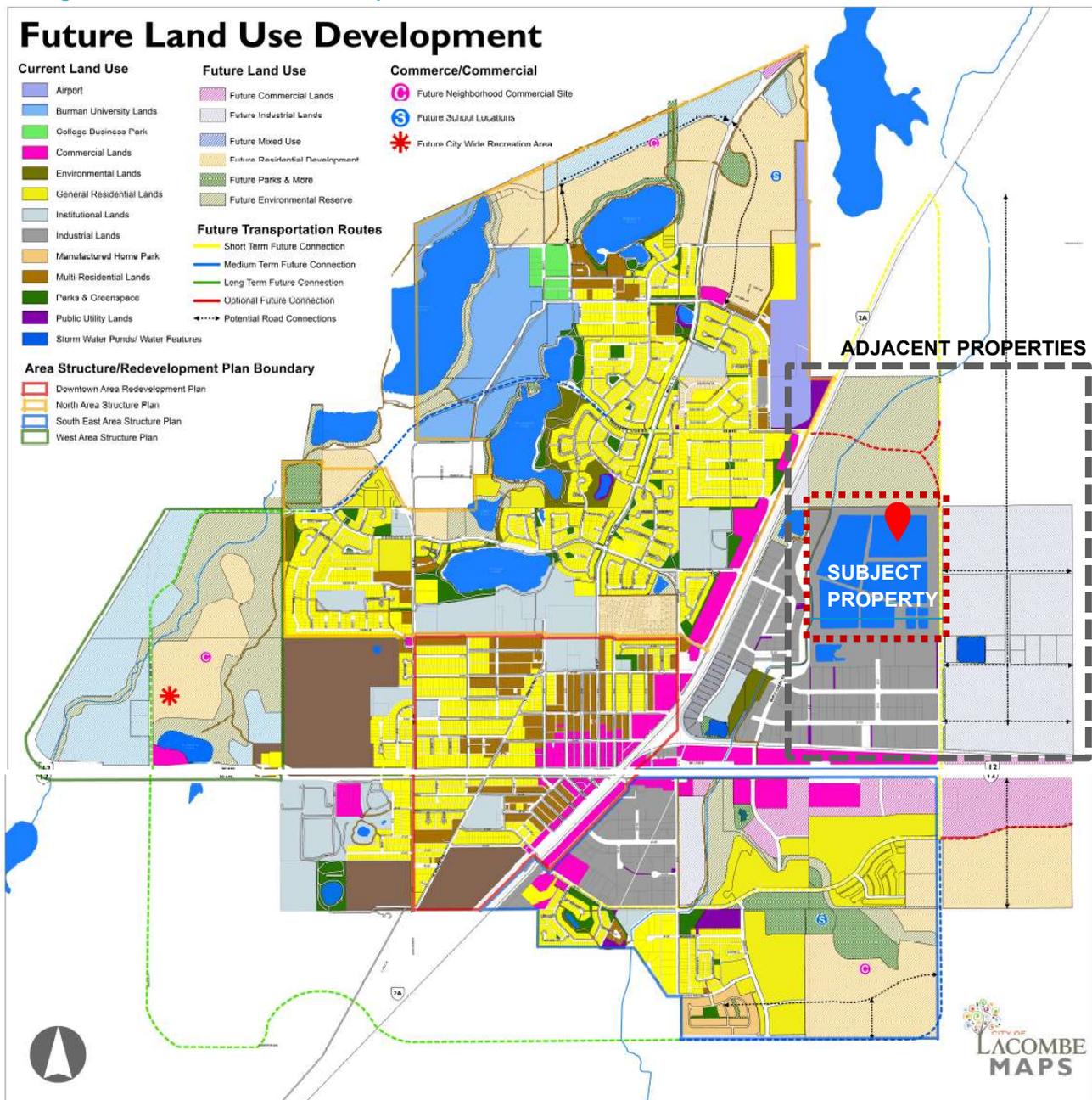
- Safe Healthy and Vibrant Community
- Land Resources and Acquisition
- Operations: Infrastructure Growth and Asset Management
- Economic Prosperity
- Operational Excellence
- Community Relations

2.4 Components of the Municipal Development Plan

2.4.1 Identified Future Land Uses

The MDP contemplates the future land use development map shown below which identifies the existing lagoon and lands to the south as industrial lands which are anticipated to be expanded to the east of the city. Lands north of the lagoon are marked as future environmental reserve. Highways 2A and 12 provide a dominant structure to the city's spatial planning. The quadrant including the lagoon comprises industrial and commercial land as well as small amounts of environmental lands, public utility lands and storm water ponds. Based on the inherent limitations of this existing land-use structure, sections of the development plan speaking materially to the development of residential lands will not be considered in this report.

Figure 2-3 Future Land Use Development



2.4.2 Commercial Development

GOAL

Per the MDP, the primary goal of ongoing commercial development is to facilitate a diverse range of high-quality commercial opportunities across the community, which offer Multi-Modal Connections and support the needs of residents and the surrounding area.

OBJECTIVES

- To identify lands of a variety of sizes for future commercial development at locations across the community which are accessible through a variety of transportation modes
- To minimize conflicts between commercial and non-commercial land uses while ensuring that commercial lands are linked to and part of the surrounding neighbourhood
- To support the delivery of Mixed-Use Developments, incorporating commercial and residential land uses
- To support commercial building and site design standards which support both the small town feel as well as modern design elements

PROJECTED NEED

In 2015, the City had approximately 75ha of commercial land. In 2010 and 2014 studies have been conducted regarding the future needs for commercial lands in the community. These studies identified growth trends for the trade area population which exceeds the municipal boundaries and projected the future needs for 2036. Depending on the actual growth rate of the community and the adjacent trade areas demand for commercial space varies between 20.5ha and 57.12ha in 2036. In any event, roughly 25ha have already been adopted by the outline plan. Additionally, further development areas identified exceed the projected demand for commercial land in the community. This was further confirmed in the 2017 Intermunicipal Development Plan confirmed the City has sufficient commercial land.

The following tables outline commercial development outline plans adopted by the City but not yet developed, or opportunities for development which have not yet moved to outline plan stage.

Table 2-4 Commercial Lands – adopted outline plans, not yet developed

Adopted Outline Plan	Approximate Area of Commercial Lands not yet Developed (ha)	Notes
Lacombe Market Square / Wolf Creek Crossing OP (2014)	8	A mix of Highway Commercial and District Shopping
Metcalf Ridge OP (2014)	12	Highway Commercial Lands
East EHEDI OP (2008)	4.8	(as part of mixed-use opportunities)
Midway Centre – Ph 2 & 3	10.1	Mixed-use community with Highway Commercial
Total	34.9 ha	

Table 2-5 Commercial Lands – opportunities, not yet adopted in outline plans

Delivery Area	Approximate Area of Commercial Lands not yet Developed (ha)	Notes
West Area Structure Plan	12.5 – 25	Land identified for commercial and / or public / institution use
North Area Structure Plan	5+	Opportunities adjacent to the highway and a Neighbouring Commercial site
Portions of NW-21-40-26 (W4)	15 – 35	Highway Commercial Opportunities
Lands south of Metcalf Ridge, forming part of the South East Area Structure Plan	0.5 – 1	Neighbouring Commercial Opportunity
Total	33 – 66+	

2.4.3 Industrial Development

GOAL

To maintain, strengthen and enhance existing industrial development while encouraging compatible new industrial development opportunities that are beneficial to Lacombe.

OBJECTIVES

- To support the continued growth of diverse industrial opportunities, striving for a 30:70 non-residential to residential local property tax ratio
- To locate industrial developments in such a way as to minimize conflicts with adjacent land uses
- To upgrade and enhance existing industrial developments to ensure that they are complimentary to their surroundings in accordance with the LUB

PROJECTED NEED

Within the municipal limits there is a sizeable amount of industrial land identified in outline plans and further opportunity assessments. The listed potential land (NW-28-40-26 (W4)) in the table below is located east of the City’s lagoon. With the prospect of reclamation, the lagoon area and the outlined site could provide a large joint industrial area. However, the Municipal Development Plan does not outline need for industrial lands in excess of the already identified lands that measure a total of 106ha. While considered in the Intermunicipal Development Plan, the lands have not been adopted in outline plans.

Table 2-6 Industrial Lands – outline plans and other opportunities

Delivery Area	Approximate Area of Commercial Lands not yet Developed (ha)	Notes
Adopted Outline Plan Areas		
Lacombe Market Square / Wolf Creek Crossing OP (2014)	10	Light Industrial
East Lacombe Industrial OP (2008)	48	Light Industrial
Other Potential Delivery Areas		
Land East of Lagoon Site	48	Heavy / Light Industrial
Total	106 ha	

2.4.4 Culture, Education and Recreation

GOAL

To support the development and operation of accessible, multi-use community spaces and facilities, and to integrate Natural Areas into the growing community, providing for a broad and diverse range of culture, education and recreational opportunities which contribute towards the quality of life for current and future Lacombe residents.

OBJECTIVES

- Ensure the diverse and affordable delivery of accessible educational, recreational and cultural opportunities
- Expand and promote artistic, cultural, recreational and heritage opportunities throughout the community, ensuring that they are an integral part of Lacombe's identity
- To provide, protect and maintain Open Spaces and water features within Lacombe
- To maintain and expand the system of trails linking parks, Open Space and Natural Areas as the community grows
- To support the development of a range of community services and amenities to meet the needs of the community in appropriate and accessible locations
- To encourage the development of shared spaces and facilities which provide multiple uses or cater to a variety of user groups

2.4.5 Natural Environment

GOAL

To preserve and integrate significant Natural Areas into the Open Space System and built environment, maintaining natural areas while creating an attractive and ecologically responsible and connected Open Space System.

OBJECTIVES

- Promote principles which are environmentally sustainable into land use planning practices and development decisions
- Promote the conservation and incorporation of environmentally significant features into the community
- Provide for environmentally sensitive links to Natural Areas within parks, the Open Space System and broader community
- Implement strategies and policies to protect Natural Areas and ecosystems

2.4.6 Infrastructure and Resources

GOAL

To ensure the community has provision of and access to, environmentally responsible, safe, efficient and reliable utility systems and services.

OBJECTIVES

- To increase the use of renewable and Sustainable Energy Sources
- To design and utilize sustainable materials and systems in infrastructure
- To ensure the current and future provision of sustainable utility systems and services while proactively maintaining and upgrading the systems
- To ensure that land and Rights of Way are protected and available for expansion of these utilities and drainage systems and have been incorporated into the design of the community.
- To transition from a waste management system predominantly focused on landfill activities to one which prioritizes the reduction, reuse and recycling of waste materials
- Work regionally to deliver services and utilities which benefit the community

3.0 Site Analysis

3.1 Location

The existing Lagoon is in the east of the City, which represents a major divider of the municipality. There is agricultural land to the north and east of the lagoon, with predominantly industrial uses to the west and south of the site. Due to the previous / current use of the site a 300m development buffer in place surrounding the lagoon site towards the industrial / commercial developments.

Figure 3-1 City of Lacombe, Lagoon site



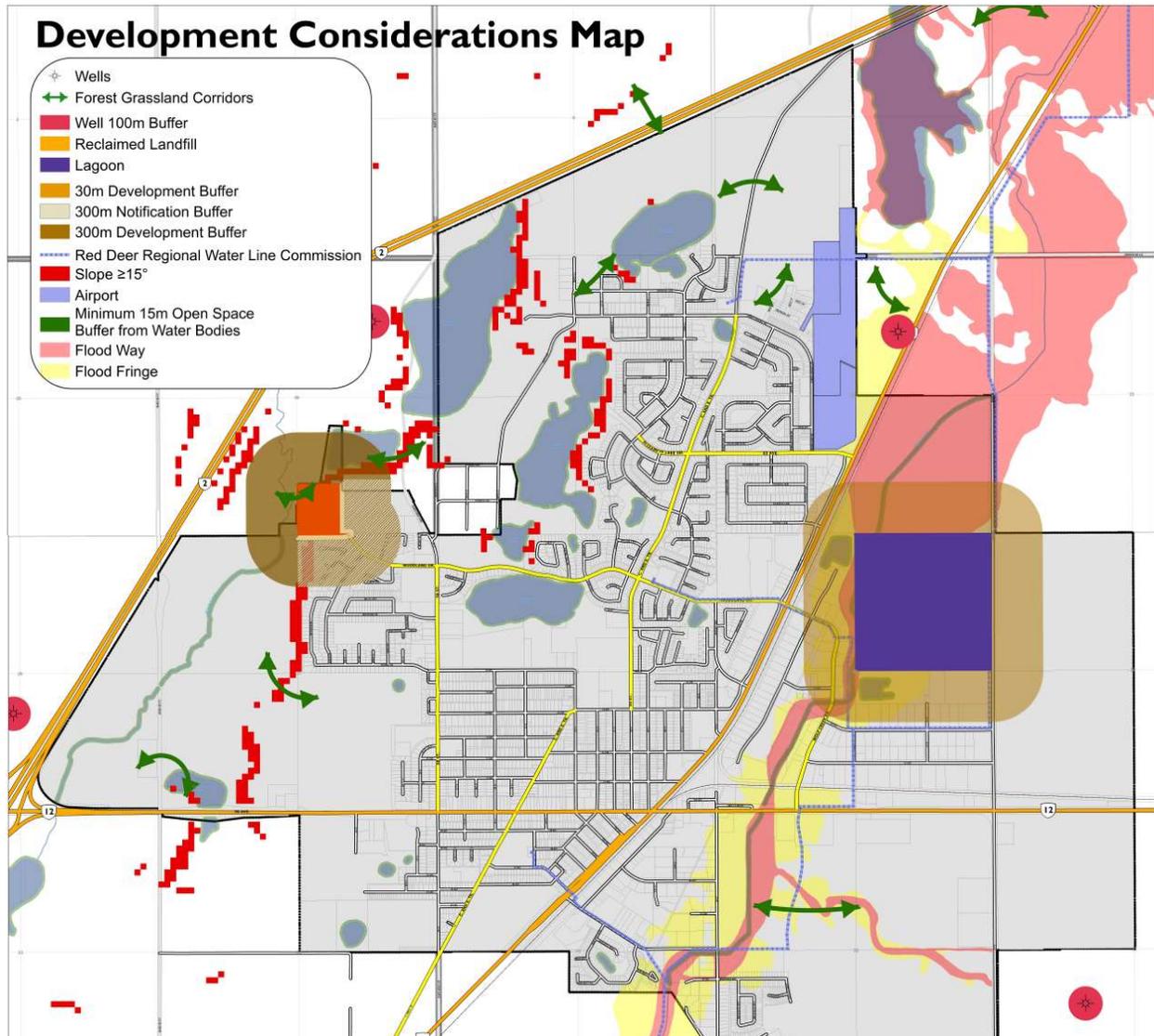
3.1.1 Floodplain

Wolf Creek flows in a northerly direction and its associated floodplain represents a considerable influence on the future growth direction of the City. In addition to the constraint it places on the nature of land uses that can be developed along the creek and proximity of development to the creek, it forms a barrier to eastward and northeastward expansion of the City. At the same time, the floodplain lands along the creek provide opportunities for outdoor recreation uses and permanent open space.³

³ City of Lacombe (2015) Municipal Development Plan: Growing Lacombe (2015 - 2036)

The map below shows the extent of the flood way and fringe relative to the lagoon site. It becomes obvious that a large portion of the lagoon site is located within the flood way. Therefore, any kind of land use other than natural lands would likely require a barrier to be in place and protect the site from flooding.

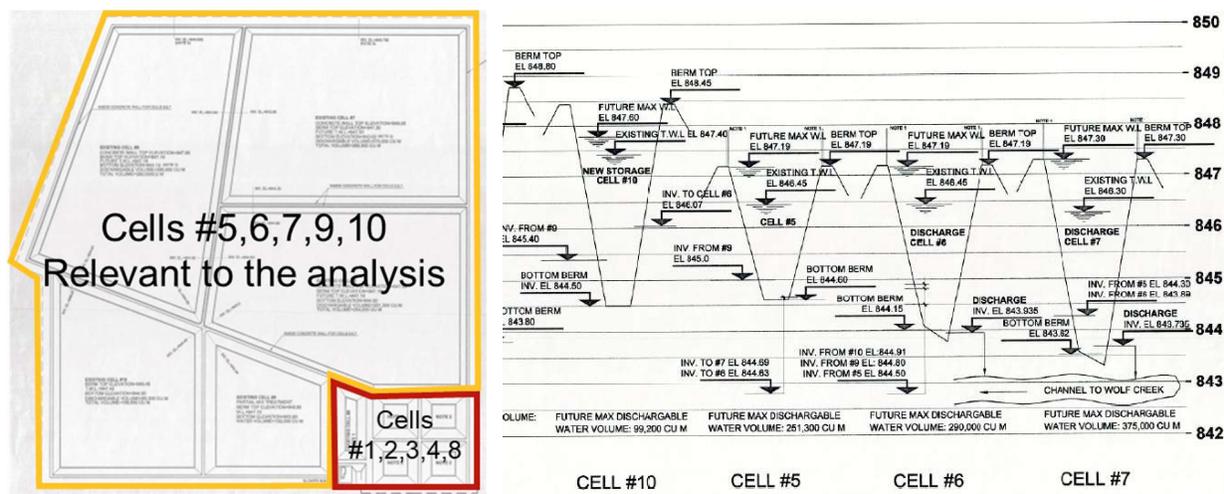
Figure 3-2 Development Considerations Map



3.1.2 Lagoon

The Lagoon itself consists of 10 cells (see figure below). While the five (5) smaller cells will remain in operation, the five (5) large cells will require remediation and the remediated land then would become available for alternative uses. The total area of all cells considered within this study spans roughly 112.5 acres. Additional information regarding the existing sludge volume as well as the required infill to obtain a plain site are included in the quantitative analysis.

Figure 3-3 Lagoon structure (layout and volume cross section)



3.2 Remediation

3.2.1 Provincial Requirements

Under the Alberta framework (ESRD, 2014c), three options are provided for the management of contaminated sites as the proponent proceeds from initial site assessment to regulatory closure. The three options are:

- Tier 1 - Generic remediation guidelines.
- Tier 2 - Site-specific remediation guidelines based on the modification of Tier 1 guidelines.
- Tier 3 - Exposure Control - risk management through exposure barriers or administrative controls based on site-specific risk assessment.⁴

Regardless of the option chosen, the target level of human health and ecological protection afforded by Tier 1, Tier 2, or Exposure Control is the same. The Alberta Framework⁵ provides the following additional information:

- **Tier 1 – Generic Remediation Guidelines**
Generic guidelines are based on identification of the receptors to be protected under various land uses, the applicable exposure pathways, and a corresponding set of parameters that allow reasonably conservative predictions of risk at sites throughout Alberta. Whenever possible, models that incorporate toxicity information, receptor characteristics, and fate and transport mechanisms are used to derive Tier 1 guidelines. Risk-based assessments have not been completed for fluoride, sulphur, antimony, beryllium, cobalt, molybdenum, silver, and tin. The Tier 1 guidelines for these compounds are based on professional judgment. Other compounds have been evaluated for only a limited number of exposure pathways. Where site assessments identify

⁴ Alberta Environment and Parks (AEP) (2019) Alberta Tier 1 Soil and Groundwater Remediation Guidelines. Land Policy Branch, Policy and Planning Division.

⁵ Alberta Environment and Parks (AEP) (2019) Alberta Tier 1 Soil and Groundwater Remediation Guidelines. Land Policy Branch, Policy and Planning Division.

the presence of other influential exposure pathways related to these substances, Tier 2 guidelines may need to be developed.

- **Tier 2 - Modified Generic Remediation Guidelines**
There may be circumstances where site-specific conditions modify potential human and ecological exposure, relative to the generic conditions used to derive Tier 1 guidelines, such that the generic guidelines are unnecessarily conservative. Alternatively, site-specific conditions may increase risks to a level that renders a Tier 1 approach unacceptable. Accordingly, guidance is provided in the companion Tier 2 document (ESRD, 2007 and updates) on ways in which Tier 2 guidelines can be developed. The Tier 2 guidelines will normally be determined by screening out exposure pathways that are not present or by adjusting the Tier 1 models using site-specific values for certain parameters. In either case a more detailed site assessment will be required.
- **Exposure Control - Risk Management**
Exposure Control relies on ongoing risk management to control risks to human health and the environment. This management option is used for sites that require restrictions to the typical activities considered under a given land use or require ongoing risk management.

Tier 1 guidelines are expected to be applied to most contaminated sites in Alberta. However, this report will also consider Exposure Control as a viable option.

3.2.2 Land Use Definitions

For the purpose of developing and implementing soil and groundwater remediation guidelines in Alberta, five generic land uses have been defined by Alberta Environment and Parks – natural areas, agricultural, residential/ parkland, commercial and industrial. A generic land use scenario is envisioned for each category based on typical activities on these lands. The five land uses are defined as follows:⁶

- **Exposure Control**
While not a formal land use designation, Alberta Environment identifies 'Exposure Control' as a remediation option which is intended to control risks to human health and the environment. This option is designed and implemented to ensure that exposures do not result in human and ecological risks.
- **Natural Areas**
Natural areas are defined as being away from human habitation and activities, where the primary concern is the protection of ecological receptors. Much of Alberta's forested land falls into natural areas land use. Natural areas land use must not be applied to areas that may reasonably be expected to be developed, such as those near municipalities and permanent dwellings.
- **Agricultural Lands**
On agricultural land, the primary land use is growing crops or tending livestock as well as necessary human residence. This also includes agricultural lands that provide habitat for resident and transitory wildlife and native flora.
- **Residential/Parkland**
The primary activity on residential/parkland is residential or recreational activity. This land use includes campground areas and urban parks, but not wildlands in provincial parks, which are considered natural areas.

⁶ Alberta Environment and Parks (AEP) (2019) Alberta Tier 1 Soil and Groundwater Remediation Guidelines. Land Policy Branch, Policy and Planning Division.

- **Commercial Land Use**

On commercial land, the primary activity is commercial (e.g., shopping mall) and all members of the public, including children, have unrestricted access. Commercial land does not include operations where food is grown directly in impacted soil on the site. Such operations would fall under agricultural land use.

- **Industrial Land Use**

Industrial land is land where the primary activity is the production, manufacture or construction of goods. Public access is restricted, and children are not permitted continuous access or occupancy.

3.2.3 Assessment of Land Use Opportunities

After an assessment of the remediation guidelines, the designated natural area option was deemed to not be viable as the site is located within the municipal boundary, and as such would be significantly impacted by the proximity of human interaction.

Additionally, due to the proximity/availability/ high supply of agricultural lands surrounding the City, an agriculturally focused land use was also not deemed as viable as the site highest and best use.

Reviewing the City's land use program (see section 2.4.1), the City's long-term residential lands have been identified to be located in the areas to the north. As such due to the long-term planning direction, and anticipated financials associated with remediation the residential land use is not recommended at this time. In addition to Lacombe's long-term planning direction to locate residential use elsewhere, pursuing residential development at the Lagoon site would require additional remediation, and increased costs that would make the development cost prohibitive.

For the purpose of this study this report takes exposure control, parkland, commercial land use and industrial land use into consideration. Given the location of the site and the supply of land within the municipality there appears to be only limited feasibility and viability of transforming the Lagoon site into a natural area, agricultural lands or as residential land.

4.0 Options Development

4.1 Objectives

When developing the options for the subject site, it is important to define the main objectives of this initiative. Objectives can be summarized as minimizing negative environmental effects, ensuring responsible investments, and enabling positive outcomes for the future development of the City.

4.2 Option 1 – Reclamation only (“Do nothing”)

Option 1 is considered the minimal required effort the City is required to take based on provincial requirements. This includes exposure control and therefore not more than the removal of remaining sludge from the Lagoon cells that are no longer in use. By performing this reclamation, it is ensured that there are no environmental risks posed on the community and surrounding lands. There are no additional measures considered as part of this option. Two different levels of exposure control and remediation may be considered:

- 1A - Sludge removal only (cells will not be filled to achieve a plain site)
- 1B - Sludge removal plus infill of volume (site will remain as a dirt site without any landscaping measures)

This option may also be considered an interim measure until such a time as the City was prepared to proceed with a Tier 1 or 2 remediation. This option is anticipated to be considered an Exposure Control remediation option as remediation would be addressed through risk management strategies such as exposure barriers or administrative controls based on site-specific risk assessment.

4.3 Option 2 – Reclamation & Municipal Land Use

Option 2 entails the remediation according to provincial standards with the preparation of the land for future municipal use. Specific uses are considered which will align with the Alberta Parks and Environment land use options and will be assessed as part of the qualitative analysis. In this option, the land will remain in municipal ownership and contribute to the community either through improved recreational quality or by benefiting the City’s operations, depending on the municipal land use.

Municipal uses considered by the City to date can be categorized as either recreational use or operational support. The table below lists a few options that had been named through engagement with the City and other interested stakeholders.

Recreational Use	Operational Use
<ul style="list-style-type: none"> ▪ Park (dog park) ▪ Soccer fields / baseball diamonds ▪ Recreational Pool ▪ Indoor walking area ▪ Municipal Park 	<ul style="list-style-type: none"> ▪ Storm water management (indirectly contribute to support new development) ▪ Hydro backing site ▪ Snow storage facility ▪ Salt storage

Pending the remediation control method chosen, this option may be considered a Tier 1 (generic remediation), or a Tier 2 (if site-specific remediation guidelines are chosen to be developed).

4.3.1 Dog Park

A dog park or “off-leash” dog park is a facility set aside for dogs to exercise and play off-leash in a controlled environment under the supervision of their owners. Parks vary in accoutrements, although a typical dog park offers a 4’ to 6’ fence, separate, double-gated entry and exit points, benches for humans, shade for hot days, parking close to the site, water, tools to pick up and dispose of animal waste in covered trash cans, and regular maintenance and cleaning of the grounds. Dog parks may also feature wheelchair access, a pond for swimming, and a separate enclosure for small dogs.

The presence of a dog park provides a variety of benefits to individual dog owners and the larger community ranging from increased physical and mental health, community safety, enabling of sub-community building amongst dog owners, to healthier, calmer and less aggressive dogs.⁷

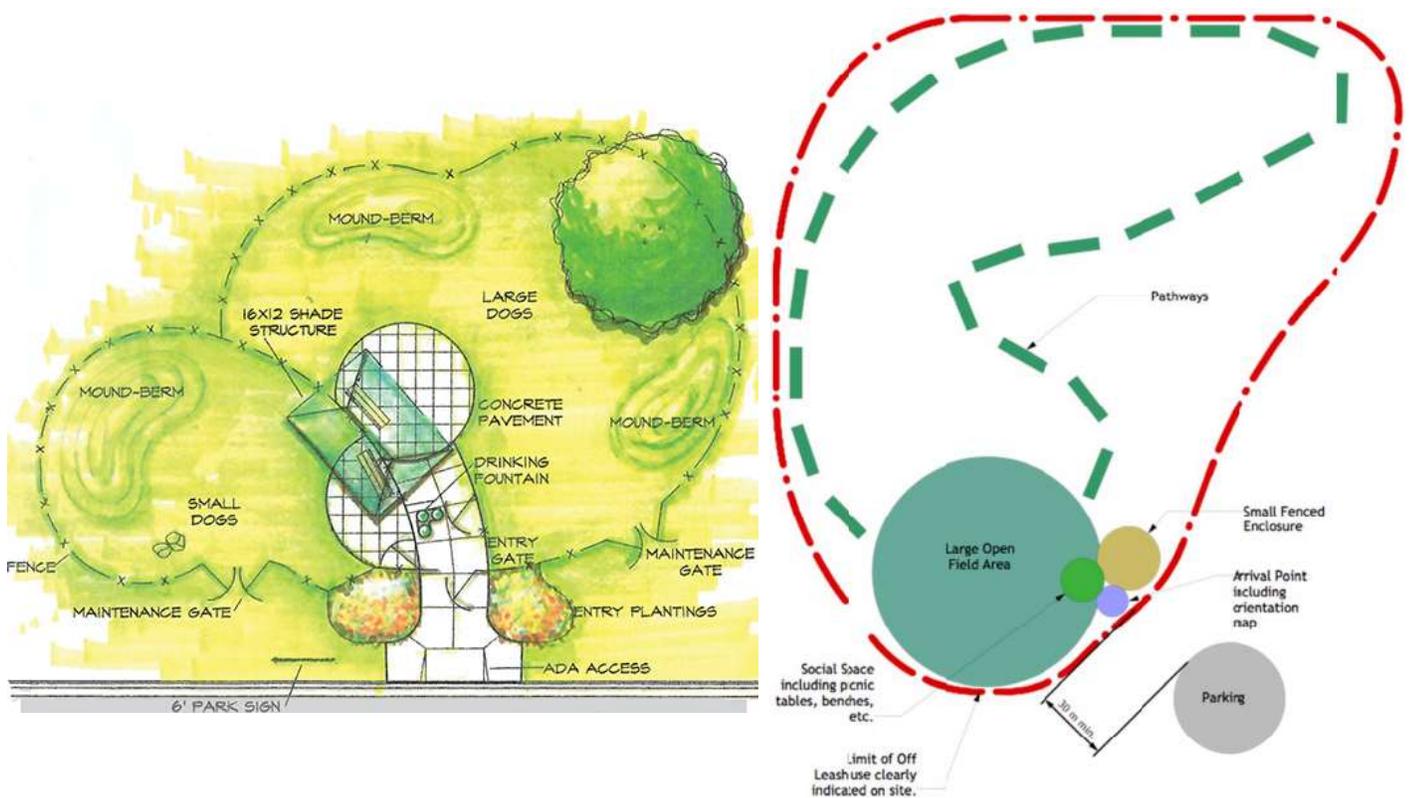
Figure 4-1 Examples for dog parks / off leash areas⁸



⁷ City of Greater Sudbury (2010) Off-Leash Dog Park/Area, Project Proposal

⁸ City of Winnipeg. Guidelines for Off Leash Dog Parks In the City of Winnipeg.

<https://winnipeg.ca/ppd/PublicEngagement/OffLeashAreas/documents/Off-Leash-Park-Guidelines.pdf>



Dog parks are increasingly common, especially in high density residential areas and typically range from 0.8 acres to 10 acres. As there is no shortage of space on the existing lagoon site, we would assume a medium sized dog park⁹ (+/- 5 acres) to increase the recreational quality of the facility. This report further assumes that the site will be operated as a naturalized site with modest levels of maintenance effort being limited to servicing waste receptacles and infrequent grass and weed cuts up to twice a season.¹⁰

4.3.2 Soccer Fields

Recreational activities are very important to Lacombe residents as they provide a variety of programs catering to differing needs and interests. As the City grows, it aims to ensure that these recreational opportunities continue to meet the needs of an increasingly diverse population of residents in the community and surrounding region.

Specific to recreational facilities, in particular softball diamonds and soccer fields, the City of Lacombe currently provides 11 softball/ baseball diamonds and 3 soccer fields to its community, with an additional junior soccer field incorporated as part of the new park development in Metcalf. The majority of the fields are located in Michener Park in the Southwest of the city with the majority of the minor soccer fields played in the Wolf Creek lands between the junior and senior high schools. All three of the soccer fields are small and do not comply with full-sized soccer pitch sizing. As the City continues to grow and plans to attract visitors from the broader region, adding one or more full-sized soccer field(s) appears to be a reasonable option.

⁹ 4 acres represent the medium range for community dog parks.

¹⁰ <https://winnipeg.ca/ppd/PublicEngagement/OffLeashAreas/documents/Off-Leash-Park-Guidelines.pdf>

Figure 4-2 City of Lacombe, Existing soccer pitches



4.3.3 Snow / Salt Storage Site

While the ability to clear snow from the city has been relatively straight forward issues have arrived in the disposal or storage of this material. Recent issues have revealed a concern with the current site not having the capacity to accommodate the large amounts of snow accumulated over a winter season. Should snow plowing be reduced due to snow storage limitations is it anticipated over the course of a typical Lacombe winter, snow would build up along roadways and in parking lots. Areas with limited space for plowed snow storage may develop large snowbanks that can:

- obstruct the line of sight of drivers
- reduce vehicle mobility and available parking
- create a hazard to pedestrians
- form barriers causing drifts to form across pavement, and
- fill snow storage areas thus interfering with future plowing operations.

The current site was not intended to be the City's snow storage site as it has been identified as the future Public Works building and yard which will be required in 1-2 years. This facility was approved by Council for 2020-21, so finding an alternate site that can meet the City's operational needs is critical.

To avoid the above listed hazards, a potential use for one of the cells could be to utilize the existing cell without further infill as a snow storage/ dumping site. Should the City wish to re-purposed one of these cells this would enable the City to construct a snow dump site that is more compliant with Alberta Environment guidelines. With Council proposed service level change (January 2020) in regards snow clearing, repurposing a cell may accommodate significantly more volume than what is being stored at the current snow dump site.

However, there are certain aspects that need to be considered when looking for a suitable site as well as required equipment for a snow storage site. This is primarily caused by the snow potentially being impacted by:

- salts or other snow and ice control chemicals
- oil, grease and heavy metals from vehicles
- litter and debris, and

- normal dirt, dust and airborne pollutants.

Therefore, hauled snow must be handled, stored and disposed of in an appropriate manner that manages these contaminants in a way that protects the environment. Guiding principles for planning a snow storage site include:

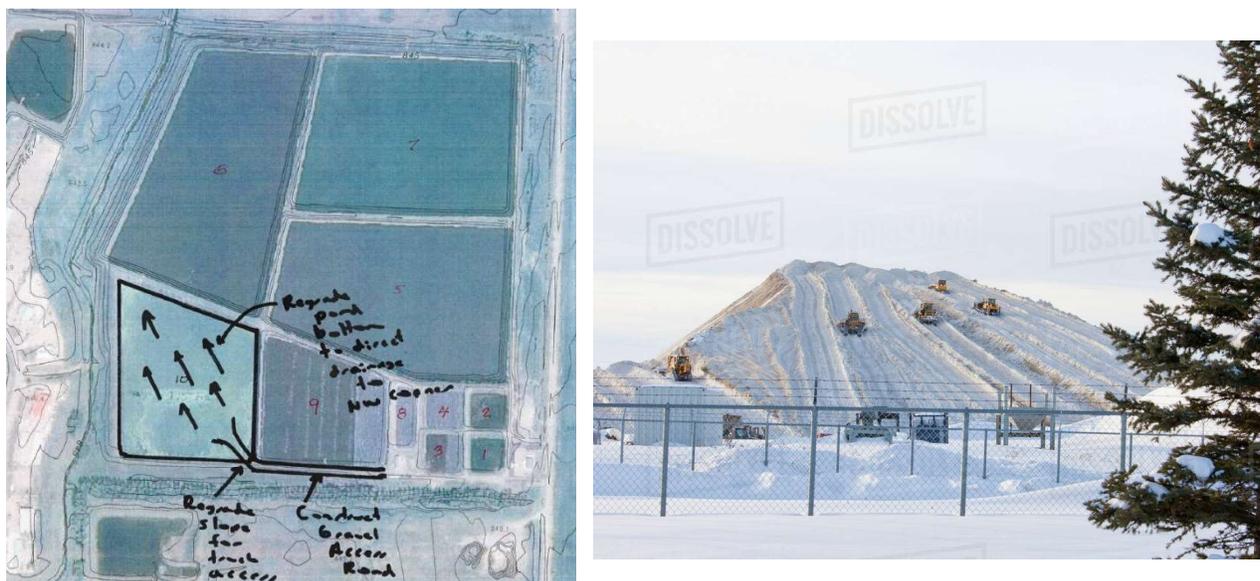
- Public safety as the over-arching priority. Organizations must ensure that the hazards caused by accumulated snow are efficiently and safely addressed.
- Snow disposal sites should be located and operated to minimize impacts to the natural environment and control nuisance effects, including noise, dust, litter and visual intrusion on adjacent landowners.
- Meltwater must be managed in compliance with local water quality regulations and in a manner that protects surface and groundwater resources.
- Onsite litter, debris and sediment from the meltwater settling area must be collected and disposed of in accordance with local waste management legislation.¹¹

Certain land uses (e.g. wetlands, flood prone areas) are incompatible with snow storage and disposal sites and should ideally be avoided. Based on the considerations outlined above, a snow storage site may not represent the optimal long-term use for the existing lagoon. However, snow storage may be an appropriate short-term option, and such, this report recommends for the City to further analyze the feasibility of such a use from an environmental perspective as the outcomes of a detailed environmental assessment may have major impacts on the financial viability. Initial studies have been considered such as the recent study which addressed the repurposing of Cell #10. In that study the consultant identified a layout and cost-effective solution that may satisfy requirements as laid out in the Snow Disposal Guidelines for the Province of Alberta

The same considerations apply to the option of locating a salt storage facility on the lagoon site. There exist specific measures and requirements in place that ensure salt does not run off into ground water or other bodies of water and negatively impact the natural environment. Considering the site is located within the floodplain, this sub-option may require preventative measures which could preclude long-term financial viability. Preventative measures may include but not be limited to specific salt storage facility and the storage of winter sanding material contaminants.

¹¹ Transportation Association Canada (2013) Syntheses of Best Practices, Road Salt Management, Snow Storage and Disposal <https://www.tac-atc.ca/sites/tac-atc.ca/files/site/doc/resources/roadsalt-8.pdf>

Figure 4-3 Sketch of potential snow storage site



4.3.4 Municipal Park

Similar to the dog park option identified in 4.3.1, remediating the existing lagoon to a park may provide a direct benefit to the community. If considered as an interim solution, it may provide The City the opportunity to foster an opportunity which may lead to more long-term economic benefits. This would approach would allow the site to be seen as an industrial land bank available for the right municipal, or private opportunity.

4.4 Option 3 – Reclamation & Land Sale

Option 3 assumes remediation performed by the City to an equal standard as in Option 2, and determination whether the remediation will follow a Tier 1 or 2 remediation guidelines. During the remediation process, the land will be advertised to potential buyers as industrial land, per preceding sections identifying this as the primary market need / opportunity. This will expand the existing industrial area to the east of the Highway.

Remediating and rezoning the site as an industrial property will provide the City with flexibility to attract a wide range of permitted uses. The City of Lacombe Land Use Bylaw includes but is not limited to the following permitted and discretionary industrial district uses:

Table 4-4 Light Industrial District

Permitted Uses	Discretionary Uses
Agricultural implement and industrial equipment sales and service	Auction facility
Building supply and lumber yard	Autobody and paint shop
Car wash	Automotive sales and service
Commercial card lock	Commercial school
Distribution facility	Fitness facility
Equipment Rental	Food production facility
Greenhouses, commercial	Microbrewery

Heavy equipment sales and service	Parks and playgrounds
Manufacturing facility, general	Recycle depot
Veterinary clinic	Restaurant
Veterinary hospital	Service station
Warehousing	Wind turbine generator

In addition to the light industrial uses, the Heavy Industrial District enables the following

Table 4-5 Heavy Industrial District

Permitted Uses	Discretionary Uses
Food production facility – major	Cartage and freight terminal
Industrial support sales	Dangerous good occupancy
Manufacturing facility – intensive	Railway use
	Salvage recycling operation

Unique opportunities which may be permitted in the either industrial land use may include the following:

- Solar farms – Recent announcement such as the Travers Solar Project in Vulcan County has identified a potential market opportunity to sell land to companies involved in the production of solar energy production. In this situation a purchaser would require unencumbered land will full solar access to maximize efficiency and product. Under option 3 this would be largely an industrial land sale with the purchaser responsible for construction and operations.
- Stormwater site – With the City’s projected future residential land development occurring elsewhere there may be an opportunity to develop a community wide stormwater management site to reduce the onsite requirements for the individual developers. While this may be a direct benefit to the developer’s additional analysis is required to determine whether there is an environmental and economic benefit for The City.
- Hydrovac dumpsite - Similar to the snow / salt storage option, there may be an ongoing need for a hydrovacating waste management facilities for private companies. Additional analysis would be required to properly identify whether there is interest for this type of use, the associated risks to the City, and the level of community support to add additional waste facilities within the municipal.

According to Colliers International market research, the industrial property market in Lacombe specifically, and in Alberta more generally, currently presents itself as a buyer’s market as sale prices are on average 14% lower than the asking price. In addition, there is a large inventory available within the neighbouring communities along Highway 2A, 12 and 2, which contributes to the market being favourable for buyers. Therefore, it is important to provide a ready to build site (plain and graded) with easy access to all required utilities.

5.0 Options Analysis

5.1 Quantitative Analysis

5.1.1 Assumptions

The following series of tables identify the project baseline costs to meet Options 1B – 3 as outlined above.

STUDIES, CONSTRUCTION & SOFT COSTS

Table 5-1 Construction Cost Benchmarks¹²

Position		Costs	
Investigative Studies			
Environmental Phase 1&2		\$25,000	
Condition Assessment		\$5,000	
Topography Survey		\$5,000	
Geotechnical Investigation		\$10,000	
Environmental Consultant Fee		\$150,000	
Total Investigative Studies		\$195,000	
Construction cost	Quantity ¹³	Costs per Unit	Total Costs
Sludge Removal*	20,134 cu m	\$75 ¹⁴	\$1,510,050
Fill & Compacting	955,800 cu m ¹⁵	\$20	\$19,116,000
Landscaping**	455,000 sq. m ¹⁶	\$20	\$9,100,000
Soft Costs	5%		\$1,486,302
Site Servicing (Certain Options)	112.5 acres	\$100,000	\$11,250,000

Note:

*80-90% of the sludge volume is being removed as part of the remediation project. For the purpose of this options analysis it is assumed that 15% of the sludge volume will need to be removed at the expense on the City.

** General landscaping requirement (i.e. hydroseeding, gross cover) to establish soil stability and erosion control.

¹² Costs based on Colliers Project Leaders local market expertise.

¹³ Quantities listed in the table assume a full remediation of all cells that are no longer in use. Variations of construction costs depending on the option are discussed at the end of the quantitative analysis.

¹⁴ Cost per unit of range of sludge removal has been estimated at \$75 / m³. Cost may range from \$50 – 100 / m³ but will be contingent on the level of contamination, and the costs associated with removal and disposal based on the level of contamination.

¹⁵ Calculated based on the following volumes: Cells 1-4, 8 = N/A (leased North Red Deer Regional Wastewater Services Commission), Cell 5 = 178,100 m³, Cell 6 = 221,800 m³, Cell 7 = 255,400 m³, Cell 9 = 132,000 m³, Cell 10 = 168,500 m³, TOTAL = 955,800 m³

¹⁶ Assumes landscaping required across the full Lagoon site.

MUNICIPAL USE OPTIONS COST ASSUMPTIONS

Construction cost	Quantity	Costs per Unit	Total Costs
Dog Park			
Size	4 acres / 16,200 sq. m		
Landscaping	16,200 sq. m	\$20	\$324,000
Fencing	510 m	\$200	\$102,000
Equipment ¹⁷			\$17,000
Soft Costs	5%		\$22,150
Total Construction Costs			\$465,150
Maintenance	annually		\$20,000
Soccer Field¹⁸			
Size	65,625 sqft/ 6,097 sqm		
Construction Costs (Natural Grass with Sand Cap)	65,625 sqft	\$2.50	\$164,062
Equipment (maintenance)			\$124,150
Equipment (sports)			\$25,000
Soft Costs	5%		\$15,660
Total Construction Costs			\$328,873
Maintenance (material, labor)	annually		\$15,000
Maintenance (grass repair)	Every 5 years		\$25,000

FINANCIAL ASSUMPTIONS

Table 5-2 Financial and Operating Assumptions

Criteria	Assumption	Comment
Discount Rate	3.41%	Government of Canada 10-Year Bond Rate - as at 1-April-2019 plus 1.75% provincial spread
Inflation	2%	annually
Risk Free Rate	2.5%	annually

OTHER ASSUMPTIONS

The City recently achieved sale prices of \$200,000-\$225,000 per acre selling the Len Thompson Industrial Park Phase 2 Lands in the central east of Lacombe. The sites are brownfield (formally agricultural) sites, fully serviced and sold in a majority of one-acre parcels. Colliers International market research determined an average sale price for comparable sites in the region of \$250,000 per acre. For the purpose of this report the high end of the current sale revenue achieved by the City will be applied to the analysis. Refer to Appendix 1 for additional details.

¹⁷ Includes benches, water fountains, signs, obstacles, waste disposal;

https://www.theparkcatalog.com/media/pdf/TheParkCatalog_DogParkEdition.pdf

¹⁸ Costs: Grass vs. Synthetic Turf. <https://www.safehealthyplayingfields.org/cost-grass-vs-synthetic-turf>

Table 5-3 Other Assumptions

Criteria	Assumption
Land Size [Acre]	112.43
Sale Price per Acre	\$225,000
Property Tax income [annually]	\$20,000/ha.

5.1.2 Initial Capital Investment

The three primary identified options have different cost parameters which apply to them. The table below outlines how the options are differentiated from a capital perspective.

Table 5-4 Capital options comparison

Position	Option 1A (Sludge Removal)	Option 1B (Sludge Removal + Infill)	Option 2 (Reclamation & Municipal Land Use)	Option 3 (Reclamation & Land Sale)
Investigative Studies	\$195,000	\$195,000	\$195,000	\$195,000
Sludge Removal	\$1,510,050	\$1,510,050	\$1,510,050	\$1,510,050
Fill & Compact	-	\$19,116,000	\$19,116,000	\$19,116,000
Landscaping	-	-	\$9,100,000	-
Servicing				
Soft Costs	\$75,500	\$515,650	\$1,486,300	\$515,650
Total Reclamation Costs	\$1,780,550	\$21,336,700	\$31,407,350	\$21,336,700
Approx. Cost / Acre (assuming 455,000 sqm. M / 112.43 acres)	\$15,800	\$190,000	\$279,000	\$190,000

Note: While a cost per acre has been provided to assist in comparison some components are not completely scalable.

5.1.3 Long-term Financial Implications

A 30-year financial analysis has been performed on a Net Cash-Flow (NCF) and Net Present Value (NPV) basis. For context and clarity, a definition of relevant financial terms referenced in this section is presented below:

Financial Measure	Description / Mathematical Derivation
Net Cash Flow (NCF)	Net Cash Flow is derived by subtracting capital expenditures (i.e. Construction costs, less any financing activity) from Operating Income (Revenue less Expenses), and then adding any proceeds from asset divestitures.
Net Present Value (NPV)	Net Present Value is derived by discounting future period Net Cash Flows back to the present time using a “discount rate”, which accounts for the Time Value of Money – namely, that a dollar earned in the future won’t be worth as much as one earned in the present. For this analysis, a discount rate of 3.41% is used – representative of Bank of Canada 10-year bond-yields (as at 1-Apr-2019) plus a premium to reflect provincial vs. federal financial strength.

As part of the NCF and NPV analysis, the following aspects have been considered:

- Required studies (Environmental Phase 1&2, Topography Survey, etc.)
- Construction Cost (hard and soft costs);

- Land prices in the City to sell existing land;
- Financial market conditions (inflation, bond rates, etc.);
- Timeline and sequence of revenue and expense streams.

Calculating an NPV allows a financial analysis to evaluate the time of money and provides the ability to compare different options being considered. By comparing the NPV, and NCF, The City can determine whether one investment opportunity presents a more favourable financial decision than other. While this initial financial analysis can assist decision making qualitative considerations should be incorporated prior to a final decision.

Table 5-5 Long-term financial options comparison

Position	Option 1A (Sludge Removal)	Option 1B (Sludge Removal + Infill)	Option 2 (Reclamation & Municipal Land Use)	Option 3 (Reclamation & Land Sale)
Net Cash Flow (NCF)	(\$1.78M)	(\$19.3M)	(\$31.4M)	\$5.3M
Net Present Value (NPV)	(\$1.72M)	(\$18.4M)	(\$29.9M)	\$3.5M

Based on this initial assessment, Option 3 is anticipated to result in favourable financial returns in comparison to the other options identified. The following outlines specific assumptions used in determining the NPV and NCF.

- Option 1A
 - Construction occurs from Year 1 - 2
- Option 1B
 - Construction occurs from Year 1 - 2
- Option 2
 - Construction occurs from Year 1 - 2
 - Potential municipal use revenues, or taxes to be determined
- Option 3
 - Construction occurs Year 1 - 2
 - Land sale projected in Year 3
 - Tax revenue projected from Year 3 onwards

5.2 Qualitative Analysis

5.2.1 Risk Analysis

As part of the qualitative analysis of options, Colliers developed in consultation with The City the following Risk Analysis.

WHAT IS A RISK?

- Something that MIGHT happen - uncertain event
- Positive or Negative Impact
- Ability to Change Project Outcome
- Something you can plan for in the event it does occur

- A Risk requires a decision or action to assign, analyze and resolve it
- A Risk is different from an issue (Something that HAS happened or IS currently happening – underway)

There are several risk categories commonly found in various projects as outlined below.

Risk Category	Question
Budget + Costs	What risks may affect the financial success of the project?
Resources	What risks may affect the availability, capacity or capability of human resources (internal/external) delivering the project?
Construction	Which specific risks can you foresee that would impact the successful construction (not schedule or cost) of the project?
Site	What are the site related risks that could affect the project and its delivery?
Communication & Stakeholder	What risks do specific stakeholders (or groups of) pose to the success of this project?
Schedule	Which risks could affect achieving important milestones - from project approval, to completion and start of operation?
Quality	What risks can affect the quality of the reclamation, the site's mid and long-term use or sustainability?
Design	If applicable: What aspects of the design could pose risks to the success of the project?
Operations	If applicable: What risks could affect the sustainable, cost effective ongoing operation of the site?

Risks are rated based on their probability of occurring and the impact it would have on the project outcome in case of a risk event.

The following explanations and tables provide some guidance for the probability and impact ratings.

IMPACTS are often defined as the consequences, or effects of a risk event on the project objectives. These impacts can be beneficial or harmful to the objectives.

The **RISK IMPACT** scale can vary. For simplicity Colliers used a three-point scale for this analysis. Typically, the impacts are described relatively as low, medium, and high, but often also defined using numerical scales. One risk event can affect more than one objective, as such, the impact of all the possible objectives effected must be considered. The qualitative description for the different impact levels are examples and may vary based on specific risk tolerances for an individual project.

Objective	Relative / Numerical Scale		
	Low (1)	Medium (2)	High (3)
Cost	< 10% increase	10-20% increase	> 20% increase
Time	Within 3 years	Within 10 years	Beyond 10 years
Scope	Minor areas affected	Major areas affected	Unacceptable reduction
Quality	Barely noticeable quality degradation	Quality reduction requires sponsor approval	Unacceptable quality reduction

RISK PROBABILITY, or likelihood, is the possibility of a risk event occurring. The likelihood can be expressed in both a qualitative and quantitative manner. When discussing probability in a qualitative manner, terms such as frequent, possible, rare etc. are used. It is also possible to describe the probability in a numerical manner.

Likelihood	Low (1)	Medium (2)	High (3)
Description	Risk will most likely not occur	Possible to occur	Risk is highly likely to occur

The following table on the next page outlines a selection of commonly identified risks and ratings based on The City’s perspective on a risk assessment of the Lagoon project and the different options.

Table 5-6 Risk Analysis

Risk Analysis
Lagoon Reclamation | Options Analysis
City of Lacombe

Risk Category	Project Risk Assessment	Option 1 - "Do nothing"					Option 2 - Reclamation + Municipal Use					Option 3 - Reclamation + Commercial Use				
		Risk Evaluation					Risk Evaluation					Risk Evaluation				
		P	Probability	I	Impact	RR	P	Probability	I	Impact	RR	P	Probability	I	Impact	RR
			High Medium Low		High Medium Low			High Medium Low		High Medium Low			High Medium Low		High Medium Low	
Project Approval	Council rejects proposal	1	Low	1	Low	1	2	Medium	1	Low	2	3	High	1	Low	3
	AEP rejects reclamation plan	1	Low	2	Medium	2	1	Low	2	Medium		1	Low	2	Medium	2
Budget & Costs	Lack of initial funding	1	Low	2	Medium	2	2	Medium	2	Medium	4	3	High	2	Medium	6
	Cost escalation	1	Low	1	Low	1	3	High	3	High	9	3	High	3	High	9
	Capital ROI	1	Low	1	Low	1	2	Medium	2	Medium	4	3	High	3	High	9
	High operating costs	1	Low	1	Low	1	2	Medium	3	High	6	1	Low	1	Low	1
Resources	Availability of Contractor	1	Low	1	Low	1	1	Low	2	Medium	2	1	Low	2	Medium	2
	Availability of Consultants	1	Low	1	Low	1	1	Low	2	Medium	2	1	Low	2	Medium	2
	Availability of internal resources	1	Low	1	Low	1	2	Medium	2	Medium	4	2	Medium	2	Medium	4
Climate	Delays due to weather	1	Low	1	Low	1	1	Low	1	Low	1	1	Low	1	Low	1
Site	Undiscovered conditions	1	Low	1	Low	1	2	Medium	3	High	6	2	Medium	3	High	6
	Higher Water table than assumed (very high)	1	Low	1	Low	1	1	Low	2	Medium	2	1	Low	2	Medium	2
	Higher cost for site servicing than estimated	1	Low	1	Low	1	2	Medium	1	Low	2	1	Low	3	High	3
Stakeholders	Lack of public support	1	Low	2	Medium	2	2	Medium	2	Medium	4	3	High	3	High	9
Schedule	Delays	1	Low	1	Low	1	1	Low	2	Medium	2	3	High	3	High	9
Procurement	Non completion under City Ownership	1	Low	1	Low	1	2	Medium	2	Medium	4	3	High	3	High	9
	Non completion under private ownership	1	Low	1	Low	1	1	Low	2	Medium	2	2	Medium	2	Medium	4
SUM		17		18		20	28		34		56	34		38		81

While the long-term financials provide The City with an important financial consideration, conducting a Risk Analysis provides a glimpse into the various risk categories, and potential risk rating of specific scenarios. While the Risk Analysis identified Option 3 as having greater risk rating (81) compared Option 1 (20) and Option 2 (56), both items should be considered when determining the preferred option. In cases where risk have been identified as high, mitigation strategies can be implemented to reduce chances of the risk occurring. In other circumstances the risk may be accepted if other quantitative or qualitative benefits can be achieved.

6.0 Conclusion & Recommendations

While quantitative analysis would suggest the highest and best use for the site is a commercial/industrial application based on Net Present Value and Net Cash Flow (Option 3), it also carries the highest qualitative risk. Although Option 3 provided a favourable financial benefit, pursuing this option will require The City of Lacombe to identify funding from existing reserves or to pursue additional borrowing capacity in order to move forward. Should this borrowing capacity not be available, or if The City not wish to commit to borrowing, Options 3 is not recommended. Any commercial transaction carries risk and given the relatively low market liquidity in Lacombe and the surrounding area this option may be best deferred at this time.

To mitigate this financial risk in the short term, and to ensure The City maintains maximum options for future consideration, Option 1A is recommended for the following reasons:

- It carries a relatively low capital cost.
- It allows for future flexibility on the site as and when market conditions improve.
- It complies with regulatory requirements in the short to immediate term and decreases a potential liability for The City.
- It allows The City to focus on the marketability of other properties not encumbered by environmental considerations.

While recommending that The City maintain ownership of the lagoon lands for the short term, there is an opportunity to further refine Option 1A by providing a portion of the lands to address the immediate municipal need for a snow / salt storage site. Repurposing a cell, and ensuring the site is compliant with Alberta Environment guidelines would allow The City to accommodate significantly more volume than what is being stored at the current snow dump site.

Accommodating this use in the lagoon site would allow the remaining Option 1A lands to retain their future municipal or development potential, while allowing the current snow / salt storage to be relocated. Providing certainty to the snow / salt storage location will also avoid a future conflict with the planned Public Works building and yard which will be required in 1 – 2 years.

Appendix 1 PROPERTY BENCHMARKS

Information obtained from Colliers International Brokerage

Average sale price achieved \$240,063 / acre

COMPARABLE SALES Industrial Zoned Land					
Address	Date	Size (acres)	Price	\$/Acre	
4510 50A Avenue, Lacombe	OCT '14	0.79	\$210,000	\$265,823	
3906 52 Avenue, Lacombe	MAR '14	0.76	\$180,000	\$236,842	
5356 & 5359 Len Thompson Drive, Lacombe	JAN '17	2.5	\$525,000	\$210,000	
Queens Business Park, Red Deer	MAR '19	4.91	\$1,399,350	\$285,000	* Colliers Sale
3525 61 Avenue, Innisfail	MAY '19	5.63	\$1,262,300	\$224,210	* Colliers Sale
Chiles Industrial Park, Red Deer County	JUL '16	2.37	\$550,000	\$232,068	
40 Queensgate Crescent	SEP '17	4.39	\$1,100,000	\$250,512	
225 Clearview Drive, Red Deer	DEC '18	1.62	\$350,000	\$216,049	

Average asking price \$276,976 / acre

Market	Total Acres	Total Value (\$)	Price / acre (\$)
Lacombe	40.48	\$4,035,350	\$212,871 *
Blackfalds	52.25	\$14,145,754	\$270,732
Sylvan Lake	2.97	\$1,039,500	\$350,000 **
Red Deer	130.78	\$35,490,983	\$274,228

Notes:

* Asking price for Iron Rail Industrial at \$160,000 / acre (individual well & septic)

* We have used current City asking price for Len Thompson Industrial @ \$265,000 per acre however, showing as listed as \$225,000 / acre on MLS.

** Only industrial parcel in Sylvan Lake ready to develop. Higher than average pricing - also for sale with the old STRAIT Projects Building (Colliers Listing)



REQUEST FOR COUNCIL DECISION

SUBJECT: **Bylaw Amendments to Support Commercial Development at the former Chamber of Commerce**
(Bylaw 405.1 – Municipal Development Plan Amendment and Bylaw 400.30 – Rezoning for Part of Lot P, Block 50, Plan 3583NY and Closed Portions of Road)

PREPARED BY: **Craig Teal, RPP MCIP, Director, PCPS**

PRESENTED BY: **Craig Teal, RPP MCIP, Director, PCPS**

DATE: **April 14th, 2020**

FILE: 61.912.01(20) and 61.201.30 (20)

PURPOSE:

To support the creation of commercial lands for development at the former Chamber of Commerce site, Bylaw 405.1 and Bylaw 400.30 are being presented to Council for consideration. Bylaw 405.1 amends the Future Land Use Concept Map of the Municipal Development Plan to identify “Commercial Lands” on Part of Lot P, Block 50, Plan 3583NY. Bylaw 400.30 rezones Part of Lot P, Block 50, Plan 3583NY from (CS) Community Services District to (C4) Highway Commercial District and zones Closed Portions of Road as (C4) Highway Commercial District.

RECOMMENDED MOTION(S):

1. THAT Council give first reading to Bylaw 405.1.
2. THAT Council give first reading to Bylaw 400.30.
3. THAT Council schedule a public hearing for Bylaw 405.1 and Bylaw 400.30 at 5:30PM on Monday, May 11, 2020.
4. THAT Council schedule a public hearing for removal of the reserve designation from part of Lot P at 5:30PM on Monday, May 11, 2020.

RELATED PRIOR MOTION(S):

1. None

EXECUTIVE SUMMARY:

City Administration proposes amendments to the Municipal Development Plan and the Land Use Bylaw that will allow for redevelopment of the former Chamber of Commerce site for Highway Commercial use. The changes would allow subdivision of the northerly 30m of Lot P from the rest of Lot P so it could then be combined with portions of service road that are proposed to be closed to create one or more commercial parcels.

ANALYSIS:



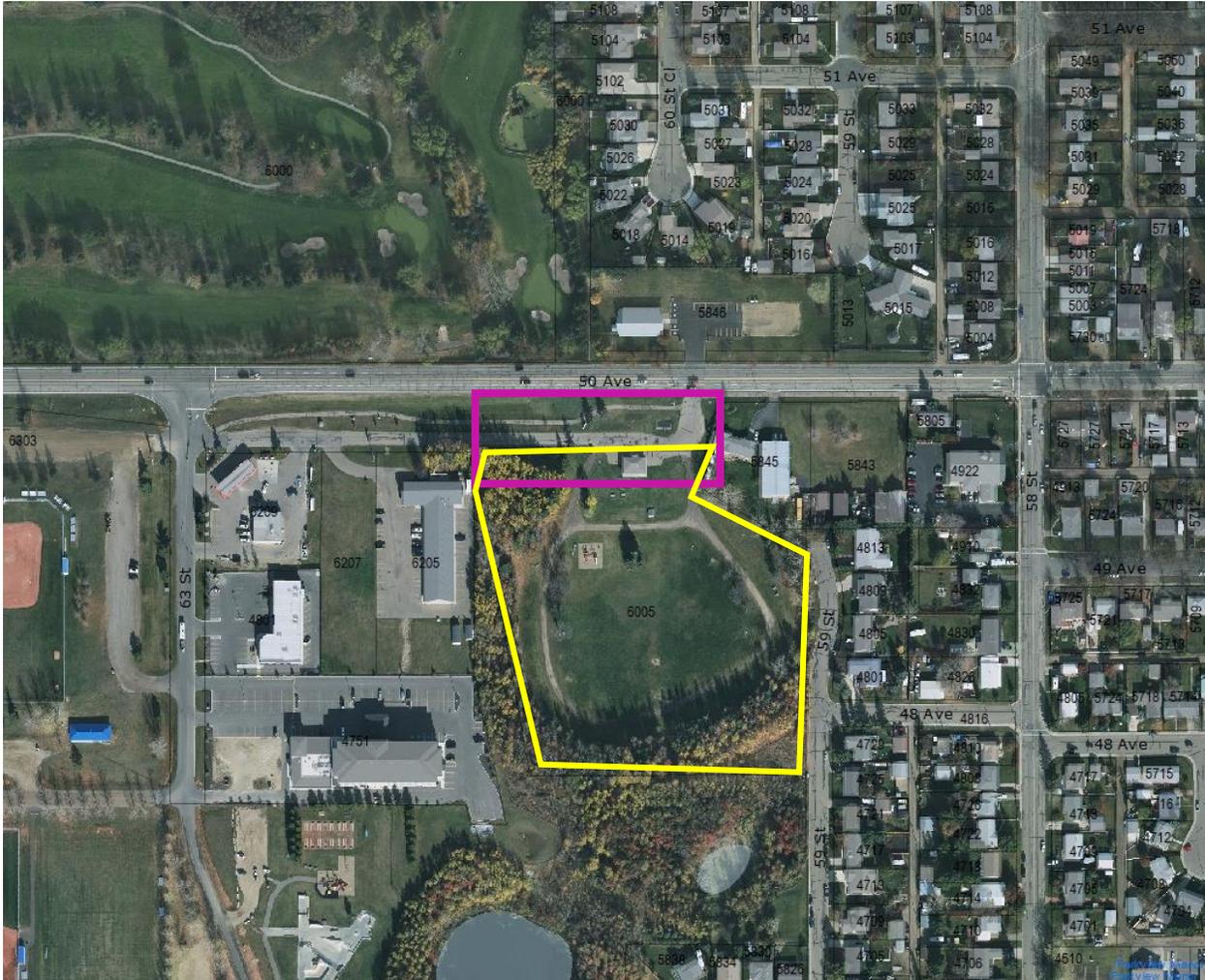
REQUEST FOR COUNCIL DECISION

Lot P is currently identified as “Institutional Lands” on the Future Land Use Concept Map of the City’s Municipal Development Plan (MDP). The portion of service road that is proposed for closure is not assigned a future land use under the MDP. The “Institutional Lands” category is applied to areas meant for large scale public parks and open spaces and facilities such as school sites.

Lot P is designated (CS) Community Services District under the Land Use Bylaw (LUB). The CS District provides areas for larger scale community, recreation, government and other public facilities and their accompanying uses. The portion of service road that is proposed for closure is not assigned a land use district under the LUB.

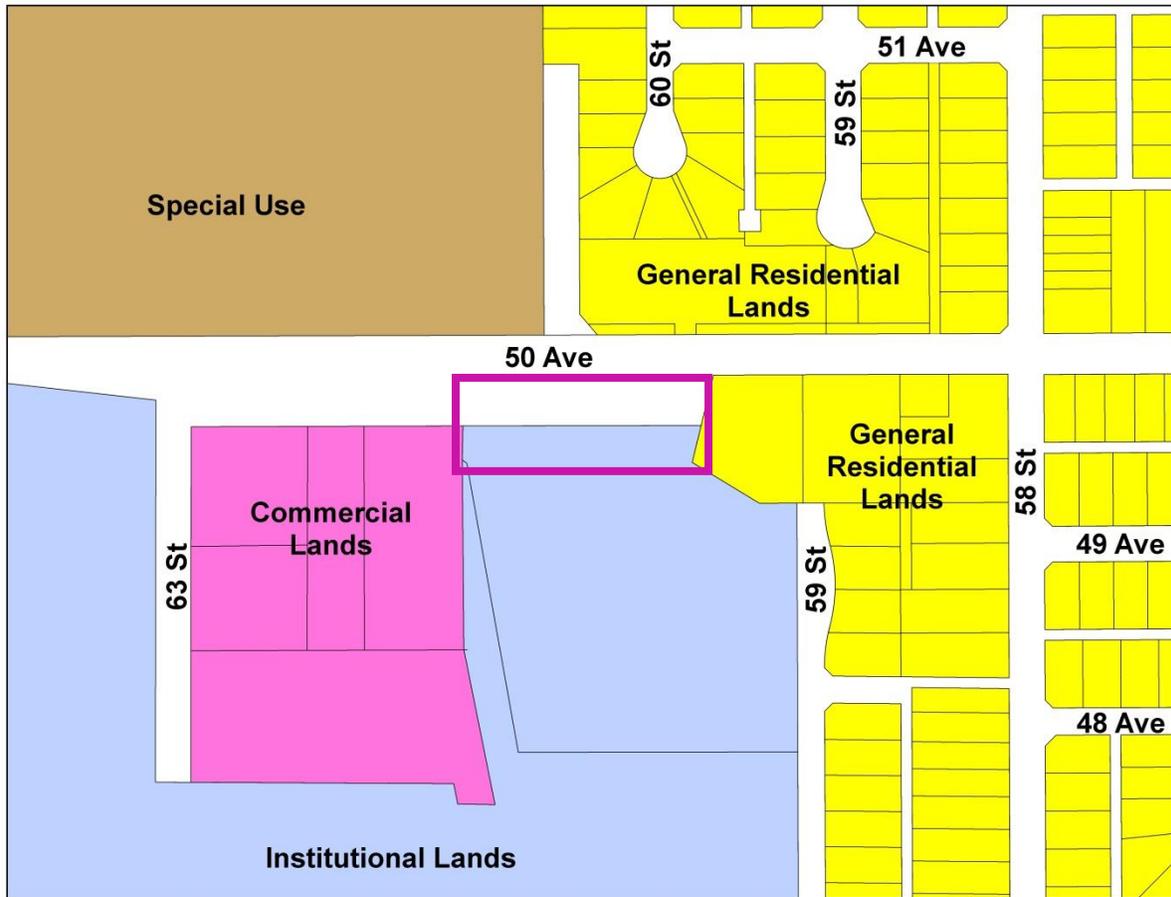
Lot P is outlined in yellow on the air photo below. The portion of Lot P and the portion of service road that is the subject of 405.1 and 400.30 is highlighted in pink with an area of 0.8 hectares (1.98 acres).

REQUEST FOR COUNCIL DECISION



There is no area structure plan or outline plan that applies to Lot P or the service road area.

REQUEST FOR COUNCIL DECISION



The land uses assigned to the subject site and the surrounding properties on the Future Land Use Concept Map of the MDP is shown in the above drawing. The subject site is outlined in pink. Bylaw 405.1 proposes to extend the “Commercial Lands” assigned to the properties to the west of the subject site east along the south side of 50th Avenue.

The “Commercial Lands” area has been developed and includes hotels, a gas bar and convenience store. The “Special Use” area to the northeast is the golf course. The “General Residential Lands” to the immediate north of the subject site is in use as a place of worship while the parcel to the immediate east contains a single detached dwelling on a large parcel. Lands south of Lot P are “Institutional Lands” reflecting their use as part of the overall park and open space system.

REQUEST FOR COUNCIL DECISION



The existing zoning in the area aligns with the types of land uses identified in the MDP. The lands to the west are (C4) Highway Commercial. Lands to the south and northwest are (CS) Community Services District and residential to the north and east is designated (R1) Residential Detached District.

The (C4) Highway Commercial District is intended for vehicle-oriented commercial uses requiring high visibility locations adjacent a major transportation route. Allowable uses include commercial recreation establishments, convenience stores, hotels, restaurants, and retail sales. The minimum parcel area ranges from 0.25 hectares for a hotel or motel to 0.1 hectares for all other allowable uses. The minimum parcel width ranges from 30m to 45m.

If approved for future highway commercial use, the area will be able to accommodate one or two commercial parcels that are accessed by 50th Avenue and the existing service road. Access to the park area in Lot P to the south would be maintained through a separate driveway/connection to 50th Avenue.



REQUEST FOR COUNCIL DECISION

Administration is proposing the changes to the MDP and the LUB to make better use of what is an otherwise underutilized area of land located along a main entrance and travel route. Highway commercial use in this location takes advantage of a high volume of pass-by traffic for future commercial businesses. It also converts lands that are exempt from property taxes to ones that expand and diversify the City's assessment base; thereby contributing to the City's fiscal sustainability goals.

If Council proceeds with the changes proposed by Administration, the Part of Lot P to be used to create the commercial lands the "reserve" designation will be removed.

LEGISLATIVE AUTHORITY:

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

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

MUNICIPAL DEVELOPMENT PLAN – GROWING LACOMBE:

- General Considerations for Land Use and Development
 - Objective A: ...maximizing existing and proposed land and infrastructure capabilities
 - Objective D: ...supports good planning principles promoting financial viability
- Where We Work: Commercial
 - Objective A: ...identify lands of a variety of sizes for future commercial development at locations across the community which are accessible through a variety of transportation modes

CITY OF LACOMBE - LAND USE BYLAW 400

- Part 9, Section 10.16 – Land Use Bylaw 400 – C4 Highway Commercial District

STRATEGIC PLAN ALIGNMENT:

Strategic goal 4.2.1 (a) increase the City's commercial tax base speaks **favorably** to the proposed MDP and LUB changes as it will help facilitate commercial development. Strategic goal 4.3.4 (a) minimize non-performing assets also speaks **favorably** to the proposed changes as the land can be used to a greater purpose than its present use.

REQUEST FOR COUNCIL DECISION



PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

All neighbouring property owners (within 60m) will be sent written notification of the proposed bylaws and the public hearing date and time. Broad public notice of the proposed amendments 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 405.1.
- 1B. THAT Council refuse first reading of Bylaw 405.1.
2. THAT Council give first reading to Bylaw 400.30.
- 2B. THAT Council refuse first reading of Bylaw 400.30.
3. THAT Council table Bylaw 405.1 and Bylaw 400.30 and request further information.
4. THAT Council schedule a public hearing for Bylaw 405.1 and Bylaw 400.30 at 5:30PM on Monday, May 11, 2020.
- 4B. THAT Council schedule a public hearing for Bylaw 405.1 and Bylaw 400.30 at an alternative date.
5. THAT Council schedule a public hearing for removal of the reserve designation from part of Lot P at 5:30PM on Monday, May 11, 2020.
- 5B. THAT Council schedule a public hearing for removal of the reserve designation at an alternative date.

ATTACHMENTS:

Bylaw 405.1

Bylaw 400.30

**CITY OF LACOMBE
BYLAW 405.1**

**A Bylaw of the City of Lacombe to amend the Municipal Development Plan
Bylaw No. 405 by changing the Future Land Use Concept Map for Part of Lot
P, Block 50, Plan 3583NY and Closed Portions of Road**

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 405 as follows:

1. Map 1- Future Land Use Concept Map is amended by:
 - a. Changing the land use assigned to the north portion of Lot P, Block 50, Plan 3583NY from "Institutional Lands" to "Commercial Lands" as shown in Attachment B; and
 - b. Assigning the land use "Commercial Lands" to the closed portions of road lying north of Lot P, Block 50, Plan 3583NY as shown in Attachment B.
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 405.1
Attachment A – Location Map**

Location of Lot P, Block 50, Plan 3583NY is outlined with the pink boundary.



**City of Lacombe Bylaw 405.1
Attachment B – Proposed Land Use Assignments**

Area changed to "Commercial Lands" is outlined with the green boundary.



**CITY OF LACOMBE
BYLAW 400.30**

**A Bylaw of the City of Lacombe to amend the Land Use Bylaw No. 400 by
Rezoning Part of Lot P, Block 50, Plan 3583NY and Closed Portions of Road
to (C4) Highway 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) Part 15.1 of the Land Use Bylaw No. 400 is amended by rezoning Lot P, Block 50, Plan 3583NY from (CS) Community Services District to (C4) Highway Commercial as shown in Attachment B; and
 - b) Part 15.1 of the Land Use Bylaw No. 400 is amended by zoning closed portions of road lying north of Lot P as (C4) Highway Commercial as shown in Attachment B.
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 400.30
Attachment A – Location Map**

Location of Lot P, Block 50, Plan 3583NY is outlined with the pink boundary.



**City of Lacombe Bylaw 400.30
Attachment B – Proposed Land Use Assignments**

Portion of Lot P and closed portions of road to be zoned as (C4) Highway Commercial is outlined with the green boundary.





REQUEST FOR COUNCIL DECISION

SUBJECT: Bylaw 481 – Closure of Portions of Road Plans 4818LZ and 972 4288
PREPARED BY: Craig Teal, RPP MCIP, Director, PCPS
PRESENTED BY: Craig Teal, RPP MCIP, Director, PCPS
DATE: April 14th, 2020

FILE: 32.716.01(20)

PURPOSE:

Close portions of road used as a service road along the south side of 50th Avenue to allow for consolidation with lands from Lot P, Block 50, Plan 3583NY to create parcel(s) for future commercial use and development.

RECOMMENDED MOTION(S):

1. THAT Council give first reading to Bylaw 481.
2. THAT Council schedule a public hearing for Bylaw 481 at 5:30PM on Monday, May 11, 2020.

RELATED PRIOR MOTION(S):

1. THAT Council give first reading to Bylaw 405.1.
2. THAT Council give first reading to Bylaw 400.30.
3. THAT Council schedule a public hearing for Bylaw 405.1 and Bylaw 400.30 at 5:30PM on Monday, May 11, 2020.

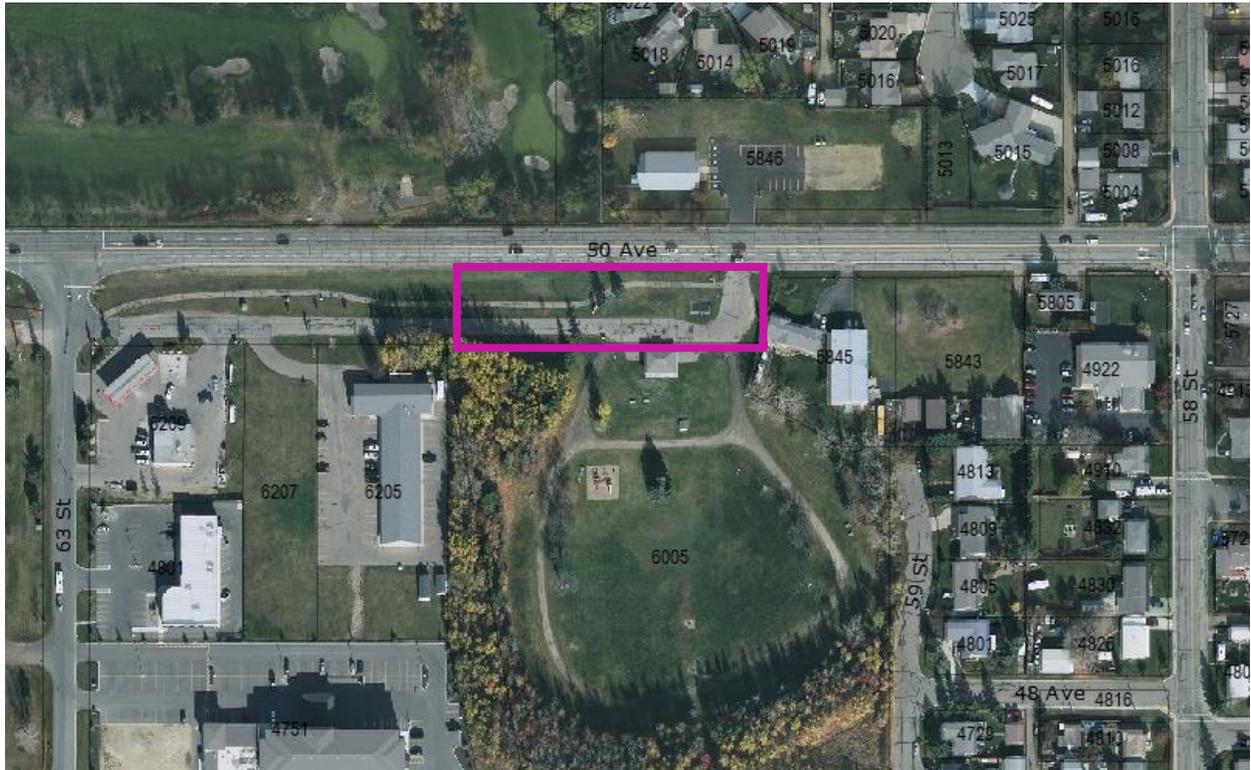
EXECUTIVE SUMMARY:

City Administration is proposing to close a portion of the service road along the south side of 50th Avenue to make the land area available for future commercial use. The area of the proposed road closure would be added to lands subdivided from Lot P, Block 50, Plan 3583NY (owned by the City of Lacombe) to create a useable commercial area. This area would then be sold to interested parties. The existing service road would remain active to provide all-turns access to the parcels via the 63rd Street intersection while the 50th Avenue access will be converted to a right-in, right-out access. Vehicle traffic between that point and the current access to 50th Avenue on the east end of the road closure would take the form of a private roadway protected through a mutual access easement. The City water line, private utilities and the existing trail will be relocated to an 8m wide utility right of way through the northern part of the road closure area.

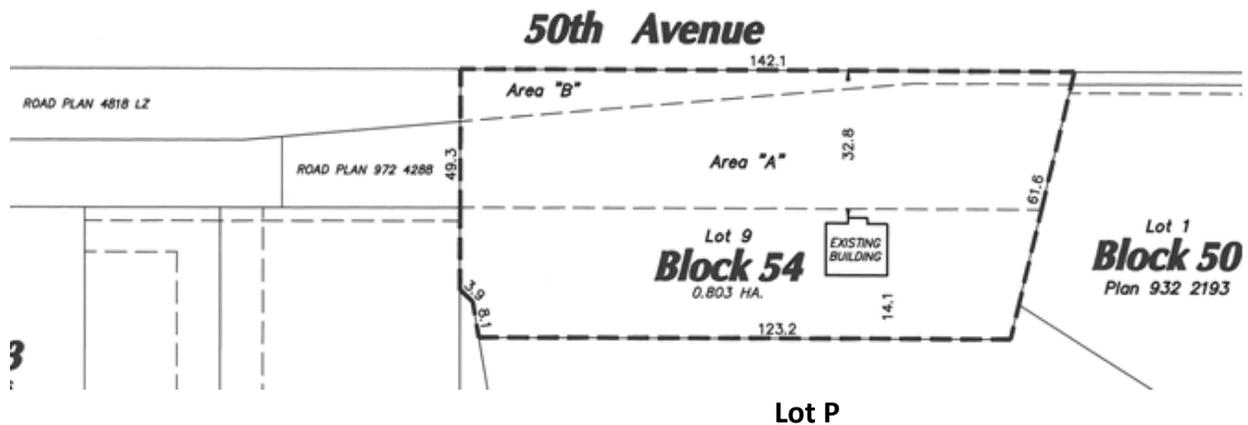
REQUEST FOR COUNCIL DECISION

ANALYSIS:

The location of the proposed road closure is highlighted in pink in the air photo below. It is along the south side of 50th Avenue in front of the former Chamber of Commerce building.



The service road consists of two legally defined areas as shown on the sketch below. The portion of Road Plan 4818LZ proposed to be closed is labelled as “Area B.” The portion of Road Plan 972 4288 proposed to be closed is labelled “Area A.”



REQUEST FOR COUNCIL DECISION

The thick dashed line in the sketch shows the general area to be created for future commercial use and an access to Lot P to the south.

With the closure of the existing service road, the existing all turns access onto 50th Avenue at the east end is proposed to change to a right-in/right-out only access. This right-in/right-out access would be connected to a driveway leading to the north side of Lot P and connected to a private roadway under a mutual access easement across the proposed commercial area. The private roadway would connect to the existing service road on the west end via a driveway.

The future commercial area and the north part of Lot P will be accessible to vehicles coming from the east and west. Traffic eastbound on 50th Avenue could use the intersection at 63rd Street or the right-in/right-out to enter. The 63rd Street intersection could then be used to exit eastbound or westbound and the right-in/right-out could be used to exit eastbound. Traffic westbound on 50th Avenue could use the intersection at 63rd Street to enter. The 63rd Street intersection could then be used to exit westbound or eastbound or the right-in/right-out could be used to exit eastbound.

The same pattern of vehicle movements would be available to the existing commercial parcels to the west of the proposed road closure. The all turns intersection at 63rd Street provides access and egress for both eastbound and westbound traffic. The right-in/right-out accommodates eastbound entry and eastbound egress. This maintains a reasonable level of customer access to the existing and future businesses.

LEGISLATIVE AUTHORITY:

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

- Section 22 – Road Closure
- Section 606 – Requirements for Advertising

MUNICIPAL DEVELOPMENT PLAN – GROWING LACOMBE:

- General Considerations for Land Use and Development
 - Objective A: ...maximizing existing and proposed land and infrastructure capabilities
 - Objective D: ...supports good planning principles promoting financial viability

STRATEGIC PLAN ALIGNMENT:

Strategic goal 4.2.1 (a) increase the City's commercial tax base speaks **favorably** to the proposed road closure as it will help facilitate commercial development. Strategic goal 4.3.4 (a) minimize non-performing assets speaks **favorably** to the proposed road closure as the land can be used to a greater purpose than its present use.



REQUEST FOR COUNCIL DECISION

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

All neighbouring property owners (within 60m) will be sent written notification of the proposed road closure and the public hearing date and time. Broad public notice of the proposed road closure and public hearing will take the form of advertisement in the Lacombe Express and information posted on the City's website. Private utility service operators will be contacted for their comments regarding any facilities that may be located within the area of road proposed for closure.

ALTERNATIVE MOTION(S):

1. THAT Council give first reading to Bylaw 481.
- 1B. THAT Council refuse first reading of Bylaw 481.
2. THAT Council schedule a public hearing for Bylaw 481 at 5:30PM on Monday, May 11, 2020.
- 2B. THAT Council schedule a public hearing for Bylaw 481 at an alternative date.

ATTACHMENTS:

Bylaw 481

**CITY OF LACOMBE
BYLAW 481**

A Bylaw of the City of Lacombe in the Province of Alberta for the purpose of closing to public travel and create title to portions of public roadway in accordance with Section 22 of the *Municipal Government Act*, R.S.A. 2000, c. M-26.

WHEREAS the lands hereafter described are no longer required for public travel, and

WHEREAS the Council of the City of Lacombe deems it expedient to provide for the purpose of closing to public travel certain roads, or portions thereof, situated in the said municipality, and thereafter creating title to, and

WHEREAS Attachment 'A' which shows the location of the land described hereafter, is attached and forms part of this Bylaw, and

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, a Public Hearing was held on _____, to allow the general public to provide input into the proposed road closure, and

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, does hereby close to public travel and create title to the following described roadway, subject to the rights of access granted by other legislation:

- 1.) Firstly
All that portion of 50th avenue shown on plan 4818LZ which lies within
Plan _____
Containing 0.086 hectares 0.21 acres.

Secondly
All that portion of 50th avenue shown on plan 972 4288 which lies within
Plan _____
Containing 0.341 hectares 0.84 acres.

Excepting thereout all mines and minerals

2.) Attachment "A" shall form part of this Bylaw.

3.) This Bylaw shall come into effect upon final passage thereof.

INTRODUCED AND GIVEN FIRST READING THIS ____ day of _____, 20__.

GIVEN SECOND READING THIS _____ day of _____, 20__

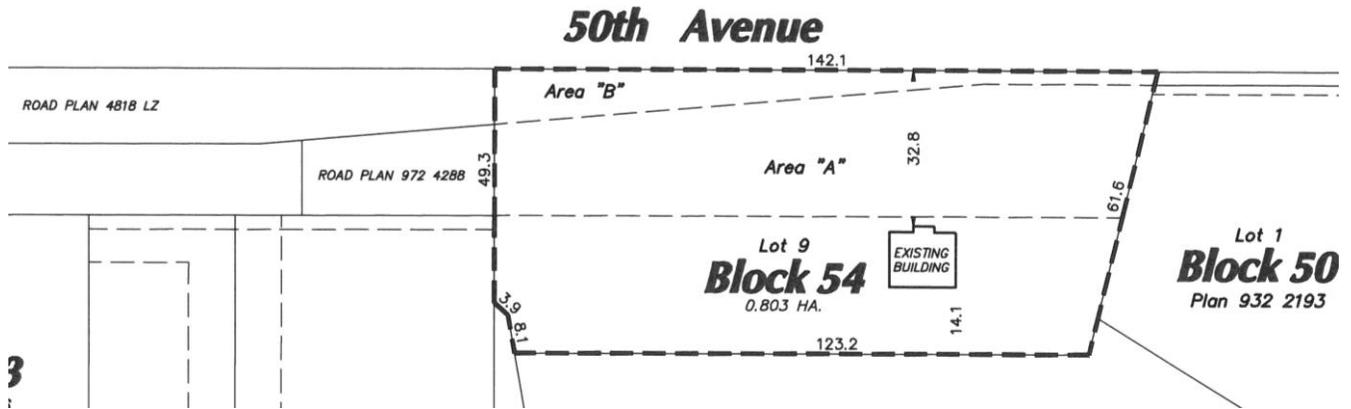
GIVEN THIRD AND FINAL READING THIS _____ day of _____, 20__

Mayor

Chief Administrative Officer

**City of Lacombe Bylaw 481
Attachment "A"**

Areas of Road to be closed are labelled Area "A" and Area "B".



REQUEST FOR COUNCIL DECISION



SUBJECT: Lacombe Economic Action Partnership (LEAP) Proposal
PREPARED BY: Guy Lapointe, Manager of Community Economic Development
PRESENTED BY: Guy Lapointe, Manager of Community Economic Development
DATE: April 14, 2020

FILE: 62/141.08

PURPOSE:

Administration is proposing Council provide funding and in-kind support to Echo Lacombe Association's newly established Lacombe Economic Action Partnership (LEAP) initiative.

RECOMMENDED MOTION(S):

THAT Council approves \$90,000 of funding support for the Echo Lacombe Association's *Lacombe Economic Action Partnership* (LEAP) initiative as proposed, plus up to \$20,000 free rental of space at the Lacombe Memorial Centre in 2020.

RELATED PRIOR MOTION(S):

N/A

EXECUTIVE SUMMARY:

Administration proposes re-purposing an unbudgeted BOLT reimbursement of \$90,000, to support the Lacombe Economic Action Partnership (LEAP); an economic recovery task force recently formed by the Echo Lacombe Association.

ANALYSIS:

The Echo Lacombe Association has initiated a sub-committee called the Lacombe Economic Action Partnership (LEAP) comprised of key community stakeholders in business, financial institutions and social enterprises. LEAP will lead, develop, and deliver economic impact mitigation and recovery strategies for Lacombe and area businesses and community groups, to combat impacts arising from the COVID-19 pandemic.

For Council's consideration, Administration proposes a \$90,000 cash contribution to fund LEAP initiatives, to be paid in April. This funding would come from a reallocation of the BOLT fleet replacement reserve reimbursement. Due to uncertainty about the contractual details during the budget process, this reimbursement is not currently reflected in the 2020 Operating Budget. In addition, for LEAP initiatives requiring a physical venue, Administration proposes contributing up to \$20,000 free rental at the Lacombe Memorial Centre.

REQUEST FOR COUNCIL DECISION



Echo Lacombe will present a LEAP progress report with financial disbursement information at a fall Council Committee of the Whole meeting. Assuming the programs are demonstrating value in the community, Echo is likely to request the City extend LEAP funding and support into 2021. Depending on LEAP's demonstrated success and quality of planning, Administration proposes reallocating 2021 Resident Business License revenue for this purpose.

LEAP will require increased City staff support as well as more frequent Councillor representative attendance. Five Council strategic goals align with support of LEAP. Echo Lacombe and LEAP will lead communications on LEAP initiatives, activities and achievements, with the City co-promoting announcements to communicate its alignment with the group.

Background

- Echo Lacombe Association is a non-profit community economic development organization established in 2016 to lead a range of initiatives better suited for arms-length, grassroots execution and delivery.
- Their vision is to improve the quality of life within Lacombe by
 - fostering a collaborative environment focused on innovation
 - nurturing a business friendly culture
 - promoting sustainable growth and
 - creating a safe, inclusive, vibrant and healthy community
- The Echo Lacombe board is comprised of anchor members from the City of Lacombe, Burman University, and the Lacombe Chamber of Commerce as well as six (6) citizens at large.
- Echo Lacombe currently leads a range of effective community economic activities including but not limited to:
 - Operating Echo Energy
 - Engaging in community-based marketing and sponsorship
 - Administering and adjudicating grant programs:
 - Echo Lacombe Program (community development grants) funded by Echo Energy proceeds
 - Downtown Storefront Enhancement Program (City economic development program)
 - Business Partnership Fund (City economic development program)
- Annually, the City funds Echo Lacombe through the following contributions (2020 amounts):
 - Transfer of the Echo Energy proceeds (\$63,475)

REQUEST FOR COUNCIL DECISION



- Transfer of the annual interest from the Lacombe Community Endowment Fund (\$1,150).
- An operating grant from the City as an external group (\$6,000).
- Budget for the City's economic development grant programs listed above (\$16,500).
- In 2019, the Echo Lacombe Association received recognition as the Lacombe & District Chamber of Commerce Non-Profit of the Year.

Current Situation

The COVID-19 pandemic fully emerged in March 2020 and its impacts on the community and our economy are still developing. The Province of Alberta's health orders limiting physical gathering numbers included places of business. Many Lacombe businesses adapted by facilitating physical distancing, disinfecting their premises, and providing delivery and pick-up services. Toward the end of March the Province's "essential services only" order caused most businesses to close their doors to public access and lay off staff. Those that remain operating, even in a modified manner, are experiencing very low sales volumes and with revenues plummeting, many businesses have simply ceased operating.

The assumption that Lacombe will be "back to normal" by June is not supported by historical data on pandemics of this magnitude¹. There is a strong likelihood that pandemic mitigation measures will continue to directly impact businesses well into the fall. The after-effects could last years. Key unanswered questions related to the economic impacts of this event include:

1. How long will the business interruption continue?
2. What is the resiliency of Lacombe businesses to withstand this business interruption?
3. How many businesses will reopen when allowed vs. the number that will have folded by the time restrictions are lifted?

¹ *How some cities 'flattened the curve' during the 1918 flu pandemic.* National Geographic March 27, 2020. <https://www.nationalgeographic.com/history/2020/03/how-cities-flattened-curve-1918-spanish-flu-pandemic-coronavirus/>

REQUEST FOR COUNCIL DECISION



4. Will businesses be able to recover their pre-pandemic health, and how long will that take?
5. What opportunities will emerge during the event and in the economic recovery phase?
6. How will doing business in Lacombe be permanently changed by this event?

As the pandemic poses unprecedented problems on businesses, action to mitigate the economic impacts and facilitate the most rapid recovery will require innovation, adaptability, and flexible approaches over a multi-year timeline. Standard economic development activities are unlikely to be effective given the magnitude and unique impacts of the pandemic, which already have caused one of the highest magnitude economic downturns ever experienced by the Lacombe business community. Echo Lacombe believes that a committee led by businesses, government, and social enterprises is well positioned to develop actions and initiatives that are relevant and effective for the local situation.

Given the current Echo Lacombe mandate and its knowledge base, record of accomplishment, and breadth of stakeholder commitment, the group can provide leadership toward mitigating the economic impacts today and plan for recovery tomorrow. They are also motivated and well suited to implement the solutions both within and in close proximity to the City of Lacombe.

Immediate Action

- Echo Lacombe launched the www.openlacombe.ca website for businesses and other organizations in Lacombe to communicate a simple current list of who is open and services offered. Details include business name, website link, phone number, hours of operation and whether services are as usual, at the counter, curbside pickup, or delivery, etc. The website is self-populated by the business community, with submissions vetted through volunteer board members for approval before posting.
- This immediate, much-needed action demonstrates the strengths of facilitated self-organization; i.e., a community-based, collaborative approach.
- At their March 31 meeting, Echo Lacombe Association discussed establishing the LEAP sub-committee with an aim to maximize private and public sector involvement and innovation to address current concerns as well as future challenges.

REQUEST FOR COUNCIL DECISION



Development of LEAP

- LEAP is envisioned as an Echo Lacombe sub-committee that will have specific focus areas including:
 - Communications
 - Brainstorming/Planning
 - Transition/Networking
- Specifically, LEAP will aim to:
 - Create and expand a recovery volunteer network
 - Define issues and brainstorm solution-based initiatives with a focus on innovation and collaboration
 - Establish functional areas and set achievable goals
 - Liaise with local financial institutions to promote and support local entrepreneurial development and supports
 - Celebrate and promote success stories, especially business re-openings
- See the attached draft Outline Paper for the sub-committee mandate and vision.
- Echo Lacombe is holding an initial discovery meeting on the LEAP initiative with a range of stakeholders to determine their interests and capacity for getting involved. After taking this feedback into consideration, Echo Lacombe intends to offer an open invitation for businesses and community groups to get involved with the LEAP initiative.
- Pending the results of that meeting, Echo Lacombe believes financial resources will be required to enable the group to mitigate impacts and engage in recovery strategies and programs.

Municipal Support

Administration is proposing the City support Echo's LEAP sub-committee in 2020 through a cash contribution and in-kind support, as follows:

- Reallocating the fleet replacement reimbursement expected from the cancellation of the BOLT service (estimated at \$90,000); and
- Contributing up to \$20,000 in free rental of space in the LMC for LEAP initiatives (e.g. meetings, business training and incubation).

Echo Lacombe will report a summary of LEAP initiatives, activities, successes, and planning for 2021 to Council together with a financial summary of 2020 disbursements at a fall Council Committee of the Whole meeting prior to the City's 2021 budget being finalized.

REQUEST FOR COUNCIL DECISION



Echo Lacombe recognizes that LEAP activities will likely need to continue through 2021 at minimum. Accordingly, the Association intends to present further funding requests with the summary report. At that time, Council could consider reallocating related revenue (such as the 2021 Resident Business License fees) for these recovery initiatives. LEAP programming, if successful or otherwise promising, may also require an extension of the in-kind contribution of LMC space through a no-cost lease of a specific room (i.e. the Servus Credit Union or former Parent Link room).

Financial Impacts

- The \$90,000 cash contribution paid out in April 2020, plus the in-kind room rental of \$20,000 totals \$110,000 in value. This amount would not impact the 2020 Operating Budget (other than the potentially forgone rent at the LMC).

Organizational Capacity

The Community Economic Development Department will have an essential role in supporting LEAP. The impact on Departmental resources will need to be monitored, but it would be a municipal best practice to increase resourcing to address such an unprecedented, high-impact event challenging the local business community; and staff resourcing can be reallocated from routine, lower priority activities.

Administration expects the City's "in-house" contribution to be increased staff hours dedicated from all staff in the Community Economic Development Department—the Manager and the marketing and communications functions. These hours will be in addition to contributions the department currently makes toward Echo Lacombe's regular operations and to the City's general economic development activities within the City. However, the range of staff activities will likely remain unchanged and within the current service mandate.

In addition to increased staff resourcing, LEAP calls for specific City elected official representation. The existing Councillor representative on the Echo Lacombe Association board, Councillor Jonathan Jacobson, may elect to participate on the LEAP sub-committee in addition to his regular Echo Lacombe duties; if so, this representative's total time commitment will increase.

STRATEGIC PLAN ALIGNMENT:

Providing financial support to the LEAP initiative aligns favourably with the following strategic objectives:

REQUEST FOR COUNCIL DECISION



- 4.2.1 Economic Growth
 - c) Consider how the City can assist with development for business attraction and retention
- 4.2.3 Healthy Retail
 - a) Increase public awareness of current retail operations
 - b) Maintain an active partnership with the Lacombe & District Chamber of Commerce
 - c) Work with Lacombe's downtown sector to stimulate the development of the historic downtown area
 - d) Expand the City's mandate to more formally partner with the existing business community

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

The Director of Community Services will work with the Communication Coordinator to develop a media release for immediate distribution following Council's resolution to proceed with LEAP funding support.

Administration expects that the Echo Lacombe Association will, as a fundamental part of its mandate, consult with the community and stakeholders to develop initiatives, thoroughly promote opportunities and milestone achievements, and acknowledge the City support that enabled action.

ALTERNATIVE MOTION(S):

1. THAT Council approves \$90,000 of funding support for the Echo Lacombe Association's *Lacombe Economic Action Partnership* (LEAP) initiative as proposed, plus up to \$20,000 free rental of space at the Lacombe Memorial Centre in 2020; OR
2. THAT Council directs Administration otherwise in the matter of support for the Echo Lacombe Association's *Lacombe Economic Action Partnership* (LEAP) initiative; OR
3. THAT Council accepts this report as information.

ATTACHMENTS:

Lacombe Economic Action Partnership Outline Paper

Lacombe Economic Action Partnership (LEAP)

Action Plan to Develop Community Resilience to COVID-19 Pandemic

Background

The Echo Lacombe Association launched the Lacombe Economic Action Partnership, or LEAP, on March 31, 2020 to develop an Action Plan to help mitigate the potential economic impact to Lacombe's businesses from the COVID-19 pandemic, and aid recovery. LEAP is a collaborative initiative representing the City of Lacombe and surrounding area and consists of local government representatives, business leaders and other community stakeholders.

Mandate

LEAP will evaluate sustainability and wellness of the Lacombe and area business community, entrepreneurs, community groups and other organizations, and develop innovative and effective action to increase resiliency and recovery. It will work to establish a network of supports, programs, initiatives, and resources to promote the health, sustainability, and resiliency of Lacombe and area businesses, community groups, and entrepreneurs.

Objective

To create goals, strategies, and actions to strengthen the Lacombe and area economy during and after the COVID-19 Pandemic.

Strategic Approach

We will create our resiliency and recovery initiatives under the following two groupings:

- Resiliency – Immediate Actions (during pandemic)
- Recovery - Post Shut Down (after pandemic)

The efforts of LEAP will be focused on the potential actions that have the greatest consensus, will have the most meaningful impact and are viewed as realistically achievable. Recommendations will target specific actions for the local business community and the community at large, as well as supportive measures for the City of Lacombe and other orders of government.

Action Plan

This action plan is an initial starting point based on the virtual meeting held on April 9, 2020 and will be developed on an ongoing basis.

Priority Focus

1. Expand our volunteer network
2. Define issues and brainstorm solution-based initiatives – focus on innovation and collaboration
3. Establish functional areas
4. Liaise with local financial institutions
5. Celebrate re-openings

Functional Areas

1. Communications – Establish protocols, create and communicate messages, start marketing plan
2. Community Measures – Create strategies and framework for economic initiatives
3. Business Transition – Proactive engagement with business community to advise and facilitate response

DRAFT

Initial Goals

1. Discuss role of members/working group to deliver on mandate
2. Discuss potential approaches to deliver best results
3. Develop working plan
4. Questions / resource requests to be made of LEAP
5. Set meeting schedule

Deliverables

1. Planning for each initiative
2. Creation of standard operating procedures – document for future use

Meetings

- Virtual meeting/conference calls only during pandemic
- Collaborate online

Timelines

- Initial meeting
- Planning sessions

LEAP – Attendees:**Expressed Interest in Joining:****Invited:**

REQUEST FOR COUNCIL DECISION



SUBJECT: Social Services During COVID-19 Pandemic
PREPARED BY: Deborah Juch, Director of Community Services
PRESENTED BY: Deborah Juch, Director of Community Services
DATE: April 14, 2020

FILE: 51/918

PURPOSE:

Administration presents this report to outline current social services actions to mitigate the negative effects of social restrictions to suppress the COVID-19 pandemic, and to propose actions to facilitate resiliency and recovery in Lacombe post-pandemic.

RECOMMENDED MOTION(S):

THAT Council accepts the report on social services during and after the COVID-19 pandemic as information, and

THAT Council directs Administration to develop a terms of reference for a social resiliency task team, for further consideration.

RELATED PRIOR MOTION(S):

N/A

EXECUTIVE SUMMARY:

The report lists social support responses during the first month of the COVID-19 pandemic to mitigate the effects of provincial restrictions on public movement in Lacombe. These include action by Council (economic relief and messaging); modifications to the Community Services Division services (facility closures, increased communications, liaison with FCSS); and program modifications and social services development by FCSS. Responses to the ongoing pandemic restrictions include FCSS coordination of community social service groups to access provincial funding, and their own application for \$44,000 in resources. Financial impacts to the City to date are primarily lost facility rental revenue. The City can plan for longer-range recovery in Lacombe by modifying the Social Master Plan project to include research and strategies on harms caused by the pandemic, and potential task force development. Accepting this report as information is supported by four Council Strategic Plan goals.

ANALYSIS:

Social Supports During Pandemic

1. Council actions:

REQUEST FOR COUNCIL DECISION



- Approved utility and TIPPS payment deferrals and late penalty waiver for 3 months
- Approved a property tax deadline deferral for 6 months
- Mayor Creasey recorded a video published to the City's Facebook page, which is now located on the City's COVID 19 Pandemic webpage.
- All Councillors recorded Community Moments public information and reassurance messages that will air repeatedly on Sunny 94 FM throughout April.

2. Community Services Division modified services:

- Communications Coordinator activities were focused on crisis communication in the Emergency Coordination Centre (ECC); corporate communications activities were curtailed to priority items only.
- Marketing activities were suspended except City Pages and Community Moments; Community Moments were redeployed to record Councillor messages.
- Recreation and arts & culture programming were suspended to prevent the spread of COVID-19.
- Community Economic Development activities were refocused on:
 - Assessing the impacts of social restriction and closure orders to “bricks and mortar” businesses, self-employment, home-based businesses, and social enterprises such as the Lacombe Performing Arts Centre.
 - Developing “emergency” business supports such as the Community Supports tab at <http://www.lacombe.ca/living/covid-19-information> and (with Echo Lacombe Association) the collaborative “Is It Open in Lacombe” website <https://openlacombe.ca/#Community>.
 - With Echo Lacombe, facilitating mid and longer-range community economic recovery through the proposed LEAP sub-committee.
- In the social planning functional area, the focus has been on:
 - Liaising closely with Lacombe & District Family and Community Support Services (FCSS) on their program modifications and cancellations.
 - Establishing a Memorandum of Understanding with FCSS for City emergency social services if required.
 - Monitoring emerging trends in community social needs and self-organization supportive initiatives.
 - Liaising with FCSS as they coordinate community groups working to provide pandemic-specific social supports with available provincial funding (see attached list of proposed supports).
 - Modifying the Social Master Plan project to include research, community consultation, goals and actions to meet needs arising from the pandemic (discussed in detail below).

REQUEST FOR COUNCIL DECISION



- The Parks Department made no service changes but did order temporary signs for parks, trails and playgrounds to warn the public to adhere to public health orders and to practice personal hygiene as recommended because staff are not sanitizing park amenities and play structures.
3. FCSS cancelled, modified, or expanded programs and services:
- Immediate closure of offices to prevent spread.
 - Casual staff laid off; retained staff include the Executive Director, the Connex scheduler and regular drivers, two social workers and other staff to answer phones on a rotating basis for questions, concerns, information needs, advice and referrals.
 - Connex (Accessible Transportation): Medical transport has moved into using two vans to ensure good physical distancing. Transport for grocery shopping and grocery deliver to help Lacombe residents, especially vulnerable people, isolated or impacted by pandemic measures. Area stores developed a Golden Hour Shopping period (7 am - 8 am daily) to provide vulnerable community members with access to a fully stocked, sanitized and uncrowded store. Connex is collaborating with free rides and grocery deliveries Monday through Friday (must be booked one day ahead).
 - Meals on Wheels: Began delivering frozen meals to individuals, seniors, families and other vulnerable Lacombe residents who are isolated or impacted by pandemic containment measures. Now negotiating for a reduced per meal cost from the supplier.
 - Home Support, Lifeline, Outreach and Connex Regular Clients: Regular programming was largely suspended; FCSS calls the 300+ clients one to two times per week to complete wellness checks. Names are added to the wellness call list when people concerned about potentially vulnerable persons call FCSS.
 - Community Outreach Program: The Outreach Coordinator is available by phone or email (jpyra@lacombefcss.net). Services include:
 - Telephone assessments and referrals
 - Answering questions and helping problem-solve; giving supports to assist with basic needs
 - Making appropriate and supportive community referrals and assist people to navigate systems
 - Supporting new clients and managing existing client cases
 - Community Volunteer Income Tax Program: Suspended at first, but is now under review for ways to deliver it safely.
 - COVID-19 Community Supports Tab: The City and FCSS collaborated to set up a link to FCSS services in the City's COVID 19 Information page: <http://www.lacombe.ca/living/covid-19-information>. (See the Community Supports tab.) One additional click on the FCSS COVID-19 banner then loads eight tiles for access into distinct social services categories. New resources include:

REQUEST FOR COUNCIL DECISION



- “You Are Not Alone” is help line info, multilingual services, private help-chats, caregiver supports, etc.
- “Community Connections” outlines a neighbour to neighbour connecting program
- “Social Services Support” has links to eligibility criteria and application forms for service provider groups to access funding from the Province of Alberta or the Red Deer & District/United Way joint grant program
- Lacombe Food Bank: FCSS monitors the Bank for emerging needs—food supply and volunteer aid. Food Banks Alberta is delivering provincial supports directly to all food banks.

Mid-Range Social Services

On behalf of the Province, FCSS is coordinating Lacombe-area social service providers to ensure needed social services are provincially funded and delivered with the fewest redundancies (see attached funding fact sheet). FCSS itself applied for over \$44,000 of provincial funding to support social services for Lacombe; in summary these are:

- Funding to cost recover the free Connex transportation /delivery service being offered.
- Expand Frozen Meals on Wheels at a discounted price delivered free by Connex due to the economic pressures on many residents.
- Additional Community Outreach services now and in the post-pandemic phase for the general population; support for a task force of community leaders and agencies to address multi-year recovery strategies and support.
- Technical resources (headphones, cameras for computers, speakers, remote access, etc.) for virtual meetings/teleconferencing between community partners.
- Increased social media / communications resources to aid delivery of initiatives.
- PPE for workers so the office and programs can re-open and safe work practices can be followed; a glass barrier for the reception desk.
- Family supports into the fall and winter to enhance standing programs such as Tools for School, New Shoes for School, and Coats for Kids.

Some social agencies are discussing the potential for social harms to emerge in populations within the next six weeks. The Red Deer and District Community Foundation, for example, in collaboration with the United Way is redirecting its \$50,000 spring grant program into a new fund for social service groups to develop programs to mitigate these. Harms are also expected in people who normally do not access social services; disasters can affect everyone including people who hesitate to ask for help.

Post-Pandemic Plans

REQUEST FOR COUNCIL DECISION



Lacombians could be at risk of economic collapse through job or business loss and may also experience food and shelter insecurity, physical and social isolation, fear, family disconnection, grief, and depression. Theoretically, these experiences can be followed by a wide range of persistent secondary harms including increased rates of addiction, domestic violence, suicide, homelessness, and child developmental delays.

Task Forces:

Other communities in Alberta, including Stony Plain and Calgary, have formed social resiliency task forces to support and direct municipal action as it relates to mitigating the social impacts of the COVID19 pandemic (see attached). These interagency task forces are structured around the goal of a community experiencing less social harm during the pandemic, and developing programs that are specifically targeted to social recovery after the pandemic event.

With Council's direction, Administration can develop a terms of reference for a Social Resiliency Task Force or ad-hoc Committee suitable for deployment in Lacombe. This agency would involve representation from the City of Lacombe, Lacombe & District FCSS, social agencies operating in the Lacombe area, and possibly others as directed by Council.

Master Plan:

Prior to the pandemic, the City of Lacombe was commissioning its Social Master Plan (provided for in the 2020 operating budget) to fulfill Council's strategic goal 4.5.1 *Assess the Community's Needs for Social Support*. This Plan's public consultation, research and goal development phases are ideally suited to include post-pandemic and resiliency needs, as well as community development opportunities and the typical social needs assessment. The project was to result in a five-year Plan with a suite of goals, strategies and actions; by including post-pandemic and resiliency goals, Lacombe could hope to be back to normal (or a new normal) well within this Plan's timeframe.

Financial Implications

At this time, Administration proposes no additional funding for social service programs or supports, or for recovery planning. Community Services operating costs associated with the pandemic, including lost revenue, are being tracked separately in case the province offers a Disaster Recovery Program or similar help.

However, the pandemic situation is still developing; Administration and ECC staff are monitoring the community for ill effects from provincial restrictions, as well as accessing daily information updates, new or changed provincial directives, new risks, and infection rate news.

REQUEST FOR COUNCIL DECISION



Conditions requiring municipal action can still manifest and Administration will provide updates to Council as warranted.

Legislative/ Contract Implications

When the City activated its Emergency Coordination Centre in March, it also entered into a Memorandum of Understanding (MOU) with FCSS for the provision of emergency social services should the need arise (see attached). ESS are a group of actions to reduce risk of physical harm to persons in the area of an emergency such as reception centres, volunteer coordination, transportation, and registration. The COVID-19 pandemic is not causing a need for ESS in the ways that a flood, HAZMAT spill, or wildfire could, but the arrangement was necessary in case the situation is complicated by additional events.

Municipal Comparisons

- Town of Blackfalds: Similar social services delivered by FCSS; no task force as yet.
- Town of Stony Plain: Similar social services delivered by FCSS; task force struck on March 23 with separate economic and social recovery “streams.”
- Town of Sylvan Lake: Similar social services delivered by FCSS; no task force as yet.
- City of Calgary: Social services delivered by multiple agencies including FCSS; task force developed in March.

STRATEGIC PLAN ALIGNMENT:

Taking actions to limit costs, in anticipation of significant revenue reductions caused by the pandemic, aligns favourably with Council’s Goal of:

- 4.1.4 B Fiscal Prudence: *Review and set service levels for programs and services that the City provides.*

Developing an inter-agency task force to mitigate potential social impacts that may arise during and after the pandemic aligns favourably with Council’s Strategic Goals:

- 4.5.1 A Social Support: *Complete a Social Master Plan.*
- 4.5.1 A Social Support: *Partner with Lacombe & District FCSS to advertise existing support programs offered in Lacombe.*
- 4.5.8 A Encourage Volunteerism: *Strongly support volunteerism.*

REQUEST FOR COUNCIL DECISION



PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

Administration has focused the Communications function on promoting available social services through every platform / medium possible, including billboards in strategic city locations. Communications is helping FCSS draft its messaging to align with the City ECC directives and crisis communications best practices; unified messaging is considered critical.

ALTERNATIVE MOTION(S):

- 1a. THAT Council accepts the report on social services during and after the COVID-19 pandemic as information; OR
- 1b. THAT Council accepts the report on social services during and after the COVID-19 pandemic as information with direction to Administration.
- 2a. THAT Council directs Administration to develop a terms of reference for a social resiliency task team, for further consideration, OR
- 2b. THAT Council accepts this report as information, with no further action at this time.
3. THAT Council directs Administration otherwise in the matter of social services in Lacombe during and after the COVID-19 pandemic.

ATTACHMENTS:

1. Town of Stony Plain Mayor's Task Force-Social Stream Terms of Reference
2. City of Calgary Community Support Task Force Terms of Reference
3. Memorandum of Understanding - Lacombe & District FCSS



TERMS OF REFERENCE

MAYOR'S TASK FORCE ON COVID-19 - SOCIAL STREAM

PURPOSE

The Mayor's Task Force on COVID-19 – Social Stream will develop, coordinate and execute actions that increase community connectivity and resiliency by promoting Social Wellness and Mental Health initiatives during the COVID-19 Pandemic. It will identify various methods of providing connections and opportunities for residents to interact and come together during a time of limited ability to be in the same physical space. Any actions requiring budgetary dollars or major administrative support will require Town Manager or Council approval.

OVERVIEW

One of the Town of Stony Plain's top priorities is the wellbeing of all its residents. Many communities are dealing with the outbreak of the COVID-19 and suffering the impacts it is having on residents. As the pandemic continues and beyond, the Town should be an active promoter of Social Wellness and Mental Health to instill resiliency within the community. How can we adapt our social norms to maintain the quality of life in our community? What measures can we identify that exist today, or can we create to promote Social Wellness and Mental Health in our community?

What impacts or changes to traditional Social Well-being activities have occurred, are occurring or are likely to occur? What impacts is the current situation having on community members Mental Health and how can we limit this impact and provide connections to support of those suffering? How can we identify community partners to assist us or partners that provide additional resources that we can promote and direct residents to?

As the epidemic begins to recede, how do we promote the responsible return to a normal state of social being? How can we retain and continue any of the positive outcomes from the work of the Task Force? Will we face any permanent changes? What are the potential negatives that we should watch for as we come out of the pandemic? How can we be better prepared for a similar situation in the future?

MEMBERSHIP

The Mayor's Task Force on COVID-19 – Social Stream will be comprised of the following:

- 1 Councillor acting as the Chairperson
- A maximum of 5 community representatives
- Representation from Stony Plain Family & Community Support Services (SPFCSS) as non-voting members
- Mayor & CAO as ex officio members as non-voting members
- The Recording Secretary shall fulfill administrative support related to agenda preparation / distribution, recording minutes and other such support as required

QUORUM & VOTING

A simple majority of 50% + 1 of the Task Force will constitute quorum.

The Task Force shall work to consensus decisions.



TERMS OF REFERENCE MAYOR'S TASK FORCE ON COVID-19 - SOCIAL STREAM

MEETINGS

Meetings will take be held in an appropriate manner to adhere to Alberta Health requirements on social distancing. Meeting will be scheduled on a recurring basis weekly or as required until disbanded by the Mayor.

DELIVERABLES

The Task Force Chairperson shall report to council as a standing item on the Town Council Meeting Agenda until such time as the Task Force is disbanded. The final presentation to Council shall include all Task Force Members and be a summation of the work completed, lessons learned and suggestions for the future.

March 23, 2020

Jodi Baehl, Board Chair
Lacombe & District Family and
Community Support Services
c/o Susan MacDonald, Executive Director
201-5214 50th Avenue
Lacombe, AB T4L 0B6

Memorandum of Understanding for Services to Deliver Emergency Social Services

This letter is to serve as a Memorandum of Understanding (MOU) between the City of Lacombe (the City) and Lacombe & District Family and Community Support Services (FCSS) for supply of services to deliver emergency social services (ESS) in Lacombe when requested by the City's Chief Administrative Officer (CAO), the Director of Emergency Management (DEM) or the Incident Commander (IC), as the case may be.

The City and FCSS hereby agree:

- A. The City of Lacombe will pay for costs of ESS and the costs of staffing FCSS personnel to deliver ESS when requested by the City of Lacombe.
- B. This MOU is in effect March 18, 2020 through December 31, 2020, and may be renewed annually until superseded by an alternate agreement when executed by the parties.
- C. FCSS will designate and supply an ESS Branch Director to work under a supervisor in the Emergency Coordination Centre (ECC) when, and for as long as, the City's ECC is activated. As the City utilizes the Incident Command System (ICS) in its emergency planning and response, the ESS Branch Director's supervisor may be an Operations Section Chief (OSC), an IC, DEM, or other position, depending on the level of ECC activation.
- D. The ESS Branch Director will execute direction from and advise the supervisor on the ESS needs of persons in the community affected by an incident, including those harmed or at risk of harm, and the advisable services and service delivery methods to mitigate the effects or risk, during each operational period of an incident or incidents.
- E. The ESS Branch Director will:
 1. Keep abreast of developing harms, risks, and social needs, and provide information to the supervisor and other ECC personnel to ensure rapid and effective ESS mitigation action;
 2. Seek approval and comply with direction from the supervisor in arranging for and delivering ESS in the community or in parts of the community;

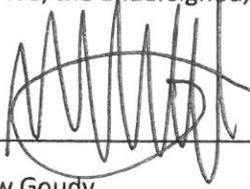


3. Coordinate ESS personnel from multiple sources including FCSS staff, City staff, volunteers, contractors, social service agencies, and others with designated duties in ESS, in the execution of ESS delivery;
4. Work with and respond to designated ECC personnel according to the ICS model and the ECC activation level of the incident, when arranging to and delivering ESS;
5. Work directly with the Information Officer to prepare, for supervisor approval, public communications necessary for effective ESS;
6. Comply with direction in the manner of procuring goods and services required for ESS action;
7. Track anticipated and incurred expenditures for Branch Director attendance at the ECC and for ESS delivery including but not limited to costs for goods, staff, administration, facilities, and services, and report expenditures to the supervisor in the approved manner and within periods requested;
8. Take any and all other action directed by the supervisor for the effective delivery of ESS during ECC operational periods.

- F. The City and FCSS agree that the FCSS Director will advise and work closely with the Director of Community Services, the CAO and/or City of Lacombe Council to:
1. Determine the needs of the community or of individuals affected by an incident to facilitate social recovery; and
 2. Source, train, prepare, and plan for persons needed for the delivery of ESS, in cooperation with City staff designated with this duty.

G. This MOU forms part of the Emergency Management Plan for the City of Lacombe and upon execution becomes effective March 18, 2020.

H. We, the undersigned, approve this MOU:



Matthew Goudy
Chief Administrative Officer
City of Lacombe

March 26, 2020
Date



Jodi Baehl
Board Chairperson
Lacombe & District FCSS

March 26, 2020
Date



Social Services Support for COVID-19 Funding Criteria

Overview

The Alberta Government is providing \$30 million to municipalities, charitable and non-profit organizations to provide help to individuals, seniors, families and other vulnerable Albertans who are isolated or impacted by measures to contain COVID-19.

Through grants from their local Family and Community Support Services (FCSS) in Edmonton and Calgary, and from Family and Community Support Services Association of Alberta (FCSSAA) representing the remainder of the province, funding will be distributed to civil society organizations.

These organizations will support a range of services needed from at-home help for seniors, crisis and helplines, food security issues, emotional and mental health counselling or any other identified community issues.

FCSS Funding Distribution

The \$30 million in funding will be distributed to the following municipalities:

- \$7 million to Edmonton FCSS (one-time grant)
- \$9 million to Calgary FCSS (one-time grant)
- \$14 million to Family and Community Support Services Association of Alberta (FCSSAA) to municipalities and Metis Settlements outside of Edmonton and Calgary (one-time grant)

- Municipalities and Metis Settlements who require funding will be required to submit a funding request to the FCSSAA.

As funding is being distributed outside the scope of the FCSS Act and Regulation, the 80/20 funding rule will not apply.

Charitable and non-profit organizations are encouraged to connect directly with their local FCSS program to receive detailed funding guidelines and grant criteria. FCSS will work closely with Community and Social Services (CSS) to obtain project approvals.

Grant funding must be expended by March 31, 2021. Any surplus dollars from the grant must be returned and cannot be carried over to the following fiscal year (2021/2022).

Eligible Services

For services to be eligible, they must address the social well-being of those most affected by COVID-19 and the measures implemented to limit the spread of the virus.

Those impacted may include seniors, individuals with chronic medical conditions, caregivers, families with children at home and individuals with limited access to supports. Services should align with one or more of the following funding priorities:

- help people maintain independence, build resiliency and strengthen their ability to cope during the COVID-19 pandemic;

- provide supports to help sustain people remain members in the community during the COVID-19 pandemic;
- fund civil society organizations to deliver projects for vulnerable Albertans who are in need during the COVID-19 pandemic; and
- coordinate services and programs to address the social well-being of vulnerable Albertans during the COVID-19 pandemic.

Examples of Eligible Services

- Services to allow individuals, seniors and families who are isolated to have their home needs met, including home support and support services for children and families. Examples include: transportation or delivery of goods, such as groceries or prescriptions, housekeeping services, caregiver relief and other services.
- Services to build capacity and strengthen volunteer work in the community. Examples include: food and meal service delivery, grocery shopping, helplines, volunteer support coordination, out of pocket expenses for volunteers and information services.
- Provide alternate ways of supporting individuals and families so people can function within this new environment. Examples include: telephone mentoring, counselling/emotional mental health supports and supports to help address economic and food security needs.
- Expand or supplement efforts to provide information and referral services and telephone/online support. Examples include: crisis/distress lines, 211 services, promotion of information and services, posters and signage.

Ineligible Expenses

Ineligible expenses include but are not limited to the following:

- Any expense NOT related to addressing the social well-being of those most vulnerable due to COVID-19.
- Offering direct assistance in the form of money or shelter.
- Being primarily rehabilitative or health-focused in nature.

- Purchase of any capital assets.
- Any costs required to sustain an organization that do not relate to direct service delivery under the project.

Reporting Requirements

Organizations chosen to provide services and supports will need to sign an agreement and submit a report at the end of the grant term. This report must demonstrate that activities were completed and monies spent as described in the agreement.

Application Process

Organizations should contact their local FCSS to request funding for specific programs or services in their community. Funding for specific programs and services will not be distributed directly from the Alberta Government.

All projects must adhere to government recommended procedures and standards pertaining to COVID-19.

Key Contacts

Calgary Family and Community Support Services (FCSS)

Email: fcss@calgary.ca
Phone: 403-268-5151

Edmonton Family and Community Support Services (FCSS)

Email: grants@edmonton.ca
Phone: 780-496-4933 (please leave a message and someone will follow up)

Family and Community Support Services Association of Alberta (FCSSAA):

Email: grant@fcssaa.org
Phone: 780-422-0133

COVID-19 Information

For the most updated information, please visit Alberta.ca/COVID19.

REQUEST FOR COUNCIL DECISION



SUBJECT: Acoustic Treatment and Sound System Upgrade Arena 1
PREPARED BY: Calvin Bennefield, Manager of Parks & Facilities
PRESENTED BY: Deborah Juch, Director of Community Services
DATE: April 14, 2020

FILE: 74/781

PURPOSE:

Administration proposes Council approves the award of two contracts to improve the acoustics and upgrade the sound system in Arena 1 to mitigate echo and improve sound clarity for events and games.

RECOMMENDED MOTION(S):

THAT Council directs Administration to contract with Seal Team for the supply and installation of sound panels in Arena 1, at a total value of \$93,391 and with Parkland Audio for the supply and installation of upgraded speakers in Arena 1, at a total value of \$51,112.

RELATED PRIOR MOTION(S):

13/931.04 20MO *THAT Council adopt the proposed 2020 Capital Budget, as presented in the November 12 memo 19-359*

EXECUTIVE SUMMARY:

Renters, users, and the public have complained to the City for years about the sound quality in Arena 1. Repeated sound system upgrades have not improved sound quality. The City commissioned an acoustical study to determine the problem and simulate solutions. The City then issued an RFP for proposals to supply and install the recommended acoustic panels and an RFQ was issued for pricing on supply and install of upgraded speakers. Seal Team submitted the lowest priced proposal for acoustic baffling at \$93,391 and Parkland Audio submitted the lowest quote for new speakers at \$51,112. The project will be completed in two phases commencing as soon as the contracts are awarded.

COVID-19 Update: Seal Team has advised that the factory making the acoustic panels has temporarily suspended operations, but they are investigating whether an order can still be filled with existing stocks.

REQUEST FOR COUNCIL DECISION



ANALYSIS:

Background

Renters, users, and the public have complained to the City for years about the sound quality in Arena 1 during ice activities such as hockey, ringette, figure skating, as well as private rentals and dry pad activities such as lacrosse, trade shows, pro bull riding (PBR), dances, concerts etc. During the past 30 years the sound system speakers have been replaced and reconfigured more than once, with center clusters and square box speakers as well as the current ice speaker, and speakers placed in each section of the bleachers. Regardless of the configuration, sound quality has been poor with the spoken word being almost unintelligible. Audio specialists have stated that until sound acoustic baffling is done, speaker upgrades will be ineffective due to reverberation.

The City hired an acoustic consultant to complete a study to confirm the causes of poor audio performance (specifically, poor speech intelligibility) in the current audio system in Arena 1. The consultant conducted onsite testing of both the room acoustics and the current audio system including the speakers, using a specialty acoustic CAD software to aid in determining the current issues as well as simulating potential improvements and predicting their cost-benefits.

The acoustic assessment revealed a challenging sound environment with the arena currently having a reverberation time (RT) of 6.25 seconds (500Hz – 4Hz octave average), which is the underlying cause of speech intelligibility with the current speaker system. For the arena's space volume and configuration, and our usage requirements, an appropriate and attainable RT would be 2.5 and 3 seconds. The study's recommended modifications will reduce RT providing a direct and measureable impact on speech intelligibility. Council approved a capital expenditure in 2020.

Purchasing Process and Results

The City issued a Request for Proposal for the supply and installation of sound acoustic baffling in the ceiling and west walls for Arena 1. The RFP specifications were based on the consultant's design specifying installation of 635 MBI Cloudite baffle 2x4 with grommets 2" thick with perforated sides PVC white for ceilings as well as 50(48x48) MBI Cloudite baffles for the west wall. The RFP was advertised on the Alberta Purchasing Connection, the City of Lacombe website and in the Lacombe Express newspaper. The RFP required proponents participate in a mandatory site walk through on January 29, 2020 and the RFP closed February 19, 2020.

REQUEST FOR COUNCIL DECISION



Five (5) contractors attended the walkthrough, and all submitted their proposals by the required closing date.

Table 1 –Proposal pricing summary (excludes GST).

Seal Team	Simply Sound Acoustics	Scott Builders In.	QSD	Camdon Construction
\$93,391	\$94,572	\$94,596	\$95,950	\$659,438

The lowest pricing was from Seal Team at \$93,931.00.

The City then issued a request for quotes to three (3) vendors to bid on replacing the existing speakers in Arena 1. This RFQ encompassed supply and installation of the speakers in the bleacher and ice pad areas of Arena 1. Two vendors replied with quotes.

Table 2 – Quote pricing summary (excludes GST).

Parkland Audio	Karlen-Elecom Ltd.	All-Star Show Industries	McSquared System Design Group Inc.
\$51,112	\$63,684	Did Not Submit	Did Not Submit

Financial Implications

Council allocated a total of \$215,000 in the 2020 Capital Budget for sound baffling and sound system upgrades in Arena 1. The project was to commence during the seasonal shutdown, and can proceed as soon as contracts are awarded. The project will be completed in two phases, with the acoustic baffling completing first and then the sound system work as a second phase.

STRATEGIC PLAN ALIGNMENT:

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

4.3.4 Economic Prosperity: To benefit from City Owned Property. The City minimizes non-performing assets and has a plan for existing assets that are under-performing.

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

The Communications Coordinator will publish a media release on the contract award, with information about the project for the public. The improved sound quality in Arena 1 will be very evident to user groups, players and spectators as soon as the facility reopens; significant positive public comment can be expected.

ALTERNATIVE MOTION(S):

REQUEST FOR COUNCIL DECISION



1. THAT Council directs Administration to contract with Seal Team for the supply and installation of sound panels in Arena 1, at a total value of \$93,391 and with Parkland Audio for the supply and installation of upgraded speakers in Arena 1, at a value of \$51,112; OR
2. THAT Council directs Administration otherwise in the matter of the acoustic treatment and sound system upgrade in Arena 1; OR
3. THAT Council accepts this report as information.

ATTACHMENTS:

N/A

REQUEST FOR COUNCIL DECISION



SUBJECT: Committee Appointment for Citizen-at-Large
PREPARED BY: Ross Pettibone, Legislative Coordinator/Executive Support
PRESENTED BY: Matthew Goudy, Chief Administrative Officer
DATE: April 14, 2020

FILE: 11/117/2020

PURPOSE:

To bring to Council for consideration a new term appointment for a Citizen-at-Large on the Lacombe Arts Endowment Committee.

RECOMMENDED MOTION(S):

1. THAT Council approve the appointment of Janine Borger to the Arts Endowment Committee with a term ending April 14, 2023.

RELATED PRIOR MOTION(S):

1. (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 presented to City Council for ratification.

ANALYSIS:

Council is asked to appoint one new applicant for a three-year term. The same applicant was first appointed January 2017 and expired December 31, 2019.

The Lacombe Arts Endowment Committee Terms of Reference states:

- The committee will be composed of four (4) members serving rotating terms of three years.

The new draft Art Development Policy (also to be approved by Council) states:

REQUEST FOR COUNCIL DECISION



- Arts Endowment Committee representatives may be appointed for an additional three-year term as a Citizen at Large

This is consistent with that of the Art Collection Committee (members sit for a three-year term with option to be reappointed for one additional three-year term), as outlined in the Public Art Collection Policy

Advertising continues for unfilled 2020 vacancies on the Affordable Housing Strategy Steering Committee, the Municipal Planning Commission, Art Committees, and Lacombe Library Board.

Arts Endowment Committee (*Rotating terms of 3 years*)

- Council: Jonathan Jacobson, 2018, - At Pleasure
- Citizen at Large: Teresa Johnson, Jan 1/20 – Dec 31/22
- Citizen at Large: **Vacant**, Apr 14/20 – Apr 14/23
- Citizen at Large: Vacant
- Citizen at Large: Jan Holoboff, Jan 1/18 – Dec 31/20

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 appointment of Janine Borger to the Arts Endowment Committee with a term ending April 14, 2023.
2. THAT Council not ratify the appointment and direct administration how they wish to proceed

ATTACHMENTS:

Board Appointment for Citizen-at-Large

REQUEST FOR COUNCIL DECISION



Application (Available in Camera)

Citizen-at-Large Board/Committee/Commission Appointments

Arts Endowment Committee

Appoint Janine Borger for a term ending April 14, 2023

MONTHLY SIGNIFICANT EVENTS REPORT

Chief Administrative Officer

Date: to April 8th, 2020

COVID-19 Response

- Emergency Coordination Centre remains active, in response to COVID19 pandemic

Administrative

- Largely focused on pandemic response and mitigation over the last two weeks
- Business continuity planning complete
- Shift changes and other methods of isolating staff cohorts have been implemented
- A number of temporary staff layoffs have taken place
- Utility Operator MOU signed with Lacombe County
- Completed RFP for Investment Services – awarded to BDO Wood Gundy

Planning & Development

- Permit applications continue to be received, and processed

Regional Matters

- North Red Deer River Water Services Commission
 - 2019 Financial Audit complete
 - Clean Audit
 - Surplus to be returned to members via rate adjustment
 - Waterline extension
 - Waterline extension to the north on hold until further consultation with the Provincial government can occur
- North Red Deer Regional Wastewater Services Commission
 - 2019 Financial Audit complete
 - Clean Audit

Utilities

- Developing 2021 water and wastewater flow projections for City of Red Deer

External Recognition

- The Lacombe Main Street Program was one of six projects chosen by the United Nations for review as part the UN initiative towards building a framework focused on delivering projects with “People-first outcomes”.

2019 Parkland Community Library Update

Alliance Public Library:

Last Summer was our 100th year as a library, to celebrate on July 1st, we had a library open house.

Feb. 1 was the F.I.R.S.T. dinner and silent auction. The F.I.R.S.T is a county wide family emergency and response organization. The Library donated art work by a local artist to the silent auction and some members attended.

March 14 the community has a Meet Your Neighbor night with a spaghetti supper, silent auction and presentations by the clubs and organizations in the village. The library will have a display to invite new members and will also donate to the silent auction.

May 26 the Library Board will have their annual Strawberry Tea. This is a fund raiser as well as a community outreach event.

Big Valley Municipal Library:

In answer to your question: The best thing we did was hire our new Manager, Cordelle. She has brought a sense of order and just plain friendliness to our small library.

Bentley Municipal Library:

This fall was busy at the Bentley Library! We wrapped up our Mini-Libraries program and look forward to a successful summer in 2020. Our returning programs for 2019/20 include Early Literacy classes, Kids Art Club, Lego Club, Book Club, and Teen Night. We have added a new Virtual Reality and Gaming program that takes place on school PD days, and includes 2 Oculus headsets, an Xbox One and a Wii. Our monthly Facebook prizes, which are locally sourced as much as possible, have been a big hit! The physical literacy collection has been very active, especially the snowshoes, and we are collaborating with FCSS to utilize some of our items in their upcoming Family Night. A generous donation was made to our library which included 41 specialty Wilton cake pans, and 120 cookie cutters, which are now available to our patrons to borrow.

Carstairs Public Library:

At the Carstairs library we had many great successes this year. We created a Giving Tree. Our Giving Tree Fundraiser raised just over \$700 and we also collected about 30 books that were donated and added to the collection. How it works is that we created small book ornaments to go on our Christmas tree each book represented a classic book we wanted to add to the collection and the cost of that book. Donors then selected the book they wanted to donate and made either a cash donation or brought a new copy of the book into the library, they got to take the ornament home as a thank you. We plan on making this an annual Christmas time fundraiser and our next theme will be Travel and our ornaments will be little suitcases. We learned that keeping the cost of the donation in the \$20-30 range worked best.

Another great success was our outreach work. Outreach is how we are looking to connect with community members that might not have come into the library recently or may never have come into the library. We take something unexpected or flashy out to a community event. For example, I brought our new coding robot called Ozobot to the Parent Teacher night and we brought Freezies to the Christmas community event. That gets people to stop and talk with us and gives us a chance to invite them to join us at the library for future events, mention digital services we offer, and just remind them we exist. It is a great way to make us a vital part of the community, boost our visibility and build connections. So, this last year we began making outreach a priority and it'll be a part of our plans going forward.

We are very proud of our library!

Cremona Municipal Library:

The Cremona Municipal Library is a little library in a little village along the rolling foothills. This past year, the library has had many exciting things go on within its walls, but the one we will share with you is our Lego Club.

Our library runs a Lego Club program once a week – immediately after school – throughout the school year. This program is free of charge to children ages five and up. The Library Manager has been tracking attendance and there are, on average, around 18 participants each week.

This program is important to our library since it has increased foot traffic through the doors. It has been the most well attended weekly program that we offer. More parents and children have been introduced to what our library can offer them through attending the Lego Club. A greater number of children in the 5+ age group have been taking out books this year.

This program is important to our community because there are not very many other activities in this small village to send children to after school. The school grounds border the back of the library, so it is safe and easy for the group of children to walk to the library and it gives their parents another hour in the day to do what they need to do. Some parents stay in the building and use the opportunity to visit with the other adults. It is inspiring to see the excitement that the children have while taking part in challenges, expressing creativity, interacting positively with other children, and enjoying what our local library has to offer.

Didsbury Municipal Library:

In 2019 we focused on increasing program offerings and participation, particularly for youth in the community. Overall, we increased program participation by 38% with 4,393 participants in our programs. We also practically doubled our participation in the summer Reading Club from 329 visits in 2018 to 651 visits in 2019.

This is important for the community given that outside of school extracurricular activities there are not a lot of free activities available to school-aged children. The Didsbury Municipal Library was so

pleased to see a need being met by the community, and the incredible community response. We are very pleased to see so much engagement!

Eckville Municipal Library:

Many great things happened in our library in 2019. We had a hard time deciding the most notable. We chose our Summer Reading Club 2019, mainly because we were expecting 40-50 children to register, and ended up with an enthusiastic total of 81 kids who registered and participated in our 6 session Summer Reading Club programming. It was fantastic, as the kids were over the moon with the activities: which included a visit from a vet tech (Dani Harris) who brought her real dog to allow the kids to listen to his heart, and a stuffed dog for all the kids to practice operating. Medicine River Wildlife came for one session, and brought their new young owl to visit and talk our young readers. Fish and Wildlife out of Rocky Mountain House provided us with a variety of "teaching" furs, so the kids could guess what animals have what fur and why. The kids made insect houses, learned about recycling for art and engineering projects, and read stories about the natural world. F.C.S.S. and Neighborhood Place got involved and helped us to purchase a new book for every child at the end of program. We had ten amazing committed teen volunteers who were terrific with the kids. The participants read well over 1200 books in the 6 weeks, and played games and did projects relating to animals and to the environment. It was such a success that a number of adults, not directly related to the kids involved, heard the kids and parents talking about it around town, and came to visit the library. They even expressed how much fun it would have been to be an adult and do Summer Reading Club this year. All in all, it increased the profile of the library in the community, drew support, new memberships, and even donations. Best of all, it got kids and adults talking about the library to others in the community, and that is always wonderful.

Hay Lakes Municipal Library:

Our Library Manager created 14 Book Bags covering many topics. She can rotate the items in the bags to make 28 bags.



2 special topics are:

Around the World – With books about different countries, how they live, work and play plus 12 wooden figurines all hand painted showing the different nationalities.

Sensory Bag – a bag designed specifically for children with sensory processing disorders or ASD, there are books that explain why we are different, why someone has to move or talk rather than sit and listen. Sensory toys include those with different shapes, weight, size and colours.

Provost Municipal Library:

I think one of the highlights for our library was hosting a Multicultural Potluck and Talent Show. We partnered with the town and hosted this event during our annual Community Awareness Night. This event provided an opportunity for all community members to share their culture, foods, music and dance with each other. It is vital to include all people in activities, discussions and decisions within our community. To encourage this, all people need to feel included and valued within our community. This was a fun, light-hearted way to share our histories and embrace our differences. I am excited that our library brought everyone together to celebrate our multicultural town.

Stettler Public Library

New in 2019 was the partnership we formed with the Stettler Learning Centre to introduce and host a Conversation Café in Stettler. This program has resulted in a transformed library on Wednesday evenings (and to a lesser degree on Monday mornings). We are seeing so many more newcomers in the library during this program and afterwards too, signing out books, using the fitness passes, meeting individually at the library at other times with their tutors. We provide the space, and refreshments, the Stettler Learning Centre arranges for volunteer facilitators and we both promote the program.

Also new in late 2018 into 2019 is the Friends of the Library's Historic Ghost Walk. The walk highlights Stettler's more ghostly past and works well with community interest in the more grisly history of the area. Teamed with the ghost walks was the Robert Raymond Cook information evening which drew a crowd of approximately 374 people and resulted in sales of over 100 DVD recordings of that evening. It became a bit of a non-intentional successful fundraiser.

In 2019 the Stettler and District Early Child Development Coalition approached the library about rehoming the existing Toy Library at the Public Library. We have a number of toys that we have been circulating to members of the community and community groups. The Stettler Friends of the Library donated the proceeds from their 2019 Christmas Wine Survivor fundraiser to help grow our "library of things" with other equipment (cake pans, sporting equipment, etc.).

Sylvan Lake Municipal Library

We wanted to highlight two things that were important to us over the last 18 months:

XOX Valentines Ladies Night & Fundraiser. We held this event on February 1, 2020. It's a ladies pampering night and fundraiser. It is also an opportunity for local female entrepreneurs to set up their business booths to promote and sell products such as jewelry, bath salts, teas, psychic readings, adult only toys, etc. The best thing about this event is that it's a ladies only event. All the vendors are female entrepreneurs and all the guests are women. It's an amazing opportunity for networking and building connections. Vendors were invited to donate items for a silent auction. Almost \$1000 was raised for the library and friendships were ignited!

Discover Syria. The Sylvan Lake Municipal Library brought in guests from the Central Alberta Refugee Effort (C.A.R.E.), and had a couple of volunteers from the Sylvan Lake Refugee Project, who had sponsored 4 refugee families from Syria to come to Sylvan Lake. We brought in food from Addy's in Red Deer for people to sample Middle Eastern cuisine, had a few crafts for participants to do (some guided by C.A.R.E. volunteers, and some that we provided, such as a peace dove picture that they decorated with finger paints. We had a couple artists doing Henna tattoos, and C.A.R.E. did presentations in the program room showing what Syria looked like before and after the war, and showcasing information about schools, art, landscape, etc. In the main part of the library, by the food, C.A.R.E. had a game set up for people to learn things about different countries and help educate/combat misconceptions about Middle Eastern countries. Participants could also learn how to spell their name in Arabic. In 2018 we collaborated with Landmark Cinemas/Film Society, and brought in "My Name is Khan", which is a film that shows how Muslims were treated before and after 9/11, with a discussion about the film to follow - we had C.A.R.E. and the Sylvan Lake Refugee Project there for the Q&A afterwards. Some community members spoke about the subtle racism and Islamophobia they still face today in and outside our community. We were fortunate to have one of the refugee families that was new to Sylvan at the theatre for the film, and the attendees welcomed them to the community.



Special Minister's Statement on COVID-19

As we work to address the public health emergency, I want to reassure seniors and seniors serving organizations that our government continues to take measures to protect public health.

We know individuals over 60 years of age and those with pre-existing health conditions are most at risk of severe symptoms from COVID19. Our government is doing everything it can to prevent the spread and protect the most vulnerable.

Public health measures

Aggressive public health measures are being implemented across the province. This includes asking all long-term and continuing-care facilities, along with seniors' lodges, to limit visitation to essential visitors only. Families and friends are asked to think of ways other than inperson visits. Stay in touch through phone calls, face time, email, and/or technology, such as Skype.

We are also enhancing measures around screening. Each essential visitor will have to be verified and undergo health screening prior to entering; this could include a temperature check and filling out a questionnaire. Each facility will be required to have security or a greeter to conduct the health assessment on essential visitors and to verify that they are "designated". The facility will also have to document each visit. Together, these measures should help to bring about better controls to protect our most vulnerable population and those who care for them.

In addition, we know many seniors serving organizations are working hard to find innovative ways to support seniors during this difficult time.

Financial supports

On March 17, our government announced \$60 million in onetime emergency funding to civil society organizations, adult homeless shelters, and emergency shelters to enable social distancing and sanitization of common areas and provide supports and services for atrisk seniors, people with disabilities and families facing homelessness, poverty and social isolation.

On March 18, the Governments of [Canada](#) and [Alberta](#) separately announced financial supports for workers and businesses. I encourage you to learn more about the supports that may be available to you or your clients.

Identifying concerns and solutions

My ministry is currently working with key partners to find innovative ways we can help seniors-serving organizations continue to provide key services and mitigate the impacts effects of social isolation.

If your organization has identified a concern, please email seniorsinformation@gov.ab.ca.

What you can do

All Albertans must help protect our public health by staying home and away from others when sick. It is also important to practise good hygiene. Wash your hands often with soap and water for at least 20 seconds. Cover coughs and sneezes with a tissue or your elbow. Avoid touching your face. All of these steps are especially important if you work with seniors or other highrisk groups.

I would also like to reinforce the importance of social distancing. When out in public, this practice can help reduce your risk by minimizing contact with others. Social distancing involves taking steps to limit the number of people you come into close contact with. It is not the same as social isolation. Albertans who are feeling well do not need to remain indoors; however, we do ask that they avoid close contact. Minimize the number of times you leave your house, and when you do go out maintain a distance of at least two metres (six feet or around the length of a bicycle) between yourself and other people. A tip sheet on social distancing is available online [here](#).

For information and referrals to social supports in your community, visit [Alberta 211](#). For more information on COVID19, visit alberta.ca/COVID19. For steps you can take to protect yourself and others visit alberta.ca/prevent-the-spread.aspx.

Information that can be posted at your organization and shared with your clients is available [here](#). As additional materials are developed, they will be available online.

Our government and public health officials continue to monitor the situation closely and we will take additional measures as necessary. The health of Albertans is, and always will be, our top priority. We will get through this together.

Josephine Pon
Minister of Seniors and Housing

March 21, 2020

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SOCIAL DISTANCING TIPS

The most important measures that Albertans can take to prevent COVID-19 is to practice good hygiene. When out in public, practicing social distancing can help you reduce your risk by minimizing contact with others in the community.

What is social distancing?

- Social distancing involves taking steps to limit the number of people you come into close contact with.
- This is not the same as social isolation. You do not need to remain indoors, but you do need to avoid being in close contact with people.
- Going for a walk in your neighborhood or park is encouraged as long you maintain distance from others.
- Go out for groceries, medical trips and other essential needs, but try to maintain a distance of at least 2 metres (6 feet) between yourself and other people.
- In order to minimize the risk of acquiring COVID-19, reduce the number of times you leave your house to perform errands.

Elevator etiquette

- Avoid overcrowding – take the stairs or wait for the next elevator.
- Cover your cough.
- Avoid touching your face after pushing the button.
- Limit the number in an elevator car to 2-3 people.
- Wash with soap or else sanitize your hands after leaving the elevator.

Grocery shopping

- Order online and deliver if you can.
- If you cannot, try to shop at times when there are fewer shoppers (first thing in the morning or late at night).
- Wipe down handle of grocery carts and baskets, and wash or sanitize hands before entering and after leaving the store.
- Use self-check out if available.

Public transportation

- Cover your cough.
- Avoid touching your face after pushing the button.
- Try to maintain as much distance as possible between yourself and other riders.
- Sanitize hands on exit.

Small social gatherings

- Family visits, house parties- postpone if possible or hold virtually.
- Cancel if household members are senior citizens or have high-risk medical conditions - consider ways of virtually supporting those loved ones who are at high risk and are choosing to stay home.
- Do not go to any gathering if you have a fever or a cough, even if symptoms appear to be mild or resembling a mild cold.

If necessary to gather:

- Have hand sanitizer for guests to use when they come over.
- Wipe frequently touched areas with Lysol or disinfectant wipes pre- and post-gathering (doorknobs, light switches, bathroom taps, etc.).
- Consider using disposable dishes and utensils.

Restaurants/cafes/coffee shops/food courts and pubs

- Avoid gathering in public places

If necessary to gather:

- Use hand sanitizer pre- and post-drinks, snacks and meals.
- Use utensils (do not eat finger food, sandwiches, etc. with hands).
- Maintain a 2 m distance between other patrons.
- Use napkin for pump dispenser condiments (ketchup, salt, pepper etc.).
- Do not eat from the open dishes (e.g., peanuts, candy).
- Do not share dishes and drinks.
- Consider using take-out, drive through or delivery services for food.

From: municipalservicesandlegislation@gov.ab.ca
Sent: March 23, 2020 12:34 PM
To: mail
Subject: March 18 Major Economic Announcement - Supports for students, laid-off workers
Attachments: GOA News Release - COVID-19 Support for Albertans - MAR 18 2020 (002).pdf

Subject: March 18 Major Economic Announcement: Supports for students, laid-off workers

The Alberta government continues to support Albertans during this unprecedented global public health emergency.

Premier Kenney announced 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. That money will be available starting this week to help them make ends meet until federal supports start on April 1. An online application will be made available on alberta.ca.

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.

ATB Financial and Alberta credit unions are offering deferrals on loans and mortgages to customers affected by COVID-19.

Government will not collect corporate income taxes until this August 31.

The news release at alberta.ca/covid has more detail.

This announcement is important information for your stakeholders as well. I ask for your help in sharing it with them. You will receive materials to share in the coming days.

You bring incredible empathy, flexibility and concern to today's new reality. Government brings its commitment and resources. Albertans bring their legendary resilience. Together we will help students, workers, and everyone get through this dark time and emerge stronger than ever.

Thank you.

Paul Wynnyk
Deputy Minister

Protecting Alberta's families and economy

March 18, 2020

Government is providing immediate financial assistance to Albertans affected by the COVID-19 crisis.

New funding and supportive measures will provide immediate financial relief to Alberta's families, vulnerable populations, local businesses and employers.

"Albertans are doing their part to keep each other safe and prevent the spread of COVID-19. We are doing ours by assisting Albertans and their families, protecting jobs and supporting workers and employers. We will help shelter Albertans from the economic disruption of COVID-19 now, and position Alberta's industry and businesses to bounce back when the situation stabilizes. This is an initial set of measures, and more will follow in the days to come."

Jason Kenney, Premier

Financial supports for Albertans

Albertans should be focused on their health and not worry about whether they can pay their bills, so the government has put a number of options in place for those struggling financially:

- Emergency Isolation Support: \$50 million
 - This will be a temporary program for working adult Albertans who must self-isolate because they meet the Government of Alberta's published criteria for self-isolation, including persons 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.
 - It will be distributed in one payment instalment and will bridge the gap until the federal emergency payments begin in April.
 - We expect the program to be accessible by a simple online application through alberta.ca next week and that funds will be deposited in the accounts of eligible recipients beginning at that time.
- Utility payment holiday

Related information

[COVID-19 Information for Albertans](#)
[Blueprint for Jobs](#)

Media inquiries

Jerrica Goodwin
Jerrica.Goodwin@gov.ab.ca
587-988-3278
Press Secretary, Treasury Board and Finance

- Residential, farm, and small commercial customers can defer bill payments for the next 90 days to ensure no one will be cut off from these services during this time of crisis.
- This will cover electricity and natural gas, regardless of the service provider.
- Student loans repayment holiday
 - The government will implement a six-month, interest-free moratorium on Alberta student loan payments for all individuals who are in the process of repaying these loans.

Banks and credit unions

- ATB Financial customers impacted by COVID-19
 - Personal banking customers can apply for a deferral on their ATB loans, lines of credit, and mortgages for up to six months.
 - Small business customers, in addition to payment deferrals on loans and lines of credit, will be provided access to additional working capital.
 - For other business and agriculture customers, ATB will work with customers on a one-on-one basis and further solutions are being considered at this time.
 - For more information on ATB's relief program, please visit their website.
- Alberta credit unions
 - Credit union members will have access to a variety of programs and solutions designed to ease difficulties with loan payments and short-term cash flow.
 - Both individual and business members are encouraged to proactively contact their credit union directly to work out a plan for their personal situation.

Employers

Alberta employers are facing significant challenges and uncertainty. To give them increased access to cash in order to pay employees, address debts and continue operations, the government will:

- defer the collection of corporate income tax balances and instalment payments, due after today, until Aug. 31, 2020. This gives Alberta businesses access to about \$1.5 billion in funds to help them cope with the COVID-19 crisis.

“In these exceptional circumstances, having cash on hand is vital to families and employers and it’s critical we give Albertans this certainty and support. This tax measure will provide timely relief and additional runway for businesses to continue operating and compensating their employees during this difficult time.”

Travis Toews, President of Treasury Board and Minister of Finance

Alberta is pleased the federal government has responded to concerns and has taken the recommendation to increase supports to people receiving Employment Insurance. Alberta has contributed far more to the federal government in employment insurance (EI) premiums than it receives in EI support, so it is good to see the federal government providing the support Albertans need in these difficult times.

Relief measures already in place

Albertans, seniors and vulnerable groups

- Charitable and non-profit groups will immediately receive an additional \$60 million to support seniors and other vulnerable populations disproportionately affected by COVID-19. This is in addition to the \$3.9 billion for community and social services allocated in Budget 2020.

Health care for Albertans

- The Government of Alberta has committed \$500 million extra this year to respond to the public health crisis and to support front-line health professionals working to keep Albertans safe and healthy. This is in addition to the record-high \$20.6 billion allocated for health care in Budget 2020. A further \$58 million has been allocated to Alberta health care for COVID-19 response by the federal government.

From: taxprogramdelivery@gov.ab.ca
Sent: March 23, 2020 5:50 PM
To: mail
Subject: 2020 Education Property Tax Requisitions and Education Property Tax Deferrals

Dear Chief Elected Official:

The Government of Alberta is providing immediate relief to Albertans and businesses to help weather the economic pressures and the COVID-19 crisis.

This support will save money for Alberta households and businesses by maintaining education property taxes at last year's level. In addition, to help maintain liquidity, we are deferring education property tax for businesses for six months. This will help keep more businesses viable, able to meet payroll obligations and to employ as many Albertans as possible.

Alberta employers will face challenges in the coming weeks. To free cash flow and help businesses retain and pay workers, government will defer six months' worth of the education portion of non-residential property tax. Only 50 per cent of the non-residential education taxes will be due in 2020. We will work with municipalities to develop flexible repayment plans.

I encourage your municipality to consider similar deferment plans for the municipal portion of the non-residential property tax. Property owners are encouraged to pass on these savings to business tenants.

We are working on the implementation details and will strive to provide you with flexibility to adapt the process to your local needs and minimize any associated administrative burden. We will look to you to help us understand how we can best manage this together. My ministry will host a technical information webinar for administrators and finance officers on Friday, March 27, 2020 to provide more details about how this deferral will work and to answer questions. An invitation will be sent to your chief administrative officer.

I appreciate the many challenges municipalities and Albertans are facing at this time. I appreciate your cooperation as we work together to support our local businesses, industry and all Albertans. This is an unprecedented situation for all of us and I truly appreciate all you are working through at the local level.

Yours truly,

Kaycee Madu

Minister of Municipal Affairs

cc: Chief Administrative Officers

From: Sam Seo **FOIP Section 17(1)**
Sent: March 25, 2020 10:08 AM
To: Grant Creasey <gcreasey@lacombe.ca>
Subject: First Annual Korean War Memorial Cup Golf Tournament

Dear Mr. Creasey,

I hope this email finds you well.

After going through the list of golf courses in Alberta, we have decided to hold our very first annual Korean War Memorial Cup Golf Tournament at Lacombe Golf and Country Club this year.

The tournament date is on July 11th (Saturday) and 144 participants from all over Alberta Province, number of politicians including senators and MPs will join this event. Premier Jason Kenny wrote welcoming messages for the tournament.

This event is to commemorate our Canadian War veterans who fought during Korean war (1950-1953) and to raise funds to help with publishing educational materials covering Korean War for the future generations.

As year of 2020 being 70th anniversary of Korean War, we hope this event will make some impact for our veteran community and local Albertans.

We would like to ask city of Lacombe to sponsor this tournament with prizes and purchasing trophies.

Please let us know if you have any support program available for this kind of event.

Thank you and hope to hearing from your office soon.

Best regards,

Sam Seo 서희삼 **FOIP Section 17(1)**

FOIP Section 17(1)

[Redacted signature block]

Age-Friendly Alberta Newsletter




Message from Honourable Josephine Pon Minister of Seniors and Housing March 28, 2020

Special Minister's Statement on COVID-19

As our efforts to address the public health emergency continue, I want to thank seniors-serving and housing partners for taking special care to look out for the Albertans we serve.

We know individuals over 60 years of age and those with pre-existing health conditions are most at risk of severe symptoms from COVID-19. Our government is doing everything it can to prevent the spread and protect the most vulnerable.

Seniors and fraud

In emergencies like this, dishonest groups or individuals often try to take advantage of our fear and uncertainty.

Deceitful individuals who may pose as door-to-door salespeople, telemarketers, collection agents and, sometimes even distant relatives asking for help, can target vulnerable individuals, especially seniors.

If you have a parent, grandparent, vulnerable family friend or neighbour, please watch out for them. Offer to be their buddy, someone they can check in with before responding to matters involving money. A calm, informed person can advise a senior in their life about a caller or salesperson who is legitimate or a scammer.

Please, do not respond to requests for personal information or immediate payment. Take a moment and call a person you trust.

Public health orders

To protect the health and safety of Albertans, law enforcement agencies now have full authority to enforce public health orders and issue fines for violations. That includes the following:

- Mandatory 14-day [self-isolation for returning international travellers](#) or close contacts of people with confirmed COVID-19.
- Mandatory 10-day [self-isolation for people with symptoms](#) that are not related to a pre-existing illness or health condition: cough, fever, shortness of breath, runny nose or sore throat.
- Violations of [mass gathering restrictions](#) are now legally enforceable and subject to fines.

We encourage Albertans to report any [infractions](#) to provincial public health officials.

Snowbirds

All Albertans who have travelled outside of the country, including snowbirds returning home from wintering in the United States and other countries, must enter mandatory isolation upon returning to Alberta and self-isolate for 14 days.

You must not stop at the grocery store on your way home, or pick up the dog at the kennel.

You must go directly and immediately home, self-isolate for 14 days and monitor for symptoms.

Returning snowbirds who are not experiencing symptoms can still go outside, but this does not mean visits to all outdoors areas are advisable. Feel free to take a walk around your neighbourhood, but make sure to maintain distance from others – at least six feet (about the length of a bicycle).

Family members in continuing care, long-term care and seniors lodges

We are taking steps to prevent the spread of COVID-19 among people who live in various types of seniors accommodations.

A single individual designated by the resident or guardian is the only person who can visit a family member or friend living in continuing care, long-term care and seniors lodges in Alberta.

Facilities will have a greeter to verify that the resident or guardian has designated the visitor. Visitors will undergo a health screening, possibly a temperature check and a questionnaire, prior to entering the facility. Mandatory health screening protocols apply to staff, residents and essential visitors entering a facility.

As well, all facilities must follow enhanced cleaning practices and additional directions around the use of shared spaces and common activities.

We are taking these steps to protect seniors, and the staff who work at these facilities.

Non-essential medical appointments

If your family physician or other health-care provider is unable or unwilling to receive you, we recommend you contact another health-care provider.

To find a family doctor near you who is accepting new patients, Primary Care Networks and the College of Physicians & Surgeons of Alberta offer online tools. Visit <https://albertafindadoctor.ca> and <https://search.cpsa.ca/physiciansearch>.

We recommend the postponement of any non-essential visits at this time.

You may also download the Babylon by Telus Health App to meet with Alberta-licensed physicians through your smartphone.

Family and Community Support Services

Last week our government announced additional emergency funding to charities, non-profit and civil society organizations through the Family and Community Support Services (FCSS) program to support their COVID-19 response.

Funding criteria and forms for emergency funding to charities, non-profit and civil society organizations is now [available](#).

We will continue to work with our important stakeholders to reach those who are most impacted by COVID-19.

Resources for caregivers

Caregivers Alberta offers supports to all caregivers, including those who might be experiencing heightened feelings of stress, anxiety, and isolation. The organization has closed its office to help slow the spread of COVID-19, but continues to offer support through its Caregiver Advisor and online programming.

Click [here](#) to access Caregivers Alberta's COVID-19 resources including:

- Contact with the Caregiver Advisor at 780-453-5088 or 1-877-453-5088 (toll-free) or ladams@caregiversalberta.ca
- Online peer support
- Online workshops.

Click [here](#) for more information about Caregivers Alberta's ONLINE Caregiver Support Community.

Identifying concerns and solutions

My ministry is currently working with key partners to find innovative ways we can help seniors-serving organizations continue to provide key services and mitigate the impacts and effects of social isolation.

If your organization has identified a concern, please email seniorsinformation@gov.ab.ca.

Information and social supports

For information and referrals to social supports in your community, visit [Alberta 211](#). For more information on COVID-19, visit alberta.ca/COVID19. For steps you can take to protect yourself and others visit alberta.ca/prevent-the-spread.aspx.

Information that can be posted by your organization and shared with your clients is available [here](#). As additional materials are developed, they will be available online.

The health of Albertans is, and always will be, our top priority. We will get through this together.

Josephine Pon
Minister of Seniors and Housing

March 28, 2020



[Website](#)



[Email](#)

For a print-friendly version click on "Read it online" at the top of the page.



ALBERTA

MUNICIPAL AFFAIRS

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

AR100003

March 31, 2020

His Worship Grant Creasey
Mayor
City of Lacombe
5432 - 56 Avenue
Lacombe AB T4L 1E9

Dear Mayor Creasey,

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and cooperative approaches to service delivery. By working in partnership with our neighbours, we create opportunities that support economic development and job creation. Together, we help build vibrant, resilient communities for the benefit of all Albertans.

I am pleased to inform you that the City of Lacombe has been approved for a grant of \$60,000 under the 2019/20 ACP Intermunicipal Collaboration component in support of your Fire Services Governance Framework project. This approval does not signify broader support for any recommendation or outcome that might result from your project.

The conditional grant agreement will be sent shortly to your chief administrative officer to obtain the appropriate signatures.

The provincial government looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to send invitations for these milestone events to my office. We ask you advise Municipal Affairs a minimum of 15 working days prior to the proposed event. If you would like to discuss possible activities or events to recognize your ACP achievements, please contact a grant advisor, toll-free at 310-0000, then 780-422-7125, or at acp.grants@gov.ab.ca.

.../2

I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,



Hon. Kaycee Madu
Minister of Municipal Affairs

cc: Honourable Jason Nixon, MLA, Rimbey-Rocky Mountain House-Sundre
Honourable Devin Dreeschen, MLA, Innisfail-Sylvan Lake
Ronald Orr, MLA, Lacombe-Ponoka
Paula Law, Reeve, Lacombe County
Matthew Goudy, Chief Administrative Officer, City of Lacombe
Tim Timmons, County Manager, Lacombe County



Office of the Lieutenant Governor of Alberta
3rd Floor, Legislature Building
10800 - 97 Avenue
Edmonton, Alberta, Canada T5K 2B6

March 31, 2020

*Dan Rude
Chief Executive Officer
Alberta Municipal Place
300, 8616 - 51 Avenue
Edmonton, AB
T6E 6E6*

Dear Dan:

As Her Majesty the Queen's representative in Alberta, I would like to offer my sincere gratitude to the dedicated municipal leaders who are working hard across our province to respond to the COVID-19 pandemic. If possible, I would ask that you please share this message with your members.

I have nothing but respect for the elected officials and municipal government workers who are on the front lines of this emergency in communities across Alberta. I know that everyone is contributing the best of their energy, innovation and collaborative spirit to this crucial work. I also know that those great Albertan traits will carry us successfully through this challenging time. Your fellow Albertans truly appreciate the long hours, stresses and personal sacrifices that come with your duties. I ask that you please take time to care for yourselves as you work to ensure that we are all safe and well cared for.

Again, please accept my heartfelt thanks for your inspiring service and your essential contributions to our province.

Sincerely yours,

A handwritten signature in cursive script that reads "Lois Mitchell".

*Lois E. Mitchell, CM, AOE, LLD
Lieutenant Governor of Alberta*

Age-Friendly Alberta Newsletter



Message from Honourable Josephine Pon Minister of Seniors and Housing April 3, 2020

Special Minister's Statement on COVID-19

These are challenging times and I want to thank everyone who is taking special care to look out for seniors and Albertans with low income. Our government continues to do everything it can to prevent the spread of COVID-19 and protect the most vulnerable.

New outbreak standards for health settings

New outbreak standards are now in place for operators, managers and staff at all congregate health settings, including all hospitals, nursing homes, designated supportive living and long-term care facilities, seniors lodges and facilities in which residential addiction treatment services are offered. Learn more in the [situation update](#).

Rental protection

Last week, our government announced new measures to protect renters from eviction, rent increases and late fees. We encourage landlords and tenants to work together to develop payment plans that help everyone meet their financial obligations. Details can be found at alberta.ca/coronavirus-info-for-albertans.aspx.

Isolation rules

To align with new federal rules under the *Quarantine Act*, Albertans under mandatory self-isolation are now required to remain inside and can only go for walks on their own property, such as their backyard, for the duration of their self-isolation. This applies to everyone in mandatory self-isolation – those who are feeling well and those who have symptoms of COVID-19 including cough, fever, shortness of breath or a runny nose.

Please note that Albertans are legally required under the public health order to self-isolate for:

- 14 days if they recently returned from international travel or are a close contact of someone with COVID-19
- 10 days if they have a COVID-19 symptom (cough, fever, shortness of breath, runny nose, or sore throat) that is not related to a pre-existing illness or health condition

Visit alberta.ca/self-isolation.aspx to learn more.

Emergency isolation support

Albertans who are self-isolating or who are sole caregivers for someone in self-isolation, and have no other source of income, may be eligible for a one-time emergency isolation

support payment. The application, along with full eligibility criteria, is available at alberta.ca/emergency-isolation-support.aspx.

Essential and non-essential businesses.

Government is expanding eligibility for select licensed child care centres to provide child care for all essential service workers. The list of essential workplaces can be found at alberta.ca/essential-services.aspx. It includes, but is not limited to:

- Vulnerable populations support staff
- Not-for-profit organizations that provide critical personal support services to vulnerable / challenged persons
- Assisted living facilities, residential addiction treatment centres, seniors lodge, including homeless shelters and accredited seniors facilities
- Food-related charities, such as food banks and “Meals on Wheels”

New restrictions are in place for close-contact businesses, dine-in restaurants and non-essential retail services. Details on restrictions can be found at alberta.ca/restrictions-on-gatherings-and-businesses.aspx.

Mass gatherings

As of March 27, Albertans are prohibited from attending gatherings of more than 15 people, and they must continue to observe two metres of social distancing. Additional information can be found at alberta.ca/restrictions-on-gatherings-and-businesses.aspx

Annual general meetings

In keeping with mass gathering restrictions, deadlines are suspended for corporations, partnerships, cooperatives and not-for-profit organizations to hold annual general meetings and file their annual returns. These groups will remain active in Alberta and will not be dissolved due to failing to file annual returns. Additional information about annual returns can be found at alberta.ca/corporations-cooperatives-organizations-annual-returns.aspx.

Charities and not-for-profit organizations

Eligibility criteria for emergency funding for charities and not-for-profit organizations impacted by COVID-19 are available at alberta.ca/emergency-funding-for-charities-and-not-for-profit-organizations.aspx.

Mental health supports

Alberta Health Services has boosted its service to help Albertans, should they need to speak with someone about mental health concerns. When Albertans call the Mental Health Help Line at 1-877-303-2642 or the Addiction Help Line at 1-866-332-2322 between 7 a.m. and 11 p.m., seven days a week, they will be connected directly to a dedicated team of AHS addiction and mental health staff.

Up-to-date information

As the situation continues to evolve rapidly, I encourage you to visit alberta.ca/COVID19 for the most up-to-date information on COVID-19 and details on the measures in place to help prevent the spread and support Albertans.

Thank you and stay safe.

Josephine Pon
Minister of Seniors and Housing

April 3, 2020

LACOMBE AND DISTRICT RECREATION, PARKS AND CULTURE BOARD

Regular Meeting Minutes

Tuesday, November 19, 2019 at 5PM

Present: Martin Sherrer, County Representative (Chairperson)
Paula Law, County Councillor
Jonathan Jacobson, City Councillor
Kirstin Bouwsema, *County Representative*
Diana Wiebe, City Representative
Marisa Jackson, City Representative
Ameerah Geisbrecht, Student Representative
Sandi Stewart, Manager of Recreation and Culture
Sonya Beauclair, Recreation & Culture Assistant

Regrets: Dani Ducross, City Representative
Emma Vockeroth, City Representative (Vice Chairperson)

1. Call to order/Introductions

Martin called the meeting to order at 5:03PM

2. Additions to / Adoption of Agenda

Moved by Kirstin Bouwsema that the agenda for November 19, 2019 be adopted as presented

CARRIED *unanimously*

3. Adoption of September 17, 2019 Meeting Minutes

Moved by Marissa Jackson that the minutes of the September 17, 2019 meeting of the Lacombe and District Recreation, Parks and Culture Board be approved as presented

CARRIED *unanimously*

4. Presentations/Correspondence – N/A

5. Ongoing Business

5.0 Facility Rental Assistance Grant (\$3847.60)

5.0.1 Big Brothers Big Sisters (\$933)

- Sandi noted that they have been included in the Facility Use Fee Waiver Roster (grandfathering) starting in 2020 but this application is for their 2019 event.

Moved by Marissa Jackson that the Board approve the Big Brothers Big Sisters grant application in the amount of \$933

CARRIED *unanimously*

5.0.2 Give Share Care (\$40)

Moved by Marissa Jackson that the Board approve the Give Share Care grant application in the amount of \$40

CARRIED *unanimously*

5.1 Facility Use Fee Waiver Roster (grandfathering) update

- Sandi presented the Board with the changes to the Facility Use Fee Waiver Roster that are based on the recommendation the Board made to Council that Big Brothers Big Sisters, Lacombe Special Olympics, and Backyard Friends be included in the funding starting in 2020.

5.2 Rec and Culture Grant

5.2.1 Historical Society Final Report

- Sandi explained that they ended up charging as a way to manage the crowds during the Canada Day Weekend
- The budget actuals have been re submitted

5.2.2 Dopamain Gym

- Watched the CTV interview
- This program is almost at capacity and has been helping lots of people with Parkinson's
- Noted that the deficit is to purchase a AED machine for the facility and will be covered by the Red Deer Club

5.2.3 Rec and Culture Grant application and final report

- Sandi reviewed the changes and the Board liked the updates.
- The Board discussed the submission of additional documents; these documents could be requested as needed rather than included or required with the application
- The Board questioned how important the outcome section of the application is, as recipients would say yes to all. The outcomes encourage recipients to reflect on what the program achieved
- Board wondered if some of the questions on page seven were redundant. They decided that asking if the program should continue and if the program sustainable are different, but asking about changes and improvements are the same and should be combined into one question.
- The Board noted that changes can be made again if any issues arise.

Moved by Kirstin Bouwsema that the Board accept the Recreation and Culture Grant Final Reports as information

CARRIED *unanimously*

6. New Business

6.0 Playgrounds

- There is \$300,000 in the 2020 budget to replace the playgrounds at Heritage and Lincoln parks.

- The Request for Proposal (RFP) will be going out in 2020 and Sandi explained some of the requirements that the companies must meet in their proposal.
- The Board confirmed they would be interested in seeing the proposed designs and helping pick the playground to be installed once the proposals come in and a company is selected.
- Sandi asked the board members what their favorite playground equipment was as a child: 2 x swings, 2 x monkey bars, homemade tire swing/merry go round similar to a maypole, tetherball, and the old metal slides.
- The Board mentioned some of the creative playgrounds in both Calgary and England where loose parts are provided. Also noted that JS School collects used/old Christmas trees and lets the kids free play with them, which has been successful.

7. Information

7.0 Recreation Service Monthly Report

- Reviewed some highlights from the reports.
- Noted that the pool was closed for a week due to a leak, it has been repaired and is back up and running now.

7.1 Kinsmen Aquatic Centre 2017 final Stats

- Noted that pool stats are good despite the pool being closed for a week

Moved by Marissa Jackson that the Board accept the reports as information

CARRIED *unanimously*

7.2 ARPA Conference

- Jonathan noted that there was a general worry about funding for recreation with the current budget cuts, and that we are lucky to have such a good relationship with Lacombe County as not all municipalities have that.
- Kirstin thought that the conference was great and she really enjoyed her sessions. She agreed it is great to have such a good relationship with Lacombe County.
- Sandi thought this was one of the best conferences she has been too. She learnt about having a public engagement tool box that has items you need when doing public consultation that makes it less stressful and how reframing things from “increasing activity” to “reducing sedentary behavior” can help motivate people.

7.3 Other/Round Table

- **Marisa:** Ladies floor hockey has added yoga after, as stretching is important. Looking forward to the Light Up the Night Festival.
- **Diana:** Noted how deep the cracks are on the Cranna Lake Trail. Hockey season has started so she has been busy getting her kids to practices and games.
- **Martin:** Has been at the curling rink a lot lately whether he is curling or watching his daughter.
- **Ameerah:** Volleyball team did not make it past semifinals. Recently learnt that there is a power lifting team at the High School.
- **Kirstin:** Ellis Bird Farm is starting their planning for next year; she is researching unstructured nature play to incorporate into programs. They are also working on new access points to help in emergencies.

- **Jonathan:** Council is working on budgets and looking at 0%, 0.9% and 1.4% increases for 2020. With the budget cuts from the province, they have been discussing what is most important when they are considering cuts.
- **Paula:** County budget meeting is coming up; they have had two pre budget sessions. There could be more provincial cuts coming. Harvest has been challenging this year.
- **Sandi:** Will be working at the Under \$100 Art Market during Light Up the Night
- **Sonya:** Working to make sure everything is organized for the Santa's Workshop event during Light Up the Night

8. Next Meeting

February 11, 2020 5PM, City Hall Conference Room

- Sandi thanked Martin and Marissa for their work over the years

9. Adjournment

Moved by Marissa Jackson to adjourn the meeting at 6:24PM



CITY OF LACOMBE
MUNICIPAL PLANNING COMMISSION
MINUTES 010820

DATE: January 8th, 2020
PLACE: City of Lacombe Council Chambers
TIME: 5:00 p.m.

PRESENT:	Thalia Hibbs Don Easton Debbi Gallant	Councillor (Acting Chairperson) Member at Large Member at Large
STAFF:	Crystal Chappell Vanessa Smith	Development Officer (Acting Manager) Planning & Development Technician
REGRETS:	Grant Creasey Don Gullekson	Mayor Councillor

1. CALL TO ORDER

A. Chairperson Hibbs called the meeting to order at 4:58 p.m.

2. ADOPTION OF AGENDA

MOVED BY: Member Easton

That the agenda be approved as amended.

CARRIED: Unanimously

3. ADOPTION OF MINUTES

MOVED BY: Member Easton

That the Municipal Planning Commission minutes for December 18th, 2019 be approved as amended.

CARRIED: Unanimously

4. DEVELOPMENT PERMIT APPLICATIONS

A. 61/252.60 (19) – Secondary Suite
46 Cedar Crescent
Lot 2, Block 8, Plan 782 3298

The Applicant was in attendance to provide additional information and answer questions.

Development Officer, Crystal Chappell, presented an application for a secondary suite to be located at 46 Cedar Crescent. No opposition was expressed by adjacent landowners, and no variances were requested for the development.

After discussion, the following motion was put forward:

“RESOLVED that the Municipal Planning Commission approve a secondary suite to be developed at 46 Cedar Crescent; Lot 2, Block 8, Plan 782 3298; R1 Residential Detached District.”

Approval is in respect of works consisting of and as described on the Development Permit application form and plans submitted by the Applicant, subject to the following conditions:

1. This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw, and in no way relieves or excuses the Applicant from complying with the Land Use Bylaw or any other bylaw, orders and/or regulations affecting such development.
2. This permit is valid for a period of twelve (12) months from the date of issue. If, at the expiry of this period, the development has not been commenced with reasonable diligence, this permit shall be null and void.
3. The Development Officer may, in accordance with Section 645 of the Municipal Government Act, take such action as is necessary to ensure that the provisions of this bylaw are complied with.
4. Prior to Building Permit issuance, the Applicant shall submit a Development Permit Deposit in the amount of \$1,000.00.
5. Applicant is to obtain a City of Lacombe Building Permit prior to any structural alterations to the home AND occupancy of the secondary suite.
6. Applicant to apply for and obtain any required Secondary Permits (Electrical/Plumbing and/or Gas).
7. Applicant to develop a minimum of one (1) parking space for the secondary suite on a gravel pad at the rear of the lot (within the property) and with minimum dimensions of 5.4m x 5.5m, no later than one (1) year from date of Building Permit issuance.
8. Applicant to display the assigned civic address on the main building, facing the road or street, so that it can be clearly read from the roadway. Further information can be obtained from the Development Department.
9. The decision of the Municipal Planning Commission being mailed to the Applicant, notice being posted on the City of Lacombe’s website, and a notice being posted on the subject lands, and no appeal against the decision being successful.

*Please note that this decision is subject to an appeal period which ends on **January 29th, 2020** at 4:30pm.*

CARRIED: Unanimously

**B. 61/252.48 (19) – Class 2 Freestanding Sign with a 27% (1.62m) Variance to Maximum Allowable Height and a 53% (3.7m²) Variance to the maximum Allowable Copy Area
3407 52 Avenue
Lot 9, Block 6, Plan 082 5611**

A representative of the business owner was in attendance to provide additional information and answer questions.

Development Officer, Crystal Chappell, presented the application and indicated that one letter was submitted in support of the application.

After discussion, the following motion was put forward:

MOVED BY: Member Easton

“RESOLVED that the Municipal Planning Commission approve a Class 2 Freestanding Sign with variances of 27% (1.62m) to the maximum allowable height and 53% (3.7m²) to the maximum allowable sign copy area to be located at 3407 52 Avenue; Lot 9, Block 6, Plan 082 5611; zoned I2 – Heavy Industrial District.”

Approval is in respect of works consisting of and as described on the Development Permit application form and plans submitted by the Applicant, subject to the following conditions:

1. This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw, and in no way relieves or excuses the Applicant from complying with the Land Use Bylaw and in or any other bylaw, orders and/or regulations affecting such development.
2. This permit is valid for a period of twelve (12) months from the date of issue. If, at the expiry of this period, the development has not been commenced with reasonable diligence, this permit shall be null and void.
3. The Development Officer may, in accordance with Section 645 of the Municipal Government Act, take such action as is necessary to ensure that the provisions of this bylaw are complied with.
4. Applicant to obtain a City of Lacombe Business License prior to installation of sign.
5. Should the signs be replaced at a future date, new Sign Permits will be required.
6. No auxiliary sign shall be attached to, on, above, or below the sign.
7. The Applicant must maintain the sign, including the cleaning, painting, repair or replacement of any defective parts of the sign in a manner that does not alter the basic design or structure of the sign and does not include a change in copy.
8. All electrical power shall be underground and be accompanied by an Electrical Permit.
9. The sign base shall be covered with topsoil, and seeded, or concealed by vegetation or ornamental rock contained within a planting bed, to the satisfaction of the Development Authority.
10. No third party advertising shall be permitted.
11. Signage shall not be erected within any Utility Right of Ways present on the lot without an encroachment agreement.
12. Applicant shall notify Fortis and provide approval should be the sign be located close to power lines.
13. The sign shall be a minimum of 2.5m from grade.
14. The decision of the Municipal Planning Commission being provided to the Applicant and Landowner, notice being posted on the City of Lacombe's website, and a notice being posted on the subject lands, and no appeal against the decision being successful.

*Please note that this decision is subject to an appeal period which ends on **January 29th, 2020** at 4:30pm.*

CARRIED: Unanimously

5. OLD BUSINESS

A. Verify past minutes

The verification of past minutes was postponed to the January 22nd, 2020 Municipal Planning Commission meeting.

6. NEXT MPC MEETING

A. January 22nd, 2020

7. ADJOURNMENT

MOVED BY: Member Gallant

THAT this meeting now adjourns at 5:14 p.m.

CARRIED: Unanimously



 Chairperson

February 19th

 Date





CITY OF LACOMBE
MUNICIPAL PLANNING COMMISSION
MINUTES 012220

DATE: January 22nd, 2020
PLACE: City of Lacombe Council Chambers
TIME: 5:00 p.m.

PRESENT:	Thalia Hibbs Don Gullekson Don Easton Debbi Gallant	Councillor (Acting Chairperson) Councillor Member at Large Member at Large
STAFF:	Crystal Chappell Jennifer Kirk	Development Officer (Acting Manager) Development Officer
REGRETS:	Grant Creasey	Mayor

1. CALL TO ORDER

Chairperson Hibbs called the meeting to order at 5:00 p.m.

2. ADOPTION OF AGENDA

That the agenda be approved as presented.

MOVED BY: Councillor Gullekson

CARRIED: Unanimously

3. ADOPTION OF MINUTES

That the Municipal Planning Commission minutes for January 8th, 2020 be approved as presented.

MOVED BY: Member Easton

CARRIED: Unanimously

4. DEVELOPMENT PERMIT APPLICATIONS

- 4.1 61/250.03 (20) – Placement of up to Three (3) Shipping Containers (Educational Facility: Animal Sanctuary)
5628 56 Avenue
Lot 6, Block 1, Plan 012 4031**

Development Officer, Crystal Chappell, presented an application for the placement of up to three (3) shipping containers (educational facility: animal sanctuary) to be located at 5628 56 Avenue.

The Applicant was in attendance to provide additional information and answer questions. The Applicant and three (3) students presented a PowerPoint presentation to the Commission. A volunteer community member also spoke in regards to her support for the project.

Discussions took place regarding the age of the goats, the amount of goats proposed, the length of time the goats would be on site, and if a different location would be more suitable. The Applicant explained that only baby goats would be utilized, there would be no more than six (6) goats at any given time, the goats will be located on site for eight (8) months of the year (the sanctuary would be utilized as storage for the remaining four (4) months of the year), and a different location would not be feasible as it would limit the timeline allotted for students to care for the goats due to walking times and arranging transportation is not feasible for the project.

After discussion, the following motion was put forward:

MOVED BY: Member Gallant

“RESOLVED that the Municipal Planning Commission approve an Educational Facility constructed from up to three (3) Shipping Containers, and a waiver to section 12.6.1.e.i. to allow shipping containers to be joined to one another, to be located at 5628 56th Avenue; Lot 6, Block 1, Plan 012 4031; CS Community Services District.”

Approval is in respect of works consisting of and as described on the Development Permit application form and plans submitted by the Applicant, subject to the following conditions:

1. This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw, and in no way relieves or excuses the Applicant from complying with the Land Use Bylaw or any other bylaw, order and/or regulations affecting such development.
2. This permit is valid for a period of twelve (12) months from the date of issue. If at the expiry of this period, the development has not been commenced with reasonable diligence, this permit shall be null and void.
3. The Development Officer may, in accordance with section 645 of the Municipal Government Act, take such action as is necessary to ensure that the provisions of this bylaw are complied with.
4. Applicant is to obtain a City of Lacombe Building Permit for each Shipping Container.
5. Applicant to apply for and obtain any required Secondary Permits (Electrical, Plumbing and/or Gas) as necessary.
6. Applicant to provide the City’s Planning and Development Services Department with exclusive written permission to harbor livestock from the City of Lacombe’s CAO.
7. The Shipping Containers shall be finished in the same color as the primary color of the principal building on the parcel.
8. Prior to Building Permit issuance, the Applicant shall submit a Development Permit Deposit in the amount of \$1,000.00 for the structure.
9. The decision of the Municipal Planning Commission being mailed to the Applicant, notice being posted on the City of Lacombe’s website, and a notice being posted on the subject lands, and no appeals against the decision being successful.

*Please note that this decision is subject to an appeal period which ends on **February 12th, 2020** at 4:30 p.m.*

CARRIED: Unanimously

5. OLD BUSINESS

5.1. Approval of Previous Minutes

MOVED BY: Councillor Gullekson

There were discussions regarding the resolutions made at the October 16th, 2019 MPC meeting. After discussions, it was decided that two resolutions were made at the meeting. One resolution to reconsider September 18th, 2019 motion, and one resolution to accept the resolution made by City administration.

CARRIED: Unanimously

6. NEXT MPC MEETING

February 19th, 2020.

7. ADJOURNMENT

THAT this meeting now adjourns at 6:17 p.m.

MOVED BY: Member Gallant

CARRIED: Unanimously

[Handwritten signature]

Chairperson

April 1 2020

Date

LACOMBE AND DISTRICT RECREATION, PARKS AND CULTURE BOARD

Regular Meeting Minutes

Tuesday, February 11, 2020 at 5 p.m.

Present: Ashley Morrison, County Representative
Jonathon Jacobson, City Councillor
Dani Ducross, City Representative
Teresa Johnson, City Representative
Diana Wiebe, City Representative
Kirstin Bouwsema, *County Representative*
Ameerah Geisbrecht, Student Representative
Sandi Stewart, Recreation and Culture Manager
Sonya Beauclair, Recreation & Culture Assistant

Regrets: Emma Vockeroth, City Representative
Paula Law, Reeve, County Councillor

Guests: Carlene Wagner – Senior Services Coordinator FCSS
Susan MacDonald – Executive Director FCSS
Don Derowin – Bike Skills Park Group
Corey Gish – Bike Skills Park Group
Lewis Rice – Bike Skills Park Group

1. Call to order/Introductions

Sandi called the meeting to order at 5:02 p.m.

Went around the table and everyone introduced themselves and shared a little of their background

2. Additions to / Adoption of Agenda

Moved by Kirstin Bouwsema that the agenda for February 11, 2020 be adopted as presented

CARRIED *unanimously*

3. Adoption of November 19, 2019 Meeting Minutes

Moved by Diana Wiebe that the minutes of the November 19, 2019 meeting of the Lacombe and District Recreation, Parks and Culture Board be approved as presented

CARRIED

Teresa Johnson, Ashley Morrison, Dani Ducross Abstained

4. Presentations/Correspondence

Opening Minds through Art

- Susan and Carlene from FCSS thanked the Board for the Recreation and Culture Grant they received in 2019 for the program. They explained what the program did and gifted the Board one of the pieces of art from the program. They raised about \$2500 from their art sale to help sustain the program.
- In 2014 they were gifted \$2500 from the Recreation and Culture Grant for the Program Admissions Sport Subsidy (PASS) program which has been sustained by annual donations of \$2500.
- The Facility Rental Assistance Grant helped fund the Backyard Friends Supper for 7 years and they are now included in the Facility Use Fee Waiver Roster and are very grateful.

Bike Skills Park

- Customers of Red's Sports have expressed interested in a bike park so Red's has initiated development of a Bike Park in Lacombe
- See attached presentation

Jonathan arrived at 5:33 p.m.

- Corey Gish is developing the Lacombe Community Projects Society so that groups in the future don't have to keep creating new societies for various projects.
- They are wanting to build a beginner to intermediate bike facility which would complement the more advanced park in Blackfalds.
- Lewis has been to the Blackfalds bike park and met youth from a number of surrounding communities. He has travel to Whistler, Penticton and other areas to use similar facilities.
- The Board questioned how the hotels in the area feel about the bike park? The committee will consult with them on the project.
- Burmans Outdoor Pursuits might be another user and the committee will reach out to them.
- There will have to be some courtesies for the various users, walkers and bikers sharing the trail.
- The Board wondered if there is drainage in place to help prevent flooding and if there is a possibility of reusing the water on the tracks for dust control.

Ammerah left at 5:40 p.m.

Orientation

- Sandi reviewed the new orientation package highlighting the definition of recreation, supporting documents provided to the Board (Recreation and Culture Master Plan, Procedural Bylaw 370, etc.) and other important information. Sandi explained what a conflict of interest is and let the Board members know it is up to them to self-regulate and excuse themselves from that portion of the meeting.

5. Election of Officers

5.0 Chairperson

Sandi called for nominations for chairperson.

Jonathan Jacobson nominated Kirstin Bouwsema

Kirstin Bouwsema accept the nomination

Sandi made a second call for nominations for chairperson. Hearing none

Kirstin Bouwsema is acclaimed Chairperson for the 2020 year

5.1 Vice Chairperson

Sandi called for nominations for vice chairperson

Jonathan Jacobson nominated Emma Vockeroth

Emma Vockeroth had let Sandi know that she would accept the nomination

Sandi made a second call for nominations for vice chairperson. Hearing none

Emma Vockeroth is acclaimed Vice Chairperson for the 2020 year

6. Ongoing Business

Jonathan left meeting at 6:17 p.m. and returned at 6:21 p.m.

Diana left at 6:22 p.m.

6.0 Facility Rental Assistance Grant (\$6000)

- There is \$6,000 to be used for the 2020 year.

6.0.1 FCSS Family Day Weekend Event

Moved by Jonathan that the Board approve the request from FCSS in the amount of \$411 for their Family Day Weekend Event

CARRIED unanimously

6.0.2 FCSS 50th Anniversary Community Open House

Moved by Kirstin Bouwsema that the Board approve the request from FCSS in the amount of \$723 for their Anniversary Community Open House event.

CARRIED unanimously

6.0.3 Rotary Club Bites and Bevies

Moved by Jonathan Jacobson that the Board approve the request from Rotary Club of Lacombe Daybreak in the amount of \$639 for their Bites and Bevies Event.

CARRIED unanimously

6.1 Recreation and Culture Grant

- Sandi reviewed the final reports from Opening Minds Through Art, Begging for Beginners, and Youth Athletic Development Series. for the Board

Moved by Jonathan Jacobson that the Board accept the Recreation and Culture Grant Final Reports as information

CARRIED unanimously

7. New Business

Bike Skills Park

- The Board really liked the idea of the Bike Skills Park.
- The Board was concerned about the water and drainage in the area. Standing water increases mosquito population.

Moved by Jonathan Jacobson that the Board recommend to Council to support in principle redevelopment of the Michener Bowl Park as a Bike Skills Park, and direct Administration work with the group to develop the concept further and return the matter to the Lacombe & District Recreation, Parks and Culture Board with additional information.

CARRIED Unanimously

8. Information

8.0 Recreation Service Monthly Report

- Sandi reviewed some of the highlights from the report.

8.1 Trails Update

- Westview Trail and Elizabeth Lake trail improvements have been budgeted for 2020.

8.2 Kinsmen Aquatic Centre 2019 Final Stats

- These are the final 2019 stats

Moved by Kirstin that the Board accept the reports as information

CARRIED *unanimously*

8.3 Other/Round Table

- CLLLA is doing a psychological first aid course through Red Cross

9. Next Meeting

Monday, March 16, 2020 5 p.m., City Hall Conference Room

10. Adjournment

Moved by Kirstin B to adjourn the meeting at 6:50 p.m.



CITY OF LACOMBE
MUNICIPAL PLANNING COMMISSION
MINUTES 021920

DATE: February 19th, 2020
PLACE: City of Lacombe Council Chambers
TIME: 5:00 p.m.

PRESENT:	Grant Creasey Thalia Hibbs Don Gullekson	Mayor Councillor Councillor
STAFF:	Crystal Chappell Jennifer Kirk	Development Officer (Acting Manager) Development Officer
REGRETS:	Don Easton Debbi Gallant	Member at Large Member at Large

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

MOVED BY: Councillor Hibbs

That the agenda be approved as amended.

CARRIED: Unanimously

3. ADOPTION OF MINUTES

MOVED BY: Councillor Hibbs

That the Municipal Planning Commission minutes for January 22nd, 2020 be approved as presented.

CARRIED: Unanimously

4. DEVELOPMENT PERMIT APPLICATIONS

4.1 61/255.03 (20) – Home Occupation 2 – Yoga Studio
1 Emerald Crescent
Lot 1, Block 8, Plan 042 3989

The Applicant was not in attendance to provide additional information and answer questions.

Development Officer, Crystal Chappell, presented an application for a Home Occupation 2 (Yoga Studio) to be located at 1 Emerald Crescent. Discussion took place regarding the days and hours of business operation. It was determined that rather than limiting the business to two days a week (Mondays and Fridays), condition number eleven would be amended to reflect the business operating five days a week (Monday to Friday).

Discussion also took place regarding sufficient parking concerns for the home based business. It was determined that a condition would be added to the permit outlining that the neighbouring properties be notified by way of a letter that the permit was approved; however, if customers are parking on the street and it becomes detrimental to the neighbourhood, the neighbours are to contact the Planning and Development department to advise of such. If the Planning and Development department receives parking complaints, the Applicants are to build a 5.5m x 5.5m gravel parking pad that is to be accessed by the lane, or the Home Occupation Permit may be revoked.

After discussion, the following motion was put forward:

MOVED BY: Councillor Gullekson

“RESOLVED that the Municipal Planning Commission approve a Home Occupation 2 – Yoga Studio to be located at 1 Emerald Close; Lot 1, Block 8, Plan 042 3989, zoned R1 – Residential Detached District.

Approval is in respect of works consisting of and as described on the Development Permit application form and plans submitted by the Applicant, subject to the following conditions:

1. This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw, and in no way relieves or excuses the Applicant from complying with the Land Use Bylaw and in or any other bylaw, orders and/or regulations affecting such development.
2. This permit is valid for a period of twelve (12) months from the date of issue. If, at the expiry of this period, the development has not been commenced with reasonable diligence, this permit shall be null and void.
3. The Development Officer may, in accordance with Section 645 of the Municipal Government Act, take such action as is necessary to ensure that the provisions of this bylaw are complied with.
4. Only residents of the principal dwelling, and a maximum of one (1) non-resident employee, shall be engaged on the premises for the purpose of carrying on the Home Occupation.
5. Applicant to ensure that all associated storage is located inside the principal dwelling and/or accessory residential building on site. No outdoor storage is permitted.
6. In addition to the two (2) parking spaces required for occupants of the principal dwelling, the Applicant shall provide any additional parking spaces for vehicles used in conjunction with the Home Occupation, and for business related customers.
 - a. Up to two (2) customer vehicles: customers are to park in the front driveway of 1 Emerald Crescent.
 - b. Up to four (4) customer vehicles: gravel parking pad is to be developed.
 - i. The Applicant is required to submit a drawing illustrating a 5.5m X 5.5m gravel parking pad accessed by the lane, to be approved by the Development Authority. This development requires a \$1000.00 Security Deposit to ensure the work is completed.
7. Applicant shall ensure that all business-related parking occurs within the property boundaries. _____Public roadways such as Emerald Crescent and Estella Crescent may not be utilized to accommodate the parking needs of the Home Occupation.
8. Applicant is to ensure the site remains neat and tidy.
9. Applicant to apply for and obtain a valid City of Lacombe Business License.
10. This permit is valid for the above address and is not transferable, should the business relocate new Permits will be required.
11. Hours of customer access to the site shall be limited to 9:00 a.m. to 10:30 a.m. weekdays only.
12. Applicant to display the assigned civic address on the main building, facing the road or street, so that it can be clearly read from the roadway. Further information can be obtained from the Development department.
13. Any permit issued for Home Occupations may be revoked at any time if, in the opinion of the Development Authority, the Home Occupation is, or has become detrimental to the amenities of the neighbourhood.

14. Decision letters circulated to adjacent land owners within 60m of the subject site advise the neighbours to report business related traffic congestion to the Planning and Development Services Department. The permit may be revoked if the Home Occupation has become detrimental to the amenities of the neighbourhood, or it may be required that the applicant develop a gravel parking pad to be accessed by the lane.
15. The decision of the Municipal Planning Commission being mailed to the Applicant and Landowner, notice being posted on the City of Lacombe's website, and a notice being posted on the subject lands, and no appeal against the decision being successful.

This decision is subject to an appeal period which ends March 11, 2020 at 4:30 p.m.

CARRIED: Unanimously

5. NEXT MPC MEETING

5.1 March 4th, 2020

6. INFORMATIONAL ITEM

6.1 Member Don Easton submitted his resignation letter to Mayor Creasey on February 17th, 2020.

7. ADJOURNMENT

MOVED BY: Councillor Hibbs

THAT this meeting now adjourns at 5:31 p.m.

CARRIED: Unanimously

Chairperson



Date





CITY OF LACOMBE
MUNICIPAL PLANNING COMMISSION
MINUTES 031820

DATE: March 18th, 2020
PLACE: City of Lacombe Council Chambers
TIME: 5:00 p.m.

PRESENT:	Grant Creasey Thalia Hibbs Don Gullekson Debbi Gallant	Mayor/Chairperson Councillor Councillor Member at Large
STAFF:	Crystal Chappell Jennifer Kirk	Development Officer (Acting Manager) Development Officer

1. CALL TO ORDER

Chairperson Creasey called the meeting to order at 4:55 p.m.

2. ADOPTION OF AGENDA

That the agenda be approved as presented.

MOVED BY: Councillor Hibbs

CARRIED: Unanimously

3. ADOPTION OF MINUTES

That the Municipal Planning Commission minutes for February 19th, 2020 be approved as presented.

MOVED BY: Councillor Hibbs

CARRIED: Unanimously

4. DEVELOPMENT PERMIT APPLICATIONS

4.1 61/250.18 2020 – Demolition of a Detached Dwelling
5331 50 Avenue
Lot 10, Block 20, Plan RN1B

The Applicant was not in attendance to provide additional information and answer questions.

Development Officer, Crystal Chappell, presented an application for the demolition of a detached dwelling to be located at 5331 50 Avenue. The house was built more than fifty (50) years ago and is therefore deemed a historic building.

There were discussions regarding the notes following the permit conditions. After discussions it was determined that note number three (3) be added as a condition to the permit, rather than a note. Note three (3) reads as:

“The Applicant is responsible to arrange an inspection with a qualified company to inspect for asbestos prior to demolition or relocation, in accordance with the Alberta Building Code Standata 06-BCB-006.”

After discussion, the following motion was put forward:

MOVED BY: Member Gallant

“**RESOLVED** that the Municipal Planning Commission approve the demolition of a detached dwelling currently located at 5331 50 Avenue; Lot 10, Block 20, Plan RN1B, Zoned R1 – Residential Detached District, and Old Town Main Street District: Residential Overlay, and the Historic Residential District Overlay with the following thirteen (13) conditions as amended.”

Approval is in respect of works consisting of and as described on the Development Permit application form and plans submitted by the Applicant, subject to the following conditions:

1. This permit indicates that only the demolitions to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the Applicant from complying with the Land Use Bylaw or any other bylaw, orders and/or regulations affecting such demolition.
2. This permit is valid for a period of twelve (12) months from the date of issue. If, at the expiry of this period, the demolitions have not been commenced with reasonable diligence, this permit shall be null and void.
3. The Development Officer may, in accordance with Section 645 of the Municipal Government Act, take such action as is necessary to ensure that the provisions of this bylaw are complied with.
4. Applicant is to obtain a City of Lacombe Building Permit prior to demolition.
5. Prior to Building Permit issuance, the Applicant is to apply for disconnection of the electrical, gas, and water services to the detached dwelling.
6. Applicant shall be required to submit a Development Deposit of \$1,000.00 prior to receipt of the Building Permit, refundable upon meeting the conditions of the Development and Building Permit.
7. Applicant is to ensure the demolition area is fenced until it has been leveled. Applicant shall ensure that the demolition area is leveled within seven (7) days of demolition.
8. Applicant is to ensure the site remains neat and tidy, and free of noxious weeds. Applicant is required to sod or seed the lot with grass within one (1) year of demolition if future development has not commenced.
9. All dry rubble materials are to be disposed of at the Prentiss Waste Station or at an area approved by Alberta Environment and Parks.
10. In the event the building is to be demolished, the Applicant is to contact the Lacombe Historical Society to allow them to document the end of the residence’s life cycle for historical purposes.
11. A separate Development Permit and Building Permit approval is required for any redevelopment at 5331 50 Avenue.
12. The Applicant is responsible to arrange an inspection with a qualified company to inspect for asbestos prior to demolition or relocation, in accordance with Alberta Building Code Standata 06-BCB-006.
13. The decision of the Municipal Planning Commission being provided to the Landowner, notice being posted on the City of Lacombe's website, notice being posted in a local newspaper, notice being posted on the subject lands, and no appeal against the decision being successful.

*Please note that this decision is subject to an appeal period which ends on **April 8th, 2020** at 4:30 p.m.*

CARRIED: Unanimously

5. NEXT MPC MEETING

5.1 April 1st, 2020

6. ADJOURNMENT

THAT this meeting now adjourns at 5:16 p.m.

MOVED BY: Councillor Gullekson

CARRIED: Unanimously

Chairperson

A handwritten signature in red ink, appearing to read "Hearney", written over a horizontal line.

Date

A handwritten date in red ink, "April 01 2020", written over a horizontal line.

COUNCIL MEMBER'S REPORT

TO	Members of Council
FROM	Don Gullekson
SUBJECT	<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative • Key issues raised and/or comments for Council's information
DATE OF REPORT	April 7/20
ORGANIZATION	KEY POINTS OF DISCUSSION AND/OR DECISIONS
CPR meeting	March 17/20 Had a teleconference meeting with CPR representative. We discussed a number of items including, train speeds, railway ties, and weeds. We were advised that the ties will be removed but the grass and weeds will not be cut or sprayed unless proved to be problem weeds.
MPC Meeting	March 18/20 One item on our agenda a demolition of a single family home on main st. this was approved with no issues.
Alberta council virtual town hall regarding declaring a state of emergency	March 26/20 I sat in on this meeting, and found this meeting to have very little information that was useful for us at this time.
Library meeting	March 30/20 This was a meeting on Zoom. The main focus of this meeting was staffing of the Library. The decision was deferred until more information could be provided by the City.
Meeting regarding social support for our community with FCSS	April 1/20 We had a good discussion regarding support for our community that would best meet the needs of our citizens. FCSS and other organizations are doing a good job staying in touch with our citizens in need. There will be a follow up meeting at a later date to ensure we are doing all we can.
MPC Meeting	April 1/20 We had one item on the agenda, an oversized secondary building with an additional condition for extra screening.
Library meeting	April 1/20 This meeting had one item -staffing of the Library, temporary layoffs were approved for all staff except the librarian. They will take effect ASAP.
Training for online Council meetings	April 2/20 Training with system to have online Council meetings if needed.



COUNCIL MEMBER'S

TO	Members of Council
FROM	Cora Hoekstra
SUBJECT	<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative • Key issues raised and/or comments for Council's information
DATE OF REPORT	April 14, 2020
ORGANIZATION	KEY POINTS OF DISCUSSION AND/OR DECISIONS
Lacombe Airport Committee	March 20 – Meeting Reviewing the Airport operating agreement
City of Lacombe	March 31 – taped a segment for the radio – giving information to the citizens of Lacombe April 1 – Met to brainstorm ways to build “Community Connections”
Lacombe FCSS	April 7 – Interagency Attended a virtual meeting to connect with agencies still active in our City serving our citizens. For example, The Centre for Peace and Justice at Burman U is changing its focus and disseminating information regarding community supports during this time. Tiny Tracks Daycare found out they can apply to reopen if enough citizens deem that that is necessary.
Lacombe Foundation	April 8 – Board Meeting via Teleconference call Discussed the impact of COVID-19 on housing and seniors housing in particular. Reviewed the audited financial statements.



COUNCIL MEMBER'S REPORT

TO	Members of Council
FROM	Reuben Konnik
SUBJECT	<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative • Key issues raised and/or comments for Council's information
DATE OF REPORT	Apr 8 th , 2020
ORGANIZATION	KEY POINTS OF DISCUSSION AND/OR DECISIONS
Mar 12 th , 2020	Affordable housing steering committee. This meeting saw three presentations made in response to our RFI regarding the funds available for affordable housing projects in Lacombe. Three presentations were made. One by Tricon group was for the renovation of the Lacombe Hotel for affordable housing units, the second was from Yu-turn for a girls supported living home and the last was from the Alberta Rural Development Network. After their presentations we were asked to rate and score the respective presentations based on the parameters of the request for interest. This scoring and final selection of the successful applicants to be discussed at the next meeting.
Mar 19 th , 2020	Police commission meeting. LPS responded to 435 calls for service in February. 180 tickets and 41 criminal charges laid in February. 84 police information checks completed in February. 23 persons lodged in LPS cells in February. Our Community Liaison Officer identified a potential fraud against a senior and the member worked with the senior and their bank to prevent any loss. Members assisted Red Deer RCMP with a project targeting subjects involved in vehicle thefts. 5 individuals were subsequently arrested. SCAN (safe communities and neighborhoods) obtained a community order shutting down a Lacombe property. The property will be fenced for 90 days, starting March 17 th , and SCAN will work with the home owner to clean up the property and ensure any illegal activities cease. Completed selections for LPS alert member and Cst. Smith was successful and will be starting with ALERT April 6 th . Our SRO officer is naturally being transitioned to other duties within the service such as patrol in light of the schools being shut down. We did talk at length about the COVID 19 pandemic and what impact that would have to the service. The chief has undertaken a number of measures such as cross training members of the service with dispatch to ensure there are no disruptions. It should not come as a surprise to anyone that there will more than likely be impacts to the current police budget as a result of the pandemic that were not budgeted for.

Mar 31 st , 2020	Affordable housing steering committee. We met via teleconference to go over the presentations from our Mar 12 th meeting. We did decide to support the Tricon and Yu-turn proposals. Pending administrations' review, they will hopefully be presented to council for our approval on April 27 th .
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CITY OF LACOMBE
MINUTES OF COUNCIL MEETING 20-06

Minutes of the Regular Meeting of Council held on **March 23, 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 (electronically)
Councillor Chris Ross (electronically)
- Staff Present:** Matthew Goudy, Chief Administrative Officer
Diane Piche, Director of Corporate Services
Deven Kumar, Communications Coordinator
Denise Bellabono, Acting Legislative Coordinator/Exec. Support
- Regrets** Deborah Juch, Director of Community Services
Jordan Thompson, Director of Operations and Planning Services
Mauricio Reyes, Senior Finance Manager
- Media Present:** None
- Others Present:** Craig Teal, Parkland Community Planning Services

CALL TO ORDER – Regular Meeting of Council

Mayor Creasey called the meeting to order at 5:01 p.m.

ADOPTION OF AGENDA

11/178.06 20MO
THAT the Monday
March 23, 2020 regular
meeting agenda be
adopted as amended
(with item reordering).
20-097

MOVED BY Councillor Hibbs:

THAT the Monday March 23, 2020 regular meeting agenda be adopted as amended (with item reordering).

CARRIED UNANIMOUSLY

REQUESTS FOR DECISION

Land Use Bylaw Amendment 400.29 (Paint and Autobody Use)

Craig Teal, Parkland Community Planning Services, presented a recommendation to amend the University Commercial District (UC) to add “autobody and paint shop in Unit 11, Plan 062 8084” as a permitted use, in the College Heights Outline Plan Area.

61/201.03 20MO
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.
20-098

MOVED BY Councillor Konnik:

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.

AGAINST:

Councillor Hibbs

FOR:

Mayor Creasey
Councillor Hoekstra
Councillor Gullekson
Councillor Jacobson
Councillor Konnik
Councillor Ross

CARRIED

MOVED BY Councillor Ross:

THAT Council give first reading to Bylaw 400.29 as amended.

11/175.13 20MO
THAT Council give first
reading to Bylaw 400.29
as amended.
20-099

CARRIED UNANIMOUSLY

11/135.02 20MO
THAT Council schedule
a public hearing for
Bylaw 400.29 at
5:30PM on Monday,
April 27, 2020.
20-100

MOVED BY Councillor Hoekstra:

THAT Council schedule a public hearing for Bylaw 400.29 at 5:30PM on Monday, April 27, 2020.

CARRIED UNANIMOUSLY

Bylaw 477 – Supplementary Assessment Bylaw

Matthew Goudy, Chief Administrative Officer, presented Council with Bylaw 477, the supplementary assessment bylaw for the 2020 tax year.

11/175.14 20MO
THAT Council give
second reading to
Bylaw 477 –
Supplementary
Assessment.
20-101

MOVED BY Councillor Gullekson:

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

CARRIED UNANIMOUSLY

13/422.01 20BL
THAT Council give third
reading to Bylaw 477 –
Supplementary
Assessment.
20-102

MOVED BY Councillor Hoekstra:

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

CARRIED UNANIMOUSLY

Bylaw 478 Line of Credit

Matthew Goudy, Chief Administrative Officer, presented Council with Bylaw 478, authorizing establishment of a line of credit as a safeguard against operating expense fluctuations.

11/175.15 20MO
THAT Council give
second reading to
Bylaw 478 – Line of
Credit.
20-103

MOVED BY Councillor Hibbs:

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

CARRIED UNANIMOUSLY

13/821.01 20BL
THAT Council give third
reading to Bylaw 478 –
Line of Credit.
20-104

MOVED BY Councillor Hibbs:

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

CARRIED UNANIMOUSLY

Corona Virus Disease (COVID) 2019 Update

Matthew Goudy, Chief Administrative Officer, presented Council with an update of the status of the Corona Virus Disease Pandemic in Alberta and summarized the recommended strategies for the City of Lacombe to support the provincial goal to minimize the impact of the COVID-19 outbreak on Alberta, its citizens and economy.

24/041.01 20MO
THAT Council accept
the first part of the
report as information.
20-105

MOVED BY Councillor Gullekson:

THAT Council accept the first part of the report as information

CARRIED UNANIMOUSLY

24/041.02 20MO
THAT Council direct
administration to defer
the utility payments as
presented.
20-106

MOVED BY Councillor Hibbs:

THAT Council direct administration to defer the utility payments as presented.

CARRIED UNANIMOUSLY

24/041.03 20MO
THAT Council direct
administration to defer
the Tax Installment
Payment Plan System
Property Tax Payments
as presented.
20-107

MOVED BY Councillor Hoekstra:

THAT Council direct administration to defer the Tax Installment Payment Plan System Property Tax Payments as presented.

CARRIED UNANIMOUSLY

24/041.04 20MO
THAT Council direct
administration to defer
the Property Tax
Deadline from June 30,
2020 to December 31,
2020.
20-108

MOVED BY Councillor Jacobson:

THAT Council direct administration to defer the Property Tax Deadline from June 30, 2020 to December 31, 2020.

AGAINST:

Mayor Creasey

FOR:

Councillor Hibbs
Councillor Hoekstra
Councillor Gullekson
Councillor Jacobson
Councillor Konnik
Councillor Ross

CARRIED

24/041.05 20MO
THAT Council direct
administration to waive
the fee or credit the
business license fee to
those that have already
been paid for the 2020
resident business
licenses. (DEFEATED)
20-109

MOVED BY Councillor Konnik:

THAT Council direct administration to waive the fee or credit the business license fee to those that have already been paid for the 2020 resident business licenses.

AGAINST:

Mayor Creasey
Councillor Gullekson
Councillor Hibbs
Councillor Jacobson

FOR:

Councillor Konnik
Councillor Hoekstra
Councillor Ross

DEFEATED

April 6 Council Committee Meeting

Matthew Goudy, Chief Administrative Officer, presented Council with a recommendation to cancel a scheduled Council Committee of the Whole meeting on April 6, 2020, as it was no longer required.

11/112.03 20MO
THAT Council cancel
the Monday April 6
committee of the whole
meeting.
20-110

MOVED BY Councillor Jacobson:

THAT Council cancel the Monday April 6 committee of the whole meeting.

CARRIED UNANIMOUSLY

Council Committee Appointment

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

11/177.03 20MO
THAT Council reappoint
Bradley Freeman to the
Affordable Housing
Strategy Steering
Committee with a term
ending December 31,
2021.
20-111

MOVED BY Councillor Hoekstra:

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

CARRIED UNANIMOUSLY

Respectful Workplace Policy

Matthew Goudy, Chief Administrative Officer, presented a recommendation to approve the updated Respectful Workplace Policy, in consideration of changes to Occupational Health and Safety legislation and following input from management.

14/126.02 20PO
THAT Council approve
the Respectful
Workplace Policy
effective March 23,
2020
20-112

MOVED BY Councillor Hoekstra:

THAT Council approve the Respectful Workplace Policy effective March 23, 2020.

AGAINST:

Councillor Hoekstra

FOR:

Mayor Creasey
Councillor Hibbs
Councillor Gullekson
Councillor Jacobson
Councillor Konnik
Councillor Ross

CARRIED

14/211.01 20PO
THAT Council rescind
the existing Positive
Work Environment
Policy 14/121.01 2014
effective March 23,
2020
20-113

MOVED BY Councillor Hibbs:

THAT Council rescind the existing Positive Work Environment Policy 14/121.01 2014 effective March 23, 2020

CARRIED UNANIMOUSLY

ITEMS FOR INFORMATION

1. CAO Report
2. Municipal Library Board RE: 2019 Alberta Library Statistics
3. Municipal Library Board RE: Infographic-Annual Report
4. Message from AHS President – March 10
5. Lacombe Police Commission Minutes – February 20

MOVED BY Councillor Jacobson:

11/173.06 20MO
THAT Council receive
all reports and items as
information
20-114

THAT Council receive all reports and items as information.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

MOVED BY Councillor Hoekstra:

11/179.06 20MO
THAT the March 9,
2020 regular council
meeting minutes be
confirmed as amended
(to correct a
typographical error).
20-115

THAT the March 9, 2020 regular council meeting minutes be confirmed as amended (to correct a typographical error).

CARRIED UNANIMOUSLY

NOTICES OF MOTION

Councillor Hoekstra:

A Notice of Motion was submitted to administration which read:

To investigate and gauge the future level of municipal support for the activities of the Lacombe & District Rikubetsu Society.

Any submitted Notices of Motion are dealt with at a subsequent regular meeting of Council per City of Lacombe Procedural Bylaw No. 370 Section 6.14(10).

IN CAMERA

MOVED BY Councillor Gullekson:

11/177.23 20MO
THAT Council move In
Camera at 7:44 PM to
discuss the following
items: Labour (1).
20-116

THAT Council move In Camera at 7:44 PM to discuss the following items:

Labour (*FOIP Section 17*)

CARRIED UNANIMOUSLY

Meeting recessed at 7:44 p.m.

Meeting resumed at 7:50 p.m.

MOVED BY Councillor Hoekstra:

11/177.24 20MO
THAT Council return to
Open Meeting at 8:00
PM.
20-117

THAT Council return to Open Meeting at 8:00 PM.

CARRIED UNANIMOUSLY

ADJOURNMENT

MOVED BY Councillor Jacobson

11/177.25 20MO
Adjournment
20-118

THAT the meeting be adjourned at 8:02 PM.

CARRIED UNANIMOUSLY

Mayor

Chief Administrative Officer

AGENDA



REGULAR MEETING AGENDA

Council of the City of Lacombe
Tuesday, April 14, 2020 at 5:00 p.m.
in Council Chambers

Time	Agenda Item	Representative
5:00	1. CALL TO ORDER	
	2. ADOPTION OF AGENDA	
	2.1 Additions	
	2.2 Deletions	
	2.3 Reordering	
	3. PRESENTATIONS	
5:00	3.1 Lagoon Reclamation Options – Colliers International	<i>Scott Pickles</i>
	4. PUBLIC HEARINGS	
	4.1 N/A	
	5. REQUESTS FOR DECISION	
	5.1 Bylaw 476 Central Alberta Regional Assessment Review Board	<i>CAO</i>
	5.2 Lagoon Reclamation Plan Options	<i>Dr Thompson</i>
	5.3 Bylaw 405.1 & 400.30 Rezone of former Chamber of Commerce Lands	<i>Dir Thompson</i>
	5.4 Bylaw 481 (Road closure) to facilitate development of former Chamber of Commerce Lands	<i>Dir Thompson</i>
	5.5 Economic Recovery Task Team	<i>Dir Juch</i>
	5.6 Social Services Report	<i>Dir Juch</i>
	5.7 Contract Awards Arena Acoustic Treatment and Sound System Upgrade	<i>Dir Juch</i>
	5.8 Lacombe & District Rikubetsu Society <i>(THAT Council direct administration to investigate and gauge the future level of municipal support for the activities of the Lacombe & District Rikubetsu Society)</i>	<i>Clr. Hoekstra</i>
	5.9 Committee Appointment (Arts Endowment)	<i>CAO</i>
	6. INFORMATION	
	6.1 Administrative Reports	
	6.1.a Chief Administrative Officer Report	<i>CAO Goudy</i>
	6.2 Council Mailbox	
	6.2.a 2019 Parkland Regional Library Board Highlights, Feb 20	<i>Clr. Ross</i>

- 6.2.b Gov AB Memo Re: Public Health & Seniors, March 21
- 6.2.c Gov AB Memo Re: Economic Supports for Students & Others, March 23
- 6.2.d Gov AB Memo Re: Education Property Tax Deferral, March 23
- 6.2.e Invitation Letter Re: July 11 Golf Tournament, March 25
- 6.2.f Gov AB Memo Re: Seniors and Housing, March 28
- 6.2.g Gov AB Letter Re: Alberta Community Partnership Grant, March 31
- 6.2.h Gov AB Memo Re: Seniors and Housing, Apr 3
- 6.2.i Thankyou Letter Re: Municipal Leaders March 31
- 6.3 Commission, Board, Committee Reports and Minutes
 - 6.3.a Lacombe & District Recreation, Parks & Culture Board Minutes Nov 19 *Clr. Jacobson*
 - 6.3.b Municipal Planning Commission Minutes Jan 8 *Clr Hibbs*
 - 6.3.c Municipal Planning Commission Minutes Jan 22 *Clr Hibbs*
 - 6.3.d Lacombe & District Recreation, Parks & Culture Board Minutes Feb 11 *Clr. Jacobson*
 - 6.3.e Municipal Planning Commission Minutes Feb 19 *Mayor Creasey*
 - 6.3.f Municipal Planning Commission Minutes Mar 18 *Mayor Creasey*
- 6.4 Councillor Reports
 - 6.4.a Mayor Creasey
 - 6.4.b Councillor Gullekson
 - 6.4.c Councillor Ross
 - 6.4.d Councillor Hoekstra
 - 6.4.e Councillor Jacobson
 - 6.4.f Councillor Hibbs
 - 6.4.g Councillor Konnik

7. ADOPTION OF MINUTES

- 7.1 March 23, 2020 Regular Council Meeting Minutes

8. NOTICES OF MOTION

- 8.1 *"THAT Council direct Administration to send a letter to Lacombe area doctors (cc'd to Ron Orr, MLA and Honourable Tyler Shandro, Minister of Health), identifying the high value our community places on their services, and Council's support as they continue to negotiate with the Provincial government."* *Clr Ross*

9. IN CAMERA

- 9.1 Legal (FOIP Section 24) *CAO Goudy*
- 9.2 Labour (FOIP Section 17)
- 9.3 Monthly Update (FOIP Sections 24, 16) *CAO Goudy*

10. ADJOURNMENT

Next Meetings:

- Monday, April 27, 2020
 - Regular Council Meeting: 5:00 p.m., Council Chambers
- Monday, May 11, 2020
 - Regular Council Meeting: 5:00 p.m., Council Chambers
- Monday, May 25, 2020
 - Regular Council Meeting: 5:00 p.m., Council Chambers



REQUEST FOR COUNCIL DECISION

SUBJECT: Bylaw 476 – Central Alberta Regional Assessment Review Board
PREPARED BY: Mauricio Reyes, Senior Manager of Financial Services
PRESENTED BY: Mauricio Reyes, Senior Manager of Financial Services
DATE: April 14, 2020

FILE: 13/417

PURPOSE:

The purpose of Bylaw 476 is to establish a joint assessment review board with partner municipalities that will enable partner municipalities to provide a mechanism for citizens to appeal their property assessment and tax notices.

RECOMMENDED MOTION(S):

1. THAT Council give first reading to Bylaw 476 – Central Alberta Regional Assessment Review Board

RELATED PRIOR MOTION(S):

1. (March 26, 2018): THAT Council give first reading of Bylaw 456 – Regional Assessment Review Board
2. (April 9, 2018): THAT Council give second and third reading of Bylaw 456 – Regional Assessment Review Board

EXECUTIVE SUMMARY:

In December 2019, Bill 25 was passed by the Legislative Assembly of Alberta. The passing of Bill 25 and recommendations from Municipal Affairs' Municipal Accountability Program have triggered the need to update the City's current Bylaw. By passing Bylaw 476, the City will be in compliance with Bill 25 and will maintain its membership in the joint assessment review board with partner municipalities.

ANALYSIS:

In 2012, The City of Red Deer and the partner municipalities jointly established a Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the Municipal Government Act in respect of assessment complaints made by their respective taxpayers of a partner Municipality. The City of Lacombe has been a member of the Regional Assessment Review Board since its creation.

Section 455 of the Municipal Government Act permits two or more Councils to jointly establish assessment review boards to have jurisdiction in their respective municipalities.

REQUEST FOR COUNCIL DECISION



The current Bylaw requires amendments to be in compliance with Bill 25 passed on December 5, 2019, to enact recommendations from Municipal Affairs' Municipal Accountability Program and for general housekeeping. There are no direct operational impacts and no financial impacts related to this bylaw.

The major changes between the current bylaw and the proposed bylaw include:

- Improved language to ensure the Board is established in compliance with legislation
- Improved language related to the Board Member appointments
- Clarified language related to the establishment and responsibilities of the Regional Board Review Committee
- Improved language related to the Regional Advisory Group
- General housekeeping and consistency

Financial Implications

The City is required to pay the annual membership fee of \$2,000 which covers fixed operational costs. The annual fee is included in the 2020 Operating Budget. If complaints are filed and hearings are needed, the City will be required to pay for the costs of holding those hearings. The costs vary depending on the complexity of each complaint review.

Legislative Authority

- Sections 455 MGA RSA 2000 Chapter M-26
- Part 11 of the Municipal Government Act

STRATEGIC PLAN ALIGNMENT:

Establishing Bylaw 476 aligns favourably with the following Strategic Objective:

4.1.2 Maintaining Relationships with Citizens and Regional Partners

Review required services to determine which can best be offered regionally and which should remain City-run.

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

REQUEST FOR COUNCIL DECISION



N/A

ALTERNATIVE MOTION(S):

1. THAT Council give first reading to Bylaw 476 – Central Alberta Regional Assessment Review Board
2. THAT Council NOT give first reading to Bylaw 476 – Central Alberta Regional Assessment Review Board

ATTACHMENTS:

City of Lacombe Bylaw 476 – Central Alberta Regional Assessment Review Board

City of Lacombe Bylaw 456 – Regional Assessment Review Board

REQUEST FOR COUNCIL DECISION



SUBJECT: Lagoon Reclamation Plan Options
PREPARED BY: Jordan Thompson, Director of Operations and Planning
PRESENTED BY: Jordan Thompson, Director of Operations and Planning
DATE: April 7th, 2020

FILE: 44/742

PURPOSE:

To present options for the reclamation of the City's former wastewater lagoons. The adoption of a plan for the former lagoons is a requirement from Alberta Environment and Parks. There are no legislated timelines for implementation of the adopted plan.

RECOMMENDED MOTION(S):

1. THAT Council endorses the recommended next steps as outlined in this report.

RELATED PRIOR MOTION(S):

1. None

EXECUTIVE SUMMARY:

With the City connecting to the regional wastewater system in 2018, the former wastewater treatment lagoons no longer serve their original purpose making them an underutilized City asset. Colliers Project Leaders (Colliers) assisted the City in understanding feasibility of several reclamation options available for the former lagoon site. Options for the former lagoon site were considered if they advanced the City's internal strategic goals, augmented economic development, or were likely to provide a positive rate of return for the City.

Colliers found the cost to reclaim and develop the site as industrial land is offset over 25 years by the land sale and additional tax revenue. However, this is highly dependent on being able to sell the reclaimed lagoon site at current market value. Other uses for the site such as a solar farm or stormwater management facility require further study to quantify the costs and benefits of these uses.

In the interim, Colliers recommends the City remove the remaining sludge from the lagoon cells and construct a fence around the site at an estimated cost of \$1.8M to reduce the risk of unwanted access to the site by people and animals. Administration also recommends Council consider the development of a snow / salt storage facility on the site during its 2021 budget deliberations.

REQUEST FOR COUNCIL DECISION



Since a substantial portion of the proposed costs is attributed to sludge removal, Administration is confirming with Alberta Environmental and Parks that this is a requirement to satisfy its current regulatory obligations.

Administration is also actively pursuing a long-term revenue generating use for the rest of the lagoon site with an interested industry partner.

Upon receiving direction from Council, Administration will request confirmation from Alberta Environment and Parks that it has satisfied its requirement to develop a reclamation plan for the lagoon site.

ANALYSIS:

The 2019 RFEOI process included information on the lagoon site. However, none of the submissions contemplated a reclamation project for the site so Administration engaged Colliers International to assist in evaluating the feasibility of several reclamation options. The site can be repurposed for several potential uses which broadly fall under one of the following categories:

- Option 1 – “reclamation only” (minimize immediate expenses, and respond to future opportunities for the site)
- Option 2 - reclaim the site for municipal use (ie: stormwater management facility, solar farm, snow dump, dog park etc.)
- Option 3 - reclaim the site for industrial land sale

Industrial Land Sale

Colliers’ review concluded reclamation of the site for industrial land sale would produce a positive rate of return for the City if there is a buyer for the land at current market value.

The berms that surround the site contained the wastewater effluent and protect the cells from the flooding of Wolf Creek. For this reason, Colliers assumed the complete filling of the lagoon cells in their cost estimates. Most of the reclamation costs are attributed to nearly 1 million cubic meters of compacted material required to fill the lagoon cells to the top of the existing berms. However even with this high up front cost Colliers estimates it will be offset by the land sale additional tax revenue over 25 years.

Administration cautions the substantial reclamation cost (\$21M+), the availability of undeveloped industrial land adjacent to this site and a slow market for industrial land overall

REQUEST FOR COUNCIL DECISION



make the likelihood of such a major land transaction, at current market value, in the foreseeable future very low. Administration does not recommend Council consider the redevelopment of the site for industrial land sale at this time.

Reclamation for Municipal Use

The cost of reclaiming the site for municipal use is highly dependent on actual proposals for the land.

Park space

The site presents many opportunities for a large community park development however the cost to infill all the cells and invest in a major park development is exorbitantly prohibitive (\$20M-\$30M) with little opportunity to generate offsetting revenue. Any park development on the site would be more feasible on a smaller scale incorporating the existing topography wherever possible to minimize costs. For example, a 2.5ha (6.1 acre) park (the size of the Blackfalds off-leash dog park) would cost approximately \$1.5M-\$3.0M in this location. This size of park would reclaim approximately 5% of the available land at the site.

When new park space proposals are considered by Council and Administration, Administration recommends the feasibility of reclaiming all or a portion of this site be re-evaluated.

Municipal Snow / Salt Storage

This topic was covered in a [January 13th report to Council](#):

“The potential service level change to snow clearing operations, combined with the construction of a new Infrastructure Services facility in Phase 2 of the Len Thompson Industrial Park are major factors for the relocation of the City’s snow dump site locations. It is also important to note that Alberta Environment and Parks (AEP) regulates municipal activities that may impact ground/surface water. Ensuring the City meets these regulations, AEP recommends snow dump sites be “...designed to maximize treatment, minimize safety hazards and control the rate and location of snow melt discharges...The location of snow disposal sites, especially permanent sites, must be well planned in order to minimize environmental impacts and other impacts such as noise”. The two snow dump sites currently used by the City should be either reviewed to determine alignment with these recommendations or a new site be constructed to current standards...One cost-effective municipal use option for

REQUEST FOR COUNCIL DECISION



consideration is to re-purpose Cell 10 at the Lagoons Site into a long term snow storage site. Stantec completed a site visit of the lagoon cell and provided a concept-level budget estimate of \$500,000 to re-purpose the 6 hectare (15 acre) cell into a snow dump site that meets future operational needs, and takes into account potential environmental service considerations.”

Colliers recommends the City reclaim the 6-hectare lagoon cell in the short term to address the current need for a municipal snow dump. The snow dump would reclaim approximately 10% of the available land at the site.

Community stormwater management facility

Conceptually, the site may be retrofitted to divert Wolf Creek into the lagoon cells to attenuate runoff and rainwater surges in the creek. Nearly all the City’s stormwater system drains to Wolf Creek. New developments in Lacombe must build or connect to a stormwater management facility that provide this attenuation within their development boundaries which requires a significant area of otherwise developable land to accomplish. If stormwater can be attenuated in the lagoon cells instead, developers may be able to construct smaller stormwater management facilities on their sites allowing for more taxable development. Colliers report does not cover the engineering nor regulatory requirements of this concept so further study is required to estimate costs and analyze the return on investment through the increased tax base.

Solar Farm

The construction of a solar farm in this location could generate 12MW/year of green power according to an unsolicited proposal the City received from a major electrical utility provider. 12MW more than offsets the annual power demands of the City’s facilities. However, distribution charges levied against generators to sell power back to the grid makes the economics of this option less attractive. However, the North Red Deer Regional Wastewater Commission lift station on site consumes approximately 600MW/year potentially allowing power to be sold directly to Commission rather than the grid. Ideally, this would generate revenue for the City and reduce costs for the Commission. However, the economics of micro-power generation can be complex, and Administration recommends further analysis if Council wishes to proceed with this option.

REQUEST FOR COUNCIL DECISION



Recommended Next Steps: “reclamation only/explore future opportunities”

Reclamation of the site is unfortunately not feasible in the short term primarily due high up-front capital costs. Colliers recommends the City reclaim the site in the short term and in doing so also address the current need for a municipal snow dump. This will allow the City to respond to future opportunities for the remainder of the land when it is in a better position to make a large municipal use investment and/or when market conditions for industrial land are more favourable.

Moving forward Administration recommends the following course of action:

1. Administration request confirmation from Alberta Environment and Parks it has met its requirement to develop a reclamation plan for the lagoon site,
2. Administration continues pursuing a long-term revenue generating use for the lagoon site with an interested industry party,
3. Council consider the redevelopment of cell 6 into a snow dump facility during their 2021 budget deliberations,
4. Council consider fencing the site and, if required, remove the remaining sludge in the cells during their 2021 budget deliberations,
5. If the opportunity referred to in #1 becomes no longer viable, market the lagoon site for sale as-is (excluding the portion allocated to the snow dump facility),
6. Further evaluate the community stormwater management facility and solar farm concepts and report findings back to Council. This will require budget for third party expertise which will be brought forward during the 2021 budget deliberations,
7. Include the lagoon site in future RFEOI opportunities from the City and continue to re-evaluate reclamation as other opportunities arise for parks and industrial uses.

STRATEGIC PLAN ALIGNMENT:

The completion of the Colliers report is a directly tied to accomplishing Council’s strategic goal 4.3.3(c): “Create a plan for sewage lagoon reclamation”.

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

No public engagement is planned.

ALTERNATIVE MOTION(S):

1. THAT Council endorses the recommended next steps as outlined in this report.

REQUEST FOR COUNCIL DECISION



2. THAT Council endorses the following next steps outlined in this report (*list which steps are proposed for endorsement*).
3. THAT Council directs Administration how it wishes to proceed.

ATTACHMENTS:

Options Analysis: Lagoon Reclamation Plan - Colliers International April 7, 2020.



REQUEST FOR COUNCIL DECISION

SUBJECT: **Bylaw Amendments to Support Commercial Development at the former Chamber of Commerce**
(Bylaw 405.1 – Municipal Development Plan Amendment and Bylaw 400.30 – Rezoning for Part of Lot P, Block 50, Plan 3583NY and Closed Portions of Road)

PREPARED BY: **Craig Teal, RPP MCIP, Director, PCPS**

PRESENTED BY: **Craig Teal, RPP MCIP, Director, PCPS**

DATE: **April 14th, 2020**

FILE: 61.912.01(20) and 61.201.30 (20)

PURPOSE:

To support the creation of commercial lands for development at the former Chamber of Commerce site, Bylaw 405.1 and Bylaw 400.30 are being presented to Council for consideration. Bylaw 405.1 amends the Future Land Use Concept Map of the Municipal Development Plan to identify “Commercial Lands” on Part of Lot P, Block 50, Plan 3583NY. Bylaw 400.30 rezones Part of Lot P, Block 50, Plan 3583NY from (CS) Community Services District to (C4) Highway Commercial District and zones Closed Portions of Road as (C4) Highway Commercial District.

RECOMMENDED MOTION(S):

1. THAT Council give first reading to Bylaw 405.1.
2. THAT Council give first reading to Bylaw 400.30.
3. THAT Council schedule a public hearing for Bylaw 405.1 and Bylaw 400.30 at 5:30PM on Monday, May 11, 2020.
4. THAT Council schedule a public hearing for removal of the reserve designation from part of Lot P at 5:30PM on Monday, May 11, 2020.

RELATED PRIOR MOTION(S):

1. None

EXECUTIVE SUMMARY:

City Administration proposes amendments to the Municipal Development Plan and the Land Use Bylaw that will allow for redevelopment of the former Chamber of Commerce site for Highway Commercial use. The changes would allow subdivision of the northerly 30m of Lot P from the rest of Lot P so it could then be combined with portions of service road that are proposed to be closed to create one or more commercial parcels.

ANALYSIS:



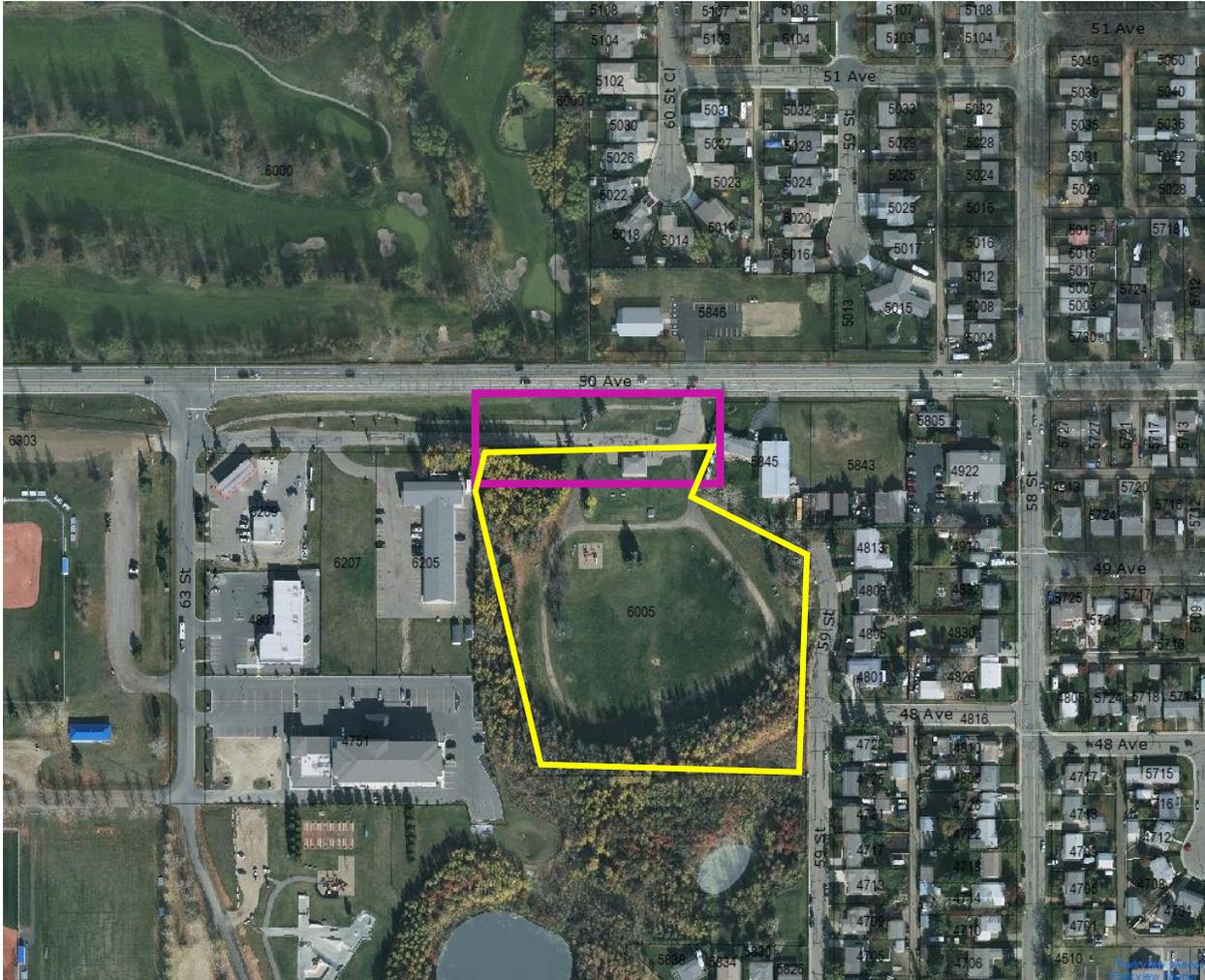
REQUEST FOR COUNCIL DECISION

Lot P is currently identified as “Institutional Lands” on the Future Land Use Concept Map of the City’s Municipal Development Plan (MDP). The portion of service road that is proposed for closure is not assigned a future land use under the MDP. The “Institutional Lands” category is applied to areas meant for large scale public parks and open spaces and facilities such as school sites.

Lot P is designated (CS) Community Services District under the Land Use Bylaw (LUB). The CS District provides areas for larger scale community, recreation, government and other public facilities and their accompanying uses. The portion of service road that is proposed for closure is not assigned a land use district under the LUB.

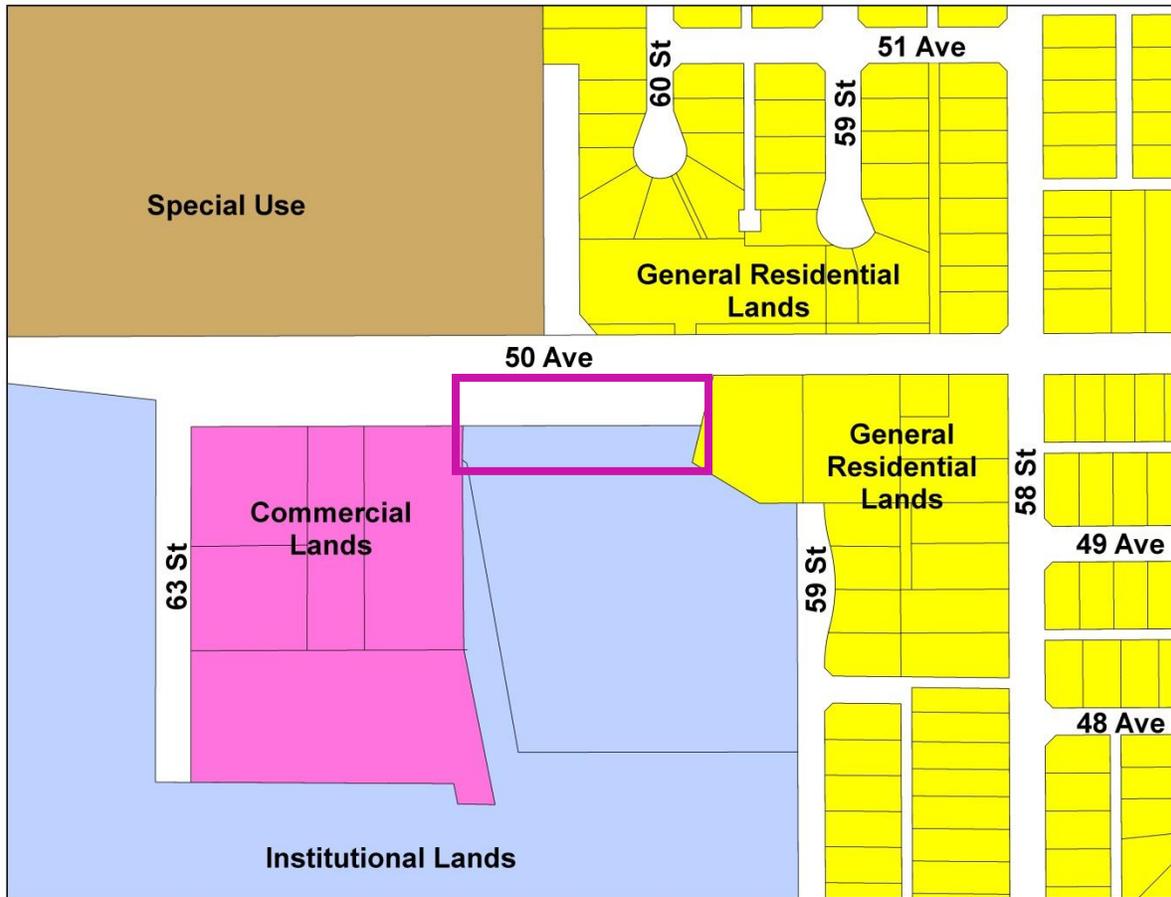
Lot P is outlined in yellow on the air photo below. The portion of Lot P and the portion of service road that is the subject of 405.1 and 400.30 is highlighted in pink with an area of 0.8 hectares (1.98 acres).

REQUEST FOR COUNCIL DECISION



There is no area structure plan or outline plan that applies to Lot P or the service road area.

REQUEST FOR COUNCIL DECISION



The land uses assigned to the subject site and the surrounding properties on the Future Land Use Concept Map of the MDP is shown in the above drawing. The subject site is outlined in pink. Bylaw 405.1 proposes to extend the “Commercial Lands” assigned to the properties to the west of the subject site east along the south side of 50th Avenue.

The “Commercial Lands” area has been developed and includes hotels, a gas bar and convenience store. The “Special Use” area to the northeast is the golf course. The “General Residential Lands” to the immediate north of the subject site is in use as a place of worship while the parcel to the immediate east contains a single detached dwelling on a large parcel. Lands south of Lot P are “Institutional Lands” reflecting their use as part of the overall park and open space system.

REQUEST FOR COUNCIL DECISION



The existing zoning in the area aligns with the types of land uses identified in the MDP. The lands to the west are (C4) Highway Commercial. Lands to the south and northwest are (CS) Community Services District and residential to the north and east is designated (R1) Residential Detached District.

The (C4) Highway Commercial District is intended for vehicle-oriented commercial uses requiring high visibility locations adjacent a major transportation route. Allowable uses include commercial recreation establishments, convenience stores, hotels, restaurants, and retail sales. The minimum parcel area ranges from 0.25 hectares for a hotel or motel to 0.1 hectares for all other allowable uses. The minimum parcel width ranges from 30m to 45m.

If approved for future highway commercial use, the area will be able to accommodate one or two commercial parcels that are accessed by 50th Avenue and the existing service road. Access to the park area in Lot P to the south would be maintained through a separate driveway/connection to 50th Avenue.

REQUEST FOR COUNCIL DECISION

Administration is proposing the changes to the MDP and the LUB to make better use of what is an otherwise underutilized area of land located along a main entrance and travel route. Highway commercial use in this location takes advantage of a high volume of pass-by traffic for future commercial businesses. It also converts lands that are exempt from property taxes to ones that expand and diversify the City's assessment base; thereby contributing to the City's fiscal sustainability goals.

If Council proceeds with the changes proposed by Administration, the Part of Lot P to be used to create the commercial lands the "reserve" designation will be removed.

LEGISLATIVE AUTHORITY:

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

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

MUNICIPAL DEVELOPMENT PLAN – GROWING LACOMBE:

- General Considerations for Land Use and Development
 - Objective A: ...maximizing existing and proposed land and infrastructure capabilities
 - Objective D: ...supports good planning principles promoting financial viability
- Where We Work: Commercial
 - Objective A: ...identify lands of a variety of sizes for future commercial development at locations across the community which are accessible through a variety of transportation modes

CITY OF LACOMBE - LAND USE BYLAW 400

- Part 9, Section 10.16 – Land Use Bylaw 400 – C4 Highway Commercial District

STRATEGIC PLAN ALIGNMENT:

Strategic goal 4.2.1 (a) increase the City's commercial tax base speaks **favorably** to the proposed MDP and LUB changes as it will help facilitate commercial development. Strategic goal 4.3.4 (a) minimize non-performing assets also speaks **favorably** to the proposed changes as the land can be used to a greater purpose than its present use.

REQUEST FOR COUNCIL DECISION



PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

All neighbouring property owners (within 60m) will be sent written notification of the proposed bylaws and the public hearing date and time. Broad public notice of the proposed amendments 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 405.1.
- 1B. THAT Council refuse first reading of Bylaw 405.1.
2. THAT Council give first reading to Bylaw 400.30.
- 2B. THAT Council refuse first reading of Bylaw 400.30.
3. THAT Council table Bylaw 405.1 and Bylaw 400.30 and request further information.
4. THAT Council schedule a public hearing for Bylaw 405.1 and Bylaw 400.30 at 5:30PM on Monday, May 11, 2020.
- 4B. THAT Council schedule a public hearing for Bylaw 405.1 and Bylaw 400.30 at an alternative date.
5. THAT Council schedule a public hearing for removal of the reserve designation from part of Lot P at 5:30PM on Monday, May 11, 2020.
- 5B. THAT Council schedule a public hearing for removal of the reserve designation at an alternative date.

ATTACHMENTS:

Bylaw 405.1

Bylaw 400.30



REQUEST FOR COUNCIL DECISION

SUBJECT: Bylaw 481 – Closure of Portions of Road Plans 4818LZ and 972 4288
PREPARED BY: Craig Teal, RPP MCIP, Director, PCPS
PRESENTED BY: Craig Teal, RPP MCIP, Director, PCPS
DATE: April 14th, 2020

FILE: 32.716.01(20)

PURPOSE:

Close portions of road used as a service road along the south side of 50th Avenue to allow for consolidation with lands from Lot P, Block 50, Plan 3583NY to create parcel(s) for future commercial use and development.

RECOMMENDED MOTION(S):

1. THAT Council give first reading to Bylaw 481.
2. THAT Council schedule a public hearing for Bylaw 481 at 5:30PM on Monday, May 11, 2020.

RELATED PRIOR MOTION(S):

1. THAT Council give first reading to Bylaw 405.1.
2. THAT Council give first reading to Bylaw 400.30.
3. THAT Council schedule a public hearing for Bylaw 405.1 and Bylaw 400.30 at 5:30PM on Monday, May 11, 2020.

EXECUTIVE SUMMARY:

City Administration is proposing to close a portion of the service road along the south side of 50th Avenue to make the land area available for future commercial use. The area of the proposed road closure would be added to lands subdivided from Lot P, Block 50, Plan 3583NY (owned by the City of Lacombe) to create a useable commercial area. This area would then be sold to interested parties. The existing service road would remain active to provide all-turns access to the parcels via the 63rd Street intersection while the 50th Avenue access will be converted to a right-in, right-out access. Vehicle traffic between that point and the current access to 50th Avenue on the east end of the road closure would take the form of a private roadway protected through a mutual access easement. The City water line, private utilities and the existing trail will be relocated to an 8m wide utility right of way through the northern part of the road closure area.

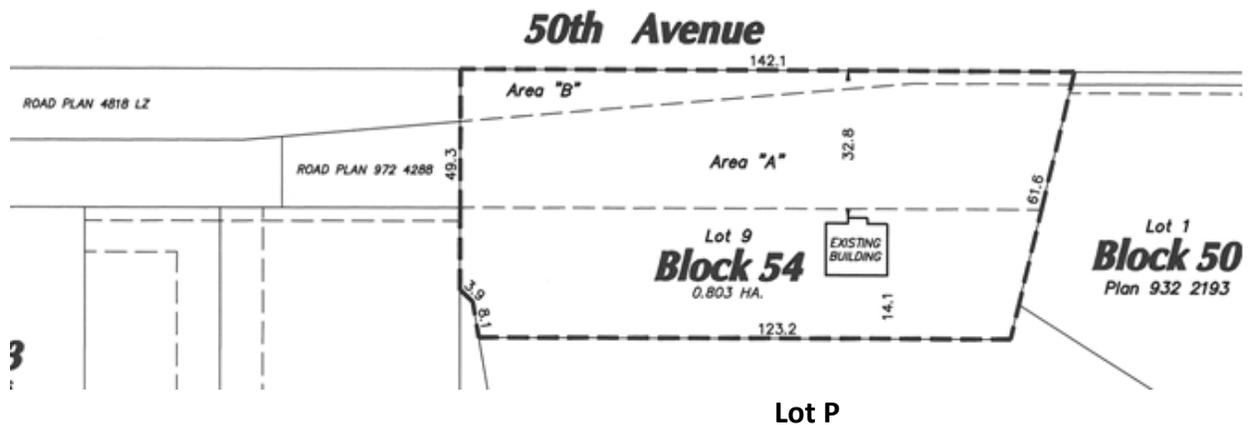
REQUEST FOR COUNCIL DECISION

ANALYSIS:

The location of the proposed road closure is highlighted in pink in the air photo below. It is along the south side of 50th Avenue in front of the former Chamber of Commerce building.



The service road consists of two legally defined areas as shown on the sketch below. The portion of Road Plan 4818LZ proposed to be closed is labelled as "Area B." The portion of Road Plan 972 4288 proposed to be closed is labelled "Area A."



REQUEST FOR COUNCIL DECISION

The thick dashed line in the sketch shows the general area to be created for future commercial use and an access to Lot P to the south.

With the closure of the existing service road, the existing all turns access onto 50th Avenue at the east end is proposed to change to a right-in/right-out only access. This right-in/right-out access would be connected to a driveway leading to the north side of Lot P and connected to a private roadway under a mutual access easement across the proposed commercial area. The private roadway would connect to the existing service road on the west end via a driveway.

The future commercial area and the north part of Lot P will be accessible to vehicles coming from the east and west. Traffic eastbound on 50th Avenue could use the intersection at 63rd Street or the right-in/right-out to enter. The 63rd Street intersection could then be used to exit eastbound or westbound and the right-in/right-out could be used to exit eastbound. Traffic westbound on 50th Avenue could use the intersection at 63rd Street to enter. The 63rd Street intersection could then be used to exit westbound or eastbound or the right-in/right-out could be used to exit eastbound.

The same pattern of vehicle movements would be available to the existing commercial parcels to the west of the proposed road closure. The all turns intersection at 63rd Street provides access and egress for both eastbound and westbound traffic. The right-in/right-out accommodates eastbound entry and eastbound egress. This maintains a reasonable level of customer access to the existing and future businesses.

LEGISLATIVE AUTHORITY:

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

- Section 22 – Road Closure
- Section 606 – Requirements for Advertising

MUNICIPAL DEVELOPMENT PLAN – GROWING LACOMBE:

- General Considerations for Land Use and Development
 - Objective A: ...maximizing existing and proposed land and infrastructure capabilities
 - Objective D: ...supports good planning principles promoting financial viability

STRATEGIC PLAN ALIGNMENT:

Strategic goal 4.2.1 (a) increase the City's commercial tax base speaks **favorably** to the proposed road closure as it will help facilitate commercial development. Strategic goal 4.3.4 (a) minimize non-performing assets speaks **favorably** to the proposed road closure as the land can be used to a greater purpose than its present use.

REQUEST FOR COUNCIL DECISION

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

All neighbouring property owners (within 60m) will be sent written notification of the proposed road closure and the public hearing date and time. Broad public notice of the proposed road closure and public hearing will take the form of advertisement in the Lacombe Express and information posted on the City's website. Private utility service operators will be contacted for their comments regarding any facilities that may be located within the area of road proposed for closure.

ALTERNATIVE MOTION(S):

1. THAT Council give first reading to Bylaw 481.
- 1B. THAT Council refuse first reading of Bylaw 481.
2. THAT Council schedule a public hearing for Bylaw 481 at 5:30PM on Monday, May 11, 2020.
- 2B. THAT Council schedule a public hearing for Bylaw 481 at an alternative date.

ATTACHMENTS:

Bylaw 481

REQUEST FOR COUNCIL DECISION



SUBJECT: Lacombe Economic Action Partnership (LEAP) Proposal
PREPARED BY: Guy Lapointe, Manager of Community Economic Development
PRESENTED BY: Guy Lapointe, Manager of Community Economic Development
DATE: April 14, 2020

FILE: 62/141.08

PURPOSE:

Administration is proposing Council provide funding and in-kind support to Echo Lacombe Association's newly established Lacombe Economic Action Partnership (LEAP) initiative.

RECOMMENDED MOTION(S):

THAT Council approves \$90,000 of funding support for the Echo Lacombe Association's *Lacombe Economic Action Partnership* (LEAP) initiative as proposed, plus up to \$20,000 free rental of space at the Lacombe Memorial Centre in 2020.

RELATED PRIOR MOTION(S):

N/A

EXECUTIVE SUMMARY:

Administration proposes re-purposing an unbudgeted BOLT reimbursement of \$90,000, to support the Lacombe Economic Action Partnership (LEAP); an economic recovery task force recently formed by the Echo Lacombe Association.

ANALYSIS:

The Echo Lacombe Association has initiated a sub-committee called the Lacombe Economic Action Partnership (LEAP) comprised of key community stakeholders in business, financial institutions and social enterprises. LEAP will lead, develop, and deliver economic impact mitigation and recovery strategies for Lacombe and area businesses and community groups, to combat impacts arising from the COVID-19 pandemic.

For Council's consideration, Administration proposes a \$90,000 cash contribution to fund LEAP initiatives, to be paid in April. This funding would come from a reallocation of the BOLT fleet replacement reserve reimbursement. Due to uncertainty about the contractual details during the budget process, this reimbursement is not currently reflected in the 2020 Operating Budget. In addition, for LEAP initiatives requiring a physical venue, Administration proposes contributing up to \$20,000 free rental at the Lacombe Memorial Centre.

REQUEST FOR COUNCIL DECISION



Echo Lacombe will present a LEAP progress report with financial disbursement information at a fall Council Committee of the Whole meeting. Assuming the programs are demonstrating value in the community, Echo is likely to request the City extend LEAP funding and support into 2021. Depending on LEAP's demonstrated success and quality of planning, Administration proposes reallocating 2021 Resident Business License revenue for this purpose.

LEAP will require increased City staff support as well as more frequent Councillor representative attendance. Five Council strategic goals align with support of LEAP. Echo Lacombe and LEAP will lead communications on LEAP initiatives, activities and achievements, with the City co-promoting announcements to communicate its alignment with the group.

Background

- Echo Lacombe Association is a non-profit community economic development organization established in 2016 to lead a range of initiatives better suited for arms-length, grassroots execution and delivery.
- Their vision is to improve the quality of life within Lacombe by
 - fostering a collaborative environment focused on innovation
 - nurturing a business friendly culture
 - promoting sustainable growth and
 - creating a safe, inclusive, vibrant and healthy community
- The Echo Lacombe board is comprised of anchor members from the City of Lacombe, Burman University, and the Lacombe Chamber of Commerce as well as six (6) citizens at large.
- Echo Lacombe currently leads a range of effective community economic activities including but not limited to:
 - Operating Echo Energy
 - Engaging in community-based marketing and sponsorship
 - Administering and adjudicating grant programs:
 - Echo Lacombe Program (community development grants) funded by Echo Energy proceeds
 - Downtown Storefront Enhancement Program (City economic development program)
 - Business Partnership Fund (City economic development program)
- Annually, the City funds Echo Lacombe through the following contributions (2020 amounts):
 - Transfer of the Echo Energy proceeds (\$63,475)

REQUEST FOR COUNCIL DECISION



- Transfer of the annual interest from the Lacombe Community Endowment Fund (\$1,150).
- An operating grant from the City as an external group (\$6,000).
- Budget for the City's economic development grant programs listed above (\$16,500).
- In 2019, the Echo Lacombe Association received recognition as the Lacombe & District Chamber of Commerce Non-Profit of the Year.

Current Situation

The COVID-19 pandemic fully emerged in March 2020 and its impacts on the community and our economy are still developing. The Province of Alberta's health orders limiting physical gathering numbers included places of business. Many Lacombe businesses adapted by facilitating physical distancing, disinfecting their premises, and providing delivery and pick-up services. Toward the end of March the Province's "essential services only" order caused most businesses to close their doors to public access and lay off staff. Those that remain operating, even in a modified manner, are experiencing very low sales volumes and with revenues plummeting, many businesses have simply ceased operating.

The assumption that Lacombe will be "back to normal" by June is not supported by historical data on pandemics of this magnitude¹. There is a strong likelihood that pandemic mitigation measures will continue to directly impact businesses well into the fall. The after-effects could last years. Key unanswered questions related to the economic impacts of this event include:

1. How long will the business interruption continue?
2. What is the resiliency of Lacombe businesses to withstand this business interruption?
3. How many businesses will reopen when allowed vs. the number that will have folded by the time restrictions are lifted?

¹ *How some cities 'flattened the curve' during the 1918 flu pandemic.* National Geographic March 27, 2020. <https://www.nationalgeographic.com/history/2020/03/how-cities-flattened-curve-1918-spanish-flu-pandemic-coronavirus/>

REQUEST FOR COUNCIL DECISION



4. Will businesses be able to recover their pre-pandemic health, and how long will that take?
5. What opportunities will emerge during the event and in the economic recovery phase?
6. How will doing business in Lacombe be permanently changed by this event?

As the pandemic poses unprecedented problems on businesses, action to mitigate the economic impacts and facilitate the most rapid recovery will require innovation, adaptability, and flexible approaches over a multi-year timeline. Standard economic development activities are unlikely to be effective given the magnitude and unique impacts of the pandemic, which already have caused one of the highest magnitude economic downturns ever experienced by the Lacombe business community. Echo Lacombe believes that a committee led by businesses, government, and social enterprises is well positioned to develop actions and initiatives that are relevant and effective for the local situation.

Given the current Echo Lacombe mandate and its knowledge base, record of accomplishment, and breadth of stakeholder commitment, the group can provide leadership toward mitigating the economic impacts today and plan for recovery tomorrow. They are also motivated and well suited to implement the solutions both within and in close proximity to the City of Lacombe.

Immediate Action

- Echo Lacombe launched the www.openlacombe.ca website for businesses and other organizations in Lacombe to communicate a simple current list of who is open and services offered. Details include business name, website link, phone number, hours of operation and whether services are as usual, at the counter, curbside pickup, or delivery, etc. The website is self-populated by the business community, with submissions vetted through volunteer board members for approval before posting.
- This immediate, much-needed action demonstrates the strengths of facilitated self-organization; i.e., a community-based, collaborative approach.
- At their March 31 meeting, Echo Lacombe Association discussed establishing the LEAP sub-committee with an aim to maximize private and public sector involvement and innovation to address current concerns as well as future challenges.

REQUEST FOR COUNCIL DECISION



Development of LEAP

- LEAP is envisioned as an Echo Lacombe sub-committee that will have specific focus areas including:
 - Communications
 - Brainstorming/Planning
 - Transition/Networking
- Specifically, LEAP will aim to:
 - Create and expand a recovery volunteer network
 - Define issues and brainstorm solution-based initiatives with a focus on innovation and collaboration
 - Establish functional areas and set achievable goals
 - Liaise with local financial institutions to promote and support local entrepreneurial development and supports
 - Celebrate and promote success stories, especially business re-openings
- See the attached draft Outline Paper for the sub-committee mandate and vision.
- Echo Lacombe is holding an initial discovery meeting on the LEAP initiative with a range of stakeholders to determine their interests and capacity for getting involved. After taking this feedback into consideration, Echo Lacombe intends to offer an open invitation for businesses and community groups to get involved with the LEAP initiative.
- Pending the results of that meeting, Echo Lacombe believes financial resources will be required to enable the group to mitigate impacts and engage in recovery strategies and programs.

Municipal Support

Administration is proposing the City support Echo's LEAP sub-committee in 2020 through a cash contribution and in-kind support, as follows:

- Reallocating the fleet replacement reimbursement expected from the cancellation of the BOLT service (estimated at \$90,000); and
- Contributing up to \$20,000 in free rental of space in the LMC for LEAP initiatives (e.g. meetings, business training and incubation).

Echo Lacombe will report a summary of LEAP initiatives, activities, successes, and planning for 2021 to Council together with a financial summary of 2020 disbursements at a fall Council Committee of the Whole meeting prior to the City's 2021 budget being finalized.

REQUEST FOR COUNCIL DECISION



Echo Lacombe recognizes that LEAP activities will likely need to continue through 2021 at minimum. Accordingly, the Association intends to present further funding requests with the summary report. At that time, Council could consider reallocating related revenue (such as the 2021 Resident Business License fees) for these recovery initiatives. LEAP programming, if successful or otherwise promising, may also require an extension of the in-kind contribution of LMC space through a no-cost lease of a specific room (i.e. the Servus Credit Union or former Parent Link room).

Financial Impacts

- The \$90,000 cash contribution paid out in April 2020, plus the in-kind room rental of \$20,000 totals \$110,000 in value. This amount would not impact the 2020 Operating Budget (other than the potentially forgone rent at the LMC).

Organizational Capacity

The Community Economic Development Department will have an essential role in supporting LEAP. The impact on Departmental resources will need to be monitored, but it would be a municipal best practice to increase resourcing to address such an unprecedented, high-impact event challenging the local business community; and staff resourcing can be reallocated from routine, lower priority activities.

Administration expects the City's "in-house" contribution to be increased staff hours dedicated from all staff in the Community Economic Development Department—the Manager and the marketing and communications functions. These hours will be in addition to contributions the department currently makes toward Echo Lacombe's regular operations and to the City's general economic development activities within the City. However, the range of staff activities will likely remain unchanged and within the current service mandate.

In addition to increased staff resourcing, LEAP calls for specific City elected official representation. The existing Councillor representative on the Echo Lacombe Association board, Councillor Jonathan Jacobson, may elect to participate on the LEAP sub-committee in addition to his regular Echo Lacombe duties; if so, this representative's total time commitment will increase.

STRATEGIC PLAN ALIGNMENT:

Providing financial support to the LEAP initiative aligns favourably with the following strategic objectives:

REQUEST FOR COUNCIL DECISION



- 4.2.1 Economic Growth
 - c) Consider how the City can assist with development for business attraction and retention
- 4.2.3 Healthy Retail
 - a) Increase public awareness of current retail operations
 - b) Maintain an active partnership with the Lacombe & District Chamber of Commerce
 - c) Work with Lacombe's downtown sector to stimulate the development of the historic downtown area
 - d) Expand the City's mandate to more formally partner with the existing business community

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

The Director of Community Services will work with the Communication Coordinator to develop a media release for immediate distribution following Council's resolution to proceed with LEAP funding support.

Administration expects that the Echo Lacombe Association will, as a fundamental part of its mandate, consult with the community and stakeholders to develop initiatives, thoroughly promote opportunities and milestone achievements, and acknowledge the City support that enabled action.

ALTERNATIVE MOTION(S):

1. THAT Council approves \$90,000 of funding support for the Echo Lacombe Association's *Lacombe Economic Action Partnership* (LEAP) initiative as proposed, plus up to \$20,000 free rental of space at the Lacombe Memorial Centre in 2020; OR
2. THAT Council directs Administration otherwise in the matter of support for the Echo Lacombe Association's *Lacombe Economic Action Partnership* (LEAP) initiative; OR
3. THAT Council accepts this report as information.

ATTACHMENTS:

Lacombe Economic Action Partnership Outline Paper

REQUEST FOR COUNCIL DECISION



SUBJECT: Social Services During COVID-19 Pandemic
PREPARED BY: Deborah Juch, Director of Community Services
PRESENTED BY: Deborah Juch, Director of Community Services
DATE: April 14, 2020

FILE: 51/918

PURPOSE:

Administration presents this report to outline current social services actions to mitigate the negative effects of social restrictions to suppress the COVID-19 pandemic, and to propose actions to facilitate resiliency and recovery in Lacombe post-pandemic.

RECOMMENDED MOTION(S):

THAT Council accepts the report on social services during and after the COVID-19 pandemic as information, and

THAT Council directs Administration to develop a terms of reference for a social resiliency task team, for further consideration.

RELATED PRIOR MOTION(S):

N/A

EXECUTIVE SUMMARY:

The report lists social support responses during the first month of the COVID-19 pandemic to mitigate the effects of provincial restrictions on public movement in Lacombe. These include action by Council (economic relief and messaging); modifications to the Community Services Division services (facility closures, increased communications, liaison with FCSS); and program modifications and social services development by FCSS. Responses to the ongoing pandemic restrictions include FCSS coordination of community social service groups to access provincial funding, and their own application for \$44,000 in resources. Financial impacts to the City to date are primarily lost facility rental revenue. The City can plan for longer-range recovery in Lacombe by modifying the Social Master Plan project to include research and strategies on harms caused by the pandemic, and potential task force development. Accepting this report as information is supported by four Council Strategic Plan goals.

ANALYSIS:

Social Supports During Pandemic

1. Council actions:

REQUEST FOR COUNCIL DECISION



- Approved utility and TIPPS payment deferrals and late penalty waiver for 3 months
- Approved a property tax deadline deferral for 6 months
- Mayor Creasey recorded a video published to the City's Facebook page, which is now located on the City's COVID 19 Pandemic webpage.
- All Councillors recorded Community Moments public information and reassurance messages that will air repeatedly on Sunny 94 FM throughout April.

2. Community Services Division modified services:

- Communications Coordinator activities were focused on crisis communication in the Emergency Coordination Centre (ECC); corporate communications activities were curtailed to priority items only.
- Marketing activities were suspended except City Pages and Community Moments; Community Moments were redeployed to record Councillor messages.
- Recreation and arts & culture programming were suspended to prevent the spread of COVID-19.
- Community Economic Development activities were refocused on:
 - Assessing the impacts of social restriction and closure orders to “bricks and mortar” businesses, self-employment, home-based businesses, and social enterprises such as the Lacombe Performing Arts Centre.
 - Developing “emergency” business supports such as the Community Supports tab at <http://www.lacombe.ca/living/covid-19-information> and (with Echo Lacombe Association) the collaborative “Is It Open in Lacombe” website <https://openlacombe.ca/#Community>.
 - With Echo Lacombe, facilitating mid and longer-range community economic recovery through the proposed LEAP sub-committee.
- In the social planning functional area, the focus has been on:
 - Liaising closely with Lacombe & District Family and Community Support Services (FCSS) on their program modifications and cancellations.
 - Establishing a Memorandum of Understanding with FCSS for City emergency social services if required.
 - Monitoring emerging trends in community social needs and self-organization supportive initiatives.
 - Liaising with FCSS as they coordinate community groups working to provide pandemic-specific social supports with available provincial funding (see attached list of proposed supports).
 - Modifying the Social Master Plan project to include research, community consultation, goals and actions to meet needs arising from the pandemic (discussed in detail below).

REQUEST FOR COUNCIL DECISION



- The Parks Department made no service changes but did order temporary signs for parks, trails and playgrounds to warn the public to adhere to public health orders and to practice personal hygiene as recommended because staff are not sanitizing park amenities and play structures.
3. FCSS cancelled, modified, or expanded programs and services:
- Immediate closure of offices to prevent spread.
 - Casual staff laid off; retained staff include the Executive Director, the Connex scheduler and regular drivers, two social workers and other staff to answer phones on a rotating basis for questions, concerns, information needs, advice and referrals.
 - Connex (Accessible Transportation): Medical transport has moved into using two vans to ensure good physical distancing. Transport for grocery shopping and grocery deliver to help Lacombe residents, especially vulnerable people, isolated or impacted by pandemic measures. Area stores developed a Golden Hour Shopping period (7 am - 8 am daily) to provide vulnerable community members with access to a fully stocked, sanitized and uncrowded store. Connex is collaborating with free rides and grocery deliveries Monday through Friday (must be booked one day ahead).
 - Meals on Wheels: Began delivering frozen meals to individuals, seniors, families and other vulnerable Lacombe residents who are isolated or impacted by pandemic containment measures. Now negotiating for a reduced per meal cost from the supplier.
 - Home Support, Lifeline, Outreach and Connex Regular Clients: Regular programming was largely suspended; FCSS calls the 300+ clients one to two times per week to complete wellness checks. Names are added to the wellness call list when people concerned about potentially vulnerable persons call FCSS.
 - Community Outreach Program: The Outreach Coordinator is available by phone or email (jpyra@lacombefcss.net). Services include:
 - Telephone assessments and referrals
 - Answering questions and helping problem-solve; giving supports to assist with basic needs
 - Making appropriate and supportive community referrals and assist people to navigate systems
 - Supporting new clients and managing existing client cases
 - Community Volunteer Income Tax Program: Suspended at first, but is now under review for ways to deliver it safely.
 - COVID-19 Community Supports Tab: The City and FCSS collaborated to set up a link to FCSS services in the City's COVID 19 Information page: <http://www.lacombe.ca/living/covid-19-information>. (See the Community Supports tab.) One additional click on the FCSS COVID-19 banner then loads eight tiles for access into distinct social services categories. New resources include:

REQUEST FOR COUNCIL DECISION



- “You Are Not Alone” is help line info, multilingual services, private help-chats, caregiver supports, etc.
- “Community Connections” outlines a neighbour to neighbour connecting program
- “Social Services Support” has links to eligibility criteria and application forms for service provider groups to access funding from the Province of Alberta or the Red Deer & District/United Way joint grant program
- Lacombe Food Bank: FCSS monitors the Bank for emerging needs—food supply and volunteer aid. Food Banks Alberta is delivering provincial supports directly to all food banks.

Mid-Range Social Services

On behalf of the Province, FCSS is coordinating Lacombe-area social service providers to ensure needed social services are provincially funded and delivered with the fewest redundancies (see attached funding fact sheet). FCSS itself applied for over \$44,000 of provincial funding to support social services for Lacombe; in summary these are:

- Funding to cost recover the free Connex transportation /delivery service being offered.
- Expand Frozen Meals on Wheels at a discounted price delivered free by Connex due to the economic pressures on many residents.
- Additional Community Outreach services now and in the post-pandemic phase for the general population; support for a task force of community leaders and agencies to address multi-year recovery strategies and support.
- Technical resources (headphones, cameras for computers, speakers, remote access, etc.) for virtual meetings/teleconferencing between community partners.
- Increased social media / communications resources to aid delivery of initiatives.
- PPE for workers so the office and programs can re-open and safe work practices can be followed; a glass barrier for the reception desk.
- Family supports into the fall and winter to enhance standing programs such as Tools for School, New Shoes for School, and Coats for Kids.

Some social agencies are discussing the potential for social harms to emerge in populations within the next six weeks. The Red Deer and District Community Foundation, for example, in collaboration with the United Way is redirecting its \$50,000 spring grant program into a new fund for social service groups to develop programs to mitigate these. Harms are also expected in people who normally do not access social services; disasters can affect everyone including people who hesitate to ask for help.

Post-Pandemic Plans

REQUEST FOR COUNCIL DECISION



Lacombians could be risk of economic collapse through job or business loss and may also experience food and shelter insecurity, physical and social isolation, fear, family disconnection, grief, and depression. Theoretically, these experiences can be followed by a wide range of persistent secondary harms including increased rates of addiction, domestic violence, suicide, homelessness, and child developmental delays.

Task Forces:

Other communities in Alberta, including Stony Plain and Calgary, have formed social resiliency task forces to support and direct municipal action as it relates to mitigating the social impacts of the COVID19 pandemic (see attached). These interagency task forces are structured around the goal of a community experiencing less social harm during the pandemic, and developing programs that are specifically targeted to social recovery after the pandemic event.

With Council's direction, Administration can develop a terms of reference for a Social Resiliency Task Force or ad-hoc Committee suitable for deployment in Lacombe. This agency would involve representation from the City of Lacombe, Lacombe & District FCSS, social agencies operating in the Lacombe area, and possibly others as directed by Council.

Master Plan:

Prior to the pandemic, the City of Lacombe was commissioning its Social Master Plan (provided for in the 2020 operating budget) to fulfill Council's strategic goal 4.5.1 *Assess the Community's Needs for Social Support*. This Plan's public consultation, research and goal development phases are ideally suited to include post-pandemic and resiliency needs, as well as community development opportunities and the typical social needs assessment. The project was to result in a five-year Plan with a suite of goals, strategies and actions; by including post-pandemic and resiliency goals, Lacombe could hope to be back to normal (or a new normal) well within this Plan's timeframe.

Financial Implications

At this time, Administration proposes no additional funding for social service programs or supports, or for recovery planning. Community Services operating costs associated with the pandemic, including lost revenue, are being tracked separately in case the province offers a Disaster Recovery Program or similar help.

However, the pandemic situation is still developing; Administration and ECC staff are monitoring the community for ill effects from provincial restrictions, as well accessing daily information updates, new or changed provincial directives, new risks, and infection rate news.

REQUEST FOR COUNCIL DECISION



Conditions requiring municipal action can still manifest and Administration will provide updates to Council as warranted.

Legislative/ Contract Implications

When the City activated its Emergency Coordination Centre in March, it also entered into a Memorandum of Understanding (MOU) with FCSS for the provision of emergency social services should the need arise (see attached). ESS are a group of actions to reduce risk of physical harm to persons in the area of an emergency such as reception centres, volunteer coordination, transportation, and registration. The COVID-19 pandemic is not causing a need for ESS in the ways that a flood, HAZMAT spill, or wildfire could, but the arrangement was necessary in case the situation is complicated by additional events.

Municipal Comparisons

- Town of Blackfalds: Similar social services delivered by FCSS; no task force as yet.
- Town of Stony Plain: Similar social services delivered by FCSS; task force struck on March 23 with separate economic and social recovery “streams.”
- Town of Sylvan Lake: Similar social services delivered by FCSS; no task force as yet.
- City of Calgary: Social services delivered by multiple agencies including FCSS; task force developed in March.

STRATEGIC PLAN ALIGNMENT:

Taking actions to limit costs, in anticipation of significant revenue reductions caused by the pandemic, aligns favourably with Council’s Goal of:

- 4.1.4 B Fiscal Prudence: *Review and set service levels for programs and services that the City provides.*

Developing an inter-agency task force to mitigate potential social impacts that may arise during and after the pandemic aligns favourably with Council’s Strategic Goals:

- 4.5.1 A Social Support: *Complete a Social Master Plan.*
- 4.5.1 A Social Support: *Partner with Lacombe & District FCSS to advertise existing support programs offered in Lacombe.*
- 4.5.8 A Encourage Volunteerism: *Strongly support volunteerism.*

REQUEST FOR COUNCIL DECISION



PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

Administration has focused the Communications function on promoting available social services through every platform / medium possible, including billboards in strategic city locations. Communications is helping FCSS draft its messaging to align with the City ECC directives and crisis communications best practices; unified messaging is considered critical.

ALTERNATIVE MOTION(S):

- 1a. THAT Council accepts the report on social services during and after the COVID-19 pandemic as information; OR
- 1b. THAT Council accepts the report on social services during and after the COVID-19 pandemic as information with direction to Administration.
- 2a. THAT Council directs Administration to develop a terms of reference for a social resiliency task team, for further consideration, OR
- 2b. THAT Council accepts this report as information, with no further action at this time.
3. THAT Council directs Administration otherwise in the matter of social services in Lacombe during and after the COVID-19 pandemic.

ATTACHMENTS:

1. Town of Stony Plain Mayor's Task Force-Social Stream Terms of Reference
2. City of Calgary Community Support Task Force Terms of Reference
3. Memorandum of Understanding - Lacombe & District FCSS

REQUEST FOR COUNCIL DECISION



SUBJECT: Acoustic Treatment and Sound System Upgrade Arena 1
PREPARED BY: Calvin Bennfield, Manager of Parks & Facilities
PRESENTED BY: Deborah Juch, Director of Community Services
DATE: April 14, 2020

FILE: 74/781

PURPOSE:

Administration proposes Council approves the award of two contracts to improve the acoustics and upgrade the sound system in Arena 1 to mitigate echo and improve sound clarity for events and games.

RECOMMENDED MOTION(S):

THAT Council directs Administration to contract with Seal Team for the supply and installation of sound panels in Arena 1, at a total value of \$93,391 and with Parkland Audio for the supply and installation of upgraded speakers in Arena 1, at a total value of \$51,112.

RELATED PRIOR MOTION(S):

13/931.04 20MO *THAT Council adopt the proposed 2020 Capital Budget, as presented in the November 12 memo 19-359*

EXECUTIVE SUMMARY:

Renters, users, and the public have complained to the City for years about the sound quality in Arena 1. Repeated sound system upgrades have not improved sound quality. The City commissioned an acoustical study to determine the problem and simulate solutions. The City then issued an RFP for proposals to supply and install the recommended acoustic panels and an RFQ was issued for pricing on supply and install of upgraded speakers. Seal Team submitted the lowest priced proposal for acoustic baffling at \$93,391 and Parkland Audio submitted the lowest quote for new speakers at \$51,112. The project will be completed in two phases commencing as soon as the contracts are awarded.

COVID-19 Update: Seal Team has advised that the factory making the acoustic panels has temporarily suspended operations, but they are investigating whether an order can still be filled with existing stocks.

REQUEST FOR COUNCIL DECISION



ANALYSIS:

Background

Renters, users, and the public have complained to the City for years about the sound quality in Arena 1 during ice activities such as hockey, ringette, figure skating, as well as private rentals and dry pad activities such as lacrosse, trade shows, pro bull riding (PBR), dances, concerts etc. During the past 30 years the sound system speakers have been replaced and reconfigured more than once, with center clusters and square box speakers as well as the current ice speaker, and speakers placed in each section of the bleachers. Regardless of the configuration, sound quality has been poor with the spoken word being almost unintelligible. Audio specialists have stated that until sound acoustic baffling is done, speaker upgrades will be ineffective due to reverberation.

The City hired an acoustic consultant to complete a study to confirm the causes of poor audio performance (specifically, poor speech intelligibility) in the current audio system in Arena 1. The consultant conducted onsite testing of both the room acoustics and the current audio system including the speakers, using a specialty acoustic CAD software to aid in determining the current issues as well as simulating potential improvements and predicting their cost-benefits.

The acoustic assessment revealed a challenging sound environment with the arena currently having a reverberation time (RT) of 6.25 seconds (500Hz – 4Hz octave average), which is the underlying cause of speech intelligibility with the current speaker system. For the arena's space volume and configuration, and our usage requirements, an appropriate and attainable RT would be 2.5 and 3 seconds. The study's recommended modifications will reduce RT providing a direct and measureable impact on speech intelligibility. Council approved a capital expenditure in 2020.

Purchasing Process and Results

The City issued a Request for Proposal for the supply and installation of sound acoustic baffling in the ceiling and west walls for Arena 1. The RFP specifications were based on the consultant's design specifying installation of 635 MBI Cloudite baffle 2x4 with grommets 2" thick with perforated sides PVC white for ceilings as well as 50(48x48) MBI Cloudite baffles for the west wall. The RFP was advertised on the Alberta Purchasing Connection, the City of Lacombe website and in the Lacombe Express newspaper. The RFP required proponents participate in a mandatory site walk through on January 29, 2020 and the RFP closed February 19, 2020.

REQUEST FOR COUNCIL DECISION



Five (5) contractors attended the walkthrough, and all submitted their proposals by the required closing date.

Table 1 –Proposal pricing summary (excludes GST).

Seal Team	Simply Sound Acoustics	Scott Builders In.	QSD	Camdon Construction
\$93,391	\$94,572	\$94,596	\$95,950	\$659,438

The lowest pricing was from Seal Team at \$93,931.00.

The City then issued a request for quotes to three (3) vendors to bid on replacing the existing speakers in Arena 1. This RFQ encompassed supply and installation of the speakers in the bleacher and ice pad areas of Arena 1. Two vendors replied with quotes.

Table 2 – Quote pricing summary (excludes GST).

Parkland Audio	Karlen-Elecom Ltd.	All-Star Show Industries	McSquared System Design Group Inc.
\$51,112	\$63,684	Did Not Submit	Did Not Submit

Financial Implications

Council allocated a total of \$215,000 in the 2020 Capital Budget for sound baffling and sound system upgrades in Arena 1. The project was to commence during the seasonal shutdown, and can proceed as soon as contracts are awarded. The project will be completed in two phases, with the acoustic baffling completing first and then the sound system work as a second phase.

STRATEGIC PLAN ALIGNMENT:

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

4.3.4 Economic Prosperity: To benefit from City Owned Property. The City minimizes non-performing assets and has a plan for existing assets that are under-performing.

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

The Communications Coordinator will publish a media release on the contract award, with information about the project for the public. The improved sound quality in Arena 1 will be very evident to user groups, players and spectators as soon as the facility reopens; significant positive public comment can be expected.

ALTERNATIVE MOTION(S):

REQUEST FOR COUNCIL DECISION



1. THAT Council directs Administration to contract with Seal Team for the supply and installation of sound panels in Arena 1, at a total value of \$93,391 and with Parkland Audio for the supply and installation of upgraded speakers in Arena 1, at a value of \$51,112; OR
2. THAT Council directs Administration otherwise in the matter of the acoustic treatment and sound system upgrade in Arena 1; OR
3. THAT Council accepts this report as information.

ATTACHMENTS:

N/A

REQUEST FOR COUNCIL DECISION



SUBJECT: Committee Appointment for Citizen-at-Large
PREPARED BY: Ross Pettibone, Legislative Coordinator/Executive Support
PRESENTED BY: Matthew Goudy, Chief Administrative Officer
DATE: April 14, 2020

FILE: 11/117/2020

PURPOSE:

To bring to Council for consideration a new term appointment for a Citizen-at-Large on the Lacombe Arts Endowment Committee.

RECOMMENDED MOTION(S):

1. THAT Council approve the appointment of Janine Borger to the Arts Endowment Committee with a term ending April 14, 2023.

RELATED PRIOR MOTION(S):

1. (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 presented to City Council for ratification.

ANALYSIS:

Council is asked to appoint one new applicant for a three-year term. The same applicant was first appointed January 2017 and expired December 31, 2019.

The Lacombe Arts Endowment Committee Terms of Reference states:

- The committee will be composed of four (4) members serving rotating terms of three years.

The new draft Art Development Policy (also to be approved by Council) states:

REQUEST FOR COUNCIL DECISION



- Arts Endowment Committee representatives may be appointed for an additional three-year term as a Citizen at Large

This is consistent with that of the Art Collection Committee (members sit for a three-year term with option to be reappointed for one additional three-year term), as outlined in the Public Art Collection Policy

Advertising continues for unfilled 2020 vacancies on the Affordable Housing Strategy Steering Committee, the Municipal Planning Commission, Art Committees, and Lacombe Library Board.

Arts Endowment Committee (*Rotating terms of 3 years*)

- Council: Jonathan Jacobson, 2018, - At Pleasure
- Citizen at Large: Teresa Johnson, Jan 1/20 – Dec 31/22
- Citizen at Large: **Vacant**, Apr 14/20 – Apr 14/23
- Citizen at Large: Vacant
- Citizen at Large: Jan Holoboff, Jan 1/18 – Dec 31/20

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 appointment of Janine Borger to the Arts Endowment Committee with a term ending April 14, 2023.
2. THAT Council not ratify the appointment and direct administration how they wish to proceed

ATTACHMENTS:

Board Appointment for Citizen-at-Large

REQUEST FOR COUNCIL DECISION



Application (Available in Camera)

Citizen-at-Large Board/Committee/Commission Appointments

Arts Endowment Committee

Appoint Janine Borger for a term ending April 14, 2023