

1. Agenda

Documents:

[AGENDA - MAY 11, 2020.PDF](#)

2. Executive Summary

Documents:

[AGENDA - MAY 11, 2020_ES.PDF](#)

AGENDA



REGULAR MEETING AGENDA

Council of the City of Lacombe
 Monday, May 11 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 Lacombe Regional Tourism (Chair Kuchle, Executive Director Hand)	<i>Merry Kuchle Angelique Hand</i>
	4. PUBLIC HEARINGS	
5:30	4.1 Bylaw 405.1 & 400.30 MDP/LUB (Former Chamber Lands)	<i>Craig Teal</i>
	4.2 Removal of Reserve Designation from part of Lot P (Former Chamber Lands)	<i>Craig Teal</i>
	4.3 Bylaw 481 Road Closure (Former Chamber Lands)	<i>Craig Teal</i>
	5. REQUESTS FOR DECISION	
	5.1 Bylaw 405.1 & 400.30 (MDP/LUB Amendments)	<i>Craig Teal</i>
	5.2 Bylaw 481 Road closure (Former Chamber Lands)	<i>Craig Teal</i>
	5.3 Policy Clean Up Project	<i>Dir Piche</i>
	5.4 Solid Waste Review – Presentation Options	<i>Dir Thompson</i>
	5.5 Terms of Reference – Social Resiliency Task Team	<i>Dir Juch</i>
	5.6 2020 Operating Budget Adjustments	<i>Sr Mgr Reyes</i>
	5.7 Bylaw 479 - 2020 Tax Rate Bylaw	<i>Sr Mgr Reyes</i>
	5.8 Spending Motion – Public Works <i>(In light of the current pandemic, and possible changes to provincial funding, halt further spending on the Public Works Building until quarter 3, 2020, with the expectation that the future financial position of the City will be more certain at that time.).</i>	<i>Clr. Ross</i>
	6. INFORMATION	
	6.1 Administrative Reports	
	6.1.a Chief Administrative Officer Report	<i>CAO</i>

6.1.b Shovel Ready Projects-Information Brochure	CAO
6.2 Council Mailbox	
6.2.a Gov AB Ministerial Order: FCSS, April 14	
6.2.b Gov AB Letter: FCSS, April 27	
6.2.c Gov AB Memo: Seniors & Housing, April 24	
6.2.d Letter from AUMA/Morishita: Physician funding, April 29	
6.2.e Gov AB Memo: Seniors & Housing, May 1	
6.3 Commission, Board, Committee Reports and Minutes	
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 April 27, 2020 Regular Council Meeting Minutes	
8. NOTICES OF MOTION	
8.1 N/A	
9. IN CAMERA	
9.1 Legal (FOIP S. 24)	<i>Dir Thompson</i>
9.2 Monthly Update (FOIP S. 16)	<i>CAO Goudy</i>
10. ADJOURNMENT	

Next Meetings:

- Monday, May 25, 2020
 - Regular Council Meeting: 5:00 p.m., Council Chambers
- Monday, June 1, 2020
 - Council Committee Meeting: 5:00 p.m., Council Chambers
- Monday, June 8, 2020
 - Regular Council Meeting: 5:00 p.m., Council Chambers



2021-22 STRATEGIC PLAN

Lacombe Regional Tourism Goals

- To create top of the mind awareness of Lacombe and area to potential visitors
- To facilitate cooperative marketing opportunities between municipal, chamber and business entities
- To improve awareness of the impact and purpose of image marketing
- To promote and support the further development of all areas of Tourism including agritourism, ecotourism, rural tourism, culinary tourism, arts and culture, heritage and recreation.



Current Focus of Lacombe Regional Tourism

Front Line Service at Flatiron Building

- 5 days per week September thru June and 7 days per week July and August. 268 fully serviced days totalling 1876 staff hours
- Saw 1604 visitors in 2018-19 season

Marketing & Event Planning

-Website Maintenance for the over 90,000 digital visitors per year, includes: updating, site building, event promotion, blogs, features and more.

-Promotion of area events and businesses via Social Media including Facebook, Twitter and Instagram all including new dynamic, visual features.

-Assistance with area events including Light Up the Night, Lacombe Days, plus full coordination of the Lacombe Culture and Harvest Festival and Canada Day festivities. This includes coordination, website, social media, grant procurement and more.



Recent Recognition of Lacombe Regional Tourism

- #10 for best Culture Day Festival in Canada for community under 50,000 population in 2018, tied for **#3 in 2019!**
- Second Place Winner for Canada's Most Rider Friendly Community 2019
- Nominated in 2019 for Non Profit of the Year for the City of Lacombe.

Communities with the most Culture Days events registered in 2019

Rural & Small Towns

1. Flin Flon, MB (83)
2. Brockville, ON (45)
3. Kingsville, ON (42)
3. Lacombe, AB (42)
5. Mission, BC (40)
6. Orillia, ON (35)
7. Lyndhurst, ON (34)
8. Stratford, ON (32)
9. Huntsville, ON (31)
10. Port Perry, ON (26)

Mid-Size Cities

1. Oakville, ON (88)
1. Richmond, BC (88)
3. Milton, ON (83)
4. Kelowna, BC (82)
5. Halton Hills, ON (65)
6. Burlington, ON (59)
7. Waterloo, ON (55)
8. North Vancouver, BC (54)
9. Cambridge, ON (48)
10. St. Catharines, ON (44)

Urban Centres

1. Winnipeg, MB (161)
2. Vancouver, BC (99)
3. Brampton, ON (89)
3. Calgary, AB (85)
5. Toronto, ON (81)

Overall

- | | | | |
|---|-----------|----|-----------|
| 1 | Winnipeg | 2 | Vancouver |
| 3 | Brampton | 4 | Oakville |
| 5 | Richmond | 6 | Calgary |
| 7 | Flin Flon | 8 | Milton |
| 9 | Kelowna | 10 | Toronto |



Forward Thinking Questions

- Who are we trying to attract to Lacombe region?
- Where are they?
- How do we reach them?
- What does the Lacombe Region have to offer them?
- Are we currently reaching those people?



What if We Hit the Road and Took Lacombe to Them?



LACOMBE REGIONAL TOURISM
STRATEGIC PLAN PRESENTATION

Mobile Lacombe Tourism Van

Go where the future tourists are!

- Community events in surrounding areas
- Calgary, Edmonton, suburbs and outlying communities
- Support additional communities in Lacombe County outside of Lacombe proper
- Visibly be seen (Brand recognition, driving billboard) throughout the region and province

Promote Lacombe regions strengths

- Family friendly
- Budget Conscious
- Close to home
- Diverse Attractions
- Something for everyone!



How Do We Pivot?

- Let go of the high cost Flatiron lease
- Procure lower cost office space
- Purchase Lacombe Tourism Mobile Unit
- Draft a plan for events to target for Summer 2021
- Move hours spent face to face at Flatiron to flexible hours spent engaging future tourists outside Lacombe region
- Continue to support local/regional events, festivals, website and social media



The Goal

In addition to our current programs, services and online marketing we wish to increase “face to face” contact and promote the Lacombe region to those who hadn’t currently seen Lacombe as a destination, instead of those already here.

Growth Potential

- New visitors to the Lacombe region
- Broader outreach and value to businesses County wide for all municipalities
- Better support & promotion of all Lacombe County attractions and events
- Further improve our position as a tourism leader in Alberta which will help attract new businesses to the area
- Increase in Lacombe Regional Tourism Partnership marketing opportunities
- Create cross promotion opportunities with visiting communities via blogging and post sharing
- Visibly be seen (Brand recognition, driving billboard) throughout the region and province
- Create a program for regional businesses to become brand ambassadors for local tourism

Mobile Van Budget Estimate

Purchase & Setup

New Cargo Van	\$45,000
Graphic Wrap	\$2000
Awning	\$2500
Monitor	\$500
Generator	\$500
Screenfluence	\$149
Total	\$50,649
*Used unit could save \$15-20,000	

**Cost: \$45,000.00,
Resale: \$10,000.00
Life: 7 years.**

**Annual reserve for
replacement unit**

**2021-\$2500
2022-\$5416
2023-\$5416
2024-\$5416
2025-\$5416
2026-\$5416
2027-\$5416**

Annual Operating Costs

Insurance/Plates	\$850
Fuel	\$2500
Maintenance	\$500
Screenfluence	\$360
Cell Phone	\$1200
Market/Event fees	\$500
Total	\$5910

$$\mathbf{\$50,649 + \$35,000 + \$42,000 (\$6000 \times 7\text{yrs}) = \$127,649}$$

Flatiron Lease Change Dollars

Current Lease

- ~\$30,000/yr approx. includes utilities (excluding phone and internet). 7yrs \$210,000
- Requires a 5 month payment penalty to break lease (~\$12k)approx.

2021- \$22,000 (+\$8,000)
Jan-\$10,000 penalty + \$1000 rent=
\$11,000
Feb-Dec \$1000 x 11 months rent=
\$11,000

2022- \$12,000 (+\$18,000)
Jan-Dec \$1000 x 12 months=\$12,000

2023- \$12,000 (+\$18,000)

2024- \$12,000 (+\$18,000)

2025- \$12,000 (+\$18,000)

2026- \$12,000 (+\$18,000)

2027- \$12,000 (+\$18,000) Net Savings **\$116,000**

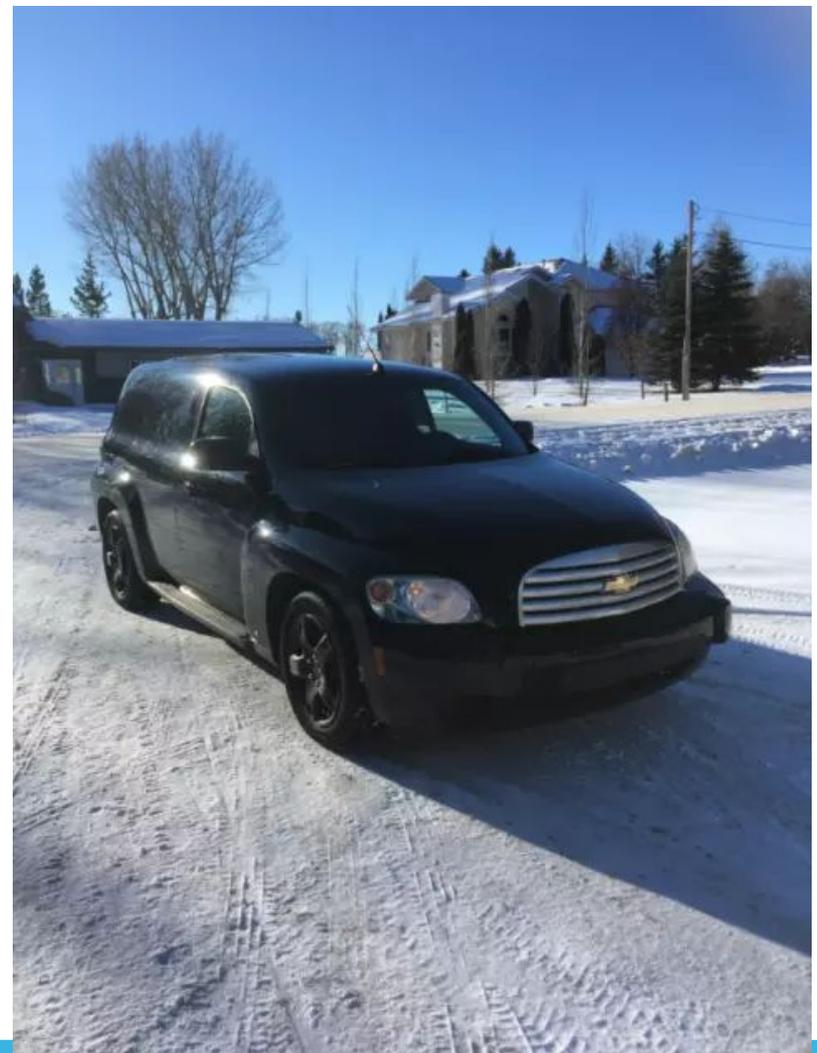
Future Lease & Storage

- Looking for non-public facing space
- Estimating \$1000/month (\$12,000/yr)
- Saving \$18,000/yr

Current Market Examples of Used Vehicle Options



\$24,300
40,000kms
2016 Ford Transit
Cargo Van



\$5900.00
86,000kms
2009 GMC HHR
Cargo Van

Timeline

- Nov 1 - Give 30 day notice to vacate Flatiron Building
- Nov 30 - Move into new, lower cost office space (may be temporary until long-term site is determined)
- Jan 2021 - Purchase and prepare mobile tourism van to be wrapped and customized in time for summer 2021 roll out



Our Budget Ask for 2021

- Historically the Flatiron lease and utilities were handled separately from operational funding.
- If Tourism moves, how does the City and County of Lacombe see handling these expenditures going forward?
- These decisions will determine our updated budget ask for 2021

Examples of Other Mobile Units



LACOMBE REGIONAL TOURISM STRATEGIC PLAN PRESENTATION

2020 BUDGET

Lacombe Regional Tourism 2020 Draft Budget

	2019 Budget 01/01/2019 to 31/12/2019	2020 Budget 01/01/2020 to 31/12/2020	change
REVENUE			
Grants Income			
Canada Day Grants and Sponsorships	9,000.00	9,000.00	-
Culture & Harvest Festival Grants	7,500.00	7,500.00	-
Culture & Harvest Festival Sponsorships	9,000.00	10,000.00	1,000.00
Light Up the Night Grant	7,500.00	7,500.00	-
Summer Student Staffing Grants (1 Student)	3,700.00	3,700.00	-
Total Grant Income	36,700.00	37,700.00	1,000.00
Income Other			
Publication Revenue	10,000.00	12,000.00	2,000.00
City of Lacombe	50,960.00	50,960.00	-
Lacombe County	44,756.00	44,756.00	-
Memberships	12,000.00	12,000.00	-
Total income	117,716.00	119,716.00	2,000.00
TOTAL REVENUE	154,416.00	157,416.00	3,000.00
EXPENSE			
Promotion			
Visitor Innovation Fund	-	0.00	-
Trade Shows	100.00	100.00	-
Advertising & Promotions	500.00	1,500.00	1,000.00
Website Maintenance	1,500.00	1,500.00	-
Visitor Guide Publication	12,000.00	12,000.00	-
Business Partnership Fund			
Promotion Total	14,100.00	15,100.00	1,000.00
Tourism Development			

Central AB Tourism Alliance	5,000.00	5,000.00	-
Tourism Development Total	5,000.00	5,000.00	-
Events Production			
Harvest Festival	16,500.00	17,500.00	1,000.00
Canada Day	9,000.00	9,000.00	-
Light Up the Night	7,500.00	7,500.00	-
Events Other	500.00	500.00	-
Event Production Total	33,500.00	34,500.00	1,000.00
Administration			
Postage	63.00	63.00	-
Insurance	600.00	600.00	-
Wages	90,910.00	92,500.00	1,590.00
Accounting & Legal	1,500.00	1,800.00	300.00
Memberships	515.00	515.00	-
Phone-Internet	1,500.00	1,500.00	-
Equipment	1,500.00	250.00	1,250.00
Office Supplies	1,000.00	660.00	340.00
Mileage General	428.00	1,028.00	600.00
Professional Development	3,500.00	3,200.00	300.00
Bank charges and interest	100.00	500.00	400.00
Recognition			
Total Admin Expenses	101,816.00	102,816.00	1,000.00
TOTAL EXPENSE	154,416.00	157,416.00	3,000.00
NET INCOME		0.00	-

Board of Directors-Lacombe Regional Tourism

Current Executive Director Angelique Hand

Name	Position	Date of Appointment	Date of Cessation
Merry Kuchle	President	2020/01/08	2023/05/01
Rieley Kay	Vice President	2017/05/30	2023/05/01
Julia Boser	Secretary/ Treasurer	2018/05/02	2021/05/12
Monica Bartman	Director	2016/05/18	2021/05/08
Chris Ross	Director	2017/05/30	2020/05/13
Paula Law	Director	2015/05/26	2020/05/13
Melissa Blunden	Director	2018/11/01	2021/05/12
Jacque Corkery	Director	2017/05/30	2020/05/13

THANK YOU



LACOMBE REGIONAL TOURISM



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: **May 11th, 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 second reading to Bylaw 405.1.
2. THAT Council give third reading to Bylaw 405.1.

3. THAT Council give second reading to Bylaw 400.30.
4. THAT Council give third reading to Bylaw 400.30.

5. THAT Council authorize Administration to notify the Registrar of Land Titles of the decision to remove the municipal reserve designation from all that portion of Lot P (Reserve), Block 50, Plan 3583NY which lies within Plan _____.

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.
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.



REQUEST FOR COUNCIL DECISION

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. Use of the north part of Lot P requires approval to remove the reserve designation from that part of Lot P.

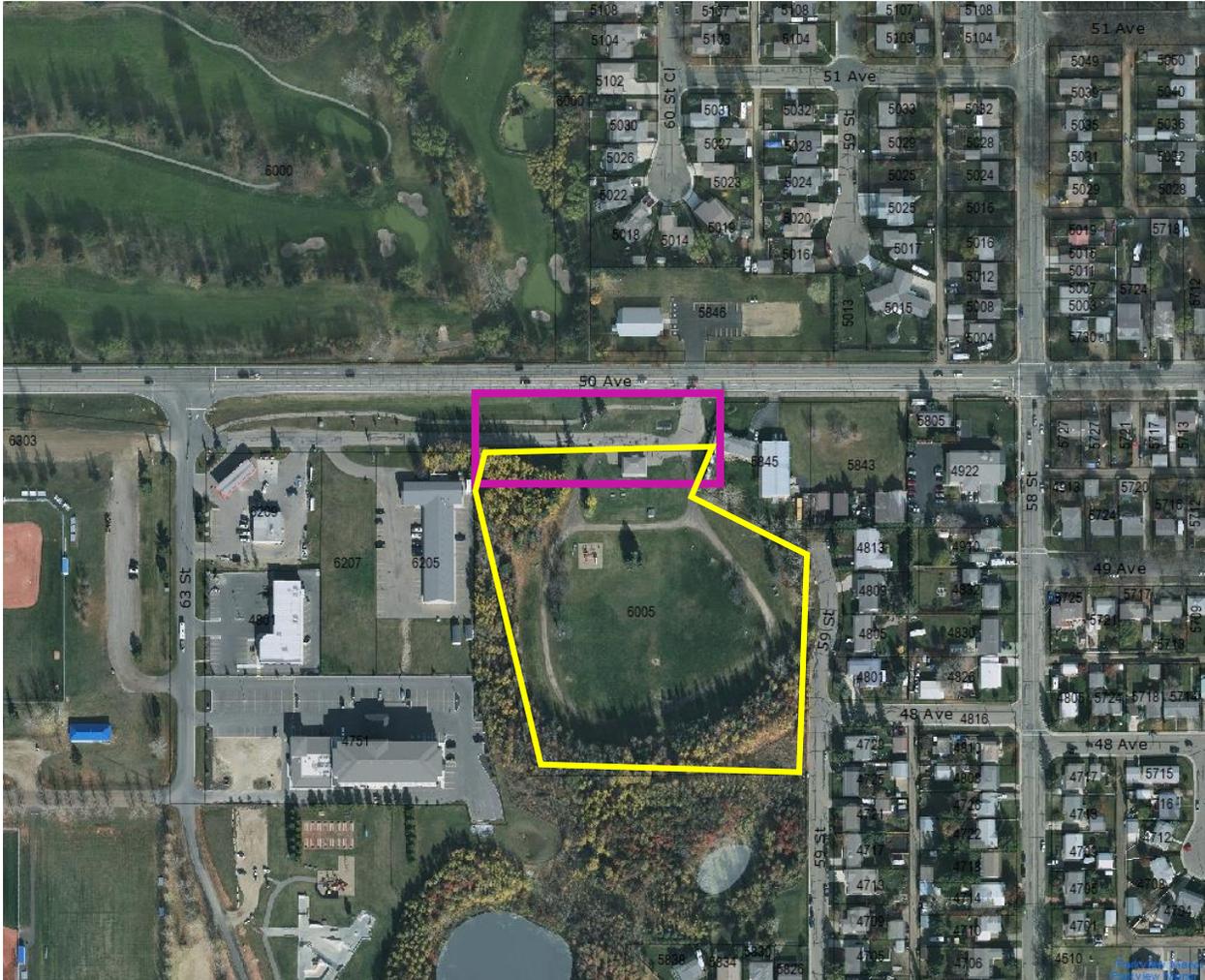
ANALYSIS:

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.

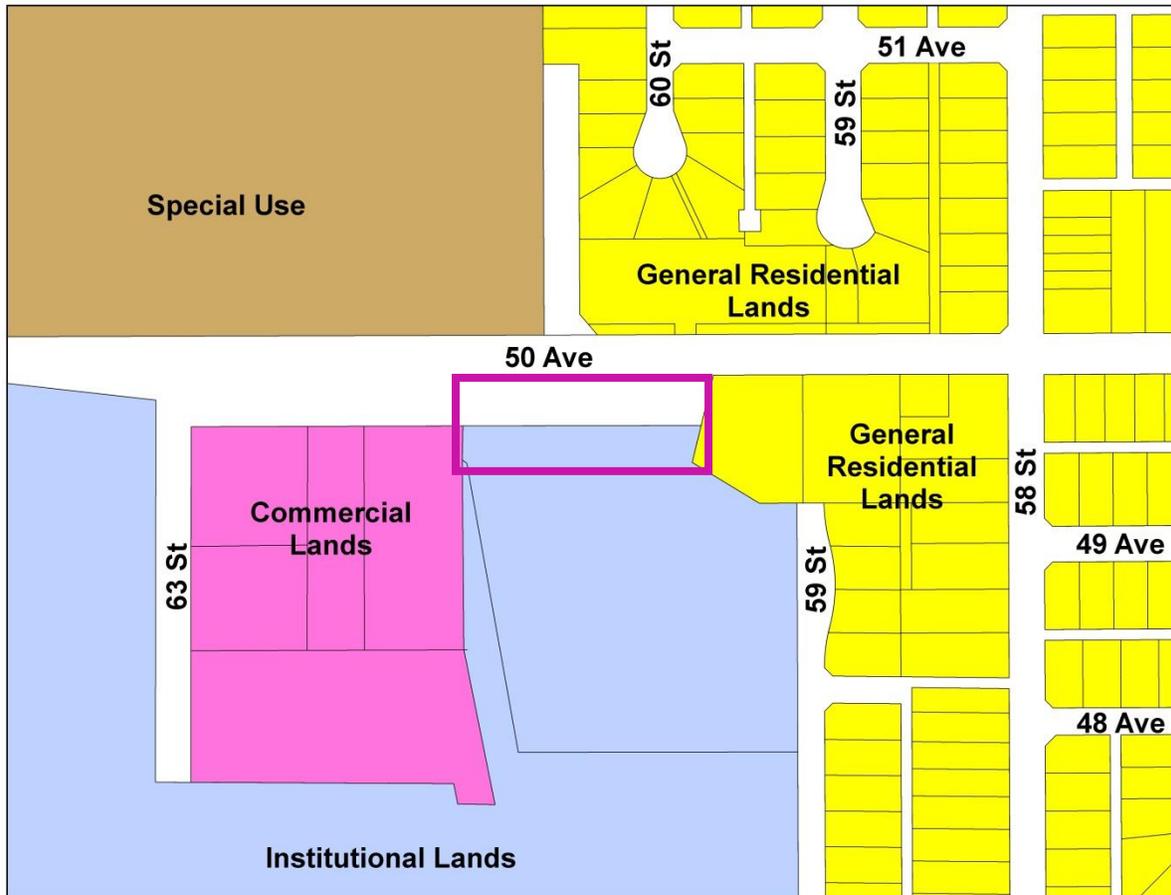
Lot P is outlined in yellow on the air photo below. The portion of Lot P and the portion of service road that is the subject of 405.1 and 400.30 is highlighted in pink with an area of 0.8 hectares (1.98 acres).

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 "reserve" designation will be removed the Part of Lot P to be used to create the commercial lands.

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) were sent written notification of the proposed bylaws and the public hearing date and time. Broad public notice of the proposed amendments and public hearing was provided in the form of advertisement in the Lacombe Express and information posted on the City's website. Finally, the site was posted to meet the requirements related to the proposed removal of reserve designation.

As of the writing of this RFD, Administration has received two inquiries relating to the overall changes proposed for the area. Both inquiries were specific to the changes in vehicle movement patterns and access to Lot P if the proposed service road closure, change in access at 50 Avenue and subdivision proceed.

To assist with these inquiries, additional information was passed along that describes the expected future vehicle movements and access routes. This material is included as an attachment to this RFD.

ALTERNATIVE MOTION(S):

1. THAT Council amend Bylaw 405.1 and then give second and third reading as amended.
 - 1B. THAT Council refuse second reading of Bylaw 405.1.
 - 1C. THAT Council refuse third reading of Bylaw 405.1.

2. THAT Council amend Bylaw 400.30 and then give second and third reading as amended.
 - 2B. THAT Council refuse second reading of Bylaw 400.30.
 - 2C. THAT Council refuse third reading of Bylaw 400.30.

3. THAT Council table Bylaw 405.1 and Bylaw 400.30 and request further information.

4. THAT Council refuse to remove the reserve designation from part of Lot P.

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 April 30, 2010 and May 7, 2020 in accordance with section 606 of the Municipal Government Act, and

WHEREAS, notification letters have been mailed to adjacent landowners on April 15, 2020;

WHEREAS, a Public Hearing was held on May 11, 2020 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 14th day of April, 2020.

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 April 30, 2020 and May 7, 2020 in accordance with section 606 of the Municipal Government Act, and

WHEREAS, notification letters have been mailed to adjacent landowners on April 15, 2020;

WHEREAS, a Public Hearing was held on May 11, 2020 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 14th day of April, 2020.

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.

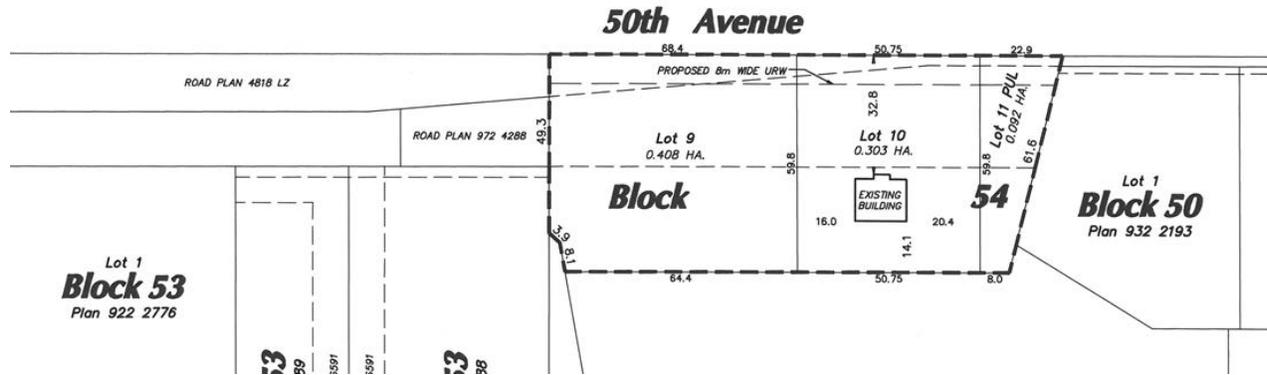


**City of Lacombe Bylaw 400.30
Attachment B – Proposed Land Use Assignments**

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



5. The red two headed arrow shows the access route connecting 50 Avenue to the remaining park area to the south of the two commercial parcels. It is Lot 11 PUL on the subdivision sketch. Eastbound traffic on 50 Avenue will be able to enter at the right-in/right-out and westbound traffic will have to use the traffic signals at 63 Street and then travel east along the service road and mutual access easement to reach the park area at this location.



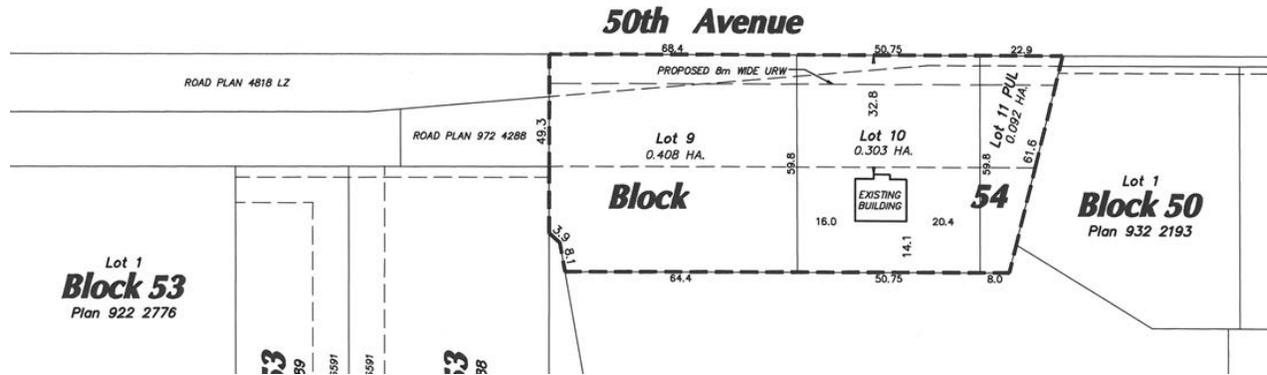
City of Lacombe – Changes to Vehicle Access related to Proposed Service Road Closure and Subdivision



Meaning of Mark-Ups/Symbols on Air Photo:

1. The yellow triangle shows the location of the current access to 50 Avenue at the east end of the service road. This access is proposed to change to a right-in/right-out access. Vehicles travelling eastbound on 50 Avenue will be able to enter and will exit going eastbound on 50 Avenue.
2. The red rectangle shows the location of the traffic signals at 50 Avenue and 63 Street. These will not be changed and all direction access to existing businesses and the west portion of the service road will remain.
3. The green diamond shows the location of a turn-around bulb that may be built at the end of the portion of service road that is not being closed. If built, this will be a City standard road and allow vehicles that wish to turn around and head west to do so.
4. The orange two headed arrow shows the approximate location where a mutual access and parking easement will be provided. This will allow for the flow of traffic to each of the commercial parcels proposed in the subdivision and between the turnaround bulb/west portion of service road and the right-in/right-out in the east. The future development plan for each commercial parcel will have to provide for the mutual access and onsite parking. It is expected that onsite parking will be placed in the north part of the parcels (same general location as the orange two headed arrow on the air photo and across the north of Lot 9 and Lot 10 shown on the subdivision sketch below).

5. The red two headed arrow shows the access route connecting 50 Avenue to the remaining park area to the south of the two commercial parcels. It is Lot 11 PUL on the subdivision sketch. Eastbound traffic on 50 Avenue will be able to enter at the right-in/right-out and westbound traffic will have to use the traffic signals at 63 Street and then travel east along the service road and mutual access easement to reach the park area at this location.





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: May 11th, 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 second reading to Bylaw 481.
2. THAT Council give third reading to Bylaw 481.

RELATED PRIOR 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.

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.

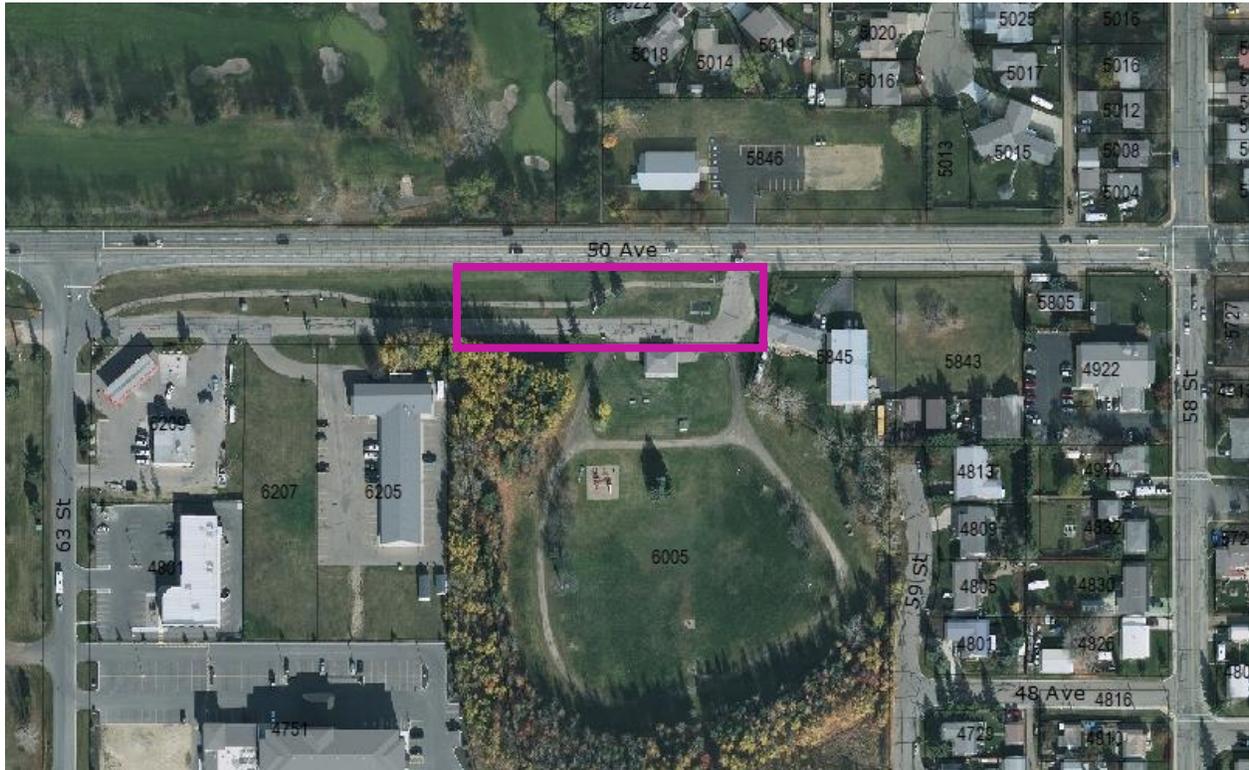
The existing service road would remain active to provide all-turns access to the parcels via the 63rd Street intersection while the 50th Avenue access will be converted to a right-in, right-out access. Vehicle traffic between that point and the current access to 50th Avenue on the east end of the road 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

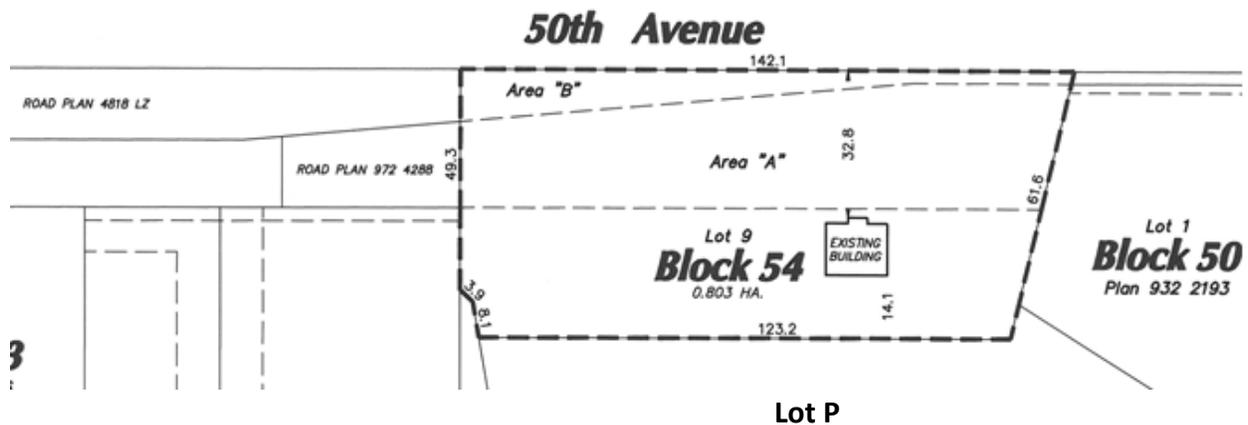


ANALYSIS:

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) were sent written notification of the proposed bylaws and the public hearing date and time. Broad public notice of the proposed amendments and public hearing was provided in the form of advertisement in the Lacombe Express and information posted on the City's website.

As of the writing of this RFD, Administration has received two inquiries relating to the overall changes proposed for the area. Both inquiries were specific to the changes in vehicle movement patterns and access to Lot P if the proposed service road closure, change in access at 50 Avenue and subdivision proceed.

To assist with these inquiries, additional information was passed along that describes the expected future vehicle movements and access routes. This material is included as an attachment to this RFD.

Private utility service operators were contacted for their comments regarding any facilities that may be located within the area of road proposed for closure. No objections were received. Facilities that may need to be relocated into the 8m wide utility right of way, that is proposed to be along the north boundary of the commercial parcels, will be addressed at the same time that the City relocates the water line and trail.

ALTERNATIVE MOTION(S):

1. THAT Council amends Bylaw 481 and then gives second and third reading as amended
- 1B. THAT Council refuses second reading of Bylaw 481.
- 1C. THAT Council refuses third reading of Bylaw 481.

ATTACHMENTS:

Bylaw 481

Attachment – Changes to Vehicle Access related to Service Road Closure and Subdivision

**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 April 30, 2020 and May 7, 2020 in accordance with section 606 of the *Municipal Government Act*, and

WHEREAS, a Public Hearing was held on May 11, 2020, 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 14th day of April, 2020.

GIVEN SECOND READING THIS _____ day of _____, 20__

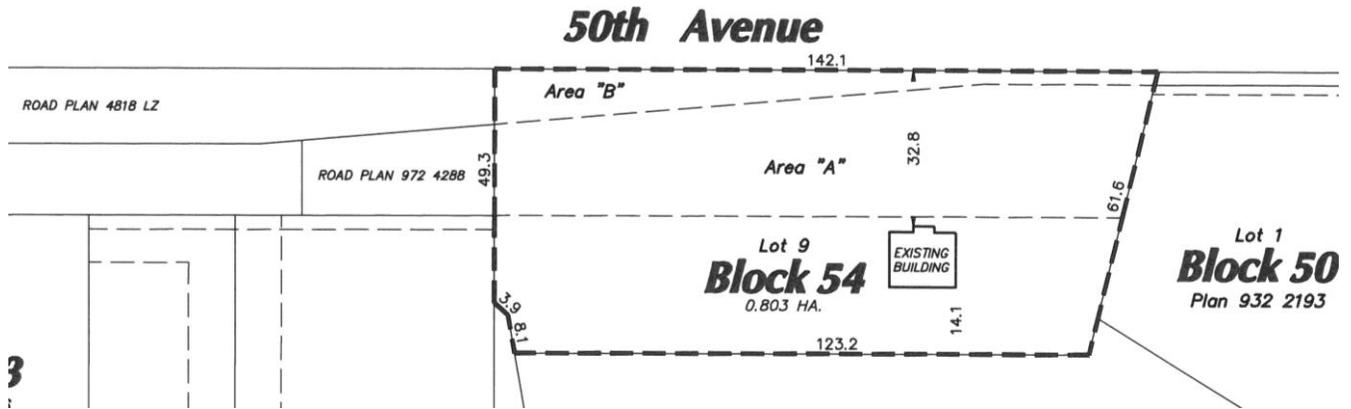
GIVEN THIRD AND FINAL READING THIS _____ day of _____, 20__

Mayor

Chief Administrative Officer

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

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



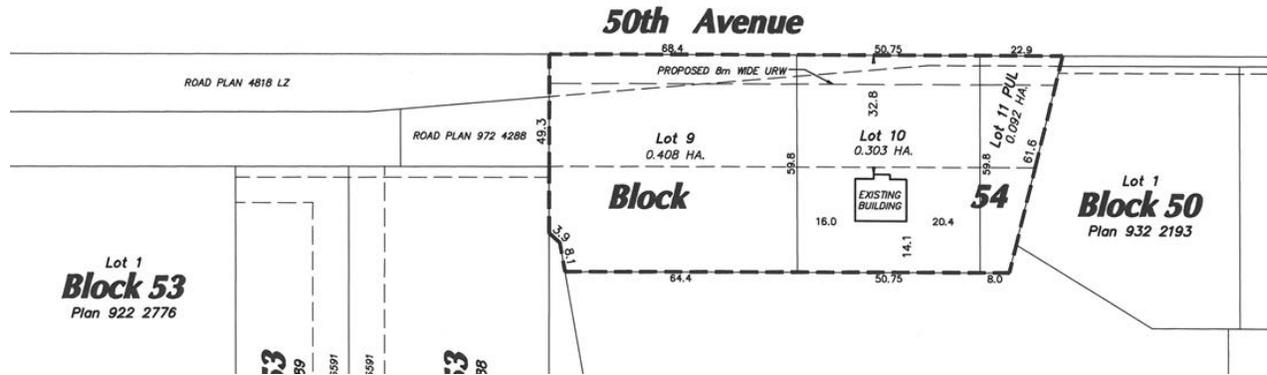
City of Lacombe – Changes to Vehicle Access related to Proposed Service Road Closure and Subdivision



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REQUEST FOR COUNCIL DECISION



SUBJECT: Council Policy Data Integrity
PREPARED BY: Tabatha Robbins-Deutsch, Records Management/FOIP Coordinator
PRESENTED BY: Diane Piché, Director of Corporate Services
DATE: May 11, 2020

FILE: 11/005

PURPOSE:

This report is presented to Council regarding Council policies that have been identified as inoperative, obsolete, expired, spent, superseded, or otherwise ineffective and to seek Council's approval to rescind said policies.

RECOMMENDED MOTION(S):

1. THAT Council rescind all policies identified as inoperative, obsolete, expired, spent, superseded, or otherwise ineffective, in the attached listing.

RELATED PRIOR MOTION(S):

1. August 27, 2012, Motion #12-275; THAT Council approves the Repealed Policy Registry for Departments 11, 12 and 13, as presented.
2. September 24, 2012, Motion # 12-320; THAT Council approve the Repealed Policy Registry for Departments 31 and 32 as presented.

EXECUTIVE SUMMARY:

A data integrity project for governance documents, ongoing since 2016, is now ready for Council to review the first set of policies identified as inoperative, obsolete, expired, spent, superseded, or otherwise ineffective, and determine if they are to be rescinded.

ANALYSIS:

Background:

In 2016, a document management data integrity project to organize and index all City's bylaws, policies and administrative directives was identified as a priority by Corporate Services. The Record Management Coordinator began planning and organizing the project. In doing so, it was found that many of the City's governing documents were inoperative, obsolete, or expired and some were not repealed or rescinded when a new or amended governing document were passed. A database was created for indexing and tracking such governing documents.

REQUEST FOR COUNCIL DECISION



In 2019, the Bylaw portion of the data integrity project was completed. Council approved several bylaws that repealed hundreds of bylaws identified as inoperative, obsolete, or expired. This allowed for the focus of the data integrity project to shift to Council Policies.

The database indexing policies includes over 1,000 that have been identified as inoperative, obsolete, expired, spent, superseded, or otherwise ineffective and need to be rescinded. In the past, numerous council resolutions were registered as policies in Lacombe's Policy and Procedure Manual, however they do not provide a full policy statement answering all the questions of "who, what, where, when, why, how much," etc. that are the basis for establish the actions the municipality will or will not take. Examples include the approval of which members of Council will attend a conference for a particular year, or a copy of a passed bylaw.

Rescinding a policy is completed via a resolution of Council. Administration presents, for Council's consideration, the first set of multiple policies to be rescinded, the [list of which can be viewed here](#). Each policy proposed to be rescinded have been reviewed by Administration.

Other Implications:

There are no financial implications and the completion of this data integrity project does not impact service levels and is able to be completed with existing staff as part of their regular duties.

Legislative Authority:

As per the MGA section 180(1), *A council may act only by resolution or bylaw;* and section 180(1)(2) states that *"A resolution of a council committee is not valid unless passed at a meeting of that committee held in public at which there is a quorum present."*

As per the MGA section 153(b), *Councillors have the following duties: to participate generally in developing and evaluating the policies and programs of the municipality;* and MGA section 201(1)(a) states *A council is responsible for developing and evaluating the policies and programs of the municipality.*

Additionally, MGA section 638.2 requires a municipality to compile and keep updated, published on the municipality's website, a list of policies regulating to Part 17 Planning and Development.

REQUEST FOR COUNCIL DECISION



STRATEGIC PLAN ALIGNMENT:

This data integrity project speaks **favorably** to Council Strategic Goals 4.1.1 Open and Accessible Government where Council documents are user friendly, updated and accessible.

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

Non-applicable

ALTERNATIVE MOTION(S):

1. THAT Council rescind all policies identified as inoperative, obsolete, expired, spent, superseded, or otherwise ineffective in the attached listing.
2. THAT Council direct Administration to make changes to the listing of policies to rescind.
3. THAT Council receive this report as information only.

ATTACHMENTS:

List of Policies to be Rescinded

Policies for Council Review

Name	Title	Policy Year
00.051.01(91PO).pdf	FCM and AUMA Conferences	1991
00.051.06(90PO).pdf	AUMA Convention Attendance	1990
00.051.15(91PO).pdf	Policing Cost Issue	1991
00.058.01(86PO).pdf	FCM Membership	1986
00.058.01(93PO).pdf	F.C.M. Canada Post Postal Program Agreement	1993
11.045(93PO).pdf	Provincial Tax Reform Commission Councils Submission at Public Hearings	1993
11.051.01(93PO).pdf	1993 AUMA Convention	1993
11.115(92PO).pdf	Ethical guidelines of conduct for members of council	1992
11.115.02(90PO).pdf	Recession Free Community	1990
11.115.03(89PO).pdf	Pool Plebiscite Support Policy	1989
11.115.04(89PO).pdf	AUMA Recommends Establishment Municipal Safety Association	1989
11.116.01(89PO).pdf	Business Support of Pool Fund	1989
11.117.01(93PO).pdf	Appointments of Deputy Mayor	1993
11.117.02(87BL).pdf	By-Law No.85	1987
11.117.02(89PO).pdf	Appointment to Recreation Board	1989
11.117.02(92PO).pdf	Appointment of Volunteer Board Members	1992
11.117.03(91PO).pdf	1991 Boards and Commissions Appointments	1991
11.117.03(92PO).pdf	Court of Revision Appointments	1992
11.117.03(93PO).pdf	Environmental Overlay Policy	1993
11.117.03(93PO)1.pdf	Environmental Overlay Policy Steering Committee	1993
11.117.04(91PO).pdf	Recreation Board Appointment	1991
11.117.04(92PO).pdf	Ass't TM Selection Committee	1992
11.117.04(93PO).pdf	Environmental Overlay Policy Steering Committee - Appointments	1993
11.117.05(90PO).pdf	Joint General Municipal Plan	1990
11.117.05(92PO).pdf	Returning Officer - Appointment	1992
11.117.05(93PO).pdf	Vacancy -Mayor's Position By-Election	1993
11.117.06(90PO).pdf	Appointments to Infrastructure Study Steering Committee	1990
11.117.06(91PO).pdf	AUMA Convention Ad Hoc Committee	1991
11.117.06(92PO).pdf	Lacombe Foundation Rep.	1992
11.117.06(93PO).pdf	FCSS - Lacombe Committee Appointment	1993
11.117.07(90PO).pdf	Appointment of Council Reps. To Board and Commissions	1990
11.117.07(92PO).pdf	Dev. Appeal Board Appointment	1992
11.117.07(93PO).pdf	Vacancy - Mayor's Position Appointment of Acting Mayor	1993
11.117.08(92PO).pdf	Library Board Appointment	1992
11.117.08(93PO).pdf	Appointment of Returning Officer By-Election	1993
11.117.09(89PO).pdf	Advanced Poll-Municipal Election	1989
11.117.09(91PO).pdf	FCSS Appointment	1991
11.117.09(92PO).pdf	Development Appeal Board Appointment	1992
11.117.10(91PO).pdf	Appointment - Tourist Action Committee	1991

Policies for Council Review

Name	Title	Policy Year
11.117.10(93PO).pdf	Recreation Board Appointment Urban Citizen Representative	1993
11.117.11(91PO).pdf	Appointments of Council Reps. To Boards and Commissions	1991
11.117.11(92PO).pdf	1992 Municipal Election	1992
11.117.11(93PO).pdf	Advance Vote for September 20. 1993 By-Election	1993
11.117.12(89PO).pdf	Appt. to Rec Board	1989
11.117.12(91PO).pdf	Review of Citizen Appointments	1991
11.117.12(92PO).pdf	Deputy Returning Officer -Salary	1992
11.117.12(93PO).pdf	Appointment of Council Representatives to Boards Committees & Commissions	1993
11.117.13(89PO).pdf	Change Advance Poll Date	1989
11.117.13(91PO).pdf	Lacombe Foundation Appointment	1991
11.117.13(92PO).pdf	Appointments to FCSS Lacombe Committee	1992
11.117.13(93PO).pdf	City of Red Deer Special Transportation Advisory Board - Appointment	1993
11.117.13.89PO.pdf	Deputy Mayor Appointments	1989
11.117.14(91PO).pdf	Highway 2A Tourism Initiative	1991
11.117.14(92PO).pdf	Appointment of Deputy Mayors	1992
11.117.14(93PO).pdf	Amendments to Deputy Mayor Appointments	1993
11.117.15(89PO).pdf	Representative to the Red Deer Health Unit	1989
11.117.15(91PO).pdf	FCSS Alternate Appointment	1991
11.117.15(92PO).pdf	Appointments to Boards & Commissions Council Representatives	1992
11.117.15(93PO).pdf	David Thompson Tourist Country Board of Directors Representative Appointment	1993
11.117.16(89PO).pdf	Citizen Appointments to Boards & Commissions	1989
11.117.16(92PO).pdf	Appointments of Student Representative to Recreation Board	1992
11.117.16(93PO).pdf	Student Representative Appointment Recreation, Parks & Culture Board	1993
11.117.17(89PO).pdf	Appointments to Wetlands Ad Hoc Committee	1989
11.117.17(93PO).pdf	Selection Process for Appointees to Boards & Commissions	1993
11.117.18 93PO.pdf	Mayor By-Election Expenses	1993
11.117.20 92PO.pdf	Volunteer Appointments	1992
11.118(92PO).pdf	Legislative Timetable	1992
11.118.01(90PO).pdf	Legislative Timetable	1990
11.118.01(93PO).pdf	Legislative Timetable September to Spring of '94	1993
11.119(88PO)(90PO).pdf	Council Procedure Policy (Consolidation)	1990
11.119(90PO).pdf	Business Transactions Procedure Policy Review	1990
11.119(92PO).pdf	Dates of Council Meetings	1992
11.119(93PO).pdf	Council Meeting Dates	1993
11.119(97PO).pdf	Council Meeting Procedure Policy Consolidation	1997
11.122.01(11PO).pdf	Council Remuneration Policy	2011
11.122.01(12PO).pdf	Council Remuneration Policy	2012

Name	Title	Policy Year
11.122.01(15PO).pdf	Council Remuneration Policy	2015
11.124(82PO).pdf	Group Life insurance for Elected Officials	1982
11.124(91PO).pdf	Leave of Absence for Councillor Sager	1991
11.131(91PO).pdf	Recording of Council Meetings	1991
11.134(90PO).pdf	1990 Annual Meeting	1990
11.141(90PO).pdf	1990 Municipal Involvement Day	1990
11.144(93PO) & 11.144.01(93PO).pdf	Volunteer & Staff Appreciation Night	1993
11.148(93PO).pdf	Lacombe Centenary Recognition	1993
11.152.01.2009.pdf	Town of Lacombe Complaints Policy	2009
11.154.02(88PO).pdf	Howse Pass Highway resolution to Support	1988
11.164(93PO).pdf	Community Development Workshop	1993
11.164.01(90PO).pdf	Energize 90 Conference Attendance	1990
11.164.01(92PO).pdf	Elected Officials Winter School	1992
11.164.01(93PO).pdf	Energize '93 Workshop	1993
11.164.02(90PO).pdf	1990 AUMA Regional Seminars	1990
11.164.02(92PO).pdf	Alberta Waste Minimization Congress	1992
11.164.03(90PO).pdf	Attendance at Alberta Planning Board 1990 Annual Planning Conference	1990
11.164.03(92PO).pdf	Energize Workshop Attendance	1992
11.164.04(90PO).pdf	Attendance at 1990 Alberta Library Conference	1990
11.164.05(90PO).pdf	Attendance at Canadian Ass'n of Police Boards Conference	1990
11.164.05(92PO).pdf	Hands On Environment Seminar	1992
11.164.06(90PO).pdf	1990 FCM Conference	1990
11.164.06(91).pdf	FCSS	1991
11.164.06(92PO).pdf	Elected Officials Symposium	1992
11.164.07(92PO).pdf	Vitalize 92 Conference	1992
11.164.08(89PO).pdf	AUMA Convention Attendance	1989
11.164.08(92PO).pdf	Beyond The Blue Box Seminar	1992
11.164.09(92PO).pdf	Municipal Government Seminar The Art of the Possible	1992
11.165(90PO).pdf	Council Retreat	1990
11.173.97(88PO).pdf	Municipal Statutes Review Committee	1988
11.181(89PO).pdf	Extradition of Charles Ng	1989
11.181(93PO).pdf	FCM - Federal Freeze on Grants-In-Lieu of Taxes	1993
11.181.01(93PO).pdf	FCM Call to Action Grants In-Lieu of Taxes	1993
11.182(89PO).pdf	Municipal Statues Review	1989
11.183.01(90PO).pdf	Municipal Statutes Review Committee Leg. Paper No. 2	1990
11.183.05(92PO).pdf	Municipal Statutes Review Issue	1992
11.184(90PO).pdf	Support For Degree Granting for Red Deer College	1990
11.187(91PO).pdf	AUMA Resolution	1991
11.187(93PO).pdf	Howse Pass Highway	1993
11.188(92PO).pdf	Property Assessment Act	1992
11.189(92PO).pdf	Provincial Electoral Boundaries Proposals	1992

Policies for Council Review

Name	Title	Policy Year
11.201.01(93BL).pdf	Attendance at FCM Conference	1993
11.201.02(89PO).pdf	Municipal Council Business Transactions Procedure	1989
11.201.02(92BL).pdf	Amendment to Council Procedure By-law By-law 40.4	1992
11.201.02(93PO).pdf	Council Remuneration - By-law 40	1993
11.201.03(89BL).pdf	Municipal Council Business Transactions Procedure Policy	1989
11.201.04(92BL).pdf	Amendment to Council Procedure By-law By-law 40.4	1992
11.202(93BL).pdf	By-law 186	1993
11.210.01(15PO).pdf	Ethical Conduct for Members of Council	2015
11.571(87PO).pdf	Donation - Outdoors Unlittered	1987
11.572(88PO).pdf	Donation - Outdoors Unlittered	1988
11.621.01(90PO).pdf	Relocation of Council Chambers	1990
11.912(85BL).pdf	Revised General Municipal Plan - Bylaw 63	1985
11.912(90BL).pdf	General Municipal Plan Amendments	1990
11.912(90PO).pdf	1990 GMP Amendments - Terms of Reference & Process Approach	1990
11.912(93BL).pdf	By-law 63.5 - General Municipal plan Amendments	1993
11.912.01(86BL).pdf	General Municipal Plan Amendment - Bylaw 63.1	1986
11.912.01(88BL).pdf	General Municipal Plan Amendments	1988
11.912.02(87BL).pdf	By-Law 63.2 Amendments to the General Municipal Plan	1987
11.912.03(90PO).pdf	GMP - Terms of Reference Adopted	1990
11.931(86PO).pdf	Central Alberta Mayors Meeting	1986
12.115.01 08.pdf	Distribution of Promotional Items	2008
12.115.01.95PO-Inspection Policy.pdf	Inspection Policy	1995
12.115.01.95PO-Investigation Policy.pdf	Investigation Policy	1995
12.115.01.95PO-Maintenance Program Policy.pdf	Maintenance Program Policy	1995
12.115.01.95PO-Personal Protective Equipment.pdf	Personal Protective Equipment	1995
12.115.01.95PO-Safety Training Policy.pdf	Safety Training Policy	1995
12.115.02(86BL).pdf	By-Law No. 71	1986
12.115.05(85PO).pdf	Use of logo by boy scouts	1985
12.115.06(85PO) - 1988 Version.pdf	Purchasing and Expenditure Policy and Procedure	1988
12.115.07(85PO).pdf	Bluebird Pins	1985
12.117(92PO).pdf	Clerk of the Court Appointment	1992
12.117(93PO).pdf	1993 Census Co-ordinator	1993
12.117.01(89PO).pdf	Appointment of Assessor	1989
12.117.01(91PO).pdf	Clerk of the Court Appointment	1991
12.117.01(92PO).pdf	Census Coordinator	1992

Policies for Council Review

Name	Title	Policy Year
12.117.01(93PO).pdf	Municipal Secretary Appointment	1993
12.117.02(91PO).pdf	Census Co-ordinator Appointment - P. Koberstein	1991
12.117.02(92PO).pdf	Assistant Town Manager Appoint.	1992
12.117.06(90PO).pdf	Assistant Municipal Secretary Appointment	1990
12.117.09(91PO).pdf	Assistant Town Manager Position	1990
12.122(93PO).pdf	Deputy Returning Officer Rate of Pay	1993
12.124(85PO)-Purchase of Staff Jackets.pdf	Purchase of Staff Jackets	1985
12.154.05(92PO).pdf	Permission to Canvas - Heart & Stroke Foundation of Alberta	1992
12.181(89PO).pdf	Amusement Arcades Business License-Reg. Enforcement	1989
12.201.01.2010.pdf	Access to information policy	2010
12.202(88BL).pdf	By-Law No.105	1988
12.203(88BL).pdf	By-Law No.106	1988
12.204(88BL).pdf	By-Law 32.1	1988
12.204(88BL)-Auth to Levy Penalties on Unpaid Taxes.pdf	Authorization to Levy Penalties	1988
12.205(88BL).pdf	1988 assessment for 1989 Adoption By-Law	1988
12.205(89BL).pdf	Authorization for Assessor to Use Current Year's Assessed Value	1988
12.211 (06)PO - Purchasing Policy.pdf	Purchasing Policy	2006
12.211 (93PO).pdf	Town of Lacombe Safety Policy	1993
12.211 2006 - Purchasing Policy.pdf	Purchasing Policy	2006
12.211(88PO).pdf	Court of Revision Appointments	1988
12.211(90IP).pdf	Procedure for processing and drafting of agreements/contracts	1990
12.211.01(02PO).pdf	Town of Lacombe Safety Policy	2002
12.211.02(02PO)-Inspection.pdf	Town of Lacombe inspection policy	2002
12.211.03(02PO)-Maintenance.pdf	Town of Lacombe maintenance policy	2002
12.211.04(02PO)-Investigation.pdf	Town of Lacombe investigation policy	2002
12.211.05(02PO)-Safety Training.pdf	Town of Lacombe safety training policy	2002
12.211.06(02PO)-Personal Protective Equipment.pdf	Town of Lacombe personal protective equipment policy	2002
12.211.07(02PO).pdf	Hazard assessment policy	2002
12.211.08(02PO).pdf	Town of Lacombe working alone policy	2002
12.211.09.02IP.pdf	Complaint processing procedure	2002
12.212(93PO).pdf	Local Improvement Obligations Policy	1993
12.214(93PO).pdf	Town of Lacombe - Environmental Overlay Policy	1993
12.221.09.2007.pdf	Town of Lacombe Board member appreciation plaques	2007

Policies for Council Review

Name	Title	Policy Year
12.230.01(02PO).pdf	Crop damage	2002
12.230.01(88PO).pdf	Crop Damage 1986 Amended for 1988	1988
12.351(91BL).pdf	Blackfalds Services Agreement -Bylaw 165	1991
12.351(91PO).pdf	Joint Resources, Town of Blackfalds	1991
12.351(93BL).pdf	Lacombe/Blackfalds Service Agreement By-Law 165.1	1993
12.351.01.89PO-Negotiations with County of Lacombe.pdf	Negotiations with County of Lacombe	1989
12.411(89Po)-1989 Millratte Business Tax.pdf	1989 Millrate Business Tax	1989
12.411(90BL).pdf	1990 Municipal Mill Rate By-law	1990
12.411(92BL).pdf	1992 Mill Rate By-law	1992
12.411.02.89PO-1989 Rate of Taxation for Muncipal Levy.pdf	1989 Rate of Taxation for Municipal Levy	1989
12.411.03.89PO-Levy Special Road Allowance Tax.pdf	Levy-Special Tax on Road Allowance	1989
12.413.02(90PO).pdf	Tax Sale - Dec. 17 , 1990	1990
12.413.02.89PO-Tax Sale.pdf	Tax Sale - Dahl/Industrial Land	1989
12.413.03(90PO).pdf	Reserve Bid	1990
12.414(91PO).pdf	Tax Exemption Application - Handicapped Housing	1991
12.415(92PO).pdf	Tax Reimbursement	1992
12.415.01(91PO).pdf	Tax Penalty Cancellation - P1 782 - 2856, Bk5. Lt24	1991
12.415.01.88PO-Day Care Tax Rate.pdf	Day Care Tax Rebate	1988
12.415.01.90PO-Day Care Tax Concessions.pdf	Day Care Tax Concessions	1990
12.415.02(91PO).pdf	Late Tax Payment Penalty	1991
12.415.02.89PO-Day Care Society Tax Reduction.pdf	Lacombe Day Care Society Reduction in Property Taxes	1989
12.415.02.90PO-Christian School Tax Refund.pdf	Lacombe Christian School Tax Refund	1990
12.415.03(91MO).pdf	Tax Rebate Request - Day Care	1991
12.415.03(92PO).pdf	Request for Tax Cancellation	1992
12.415.03.89PO-Tax Refund D Jeynes.pdf	Tax Refund - D. Jeynes	1989
12.415.04(91PO).pdf	Tax Cancellation Request - Hafso	1991
12.415.04(93PO).pdf	Tax Cancellation - Elante Developments	1993
12.415.05(92PO).pdf	Tax Cancellation Request	1992
12.415.06(91PO).pdf	Request for Tax Rebate - CACHS	1991
12.415.06.88PO-Day Care 1988 Tax Cancellation.pdf	Lacombe Day Care 1988 Tax Cancellation	1988
12.415.09(90PO).pdf	Refund - Lacombe Day Care	1990
12.415.14(92PO).pdf	Cancellation of Tax Penalties - Williams	1992
12.416(91BL).pdf	1991 Taxation Rates - Bylaw 152	1991
12.416.04.86PO-Assessment fo McKenzie Property.pdf	Assessment of McKenzie Property	1986

Policies for Council Review

Name	Title	Policy Year
12.416.07(91BL).pdf	Assessment Roll - Bylaw 161	1991
12.416.07(92BL).pdf	Assessment By-law 175	1992
12.416.08(92BL).pdf	Tax Certificates & Assessment Roll Fees - By-Law 19.1	1992
12.419(92PO).pdf	Mobile Home Tax Cancellation-Swanson	1992
12.421(88BL).pdf	Special Levy for Construction Sewer & Storm Mains on Lots 5 & 6, BLK. 38 Plan 4331 HW	1988
12.421(90BL).pdf	Tax Payment Installment Plan	1990
12.421(90PO).pdf	Tax Installment Payment Plan	1990
12.421(91PO).pdf	Issue of Sufficient Notice	1991
12.421.01(91PO).pdf	Monthly Tax Payment Agreement	1991
12.443(86BL).pdf	By-Law No. 65	1986
12.443.01(86BL).pdf	By-Law No. 65A	1986
12.451(88PO)-Increase in Fees.pdf	Increase in Fees	1988
12.452.02.88PO - Cancellation of Sewer Charges Parkland Trailer Court.pdf	Cancellation of Sewer Charges Parkland Trailer Court	1988
12.453(91PO).pdf	Cancellation of Accounts	1991
12.453(93PO).pdf	Cancellation of Outstanding Accounts	1993
12.453.03.88PO - Water Accounts Written Off.pdf	Water Accounts Written Off	1988
12.571 (88PO) - Community Bus Grant.pdf	Community Bus Grant	1988
12.571(92PO).pdf	Salvation Army Grant	1992
12.631(92PO).pdf	Office Mailing Machine Purchase	1992
12.632(88PO) - Purchase of Photocopier.pdf	Purchase of Photocopier	1988
12.651.01.89PO - Town Manager Vehicle.pdf	Town Manager Vehicle	1989
12.721.02(90IP).pdf	Administration building of posters/advertising	1990
12.721.02.03.pdf	Administration building-posting of posters/advertising	2003
12.724.03(91PO).pdf	Janitorial Service Tender	1991
12.737.01 (96PO) - External Computer Connections.pdf	External Computer Connections	1996
12.737.01(92PO).pdf	Computer Local Area Network Tender Approved	1992
12.737.01.2004.pdf	Computer services for members of council	2004
12.737.05(93PO).pdf	Computer Purchase Plan	1993
12.783(87PO) - Purchase of Blue Bird Flags.pdf	Purchase of Blue Bird Flags	1987
12.792.03(90PO).pdf	Insurance - Lacombe Day Care	1990
12.793.01(90IP).pdf	Insurance Claim Procedure	1990
12.794(88PO).pdf	A.U.M.A. Insurance Premium Trust Fund	1988
12.794.01(90BL).pdf	Alberta Local Authorities Reciprocal Insurance Exchange	1990

Policies for Council Review

Name	Title	Policy Year
12.794.01(90PO).pdf	Alarie Insurance Program	1990
12.794.02(90PO).pdf	Alarie Funding	1990
12.915(89PO) - 3 Year Operational and 5 Year Capital Plans.pdf	3 Year Operational & 5 Year Capital Plans	1989
12.916(89PO) - Implementaiton of Plan Objectives.pdf	Implementation of Plan Objectives	1989
12.955(89PO) - Annexation Application.pdf	Annexation Application Amendment Consolidation	1989
12.955.72.89PO - Annexation Submission.pdf	Annexation Submission	1989
12.955.76.89PO-Amended Annexation Application.pdf	Amended Annexation Application	1989
12.982(88PO) - 1988 Census Approval.pdf	1988 Census Approval	1988
12.982(92PO).pdf	1992 Census	1992
12.982(93PO).pdf	1993 Census	1993
12.982.01(90PO).pdf	1990 Standardized Census	1990
12.982.01(91PO).pdf	1991 Census	1991
12.982.01(92PO).pdf	1992 Census Day	1992
12.982.02(90PO).pdf	1990 Census Day	1990
12.982.02(92PO).pdf	1992 Census Results	1992
12.982.03(93PO).pdf	1993 Lacombe Census Day	1993
12.982.04(93PO).pdf	1993 Standardized Census Program	1993
12.982.05(93PO).pdf	1993 Municipal Census Forms	1993
12.982.06(93PO).pdf	1993 Census Enumerators Pay	1993
12.982.07(93PO).pdf	1993 Municipal Census	1993
13.112(91PO).pdf	Treasury Branch Signing Auth.	1991
13.112.01(91PO).pdf	Signing Authority	1991
13.117(91PO).pdf	Appointment of Auditor	1991
13.117(93PO).pdf	Appointment of Auditors 1993 Financial Year	1993
13.210.03 (2012) - Annual Budget and Taxation Preparation Policy.pdf	Annual Budget and Taxation Preparation Policy	2012
13.211.01 (2012).pdf	Purchasing Policy	2012
13.211.02 (2012).pdf	Corporate Credit Card Use Policy	2012
13.211.02.16 Corporate Credit Card Policy.pdf	Corporate Credit Card Use Policy	2016
13.453(90PO).pdf	Cancellation of Accounts Receivable	1990
13.811(93PO).pdf	Designation of Signing Officers for Cheques & Documents	1993
13.811.01(93PO).pdf	Designation of Signing Authority for Forms & Documents	1993
13.812.01(92PO).pdf	Banking Service Tender	1992
13.812.02(92PO).pdf	Banking Services Tender	1992
13.821(91BL).pdf	Temporary Borrowing Bylaw 148	1991

Policies for Council Review

Name	Title	Policy Year
13.822(93BL).pdf	Temporary Borrowing By-law 180	1993
13.823(89PO)-Bylaw 115 Temporary Borrowing.pdf	Bylaw 115, Temporary Borrowing	1989
13.826(91BL).pdf	Temporary Borrowing Bylaw 163	1991
13.861(89PO)-1989 Year End Financial Transactions.pdf	1989 Year End Financial Transactions	1989
13.891(90PO).pdf	Goods and Services Tax Procedure	1990
13.931(90PO).pdf	1990 General Budget	1990
13.931.01(91PO).pdf	1991 Budget	1991
13.931.01(93PO).pdf	Three Year Operating Plan & Five Year Capital Plan	1993
13.931.02(92PO).pdf	Operating Surplus in 1992 Budget	1992
13.931.03(90PO).pdf	Reserve Transactions	1990
13.931.03(91PO).pdf	1991 Year Budget Variance	1991
13.931.03(93PO).pdf	1993 general Budget	1993
13.932(89PO) - 1989 Operating & Capital Budget.pdf	1989 Operating & Capital Budget	1989
13.932.05.88PO-Budget Variances.pdf	Budget Variances	1988

REQUEST FOR COUNCIL DECISION



SUBJECT: Solid Waste Review Presentation Options
PREPARED BY: Matthew Goudy, Chief Administrative Officer
PRESENTED BY: Matthew Goudy, Chief Administrative Officer
DATE: May 11, 2020

FILE: 43/661

PURPOSE:

To provide options to determine Council's preference for receiving the results of the Solid Waste Review, in segments.

RECOMMENDED MOTION(S):

1. THAT Council directs Administration to prepare a pre-recorded presentation and allow for questions and comments (from both Council and the public) to be received prior to Council's official discussion and debate at a June Council meeting.

RELATED PRIOR MOTION(S):

1. THAT Council endorse the Solid Waste Review Request for Proposal (RFP) – *May 13, 2019*.

EXECUTIVE SUMMARY:

Council will be presented with options to progress the Solid Waste Review, and is asked to provide feedback to administration.

ANALYSIS:

Administration, with consultant support, has completed the review of the City's solid waste collection system, and is ready to present the results. Unfortunately, Council's agenda has been quite busy, and has not provided an opportunity for a focused session on the review.

Administration foresees that the next Committee meeting, currently scheduled for June 1, will also be too full for the complete solid waste review. As an alternative, Council is requested to consider other ways to review the material.

Options include:

1. 'Regular' Meeting Options

- a. Present the information (part 1) at the next existing Committee meeting (June 1, 2020), OR
- b. Schedule an additional Committee meeting, focused on the Solid Waste Review, OR

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- c. Present the information (part 1) at the next regular Council meeting (May 25, 2020)

As reference only, upcoming dates are as follows:

<http://www.lacombe.ca/home/showdocument?id=12791>

2. Advance Review Options

- a. Virtual presentations to Council and public, over three sessions.
These sessions would be scheduled during the day, and administration estimates each session would be approximately one hour. The presentations could be live, followed by a question and answer segment. Alternatively, the presentations could be pre-recorded, and questions (from Council and the public) could be received prior to Council's official discussion and debate at a future meeting, with answers presented at the meeting.
- b. The written material can be disseminated to Council and/or the public ahead of a Council meeting where it is discussed and debated.

STRATEGIC PLAN ALIGNMENT:

Ensuring there is sufficient opportunity for thorough discussion and debate aligns favourably with Strategic Objective 4.1.1: Open & Accessible Government

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

Depending on Council's selection, administration will undertake activities to ensure the public is aware of the Solid Waste Review presentations.

ALTERNATIVE MOTION(S):

1. THAT Council Directs Administration how it wishes to proceed

ATTACHMENTS:

None.

REQUEST FOR COUNCIL DECISION



SUBJECT: Social Resiliency Task Team Terms of Reference
PREPARED BY: Deborah Juch, Director of Community Services
PRESENTED BY: Deborah Juch, Director of Community Services
DATE: May 11, 2020

FILE: 51/918

PURPOSE:

Administration presents a draft Terms of Reference (TOR) for a Social Resiliency Task Team (the Team) for consideration, as requested by Council at the April 14, 2020 Regular Council Meeting.

RECOMMENDED MOTION(S):

THAT Council accepts this report as information.

If Council chooses to form a Task Team, Administration recommends:

THAT Council approves the draft Terms of Reference for a Social Resiliency Task Team and directs Administration to initiate formation of the Team.

RELATED PRIOR MOTION(S):

51/918.01 20MO

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

20-131

51/918.02 20MO

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

20-132

EXECUTIVE SUMMARY:

Administration presents draft Terms of Reference for a Social Resiliency Task Team as requested by Council on April 27, 2020. The Team would consist of seven voting members (volunteers) including two elected officials and five members at large drawn from key community stakeholders. Three permanent advisory members include senior City administration and the FCSS Executive Director; additional City resourcing is also provided from existing capacity. The proposed Terms of Reference mandate the Task Team for up to 12 months to *“pool expertise...and resources to...facilitate or deliver supports, aids, mitigation and other adaptation options for individuals and families to...manage any negative impacts of the*

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pandemic, with the overall aim to preserve or enhance the City's quality of life." The Team's identified issues, goals, and action plans can also inform the City's upcoming Social Master Plan process.

ANALYSIS:

Background Summary

The attached draft terms of reference for a Social Resiliency Task Team utilizes basic purpose statements in the terms of reference of similar teams developing at the City of Calgary and the Town of Stony Plain, documents that were previously reviewed by Council as part of Administration's *Social Services During the COVID-19 Pandemic* report.

Administration has necessarily drafted these terms of reference as a City committee with a mandate customized for Lacombe; however, the Team is designed to be self-guided and independent to the furthest extent possible. The voting membership will be drawn from a diverse roster of local experts—hopefully, stakeholder representatives in existing organizations. The Team would be resourced with non-voting advisory members including the City's Director of Community Services, the Police Chief, and the Executive Director of FCSS; and the City will also contribute administrative and communications support, electronic meeting software, and records management.

The Team will advise City Council with activity reports, requests, and recommendations to City Council as a standing item at Regular Council Meetings during the Team's first term. The Team has the option to request an additional six-month mandate from Council if required.

The Task Team may take voluntary action as a committee through its member stakeholder agencies or in any other way deemed appropriate, but Task Team decisions and actions are not binding on the City of Lacombe in any way unless approved in advance by a resolution of Council, and then only to the extent provided for by the resolution. The City can disband the Task Team formed under these terms of reference at any time.

Administration hopes that through careful recruiting, a committed, energetic, and innovative group will begin to work to address challenges to the wellbeing of citizens during and after the pandemic, as measures to control this health emergency puts the community at risk of a plethora of potential social ills including unemployment, home and food insecurity, increased addictions and domestic violence, child developmental delays, etc. See the attached Terms of Reference for a full explanation of Task Team purpose, mandate, composition, etc.

REQUEST FOR COUNCIL DECISION



Service Level Impacts

A Social Resiliency Task Team is a new and additional service in City Community Services and is therefore an increase to the service level. However, initiating the Team will require existing staff and resources only, so Administration expects little or no corresponding operating costs resulting from the increase.

Financial Implications

While the City will not experience direct increased operating costs from initiating the Task Team itself, the Team is likely to propose actions or partnerships and make requests and recommendations from the City that could bear costs.

Legislative Implications

No implications.

Organizational Capacity and Business Plans

By committing City resources, including staff, to a new committee that will develop and complete work within a six to 12 month window as proposed, Council will be deploying organizational capacity away from the existing services and strategic goals. Balancing this, the potential negative side effects of the pandemic on Lacombe's quality of life have changed the municipality's environment and early appropriate response is, arguably, sustainable governance.

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*. The Social Resiliency Task Team will be ideally suited to help in the public consultation and goal development phases of the planning. The five-year Plan will result in a suite of City goals, strategies and actions which the Team will ensure includes post-pandemic and resiliency goals addressing the pandemic impacts.

Best Practices and Area Comparators

The draft TOR follows the existing template for City committees, boards and commissions. The TORs of our area comparators previously reviewed by Council and Administration are attached for reference.

REQUEST FOR COUNCIL DECISION



STRATEGIC PLAN ALIGNMENT:

Developing an inter-agency task team 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.*

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

The Communications Coordinator will issue a media release about the Social Resiliency Task Team once the TOR is finalized, and assist the Team to inform and consult the public. The Legislative Services Coordinator will work with the Director of Community Services to publish the call for volunteers, and then present the results to Council for Team appointments on June 8, 2020.

ALTERNATIVE MOTION(S):

1. THAT Council approves the draft Terms of Reference for a Social Resiliency Task Team and directs Administration to initiate formation of the Team; OR
2. THAT Council approves the draft Terms of Reference for a Social Resiliency Task Team, amended as directed, and further directs Administration to initiate formation of the Team; OR
3. THAT Council accepts the report on draft terms of reference for a social resiliency task team as information.

ATTACHMENTS:

1. COL Social Resiliency Task Team Terms of Reference DRAFT 2020
2. Calgary Community Support Task Force - TOR
3. Stony Plain Mayors Task Force on COVID-19 - Social Stream - TOR

City of Lacombe

Social Resiliency Task Team



Terms of Reference

Purpose

The City of Lacombe establishes a Social Resiliency Task Team (the Task Team) to promote the wellbeing, adaption and resiliency of Lacombe and area residents during and after the COVID-19 pandemic.

Task Team members and the groups they represent will collaborate to pool expertise, information and resources to develop and then facilitate or deliver supports, aids, mitigation and other adaptation options for individuals and families to minimize or manage any negative impacts of the pandemic, with the overall aim to preserve or enhance the City's quality of life.

Authority

The City of Lacombe hereby establishes and mandates the Social Resiliency Task Team for a period of six months by:

1. appointing a Council member as Task Team Chair;
2. inviting key community stakeholders to apply to be representative to the Task Team;
3. committing the City Director of Community Services as a non-voting advisory member;
4. committing a City administrative support staff person to support the Task Team;
5. supporting the Task Team with electronic meeting software; and
6. receiving reports and recommendations from the Task Team as a standing item on Regular Council Meeting agendas, to inform City of Lacombe decision-making

The City may renew the Task Team for an additional six-month period if required.

Mandate

The Task Team will:

- Support the provincial directives in the COVID-19 Health Emergency by mitigating the detrimental consequences of orders and restrictions;
- Facilitate inclusive community discussion and public input on needs from residents and stakeholders
- Support an integrated community approach to meeting needs
- Provide for non-specialized supports (community awareness, stigma reduction) as well as specialized supports (medical and professional)
- Coordinate and develop inclusive aid, mitigation and adaptations to address challenges to the well-being of citizens during and after the pandemic, with the following objectives:
 - Increased home or food security
 - Decreased poverty, unemployment, and community economic decline

- Decreased individual, family and community ills such as addiction, psychological illness, domestic violence, crime, disenfranchisement, out-migration, and child developmental delay
- Provide recommendations and advice to the City of Lacombe Council for City services, programs, partnerships, resource commitments, and strategic goals
- Innovate services and service delivery methods for effective action by any group or coalition
- Serve as a network for community stakeholders sharing the aim of this mandate
- Assess funding needs and work with all orders of government to access funding
- Facilitate community connectivity through all available alternatives to physical meetings and gatherings
- Explore new ways to use indoor and outdoor public spaces for safer promotion of health and social wellbeing
- Coordinate with community business support agencies to leverage commercial economic recovery toward increased employment for citizens
- Support the City of Lacombe, in an advisory capacity, in development of a Social Master Plan for the City of Lacombe

Composition

The Task Team voting contingent will be comprised of:

- One (1) City of Lacombe Councillor representative as Chair
- One (1) Lacombe County Councillor representative
- Five (5) Members at Large from community service groups, education organizations, business/industry, provincial service agencies (health, mental health, employment, etc.) and faith-based organizations

Permanent advisory (non-voting) members to the Task Team will include:

- The City's Director of Community Services
- Chief of Police, Lacombe Police Services
- The Executive Director of Lacombe & District Family and Community Support Services

The Task Team and the Permanent Advisory Members may bring in ad-hoc advisory members as needed.

Additional City resources to the Task Team will include:

- One (1) Administrative Support
- Virtual meeting software providing video chat, audio chat, telephone calls, and desktop or application sharing to run presentations.

Appointments

- The City of Lacombe Council will review applications from volunteers and appoint Task Team voting memberships for renewable term of six months.
- The City of Lacombe Council will appoint an elected official representative who will Chair the Task Team for its first six-month period.
- At its inaugural meeting, the Task Team will

- approve or revise these Terms of Reference,
- appoint a Vice-Chairperson for the first six-month period from the voting membership, and
- determine its meeting schedule.
- In its fifth month, the Task Team will determine if an additional six-month term is required, and request a mandate extension from Council.
- The Task Team will appoint a new Chair for its second six-month term, or renew the appointment of the existing Chair.

Decision Making

- The quorum for the Task Team is three voting members.
- A simple majority will decide resolutions; a tied vote is a defeated motion.
- The Task Team will make requests, plans, reports, and recommendations to the City of Lacombe for action.
- The Task Team may take voluntary action as a committee through its member stakeholders or in any other way deemed appropriate, but Task Team decisions and actions are not binding on the City of Lacombe in any way unless approved in advance by a resolution of Council, and then only to the extent provided for by the resolution.

Meetings

The Task Team will determine its meeting schedule. The Task Team may submit its activity reports, recommendations, and requests as well as minutes as a standing item to any City Regular Council meeting. The Task Team may schedule additional meetings at the discretion of the Chair.

Term

The City of Lacombe mandates the Task Team for six months following its inaugural meeting, or until:

1. disbanded by a majority vote of the Task Team
2. disbanded by a resolution of the City of Lacombe Council, or
3. when a quorum of voting members can no longer be formed.

City of Lacombe Council may extend the Task Team mandate for an additional period of six months for a total of 12 months activity.

Reporting

1. Council will receive reports from the Task Team with details of activities and recommendations for Council consideration at each of its Regular Meetings each month for the first six months the Task Team is active, and as needed in any second term.
2. The City Community Services Director will report City Council resolutions impacting the Task Team when applicable.
3. Administrative Support will provide each of the Task Team members (voting and non-voting) with prior meeting approved minutes and current meeting draft minutes within one week of the meeting in which the prior minutes were approved and draft minutes generated.

Administrative Support

Includes:

- Meeting minute taking, drafting, dissemination, and action item tracking
- Report compilation, writing and editing (unless professional services are required)
- Resolution drafting
- Agenda preparation, meeting notices, and dissemination of general Task Team information
- Public communications and media relations assistance
- Records management in accordance with the City of Lacombe *Records Management Bylaw 365* <http://www.lacombe.ca/home/showdocument?id=1112> and any related internal policies, administrative directives, and operating procedures
- Coordination of *Freedom of Information and Protection of Privacy* requests, as the public body in possession of the records.

Task Team Terms of Reference Approval

Mayor, City of Lacombe

Date

Chair, Social Resiliency Task Team

Date

Vice Chair, Social Resiliency Task Team

Date

1. Authority

The Community Support Task Force (CSTF) is established as part of The City of Calgary's response to combatting the spread of COVID-19, as approved by Council's endorsement of the COVID-19 City of Calgary governance structure presented on 2020 March 16.

Direction for the CSTF will come from the COVID-19 Corporate Governance Committee in support of the objectives being identified by the Calgary Emergency Management Agency (CEMA) in response to the event.

2. Mandate

The CSTF will provide oversight and coordination for operational decisions related to supporting the wellbeing of citizens and community groups and provide information to ensure the City of Calgary's coordinated response, recovery and resilience during and after the event. The CSTF will provide recommendations and advice to the COVID-19 Corporate Governance Committee and CEMA in their efforts to reduce transmission of the pandemic COVID-19 virus. CSTF advice to the COVID-19 Corporate Governance Committee and/or CEMA will identify decisions that may be required to go to Council relating to ensuring citizens, groups, and communities have an appropriate network and system in place to support their wellbeing, safety, and resilience. The work of the CSTF is done in coordination with the other pillars of the COVID-19 City of Calgary governance structure.

Any changes to the Terms of Reference by the Task Force will be communicated to City Manager's Office staff by the Chair as quickly as possible.

3. Specific Responsibilities

WHO WE SERVE

The CSTF focuses on building and supporting networks and systems for all Calgarians to enhance and maintain their wellbeing, safety, and resilience, with a particular focus on vulnerable populations within the following priority areas:

- Seniors
- Children and youth

- New Canadians
- Indigenous People
- People at risk of homelessness and those living in shelters and subsidized/affordable housing
- Other current and emerging vulnerable/at risk populations (e.g., low to moderate income households at risk of mortgage default or eviction due to illness or job loss)

WHAT AND HOW WE WILL SERVE

Activities and decision-making are focused on:

- Transitioning to alternative service delivery methods where possible and assessing the need for new services and programs
- Developing and implementing supports for those in isolation such as remote programming and services, home delivery, and other aids
- Assessing funding needs and working with other orders of government on funding supports required for City and partner services, including ensuring that funding continues to flow as normal to social service partners (e.g. FCSS)
- Implementing options for safe and accessible transit to support transportation needs
- Supporting efforts to enhance food security through a strong network of community partners
- Facilitating neighbours helping neighbours by making connections between needs and services
- Exploring options for the use of parks and outdoors spaces as community supports
- Aligning with efforts to maintain safety and minimize social disorder with lead agencies and other partners
- Contributing to methods to keep front line and emergency workers safe so they can continue to serve the community
- Supporting rebuilding of the community fabric in the longer term

The CSTF will carry out these responsibilities through:

- Facilitating efficient collaboration between business units that contribute to community support in a way that enhances current business processes.
- Focusing on creativity, innovation, and technology to create virtual community and social interactions and other solutions

- Leveraging internal and external partners to create solutions that meet community and citizen outcomes
- Working with non-profit and government partners to coordinate services, funding, and other shared goals for community supports
- Ensuring clear communication and alignment with CEMA
- Collaborating with City and partner facilities
- Learning from leading practices and the experiences of partners and other cities
- Establishing advisory working groups as necessary
- Collaborating with the other Task Forces as needed

4. Reports To

The CSTF Chair or designate will act in an advisory capacity to the COVID-19 Corporate Governance Committee. The CSTF can assess information and available expertise, identify suitable remedies and solutions, and deliver recommendations to the COVID-19 Corporate Governance Committee through the Chair or designate.

5. Composition

The CSTF consists of:

- Mayor, ex officio
- General Manager, Community Services, or designate
- General Manager, Transportation, or designate
- Director, Calgary Neighborhoods, or designate
- Director, Calgary Housing, or designate
- Director, Calgary Community Standards, or designate
- Chief, Calgary Emergency Management Agency, or designate
- Director, Calgary Transit, or designate
- Superintendent, Calgary Police Service, or designate

Advisory members to the CSTF include:

- Councillors Colley-Urquhart, Farkas, Farrell, and Woolley
- Community Relations Coordinator, Mayor's Office
- Community Services Senior Management Team, as needed:
 - Chief, Calgary Fire Department
 - Director, Calgary Recreation
 - Director, Calgary Parks

- External partners, as needed:
 - Critical Service Provider (CSP) group
 - Civic Partners
 - Non-profit sector
 - Community groups
 - Non-profit funding partners

6. **Resources**

The Offices of the General Manager, Community Services and the General Manager, Transportation, and Community Services Department Strategy & Planning team will support the CSTF, including meeting and agenda management, logistics and preparing minutes. The CSTF would receive additional support from City of Calgary services as required and identified by the Chair.

7. **Term**

A reassessment of the CSTF would occur no later December 2020. The CSTF's cessation or extension for completion of its mandate decision would be the responsibility of the COVID-19 Corporate Governance Committee.

8. **Quorum**

A minimum of 50% of CSTF members, including at least one of the Chair or Vice Chair.

9. **Chair**

The Chair of the Committee is the General Manager, Community Services. The Vice Chair is the General Manager, Transportation. The Chair would appoint a delegate to lead discussions if both the Chair and Vice Chair are absent.

10. **Meetings**

The CSTF will meet at the call of the Chair. Meetings may take place by any means required. The CSTF meetings may be cancelled by the Chair giving reasonable notice to all members. Meeting records including: agendas, minutes and other documents will be maintained by the task force and provided to CSTF members.

11. Governance

The CSTF shall act in accordance with the Council approved COVID-19 City of Calgary Governance Structure.

The CSTF and any attending members of Council will act in accordance with the Municipal Government Act (Alberta), Bylaw 26M2018 Code of Conduct for Elected Officials or Council Policy CC045, Code of Conduct for Citizen Members Appointed to Council Established Boards, Commissions and Committees as appropriate to the position held and any other relevant Council Policies and in the best interest of The City taking into account the city as a whole.

CSTF members shall maintain all discussions, information and documents as confidential unless expressly permitted by the Chair, or the COVID-19 Corporate Governance Committee Chair to discuss or distribute them outside the CSTF.



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.

REQUEST FOR COUNCIL DECISION



SUBJECT: 2020 Spring Budget Amendments
PREPARED BY: Mauricio Reyes, Senior Manager – Financial Services
PRESENTED BY: Mauricio Reyes, Senior Manager – Financial Services
DATE: May 11, 2020

FILE: 13/931

PURPOSE:

As per Council Policy [#13/210.03 \(2018\)](#) the Annual Budget and Taxation Preparation Policy, Administration presents, for Council’s consideration, the annual budget adjustments prior to the adoption of the annual tax rate bylaw.

The following are proposed changes to the City of Lacombe’s 2020 Operating Budget based on updated estimates for revenue and expenditures. The spring amendment has been based on the tax increase of 1.0% approved in the 2020 budget, adopted at the [December 9th, 2019 Council Meeting](#).

RECOMMENDED MOTION(S):

1. THAT Council approves the spring budget amendments as presented.

RELATED PRIOR MOTION(S):

1. Motion #19-385 December 9, 2020 – MOVED BY Councillor Konnik: THAT Council adopt the 2020 Operating Budget, as amended to include: - Additional \$131,000 transfer to Department 21 for operating expenses - Additional \$55,000 transfer to Department 51 for social planning - Reduction in wages and benefits for Department 15 of \$110,000 - Reduction in wages and benefits for Department 23 of \$10,000 - Reduction in wages and benefits for Department 72 of \$10,000 - Reduction in wages and benefits for Department 13 at \$15,000 - Reduction of \$35,000 for the community builder fund - A reduction of \$1,000 in the organizational training budget to Department 12. - An increase in revenue through an additional 0.1 percent tax increase (totaling a 1.0 percent tax increase).

EXECUTIVE SUMMARY:

Every year, municipalities consider adjustments to their annual operating budgets for a number of reasons. Historically, the City of Lacombe makes adjustment relating to:

- school requisitions and other requisitions once the exact figures being levied are known
- approved operating grants
- new revenue to be received during the year

REQUEST FOR COUNCIL DECISION



- adjustments based on new information received since budget adoption in the fall

For the 2020 Operating Budget, the COVID19 pandemic has been a primary driver of recommended adjustments.

ANALYSIS:

Regular Spring Budget Adjustments

In 2020, Administration is proposing to adjust total operating revenues amounting to approximately \$534,000. The most significant adjustments to revenue consist of the following:

- Inclusion of housing grant (\$381,000)
- Reduction of 3rd party security checks (\$105,000)
- ALERT reimbursement (\$90,000)
- Bolt capital investment return (\$90,000)
- Investment income and recognized grants (\$98,000)
- Lost lease income (Parent Link) (\$20,670)

The most significant regular spring budget adjustments to expenses consist of the following:

- Affordable housing initiatives (\$381,000)
- Reduction of Records Check Position (\$15,000)
- Reduction in other professional fees (PCPS) (\$20,000)

Overall, the net financial impact of regular budget adjustment would be an increase to the City's financial capacity of about \$190,000.

Covid-19 Related Budget Adjustments

In March 2020, the Province of Alberta issued orders that mandated public facilities to be closed to the public. Consequently, all City facilities were closed to the public to comply with the orders. Consequently, the City of Lacombe will see a significant decrease revenue in 2020. The most impacted revenue is that related to user fees and facility rentals. Overall, Administration has estimated that the City will experience a decrease in revenue of approximately \$500,000.

REQUEST FOR COUNCIL DECISION



The pandemic has also affected expenditures both favourably and unfavourably. In addition to the revenue losses mentioned above, the City is expecting to incur additional expenditures totaling approximately \$48,000 in 2020 relating to COVID-19. Some expenditures such as personnel costs, conference fees, and other professional fees are expected to be lower than originality anticipated due to the unprecedented conditions. Total expenses have been reduced by approximately \$290,000 to buffer the financial impact to the City. Overall, the negative impact to the City of Lacombe's budget, due to COVID-19, has been estimated at \$210,000, as reflected in the appendix to this memo.

Combined, the tax supported component of the recommended budget adjustments (both 'regular adjustments' at **+\$190,000** and 'COVID19 adjustments' at **-\$210,00**) creates a small shortfall of about **\$20,000**. Administration recommends withdrawing this amount from the City's Operating Reserve.

Utility Spring Budget Adjustments

The City of Lacombe operates its utilities division on self-sustaining model. Consequently, any surpluses or deficits in utilities do not have an impact on municipal taxes (although they do impact the municipal *taxpayer*). As part of the spring budget adjustment process, a number of budget adjustments are recommended for Council approval.

For simplicity, regular budget adjustments and COVID-19 related budget adjustments have been combined. However, any adjustments relating to the pandemic have been identified by adding COVID-19 in brackets in the under the reason for adjustment column.

In 2020, the major budget adjustments in utility departmental budgets consist of the following:

- Decrease in wastewater user fees of \$252,715. This adjustment resulted from a financial review of the 2019 results in which it was determined that the user fee revenue was being overestimated which contributed to the shortfall in the wastewater department
- Increase in wastewater commission fees of \$124,456. This adjustment resulted from a financial review of the 2019 results in which it was determined that the commission fees were underestimated which contributed to the shortfall in the wastewater department

REQUEST FOR COUNCIL DECISION



- Decrease in utility penalty revenue of approximately \$44,000. Due to the economic impact on the community from the pandemic, Council made the decision at its March 23, 2020 meeting to waive utility penalties as a part of the economic support initiatives, and this is the estimated cost

STRATEGIC PLAN ALIGNMENT:

Ensuring the City uses reserve funds in a responsible way aligns favorably with Strategic Objective

4.1.4: Fiscal Prudence

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

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

N/A.

ALTERNATIVE MOTION(S):

1. Recommendation:
 - a) THAT Council approves the spring budget adjustments as presented
2. Councils direction:
 - a) Council can direct Administration to modify the spring budget adjustments

ATTACHMENTS:

- City of Lacombe 2020 Operating Budget Spring Adjustments

City of Lacombe
2020 Spring Budget Adjustments

Utility Budget Adjustments

Water Services

GL Account	Adjustment Increase/Decrease	Reason for adjustment
Penalties on Accounts	-30,800	Lost utility penalties (COVID-19)
Financial Impact on Revenue	-30,800	
Other Professional Services	-7,000	THM and Lead Analysis (COVID-19)
Other Professional Services	5,000	Fillcrete for 12/2A Leak Repair
Other Professional Services	18,000	Water Service Line Replacement
Financial Impact on Expenses	16,000	
Shortfall	-46,800	
Transfers from Reserves	46,800	Transfer from Water Reserve
	0	

Wastewater Services

GL Account	Adjustment Increase/Decrease	Reason for adjustment
Penalties on Accounts	-\$4,948	Lost utility penalties
User Fees	-\$252,715	User fees adjustment - decrease
Financial Impact on Revenue	-\$257,663	
Wastewater Commission Fees	\$124,456	Commission fees adjustment - increase
Other Professional Services	\$14,000	Contracted Flushing for lane between 50 St and 49 Street
Financial Impact on Expenses	\$138,456	
Shortfall	-\$396,119	
Transfers from Reserves	\$396,119	Transfer from Wastewater Reserve
	\$0	

Solid Waste

GL Account	Adjustment Increase/Decrease	Reason for adjustment
Penalties on Accounts	-8,580	Lost utility penalties
Financial Impact on Revenue	-8,580	
Advertising and Promotions	-1,000	Solid Waste Campaigns
Financial Impact on Expenses	-1,000	
Shortfall	-7,580	
Transfers from Reserves	7,580	Transfer from solid waste reserve
	0	

**City of Lacombe
2020 Spring Budget Adjustments**

Spring Budget Adjustments Due to COVID-19

Revenues

Department	GL Account	Adjustment Increase/Decrease	Reason for adjustment
General Government Services	Penalties on Accounts	-50,000	Lost tax penalties
Regional Transportation Services	User Fees	-9,400	Bolt Bus Revenue Reduction
Lacombe Memorial Centre	User Fees	-116,989	LMC Rental Fees
Lacombe Memorial Centre	Equipment Rentals	-11,800	Equipment Rental Fees
Kinsmen Aquatic Centre	Vending Machine Revenue	-2,500	Vending Machine Revenue
Kinsmen Aquatic Centre	User Fees	-151,249	Pool User Fees
Kinsmen Aquatic Centre	Merchandise Sales	-7,000	Pool Resaleable Merchandise
Kinsmen Aquatic Centre	Building Rentals	-1,200	Pool Building Rentals
Kinsmen Aquatic Centre	Special Program/Event Revenue	-1,550	Pool Special Programs
Gary Moe Auto Group Sportsplex	Vending Machine Revenue	-2,000	Arena Vending Machine Revenue
Gary Moe Auto Group Sportsplex	User Fees	-39,000	Arena User Fees
Gary Moe Auto Group Sportsplex	Promotion Revenue	-5,400	Arena Promotion Revenue
Gary Moe Auto Group Sportsplex	Building Rentals	-4,530	Arena Building Rentals
Parks and Playgrounds	User Fees	-72,757	Parks User Fees
Parks and Playgrounds	Special Program/Event Revenue	-9,900	Parks Special Programs
Culture Services	Vending Machine Revenue	-2,275	Culture Concessions
Culture Services	Registration Fees	-3,450	Culture Registrations
Culture Services	User Fees	-2,400	Culture User Fees
Culture Services	Donations	-5,200	Culture Donations
Total Revenue adjustments		-498,600	

Expenses

Department	GL Account	Adjustment Increase/Decrease	Reason for adjustment
Council	Travel and Subsistence	-6,000	Reduction due to cancelled FCM conference
Council	Training and Conferences	-7,976	Reduction due to cancelled FCM conference
Administration	Bank Charges	15,000	Interest on line of credit
Administration	Materials and Supplies	5,000	Personal Protective Equipment
Administration	Building Maintenance	4,000	Counter barriers
Administration	Materials and Supplies	8,400	Neighbourhood signs
Administration	Travel and Subsistence	-1,500	Reduction due to cancelled FCM conference
Computer and Information Services	Internet Connections	12,000	Increased internet connections
Computer and Information Services	Internet Connections	2,000	Collaboration software
Computer and Information Services	Other Professional Services	2,000	Telephone support (SIP lines for ECC)
Road Services	Street Repair	-13,300	Crack sealing program cancelled this year due to lack of seasonal staff.
Lacombe Memorial Centre	Wages and Benefits	-108,820	LMC Wages & Benefits
Kinsmen Aquatic Centre	Wages and Benefits	-188,280	Pool Wages & Benefits
Gary Moe Auto Group Sportsplex	Wages and Benefits	-10,000	Arena Wages & Benefits
Parks and Playgrounds	Other Professional Services	-3,000	Other Professional Services
Total Expense adjustments		-290,476	

Net Financial Impact - COVID-19 Adjustments **-208,124**

City of Lacombe
2020 Spring Budget Adjustments

Summary of Financial Impacts

Net Financial Impact - Utilities	0
Net Financial Impact - Regular Adjustments	187,596
Net Financial Impact - COVID-19 Adjustments	-208,124
Net Shortfall After COVID-19 Adjustments	-20,528
Transfers from operating reserve	20,528
Net Impact on Current Year's Taxes	0



REQUEST FOR COUNCIL DECISION

SUBJECT: Bylaw 479 – Property Tax Bylaw
PREPARED BY: Mauricio Reyes, Senior Manager of Financial Services
PRESENTED BY: Mauricio Reyes, Senior Manager of Financial Services
DATE: May 11, 2020

FILE: 13/411

PURPOSE:

To present Bylaw 479, the City’s annual property tax bylaw for introduction and Council’s consideration for first reading.

RECOMMENDED MOTION(S):

1. THAT Council give first reading to Bylaw 479.

RELATED PRIOR MOTION(S):

1. N/A

EXECUTIVE SUMMARY:

In accordance with section 353 of the Municipal Government Act, RSA 2000, c M-26, the City must adopt, on an annual basis, a property tax rate bylaw for levying property taxes within the City of Lacombe. Bylaw 479 has been prepared to meet the requirements of the Municipal Government Act and adheres to Council’s direction to hold property tax rate increases to Alberta CPI as per the [Annual Budget and Taxation Preparation Policy](#).

ANALYSIS:

Background

The property assessment values included in the Bylaw are based on the completed 2019 assessment roll. The 2020 assessment role is based on market values establish on July 1, 2019 and the physical condition of the property as of December 31, 2019. Once the contracted property assessor has completed the assessment roll, it is sent to the Province for quality testing.

Subject to approval of this Bylaw, tax notices will be mailed in early June with the deadline to pay without penalty being December 31, 2020.

In addition to levying municipal property taxes, Bylaw 479 also establishes levies on behalf of the Lacombe Foundation, the Alberta School Foundation Fund (ASFF) and the St. Thomas Aquinas RCS Regional Divisions No.38. In total Bylaw 479 will levy approximately \$20.07 million in property taxes to meet the revenue requirements in 2020.



REQUEST FOR COUNCIL DECISION

As in prior years, the Provincial Government assessed designated industrial properties. Ministerial Order 014/20 established the rates to charge back the assessment cost relating to these properties to each of the owners. The total requisition for 2020 is \$1,289.

Bylaw 479 shows the City levies two different sets of municipal tax rates. The first set is for properties within the City boundaries. The second set of rates are contributed to the properties that were annexed from Lacombe County in 2007. The annexation order states that these properties will pay Lacombe County rates until 2022 or until developed or subdivided.

Bylaw 479 establishes tax rates based on the actual assessment values contained in the 2019 assessment roll.

Assessment Base

Residential assessment values in 2020 saw a reduction of value of 1.1% (2019 – 2.72% reduction), while non-residential assessment values saw a slight increase of 0.4% (2019 – 1.24% decline). Overall property assessment values for all classes declined by 0.5% (2019 - 2.46% decline). The City's tax rate is set to float to absorb market movements. Movements in assessment values has an inverse effect on mill rates; therefore, declines in assessment values decline cause mill rates to increase in order to the same level of revenue.

Municipal Property Tax

The general municipal residential mill rate in 2020 is 8.0083 (2019 – 7.9193) per \$1,000 of assessment. The general municipal non-residential mill rate in 2020 is 8.9869 (2019 – 8.8870) per \$1,000 of assessment. The increase in mill rates from 2019 to 2020 is mainly due to the decrease in assessment values.

Section 17 b of the [Annual Property and Taxation Preparation Policy](#) states the target rate for non-residential properties is equivalent to 120% of the residential tax rate. As in prior year, this rate is currently at 112%. Allowing the ratio to float ensures that there is no shift in tax revenue from non-residential to residential due to changes in market valuations.

Total municipal property tax revenue is approximately \$15 Million.

Education Property Tax

Education Property taxes are based on the City's equalized assessment and set by the Provincial government. In April 2020, the Province has announced that due to the Covid-19 pandemic, the Provincial Requisition will be set at 2019 levels with no increases to municipalities as a whole. It is important to note, however, the City's requisition is not the same as last year due to changes



REQUEST FOR COUNCIL DECISION

in the local equalized assessment. Originally, the Province was intending to increase education property taxes by 3.4% in 2020.

In 2019, due to the timing of the 2019 provincial elections and the 2019 provincial budget release, the City was required to estimate its 2019 education property tax requisition increase based on historical averages. Any discrepancies due to estimate in 2019 are being reconciled in 2020. As a result, the City over collected by approximately \$42,000 in 2019. In 2020, administration has reduced the education property tax rates by the amount over collected in the prior year.

The Province has indicated that 50% of the Education Property taxes for non-residential property will be deferred for 6 months. Consequently, the non-residential education property tax will not be requisitioned by the Province until December 2020. The December 2020 invoice will include June and September non-residential amounts in addition to the December amount. Residential education property tax is not impacted by this initiative.

The mill rate proposed for Education is 2.5649 per \$1000 (2.6688, 2019) of assessment for residential and 3.3768 per \$1000 (3.8972, 2019) of assessment for non-residential (146% of residential).

Overall

Although individual situations may vary, the combined effect of these changes, and the market changes that occurred during the year means that a 'typical' house assessed at \$380,000 will see a slight decrease in their 2020 property taxes of approximately \$6.00. A typical non-residential property assessed at \$775,000 will also see a slight decrease in their 2020 property taxes of \$55.26.

Financial Implications

Bylaw 479 will generate a combined \$20.07 million in tax revenue, split approximately 75%/25% for the municipality and the province, as follows:

Purpose

Municipal Tax Revenue	\$14,967,912
Provincial School Foundation	\$ 4,833,318
St. Thomas Aquinas RCSR	\$ 155,548
Lacombe Foundation Requisition	\$ 111,179
Designated Industrial Requisition	\$ 1,289
Total	\$20,069,246



REQUEST FOR COUNCIL DECISION

Legislative Authority

Section 353-359.2 of the Municipal Government Act, RSA 2000, c. M-26

STRATEGIC PLAN ALIGNMENT:

Ensuring the City collects taxes as budgeted aligns favorable with Strategic Objective

4.1.4: Fiscal Prudence

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

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

N/A

ALTERNATIVE MOTION(S):

1. Recommendation
 - a) THAT Council give first reading to Bylaw 479

2. Council could proceed with second reading
 - a) THAT Council give first reading to Bylaw 479
 - b) THAT Council give second reading to Bylaw 479

ATTACHMENTS:

- City of Lacombe Bylaw 479, Property Tax Bylaw
- Policy 13/210.03 – Annual Budget and Taxation Preparation

CITY OF LACOMBE
BYLAW 479

A BYLAW OF THE CITY OF LACOMBE, IN THE PROVINCE OF ALBERTA (HEREINAFTER REFERRED TO AS "THE MUNICIPALITY"), TO SET A RATE FOR THE LEVY ON ASSESSED VALUE OF PROPERTY SUBJECT TO TAXATION FOR THE 2020 FINANCIAL YEAR.

WHEREAS the Council of the City of Lacombe (Council) shall, by Bylaw, authorize the levying of taxes at such uniform rates on the dollar as the Council deems sufficient to produce the amount of revenue required. Section 353 of the *Municipal Government Act* R.S.A. 2000 c. M-26, (Act) as amended requires Council to annually pass a property tax bylaw;

AND WHEREAS a property tax bylaw authorizes Council to impose a tax in respect of property to raise revenue to be used towards the payment of requisitions and expenditures and transfers set out in the City's budget;

AND WHEREAS Section 382 of the Act authorizes Council to impose a special tax to raise sufficient revenue to pay for a specific service or purpose;

AND WHEREAS Section 369 of the Act authorizes Council to impose a supplementary tax against properties listed on the supplementary tax roll and that the supplementary tax rates be the same as imposed in this bylaw;

AND WHEREAS Section 364 of the Act authorizes Council to exempt certain properties from taxation;

AND WHEREAS the rates for properties annexed into the City July 1, 2007 are subject to provisions of Orders in Council 35/2008 and require properties to be taxed as if they remained in Lacombe County up to and including the year 2022;

AND WHEREAS the assessed value of all property in the City as shown on the 2020 assessment roll (2019 market values) is:

Total Assessment*	\$2,127,313,200	
	Non-Taxable Assessment	Taxable Assessment
Municipal	\$297,071,320	\$1,830,241,880
Education (Combined)	\$318,250,010	\$1,809,063,190
Lacombe Foundation	\$297,071,320	\$1,830,241,880
Designated Industrial Properties	\$2,110,330,550	\$16,982,650

*Total Assessment based on roll as of Apr 28, 2020.

AND WHEREAS the total requirement of the City of Lacombe to be raised by Property Taxes as shown in the annual estimates and subsequent budget amendments are as follows:

Purpose	Required Amount**
Municipal	\$14,967,912
Provincial School Foundation	\$4,833,318
St. Thomas Aquinas RCSR	\$155,548
Lacombe Foundation	\$111,179
Designated Industrial	\$1,289
Total	\$20,069,246

**Amounts include under/over levies from previous year but exclude 2020 Supplementary Assessment. Municipal amount includes amendments to operating budget and tax rate approved in Spring Amendments.

NOW THEREFORE, pursuant to Sections 353, 382 and 369 of the *Municipal Government Act*, the Council of the City of Lacombe in the Province of Alberta, duly assembled, enacts as follows:

1. BYLAW TITLE

1.1. This Bylaw may be referred to as the "2020 Property Tax Bylaw."

2. DEFINITIONS

2.1. In this Bylaw:

- a) "Act" means the Municipal Government Act R.S.A. 2000 c. M-26 and regulations made thereunder;
- b) "ASFF" means the Alberta School Foundation Fund established under the School Act RSA 2000 c. S-3.
- c) "Chief Administrative Officer" means that person appointed by Council to position of Chief Administrative Officer pursuant to the Act.
- d) "Designated Industrial Property" means designated industrial property as set out in Section 284 of the MGA
- e) "Farm land" means land used for farming operations as defined in the regulations;
- f) "Non-residential" in respect of property, means linear property, components of manufacturing or processing facilities that are used for the cogeneration of power or other property on which industry, commerce or another use takes place or is permitted to take place under a land use bylaw passed by a council, but does not include farm land or land that is used or intended to be used for permanent living accommodation;
- g) "Residential" in respect of property, means property that is not classed by the assessor as farmland, machinery and equipment or non-residential.
- h) "St. Thomas Aquinas RCSR" means the St. Thomas Aquinas RCS Regional Division No. 38.

2.2. All other words used in this Bylaw that are defined in the Act shall have the meanings given to those words in the Act except where specifically defined otherwise in this Bylaw or required by the context in which the words are used in this Bylaw.

3. LEVY OF PROPERTY TAX

3.1. The Chief Administrative Officer is authorized and directed to impose and collect a property tax for the year 2020 at the rates set out in [Schedule "A"](#) to this Bylaw.

3.2. The Chief Administrative Officer is authorized to undertake a supplementary assessment and levy supplementary property taxes at the rates set out in [Schedule "A"](#) to this Bylaw.

4. EXEMPTIONS FROM TAXATION

4.1. The following properties are exempt from General Municipal taxes, Special taxes and Lacombe Foundation and ASFF requisitions for the year 2020:

Roll # 040007640
Roll # 040007650

4.2. For purposes of this Section:

- a) "General Municipal Taxes" means the property taxes imposed pursuant to this Bylaw to raise the tax revenues shown under the heading "General Municipal" in [Schedule "A"](#) to this Bylaw; and

- b) "Special Taxes" means the property taxes imposed pursuant to this Bylaw to raise the tax revenues shown under the heading "Street Renewal" in [Schedule "A"](#) to this Bylaw; and
- c) "Lacombe Foundation" means the property taxes imposed pursuant to this Bylaw to raise the tax revenues for the Lacombe Foundation set out in [Schedule "A"](#) to this Bylaw; and
- d) "ASFF" means the property taxes imposed pursuant to this Bylaw to raise the tax revenues for the Alberta School Foundation Fund set out in [Schedule "A"](#) to this Bylaw.

5. INTERPRETATION

- 5.1. Should any provision of this Bylaw be declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- 5.2. There shall be entered upon the Tax Roll of the said City of Lacombe, in a column provided for that purpose, the amount for which the property is charged for all of the sums ordered to be levied for each of the aforementioned classifications, and it shall not be necessary to state the particular sums for each of the various classifications.

INTRODUCED AND GIVEN FIRST READING THIS ____ day of _____, 2020.

GIVEN SECOND READING THIS ____ day of _____, 2020.

GIVEN THIRD AND FINAL READING THIS ____ day of _____, 2020.

Mayor

Chief Administrative Officer

City of Lacombe Bylaw 479
SCHEDULE "A"

	Tax Levy*	Taxable Assessment	Tax Rate in Mills
General Municipal			
Residential	\$12,031,360	\$1,502,770,430	8.0083
Non-Residential	2,911,600	323,982,820	8.9869
Machinery & Equipment	21,718	2,416,630	8.9869
Total General Municipal	\$14,964,678	\$1,829,169,880	

**Annexation Rates based on Lacombe County's 2020 Budget
Tax Rates

General Municipal Annexation			
Residential	\$2,291	\$896,000	2.5570
Farmland	943	176,000	5.3580
Non-Residential	-	-	5.4633
Machinery & Equipment	-	-	5.4633
Total General Municipal Annexation	\$3,517	\$1,183,030	

Alberta School Foundation			
Residential(w/ annex)	\$3,673,812	\$1,441,366,220	2.5649
Non-Residential(w/ annex)	1,159,506	311,760,600	3.7268
Machinery & Equipment	-	-	0.0000
Total Alberta School Foundation Fund	\$4,833,318	\$1,753,126,820	

St. Thomas Aquinas RCSR			
Residential(w/ annex)	\$154,477	\$55,649,500	2.5649
Non-Residential(w/ annex)	1,071	286,870	3.7268
Machinery & Equipment	-	-	0.0000
St. Thomas Aquinas RCSR	\$155,548	\$55,936,370	

Lacombe Foundation			
Residential	\$91,352	\$1,503,842,430	0.0608
Non-Residential	19,681	323,982,820	0.0608
Machinery & Equipment	147	2,416,630	0.0608
Total Lacombe Foundation	\$111,179	\$1,830,241,880	

Designated Industrial Properties			
Designated Industrial Properties	\$1,289	\$16,961,450	0.0760
Total Designated Industrial	\$1,289	\$16,961,450	

	City 2020	Annexed Properties
Residential (ASFF)	10.6340	5.1827
Residential (STARCSR)	10.6340	5.1827
Non-Residential - Not subject School	9.0476	5.4633
Non Residential (ASFF)	12.7744	9.2509
Non Residential (STARCSR)	12.7744	9.2509
Farmland (ASFF)	12.7744	9.1455
Machinery & Equipment	9.0476	5.5241

	CITY OF LACOMBE COUNCIL POLICY	
	ANNUAL BUDGET AND TAXATION PREPARATION	
	Policy Number:	13/210.03 2018PO
	Effective By:	Upon approval
	Rescinds:	13/210.03 (2012) Annual Budget and Taxation Preparation Policy
	Review Frequency:	Annually
	Responsible Department:	Finance Department
	Reference:	Equity and reserves policy #13/201.01 (2012) Debt Management #13/201.02 (2012) Sec 241 to 248, Sec 353 to 370 – Municipal Government Act

Purpose of the Policy

To establish principles for the preparation of annual budgets, business plans, and property taxation levies. In some cases these principles will stand alone, while in others the principles are excerpts from separate policies established by Council.

Policy Statement

The adoption of the City's business plans, budgets, and tax rate bylaws are among the most critical functions undertaken by Council.

Budgets and business plans shall be developed in a consistent and planned manner, and budgets shall take into consideration the impacts on future years and the City's ability to fund those impacts.

Municipal and utility operating budgets shall be prepared for a three year period. Approval is required for 1st year and years 2 and 3 will be presented for council's information. The City will strive to maintain an appropriate transfer to capital reserves in the operating budget to support the 10-year capital plan.

City utility expenditures will be funded entirely from reserves and self-supporting utility rates.

The City shall maintain a fair, transparent, and competitive system of municipal property taxation, while collecting the revenue necessary to meet municipal program and service funding obligations.

Definitions & Abbreviations

- Alberta Consumer Price Index (ACPI)
 - Is an indicator of changes in consumer prices experienced and is obtain by comparing, over time, the cost of a fixed basket of goods and services purchased by consumers.
- CAO
 - The City of Lacombe's Chief Administrative Officer

Responsibilities

City Council

- To approve the annual budget and taxation policy
- Consider and approve amendments thereto

Chief Administrative Officer

- To ensure budget preparation is developed in a consistent manner according to this policy
- Bring forward considerations and recommendations to Council for changes

Managers/supervisors

- Develop business plans and budgets according to this policy

General Provisions

1. General

- a. The approved operating budget shall serve as the financial plan for the City and as the policy document of City Council for implementing Council's goals and objectives outlined in Council's strategic plan. The approved operating budget shall provide Administration with the direction and resources necessary to accomplish Council-determined service levels. Budgets will support Department based business plans.
- b. Departmental Business Plans shall:
 - i. be comprised of operating and capital projects and programs, which are consistent with Council's approved strategic plan;
 - ii. be comprised of capital projects and operating programs which balance the expectations of citizens for service levels with their ability and willingness to pay for those services; and
 - iii. identify all costs associated with operating new equipment or facilities where capital projects are being recommended and identify the funding sources available, including but not limited staffing.
- c. The need for programs and service levels will be the major considerations in determining tax rates; however, local taxing efforts of other municipalities will also be taken into consideration.
- d. Council will seek input from the public and Administration during budget preparation and throughout the year. Public input will include public participation during budget open houses.
- e. The municipal tax rates will be set by Council annually through the Property Tax Bylaw.

2. Multi-Year Planning

Multi-year planning will enhance and improve the budget process by reinforcing the commitment to long-term fiscal health by looking beyond a one-year horizon. This multi-year view will provide citizens, businesses and agencies with longer-term information regarding the City's planned programs. The primary multi-year planning documents will be Council's strategic plan and departments' 3 year business plans.

3. Capital Funding

- a. The capital funding is a base funding amount within the operating budget that supports the 10- year capital plan. Capital contributions shall be carried out through:
 - i. annual transfers to reserves in accordance with the 10 year capital plan;

- b. A change in costs related to debt servicing shall result in a change to the other components of the capital funding for the 10 year capital plan.

4. Balanced Budget

- a. The City shall adopt a balanced budget where operating revenues are equal to operating expenditures for each year.
- b. The City shall use the July 1st Alberta Consumer Price index as the targeted property tax increase.
- c. No department manager shall intentionally budget in a way that a surplus will be created when developing a budget.
- d. The following rules are proposed to govern year end operating surpluses:
 - i. Any utility funded surplus will be directed back to the corresponding Utility Reserve
 - ii. Lacombe Police Service surplus will be applied to the Police Operating Reserve
 - iii. Surplus from wages and benefits will be applied to the General Operating Reserve
 - iv. A surplus arising from any other department will be applied to:
 - a. Reserves, for use in maintaining reserve levels set by Council policy, or
 - b. A one time expenditure

5. One-time Revenues

- a. Major one-time revenues will be applied to:
 - i. reserves for use in maintaining reserve levels set by Council policy; or ii. one-time expenditures
- b. Operating surpluses and one-time revenues will not be used to fund ongoing expenditures, as this result in annual expenditure obligations, which may be unfunded in future years.

6. Use of Unpredictable Revenues

Unpredictable revenue sources will not be relied upon to directly fund expenditures until the revenue has been received.

7. Revenue Diversification

- a. The City may charge fees for services where it is applicable and cost effective to do so.
- b. The City will strive for full cost recovery where it is applicable and cost effective to do so.
 - i. The City's utility departments will follow a full cost cash recovery rate model.
 - ii. Other departments shall follow a cost recovery model as established by Council.
- c. The City will continuously seek new and diverse revenues so as to limit the dependence on one or only a few sources and in order to maintain needed services.

8. New Programs and Changes in Service Levels

- a. The operating budget will be developed based on the principle to sustain current programs and level of services. Recommendations for new programs and/or service level adjustments (increase or decrease) will be presented in separate business cases during the annual budget process.
- b. The City will pursue federal, provincial, and private grants but will strictly limit financial support of these programs to avoid commitments which continue beyond funding availability.

9. Funding to Outside Agencies

Agencies requesting funding from the City of Lacombe shall submit annual business plan and budget no later than November 1st of each year.

10. Annual Budget Adjustments

- a. Any changes to estimates of revenues or expenditures shall be presented to Council prior to the adoption to the annual tax rate bylaw,
- b. Emergency expenditures items such as facility or infrastructure repairs shall be considered by Council on a case by case basis and as determined by the CAO.
- c. Subject to the approval of the CAO, managers have the authority to vary individual expense items within their department budget up to \$25,000. Variations in individual expense items must not result in an overall change to the department budget or affect service levels, unless approved by Council.

11. Reserves

- a. The City will maintain appropriate Reserves as determined by Council through its reserve policy and planning.
- b. The Budget will allocate an appropriate level of funds to Reserves in order to maintain services throughout economic cycles:
 - i. to ensure against unforeseen costs and revenue reductions;
 - ii. to provide bridge financing for capital; and/or
 - iii. to allow the City to take advantage of grants and/or market opportunities.
- c. In addition to its capital reserve funds, the City may establish reserves:
 - i. to fund large, long-term liabilities; and/or
 - ii. to fund multiple year special projects.
- d. Use of reserves is planned and is not considered as an alternate-funding source in place of good financial practice. Long-term liabilities will be reviewed on an annual basis. Reserves and reserve funds will be established as required and maintained.
- e. The City will maintain Capital Reserves in order to ensure a current and sufficient asset base to support City programs and services. Contributions to these reserves will be based on the 10 year rolling average for capital investment.

12. Infrastructure

- a. The City will endeavor to preserve and renew its infrastructure, as a priority over developing new infrastructure.
- b. Projects and maintenance will not generally be deferred unless the need for the project or maintenance changes. As a result, projects in the 10-year capital forecast advance from year to year in an orderly fashion. Maintenance is not deferred to meet funding constraints since deferred maintenance generally results in increased operating or replacement costs in the future.
- c. Departmental Business Plans will provide that an appropriate proportion of the cost of new development related to capital infrastructure, as determined by Council Policy, be financed by development charges.
- d. The City shall prepare a multi-year operating forecast to identify the impact of new facilities and infrastructure. Unless the City has the ability to afford the new facility, the project will not proceed.

13. Staffing

- a. In general, unless unusual circumstances warrant, additional staffing requests included in Budget development will be based on a start date of April 1. Initial budgets for new positions will be based on the midpoint step on the salary grid.
- b. Managers will develop business cases for any new staff request in accordance with the Administrative Directive.
- c. In addition to direct staffing costs, business cases for new positions will also include equipment costs (e.g. vehicle, office equipment, computers, cell phones, etc). required by the position.

14. Revenue Estimates

Operating revenue projections will be based on actual historic trends, approved service levels, and supplemented with additional knowledge future expectation

15. Original Scope of Capital Projects

- a. At times, throughout the budget period, opportunities arise to change the original scope of a project due to:
 - i. lower tender results from budget;
 - ii. additional funding from unexpected revenues such as grants or contributions from agencies.
- b. The original scope of an approved project shall only be changed with formal approval from Council.

16. Revenue Neutrality

The City's overall municipal tax revenues shall not increase automatically with market assessment increases in an effort to protect ratepayers from dramatic shifts in property taxation due to annual market value assessment changes. The general municipal tax rate for the municipality shall be adjusted to ensure revenue neutrality. Increases to general tax revenue shall be limited to new development and construction and tax rate increases approved by Council.

17. Tax Burden and Multiple Tax Rates

- a. If non-residential assessment growth (i.e. new construction) exceeds residential assessment growth in a year, the CAO shall adjust the percentage of the City's revenue requirement assigned to the residential and non-residential assessment classes (the tax burden) to ensure that tax rate percentage increases for each assessment class are generally equivalent.
- b. If residential assessment growth exceeds non-residential assessment growth, the CAO shall recommend a separate tax rate for residential and non-residential property classes. The targeted tax rate for non-residential properties is equivalent to 120% of the residential tax rate, though this target may fluctuate from year to year. These separate tax rates may result in a different tax increase percentage for each property class.
- c. The percentage of the City's revenue requirement assigned to the non-residential assessment class shall not decrease over time in relation to the percentage of the City's revenue requirement assigned to the residential assessment class.

18. Policy Review

This policy shall be reviewed annually by Administration. Any changes shall be recommended to Council for approval.

Original Signed

Mayor

September 24, 2018

Approval Date
(MMMM/DD/YYYY)

Original Signed

Chief Administrative Officer

September 24, 2018

Approval Date
(MMMM/DD/YYYY)

MONTHLY SIGNIFICANT EVENTS REPORT

Chief Administrative Officer

Date: to May 7th, 2020

COVID-19 Response

- Emergency Coordination Centre remains active, in response to COVID19 pandemic
- No active cases in Lacombe at the time of writing report
- City Hall and Public Works to re-open to public May 19th
- Some full-time staff have been given notice of return to work dates in May/June
- Most casual/part time staff remain on temporary lay-off pending dates for reopening of the facilities at which they work
- No dates provided yet from the province on re-opening of Gary Moe Autogroup Sportsplex, Kinsmen Aquatic Centre, or Mary C. Moore Public Library
- Programs and facilities closed until end of May
- Staff on modified shifts to minimize risk of service interruptions
- No administrative recommendation for the declaration of a State of Local Emergency (SOLE) at this time
- Critical staff registry with Government of Alberta – all critical staff and firefighters registered
-

Administrative

- Developing process for online aggregation of community events

Public Works

- Capital projects that may be suitable for anticipated infrastructure stimulus spending have been summarized and submitted to appropriate parties in the provincial and federal government
- 2020 Capital Project tender has closed – project award recommendation coming May 25th meeting

Regional Matters

- Working with Lacombe County (via NRDRWWSC) and City of Red Deer to facilitate industrial connection to regional sewer

Utilities

- Nothing to report



SHOVEL READY PROJECTS
TO RELAUNCH
CENTRAL ALBERTA

The City of Lacombe supports the Province of Alberta’s recent announcement for increased investment in job-creating infrastructure projects to offset job losses due to the convergence of the COVID-19 and oil price collapse. We also understand that there are many competing priorities and have highlighted a broad range of shovel-ready projects that vary in scope, service area, and impact. These projects are all supported in the City’s prior 10 Year Capital Plan, spearheaded by community partners, or are critical for continued essential service delivery.

All of the identified projects have associated pre-planning work completed to the degree they would allow for immediate tendering and provide maximum benefit for the lowest cost.



Mayor Grant Creasey

INVESTING IN CANADA INFRASTRUCTURE PROGRAM ALIGNMENT

	Alignment with Investing in Canada Infrastructure Program Outcomes	Anticipated social, economic and environmental benefits	Impact on community and stakeholder identified needs	Project readiness, including the amount of funding secured and the level of planning that has occurred	The applicant’s capacity to manage the project	Alignment with Government of Alberta priorities	Job Creation
Lacombe Senior’s Lodge	●	●	●	●	●	●	●
Public Works Building		●	●	●	●		●
Snow Storage Facility	●	●	●		●	●	●
Commercial Sector Service Road Construction	●	●	●	●	●	●	●
Downtown Sidewalk Reconstruction	●	●	●	●	●	●	●
Woodland Drive Extension	●	●	●		●	●	●
Downtown Water Main Renewal	●	●	●		●		●
Lacombe Athletic Park Upgrades		●	●	●	●	●	●
Active Transportation Upgrades	●	●	●	●	●	●	●
Pool Upgrade		●	●		●	●	●



RURAL & NORTH INFRASTRUCTURE PROJECTS

Lacombe Senior's Lodge

Albertans Working: Q2 2020

Estimated Cost \$ 12,000,000

Project Completion: Q4 2023

In 2019, the Lacombe Foundation conducted a feasibility study of the Lacombe Lodge/Parkview Manor that supports a phased redevelopment of the facility. Redevelopment of the lodge would ensure the region's affordable housing options are in good condition and managed more sustainably. The age and condition of the current facility makes for a very poor resident experience, combined with high cost operations.

“The City of Lacombe is well-positioned to advance several infrastructure projects which aligns well with our province's commitment to getting Albertans back to work”

Public Works Building

Albertans Working: Q3 2020

Estimated Cost \$ 5,000,000

Project Completion: Q4 2021

The City of Lacombe Public Works Master Plan Report was commissioned in 2012, which identified the long-term requirements of the City for a new public works building. The costs to keep the building operational have escalated with over \$500,000 invested in the last two years. The City already owns a 10-acre municipal lot for the development of a main shop and outbuildings. Construction was planned for the coming years but could be advanced if funds were available.

Snow Storage Facility

Albertans Working: Q3 2020

Estimated Cost \$ 600,000

Project Completion: Q2 2021

This project would reclaim parts of the City's decommissioned wastewater lagoons as new snow storage facilities. These locations provide the City with an environmentally conscious option for snowmelt storage and treatment and improved sustainable use for brownfield sites owned by the City, as the current snow dump area does not meet current provincial guidelines. Design and construction work remain unfunded by the City.



RURAL & NORTH INFRASTRUCTURE PROJECTS

Commercial Sector Service Road Reconstruction

Albertans Working: Q2 2020

Estimated Cost \$ 1,365,000

Project Completion: Q3 2020

Highway Street provides access to commercial businesses and food services in north Lacombe. A portion of the roadway is scheduled for reconstruction in 2020 as part of the fully funded Capital Works Program, with the remaining work planned for 2021. Additional funding can advance the project so that the entire street is completed this year.

Downtown Sidewalk Reconstruction

Albertans Working: Q2 2020

Estimated Cost \$ 130,000

Project Completion: Q3 2020

Sidewalk replacement in Lacombe's historic downtown core removes tripping hazards, improves drainage and enhances accessibility. The project includes sidewalk replacement for two high traffic areas adjacent to vibrant commercial businesses. This work was selected from projects originally scheduled for completion by the end of 2022; however, they can be easily prioritized to take advantage of the current reduced pedestrian and vehicular traffic.

“ Investing in infrastructure like roads, schools and health facilities is critical to our economic success by creating jobs and attracting investors. ”

Woodland Drive Extension

Albertans Working: Q3 2020

Estimated Cost \$ 192,000

Project Completion: Q3 2020

This project would upgrade a segment of Woodland Drive from a gravel lane to a paved collector road, improving access and maintenance of Lacombe's Northwest Recreation Area. Design of this project is complete, however, the construction work remains unfunded by the City.

Downtown Water Main Renewal

Albertans Working: Q3 2020

Estimated Cost \$362,000

Project Completion: Q4 2020

The existing cast iron watermain at the intersection of Highway 2A and Highway 12 in Lacombe has reached the end of its useful life. Numerous breaks occurred this spring, resulting in costly service interruptions to downtown businesses and traffic impacts to one of the busiest intersections in Lacombe. The City's goal is to replace the waterline in 2021 in order to minimize the impacts of anticipated future line breaks, but with advanced funding this project can be completed in 2020.



COMMUNITY, CULTURE & RECREATION INFRASTRUCTURE PROJECTS

Lacombe Athletic Park Association Facility Upgrades Phase 2

Albertans Working: Q2 2020

Estimated Cost \$ 2,500,000

Project Completion: Q3 2021

More than 50 sports teams and organizations across the Province utilize the centrally-located ME Global Athletic Park annually. A recent \$2M corporate sponsorship is funding Phase 1 of a two-phase park expansion. Phase 2 of the project is construction of international standard track and field infrastructure, making this one of five International Association of Athletic Federations (IAAF) standard track facilities in all of Alberta. Athletics Alberta supports the project, as the existing IAAF tracks are aging and a new international grade track would benefit the development and competitive edge of Alberta track and field athletes. However, Phase 2 currently remains unfunded.

Active Transportation Upgrades

Albertans Working: Q3 2020

Estimated Cost \$1,220,000

Project Completion: Q3 2021

New sidewalk and asphalt trail construction would expand the City's pedestrian network and provide additional urban mobility connections to the Trans Canada Trail. This project will provide direct connections to the Trans Canada Trail, access to natural pedestrian trails users in south Lacombe, and the construction of a natural trail and boardwalk on a portion of the perimeter of Elizabeth Lake. This project would improve community health through urban mobility and connectivity in a sustainable way by expanding connections and access to the Trans Canadian Trail that moves through Lacombe.

Pool Upgrade

Albertans Working: Q2 2020

Estimated Cost \$ 2,900,000

Project Completion: Q4 2021

The current facility change rooms are not up to safety codes. This project will bring these spaces up to code and create a more inclusive facility where families and those with special needs can recreate with dignity. The change rooms were not included in the scope of upgrades made in 2015, and a 2017 survey found to be them to be a top priority for community members.

“The ME Global Athletic Park will offer the opportunity to collectively attract major regional, provincial and national caliber events.”



ALBERTA

COMMUNITY AND SOCIAL SERVICES
Office of the Minister

Ministerial Order No. 2020-15

WHEREAS the Lieutenant Governor in Council made Order in Council 080/2020 under section 52.1(1) of the *Public Health Act* (PHA) on March 17, 2020 declaring a state of public health emergency in Alberta due to pandemic COVID-19 and the significant likelihood of pandemic influenza;

WHEREAS Order in Council 080/2020 has effect for 90 days following March 17, 2020 under section 52.8(1)(a) of the PHA;

WHEREAS sections 52.1(2) and 52.1(3) of the PHA authorize the Minister of Community and Social Services (Minister) to make an order, without consultation, to suspend or modify the application or operation of all or part of an enactment, subject to the terms and conditions the Minister prescribes, if the Minister is satisfied that the application or operation of all or part of the enactment is not in the public interest;

WHEREAS section 2(a) of the *Family and Community Support Services Act* (Act) allows a municipality to provide for the establishment, administration and operation of a family and community support services program;

WHEREAS section 7(a) of the Act allows the Lieutenant Governor in Council, by regulation, to determine what constitutes a program for the purposes of the Act;

WHEREAS section 2.1 of the *Family and Community Support Services Regulation* (Regulation) sets out the service requirements for a program under the Act;

WHEREAS section 2.1(1) of the Regulation requires programs to be of a preventive nature that enhance the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity, and section 2.1(2) of the Regulation sets out program prohibitions;

WHEREAS I am satisfied that the prohibition on providing direct assistance for food to sustain an individual or family set out in section 2.1(2)(b) of the Regulation is not in the public interest because during this COVID-19 crisis food security and providing food directly to individuals and families is preventive in nature and enhances the social well-being and safety of those individuals and families and allows them to remain independent, strengthens their ability to cope with the other consequences of the restrictions put in place to slow the spread of COVID-19 and be more resistant to the other impacts of COVID-19 and the associated social distancing restrictions;

THEREFORE, I, Rajan Sawhney, Minister of Community and Social Services, pursuant to section 52.1(2) of the PHA, do hereby order that:

1. The prohibition in section 2.1(2)(b) of the Regulation that direct assistance for food not be provided to individuals and families is suspended and that direct assistance for food is deemed to meet the criteria set out in section 2.1(1) of the Regulation.
2. This Order lapses, unless it is sooner continued by an order of the Lieutenant Governor in Council under section 52.811(3) of the PHA, at the earliest of the following:
 - (a) August 14, 2020;
 - (b) 60 days after Order in Council 080/2020 is terminated by the Lieutenant Governor in Council, if Order in Council 080/2020 is terminated before June 15, 2020;
 - (c) when the Order is terminated by the Minister under section 52.811(2) of the PHA because the Minister is satisfied that this Order is no longer in the public interest; or
 - (d) when this Order is terminated by the Lieutenant Governor in Council under section 52.811(1)(c) of the PHA.

DATED this 14 day of April, 2020.



Rajan Sawhney
Minister of Community and Social Services



ALBERTA
COMMUNITY AND SOCIAL SERVICES

Office of the Minister

April 27, 2020

Dear Mayors and Chief Administrative Officers:

We are dealing with a fast and rapidly changing landscape in response to the COVID-19 pandemic. As a government, we are committed to supporting our most vulnerable and at-risk people.

There is a growing use of food banks, and food security was identified as one of the most common areas for funding requests during the initial round of applications for the COVID-19 emergency social services funding. Community and Social Services (CSS) is temporarily relaxing the funding restrictions on Family and Community Support Services (FCSS) funding to help you address food security needs at the local level.

In response to COVID-19, CSS has temporarily suspended the regulatory restriction that prevents FCSS funding from addressing food security. This has been done through a Ministerial Order (attached) under the authority of the *Public Health Act*. With this amendment, FCSS programs will have more flexibility in providing secure access to food for vulnerable Albertans.

Food security is but one of many issues facing Albertans at this time. Given the magnitude of impact of COVID-19 on our province, I would like FCSS programs to work with your partner organizations and prioritize available funding to meeting COVID-19 needs in your local community.

Thank you for your support and ongoing commitment to meeting the needs of Albertans during this extra-ordinary time.

Sincerely,

Rajan Sawhney
Minister of Community and Social Services

Attachment

cc: Family and Community Support Services Program Directors

Age-Friendly Alberta Newsletter



Message from Honourable Josephine Pon Minister of Seniors and Housing April 24, 2020

Special Minister's Statement on COVID-19

As I write to you, beautiful Alberta spring is in full bloom, enticing us to get out of our homes and enjoy the sunshine. While I encourage you to spend time outdoors enjoying this fleeting season, I want to remind you to do so safely. Continue to practise physical distancing, and do not go out if you are feeling unwell. We must continue to protect one another and prevent the spread of COVID-19.

This week, I would also like to share some updates on our government's COVID-19 measures along with other information that may be of interest.

Support for health care aides

The Government of Alberta announced support to increase staffing of health care aides and alleviate pressures in contracted continuing care facilities. Supports include additional funding to allow for:

- Increased health care aide staffing levels.
- A wage top-up of an additional \$2 per hour for health care aides.
- Up to 1,000 paid student practicum positions to fast-track certification and get more staff into our continuing care facilities.

In addition, \$24.5 million is being advanced to operators to help address immediate cost pressures due to COVID-19.

This support is specifically about health care aides who work in long-term care and designated supportive living (DSL) facilities. Seniors lodges that have DSL spaces have health care aides, so they benefit from this support.

National Volunteer Week

All year round and especially from April 19 to 25, we applaud Alberta's volunteers, particularly those that support seniors and vulnerable Albertans. Volunteers are the foundation for many community organizations with limited or no paid staff. Each year, more than 1.6 million Albertans provide more than 262 million volunteer hours to support the non-profit and voluntary sector at a value of \$5.6 billion.

There are many ways to celebrate volunteers while physical distancing, including:

- Highlighting individuals, teams or projects by sharing volunteer stories through video and photos on social media or other platforms.
- Emailing a volunteer with a personalized thank you or provide gift cards for takeout as a token of recognition.
- Writing a reference letter for a volunteer who is applying for a job, internship or school program.
- Nominating an outstanding volunteer for an award such as Stars of Alberta to formally recognize their efforts.

I was pleased to share a video thanking these dedicated and hardworking people. You can watch it [here](#). Feel free to share it with the volunteers in your organizations.

Alberta Cares Connector

The Government of Alberta launched a new tool to connect Albertans with volunteer opportunities during this unprecedented global crisis. The [Alberta Cares Connector](#) will build on the success of everyday Albertans who answered the call to action, by providing an easy one-stop-shop for those looking for service opportunities. It will ensure those organizations and programs that depend on the generosity and assistance of volunteers are able to continue to provide support to those in need.

Alberta Northern Lights Volunteer Awards

Government also launched the [Alberta Northern Lights Volunteer Awards](#) to honour everyday heroes as the province responds to the COVID-19 pandemic. The honourees will be nominated by fellow Albertans and selected for profiling on the program's website and through social media.

Expanded testing

Alberta Health continues to closely monitor outbreak situations, and is working with employers and Alberta Health Services to expand testing to asymptomatic residents and staff in continuing care facilities and outbreak sites. All workers from all companies at outbreak sites will be offered this opportunity. Additionally, Alberta's testing capacity is expanding rapidly and anyone with symptoms anywhere in the province can now be tested.

Those with symptoms of COVID-19, including cough, fever, runny nose, sore throat, or shortness of breath, should complete an [online COVID-19 self-assessment](#). After completing the form, there is no need to call 811.

Suspension of applications for emergency social services funding

Effective April 21, the Government of Alberta has suspended [applications for emergency social services funding](#) to charities, non-profits and civil society organizations to support their COVID-19 response. Government has received more than 600 applications for the \$30-million fund and applications are being reviewed.

Emergency Community Support Fund

The federal government recently announced an [investment of \\$350 million](#) to support vulnerable Canadians through charities and non-profit organizations that deliver essential services to those in need. The investment will flow through national organizations who have the ability to get funds quickly to local organizations that serve vulnerable populations. It will support a variety of activities, such as:

- Increasing volunteer-based home deliveries of groceries and medications.
- Providing transportation services, like accompanying or driving seniors or persons with disabilities to appointments.
- Scaling up help lines that provide information and support.
- Helping vulnerable Canadians access government benefits.
- Providing training, supplies, and other required supports to volunteers so they can continue to make their invaluable contributions to the COVID-19 response.
- Replacing in-person, one-on-one contact and social gatherings with virtual contact through phone calls, texts, teleconferences, or the Internet.

Family violence prevention

Rates of family violence, including elder abuse, increase during and following natural disasters, public health crises and economic downturns. It is important to know where to turn if you or someone you know is experiencing family violence during the COVID-19 pandemic.

- A 24-hour Family Violence Information Line is available at 310-1818 to get anonymous help in more than 170 languages.
- Alberta's One Line for Sexual Violence is available at 1-866-403-8000, from 9 a.m. to 9 p.m.

Information sheets and other resources on family violence prevention are available at alberta.ca/COVID19.

Mental health supports

Albertans can call the Mental Health Help Line at 1-877-303-2642 or the Addiction Help Line at 1-866-332-2322, 24 hours a day, seven days a week, for confidential support, information and referrals.

It is important to remember during this time of uncertainty to stay connected with your loved ones. Please phone your family, friends and neighbours who are isolating.

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.

Josephine Pon
Minister of Seniors and Housing

April 24, 2020



Website



Email

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



April 29, 2020

Dear Mayors, Councillors and CAOs:

I am writing to acknowledge that in recent months AUMA has received several concerns from members related to physician funding changes and the resulting impacts on access to health care, particularly in smaller communities. This includes formal requests for action from municipalities such as the Town of Pincher Creek and Lac La Biche County, as well as numerous emails and phone calls from others.

[On April 24, 2020, the Minister of Health announced](#) further changes to physician funding that are intended to protect access to health care in rural and remote communities in Alberta. One of the initiatives referred to in the Minister's announcement is the formation of a working group by the Provincial Primary Care Network Committee which will provide recommendations on how to improve primary care in rural communities. In order to ensure that the perspectives of municipalities are shared within this working group, I have requested that a representative from AUMA be included amongst the members of the group.

Access to appropriate medical care in all communities is critical. Recognizing this, AUMA is also connecting directly with both the Alberta Medical Association (AMA) and Alberta Health to gain additional insight into this issue. The insight acquired during discussions with AMA and the province will allow AUMA to build a more impactful advocacy strategy to support equitable access to health care for all Albertans.

Additionally, AUMA is sending a letter to the Minister of Health to request a meeting to discuss member concerns and the funding decisions made by the province to-date, and to ask him to ensure that municipalities have an ongoing voice in the work being done to achieve equitable access to health care for all Albertans in all communities.

If you would like to discuss this matter with me directly, please feel free to contact me by email at president@auma.ca or my cell phone at (403) 363-9224.

Sincerely,

A handwritten signature in black ink, appearing to read 'Barry Morishita'.

Barry Morishita
AUMA President

From: Seniors and Housing Information <Seniorsinformation@gov.ab.ca>
Sent: May 1, 2020 6:36 PM
Cc: Seniors and Housing Information
Subject: Special Minister's Statement on COVID-19 - May 1, 2020



Special Minister's Statement on COVID-19

As we head into the month of May, it is hard to believe that less than two months ago, we were announcing the first case of COVID-19 in our province. I know this is not the spring we were looking forward to, and I encourage you not to lose hope.

Get outdoors, enjoy the sunshine, but please remember to do so safely. By continuing to exercise common sense and following public health guidance, we can prevent the spread of COVID-19 and get the economy moving again.

Below is a roundup of the important announcements and updates that may be of interest to you.

Alberta's plan to relaunch

A phased relaunch will put Albertans' safety first as we gradually reopen closed businesses and services and get people back to work. It is because Albertans have acted responsibly, respecting public health advice, that we have been able to limit the spread of COVID-19, keep localized outbreaks within the capacity of our health-care system, and now take the first incremental steps to reopen some businesses and services.

Throughout the relaunch we will maintain strong protections for the most vulnerable, including those in long-term care, continuing care and seniors' lodges. Details on the three-stage plan can be found [here](#).

New and clarification of public health orders

New public health orders have been put in place to help with the continued protection of residents in long-term care and supportive living, as well as to improve their quality of life. These include changes to visitation and outbreak policies. Details can be found [here](#).

Rent relief

Alberta has also joined other provinces, the territories and federal government in a [program to help small businesses pay rent](#). The new Canada Emergency Commercial Rent Assistance (CECRA) program will give certainty to small businesses – including non-profit and charitable organizations – by providing 50 per cent of monthly commercial rental costs. Further details on CECRA will be shared by Canada Mortgage and Housing Corporation in the coming weeks when final terms and conditions are available.

The Government of Alberta has also deferred its planned rental assistance redesign and extended the current rent supplement programs for current recipients until December 2020.

Support for vulnerable Albertans

Vulnerable Albertans are getting the support they need during this unprecedented public health crisis. A [variety of efforts](#) are being made to support vulnerable and at-risk Albertans feeling the impacts of the COVID-19 pandemic. Government is prioritizing support for those who need it most, including people with disabilities, people accessing

income support programs, homeless and women's shelters, and civil society organizations that support Albertans, including food banks.

Family violence prevention

Rates of family violence, including elder abuse, increase during and following natural disasters, public health crises and economic downturns.

The government is committed to supporting our most vulnerable and at-risk people, including those fleeing family violence. The requirement for in-person Emergency Protection Order (EPO) applications has been temporarily suspended during the COVID-19 pandemic.

Provincial courts can now hear applications for EPOs via telecommunication. Some applicants may still be asked to appear in person. This change aligns with physical distancing guidelines set out by public health officials to keep people safe and healthy during this public health crisis. The ministerial order can be viewed [here](#).

It is important to know where to turn if you or someone you know is experiencing family violence during the COVID-19 pandemic.

- A 24-hour Family Violence Information Line is available at 310-1818 to get anonymous help in more than 170 languages.
- Alberta's One Line for Sexual Violence is available at 1-866-403-8000, from 9 a.m. to 9 p.m.
- Information sheets and other resources on family violence prevention are available at alberta.ca/COVID19.

I was pleased to join my colleagues from the ministries of Culture, Multiculturalism and Status of Women, Community and Social Services and Children's Services to issue a [joint statement](#) on continued support for those experiencing domestic and family violence during the COVID-19 pandemic. We also released a video message, which you can watch [here](#).

Mental health supports

Albertans can call the Mental Health Help Line at 1-877-303-2642 or the Addiction Help Line at 1-866-332-2322, 24 hours a day, seven days a week, for confidential support, information and referrals.

It is important to remember during this time of uncertainty to stay connected with your loved ones. Please phone your family, friends and neighbours who are isolating.

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.

Josephine Pon
Minister of Seniors and Housing

May 1, 2020

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	May 7/20
ORGANIZATION	KEY POINTS OF DISCUSSION AND/OR DECISIONS
Library board meeting	April 28/20 We reviewed the audited financial statement from BDO. Things are looking good for the Library. A discussion was held regarding the reopening of the Library and what measures would have to be in place to meet the guidelines set out by the provincial government. The Librarian is staying busy for now but things are slowing down as most of the books have been returned.



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	May 11, 2020
ORGANIZATION	KEY POINTS OF DISCUSSION AND/OR DECISIONS
Lacombe Regional Emergency Management Partnership Advisory Committee	April 22, 2020 – phone conversation with Julian Veuger LREMP Coordinator to touch base and prepare an agenda package
Lacombe and District Chamber of Commerce	April 28 – Board Meeting – did not have quorum With the loss of the revenue that would typically come from the Trade Show, the Chamber is looking at revising their budget and at other sources of revenue like the Canada Emergency Business Loan.
Lacombe Regional Emergency Management Partnership Advisory Committee	<p>April 29 – Biannual Meeting</p> <ul style="list-style-type: none"> • Heard reports from the Agency about how they are responding to COVID-19 • There are sub-committees of the Agency such as ESS Plan, Website Review and Technology, ICS Roles & ESS Positions, and Crash Cart Improvements to tackle the work of the Agency. • The Advisory Committee was introduced to the concept of a Virtual Emergency Coordination Centre. The agency is going to launch this because during the pandemic it is a good opportunity to practice. It should not create more work for municipalities because if it does, "it means that they are doing it wrong." Currently DEMs and municipal staff are already meeting every Tuesday. The Virtual Emergency Coordination Centre will formalize this process. • Passed the budget for 2020. • Passed a motion to welcome Half Moon Bay as a member of the partnership again bringing the number of municipalities in the partnership to eleven. • Heard from Alberta Emergency Management Agency whose role it is to support municipalities with emergency management. It was mentioned that the partnership of our region is very healthy and it is the first regional group to step up to activate a Virtual Emergency Coordination centre.

Lacombe and District Chamber of Commerce	<p>May 4 – LEAP Lacombe Economic Action Partnership Zoom Meeting x 2</p> <p>Heard from members of the Chamber and the business community about efforts to cope with their day to day tasks and to ensure the health of their business</p> <p>Programs talked about were “Passport to Recovery”, Shop Red Deer/Shop Lacombe, Get in the Loop, Open Lacombe</p> <p>Comments were made that payment deferral plans are not always helpful.</p> <p>Can the City bulk buy PPE equipment for small businesses?</p> <p>The Chamber has recorded webinars on the website that might be of interest to the business community.</p> <p>https://www.lacombechamber.ca/news/2020/04/leap-webinar-series-week-1/</p>
Alberta Counsel	<p>May 5 – Planning for the New Normal; Strategic Shift in Communications for Municipalities. Themes were:</p> <ul style="list-style-type: none"> • When people are under stress messaging has to be kept to 3 pieces of information • Video broadcasting of meetings will become the norm • Council needs to show citizens they are interactive citizens • “Stay in your lane”
Lacombe FCSS	<p>May 5 – Interagency Meeting</p> <p>500 frozen meals were distributed in the month of April</p> <p>Big Brothers Big Sisters are still connecting with their clients through “Front Porch Lunches” and online tutoring</p> <p>May is Crime Prevention Month. Zoom presentations on things like “Crime Prevention for Your Home or Business will be coming https://cacpc.ca/presentations---zoom.html</p> <p>Lacombe Employment Centre hopes to open on May 14.</p> <p>The Tiny Tracks Daycare hopes to open as well but has not received its guidelines yet.</p> <p>Canadian Mental Health supervises 20 units of COVID housing for people who need a place to stay.</p>

CITY OF LACOMBE
MINUTES OF COUNCIL MEETING 20-08

Minutes of the Regular Meeting of Council held on **April 27, 2020** in the Council Chambers of the City Administration Office.

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

Staff Present: Matthew Goudy, Chief Administrative Officer
Deborah Juch, Director of Community Services
Diane Piche, Director of Corporate Services
Jordan Thompson, Director of Operations and Planning Services
Mauricio Reyes, Senior Finance Manager
Guy Lapointe, Community Economic Development Manager
Ross Pettibone, Legislative Coordinator/Executive Support
(remote)

Regrets Deven Kumar, Communications Coordinator

Media Present: None

Others Present: Alan Litster, BDO
Ryan Wachter, BDO
Steven Sypkes, BDO
Drayton Bussiere, President, Echo Lacombe Association

CALL TO ORDER – Regular Meeting of Council

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

ADOPTION OF AGENDA

11/178.08 20MO
THAT the Monday April
27, 2020 regular
meeting agenda be
adopted as presented.
20-141

MOVED BY Councillor Gullekson:

THAT the Monday April 27, 2020 regular meeting agenda be adopted as presented.

CARRIED UNANIMOUSLY

PRESENTATIONS

Audited 2019 Financial Statements (BDO)

Ryan Wachter, Steven Sypkes and Alan Litster attended to present the 2019 Audited Financial Statements for the City of Lacombe. Reviewed in more detail for Council were the Consolidated Statement of Financial Position, Consolidated Statement of Operations, Note 17 (Budget), Consolidated Statement of Cash Flows, Note 10 (Accumulated Surplus), Note 15 (Salary and Disclosure) and Note 16 (Debt Limits). Council requested minor updates for a policy disclosure on the self-imposed 75 percent of provincial debt limit and to Note 15.

MOVED BY Councillor Hibbs:

THAT Council accept the 2019 audited financial statements presentation as information.

CARRIED UNANIMOUSLY

1/173.08 20MO
THAT Council accept
the 2019 audited
financial statements
presentation as
information.
20-142

PUBLIC HEARINGS

Planning and Development Services

Bylaw 400.29 – (University Commercial District)

City of Lacombe Land Use (Amending) Bylaw 400.29, a Bylaw of the City of Lacombe Bylaw 400.29 to allow "autobody and paint shop" as a permitted use in the University Commercial District (UC) for a two-year period of time, expiring on May 1, 2022, in Unit 11, Plan 062 8084 (at 7102 52 street). The legislative coordinator advised Council the purpose of the public hearing is to hear any public submissions on the amending Bylaw 400.29. Per Section 606 of the MGA (Requirements for Advertising), Public Hearing notice was advertised in the Lacombe Express Thursday April 16, 2020 and Thursday April 23, 2020. It was confirmed two written submissions were received in addition to comments via email and telephone, which were read into the record.

Mayor Creasey advised the order for the public hearing presentations.

Development Officer or Designate

Jordan Thompson, Director of Operations and Planning Services, presented proposed Land Use Bylaw 400 amendments (via Bylaw 400.29) for council consideration to allow autobody and paint shop as a permitted use in the University Commercial District for a two-year period of time.

Those in Favour of the Bylaw

Lacombe Business Centre Owners/Condominium Board (written submission)

Condominium Board members Craig Clark, Jordan Jackett, Ken Erickson, and neighboring unit #10 owner Curtis Letniak together provided a written submission expressing support for the bylaw amendment to add autobody and paint shop as a permitted use for FSK paint and body. They indicated FSK Paint and Body was a low volume (2-3 per month) custom vehicle restoration company, and were not a typical collision repair business. Operations were of a light duty manufacturing nature with very low impact to traffic, parking and noise. The owner was a regular supporter of other businesses in the building and the board had not received any concerns or complaints from residential neighbors or other tenants.

Darryl Hogenson (via telephone)

Mr. Hogenson, FSK Paint and Autobody owner, provided comments in support of the Bylaw amendments, indicating his operation was not a typical body shop. Because of the low volume, there are not strong vapors emitted from the building, and there had never been damaged vehicles stored in the compound. He commented that they try hard to keep the area clean, including shoveling adjacent driveways. His business works closely with the neighboring community, and he had a business in Red Deer for 12 years. He had worked closely with high school students for the registered apprentice program. His booth was not functioned as often as an oven-bake booth at a similar shop in the same building. The majority of the work is fabrication, preparation and body work, with a very small amount (five percent of time) actual spraying. Paint is not stored but ordered on a per-project basis. He confirmed the presence of a filtered spray booth to deal with emissions. Noise was limited to music listened to by the working staff.

Craig Clark (via telephone)

Mr. Clark, adjacent property owner, indicated his support of the amendments and spoke on behalf of the Lacombe business center as the landlord and treasurer for the condominium board. He confirmed the facility was low volume, and that most don't know they're operating, describing it as more of a custom car restoration company rather than a collision center. He stated that hours of operation tended to be staggered with the gymnastic or karate club with no complaints or feedback from anyone in the building.

Those Opposed to the Bylaw

Gordon and Peggy Hoffman (written submission)

Gordon and Peggy Hoffman, neighboring property owner, expressed concern this type of business (autobody and paint shop) was unsuitable for its location due to the proximity to their residential community and other businesses in the building, providing four reasons; - exposure to toxic and/or noxious airborne chemicals (caustic, flammable and carcinogenic chemicals); - exposure to irritating and/or bothersome smells, quoting a study on isocyanate exposure; - proximity to seniors (in a condominium development adjacent to the property); - Unsightliness of stored, damaged motor vehicles in proximity to a residential neighborhood. Mention was also made that council might consider that businesses in the multi-

bay building bring in members of the public on a regular basis, like Lacombe Karate and Kickboxing in Bay 20.

Judy Stang (via email)

Ms. Stang, neighbouring property owner, referencing the neighboring Henner's Lakeside Villas community, opposed the change due to the impact it would have on the peaceful neighborhood and increased traffic in the quiet residential area. She believed current residents, mostly seniors or students, deserved the right to maintain the current levels of traffic congestion via Beardsley Avenue that are already increased by access to Burman University. She also commented on the prime living location with views of the lake and prairie fields potentially impacted by unsightly parts cars and parking lot debris, asking that the tranquil dynamics of the adjacent community not be changed through unnecessary industrial development.

Catherine Zacharias (via telephone)

Mrs. Zacharias expressed concern about noise from the autobody and paint shop especially in warmer months if the bay doors were open, given the doors point towards their deck. She stated that staff playing radios can be loud and disruptive, asking if there will be noise and if they will have the bay/shop door open, and if they will have the right filters and equipment to catch any fumes or chemicals from the paint shop.

Any Person Deemed to be Affected Who Wishes to be Heard

Paulette Kurylo (via telephone)

Ms. Kurylo, neighbouring landowner, had asked about possible noise from radios and loud music in warmer months, in addition to proper seals to deal with fumes and painting smells, and later confirmed her questions had been answered during the public hearing, commenting that the business had been there for several months with no noticeable traffic increases.

Mayor Creasey declared the Public Hearing for Bylaw 400.29 closed at 5:59 p.m.

REQUESTS FOR DECISION

2019 Operating Surplus Allocation

Mauricio Reyes, Senior Manager, Financial Services, presented and summarized proposed allocations for the 2019 Operating Surplus shown in Note 17 (Budget) of the Audited Financial Statements. The surplus resulted from revenue and expense changes following adoption of the 2019 operating budget.

MOVED BY Councillor Ross:

THAT Council direct Administration to transfer \$165,637 surplus to the General Operating Reserve (in consideration of Table 1 on Memo page 3).

13/941.01 21MO
THAT Council direct
Administration to
transfer \$165,637
surplus to the General
Operating Reserve (in
consideration of Table 1
on Memo page 3).
20-143

AGAINST:

Councillor Hibbs
Councillor Hoekstra
Councillor Jacobson

FOR:

Mayor Creasey
Councillor Gullekson
Councillor Konnik
Councillor Ross

CARRIED

Audited 2019 Financial Statements (BDO)

Mauricio Reyes, Senior Manager, Financial Services, presented the Audited Financial Statements for approval, with minor updates to incorporate Council comments following the presentation.

MOVED BY Councillor Hibbs:

THAT Council approve the 2019 Audited Financial Statements as presented.

13/964.01 20MO
THAT Council approve
the 2019 Audited
Financial Statements as
presented.
20-144

CARRIED UNANIMOUSLY

Lagoon Reclamation Options (Amended Next Steps)

Jordan Thompson, Director of Operations and Planning Services, presented amended next steps for Council approval towards the development of a plan for lagoon reclamation.

MOVED BY Councillor Hoekstra:

44/742.03 20MO
THAT Council endorses
the recommended
amended next steps as
outlined in this report.
20-145

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

CARRIED UNANIMOUSLY

Affordable Housing Strategy Steering Committee – Project Selection

Guy Lapointe, Economic Development Manager, presented two project proposals for Council consideration, following the Affordable Housing Committee's recommendations.

MOVED BY Councillor Konnik:

67/951.01 20MO
THAT Council approves
the Central Alberta
Youth Unlimited Girls'
Supportive Housing
project for an \$80,000
affordable housing
grant, and the Tricon
Developments Inc.
Lacombe Hotel
Redevelopment project
for a \$380,000
affordable housing
grant as recommended
by the Affordable
Housing Steering
Committee.
20-146

THAT Council approves the Central Alberta Youth Unlimited Girls' Supportive Housing project for an \$80,000 affordable housing grant, and the Tricon Developments Inc. Lacombe Hotel Redevelopment project for a \$380,000 affordable housing grant as recommended by the Affordable Housing Steering Committee.

CARRIED UNANIMOUSLY

Bylaw 400.29 – (University Commercial District)

Jordan Thompson, Director of Operations and Planning Services, presented proposed Land Use Bylaw 400 amendments (via Bylaw 400.29) for council consideration to allow autobody and paint shop as a permitted use in the University Commercial District for a two-year period of time, and recommended second and third reading.

MOVED BY Councillor Gullekson:

11/175.20 20MO
THAT Council give
second reading to
Bylaw 400.29 as
presented.
20-147

THAT Council give second reading to Bylaw 400.29 as presented

CARRIED UNANIMOUSLY

MOVED BY Councillor Konnik:

61/201.29 20BL
THAT Council give third
reading to Bylaw 400.29
as presented.
20-148

THAT Council give third reading to Bylaw 400.29 as presented

CARRIED UNANIMOUSLY

Bylaw 476 – Central Alberta Regional Assessment Review Board

Mauricio Reyes, Senior Manager, Financial Services, presented Bylaw 476 (Central Alberta Regional Assessment Review Board) for second and third reading. The Bylaw would establish a joint assessment review board with partner municipalities that will enable those municipalities to provide a mechanism for citizens to appeal their property assessment and tax notices.

MOVED BY Councillor Hoekstra:

11/175.21 20MO
THAT Council give
second reading to
Bylaw 476 – Central
Alberta Regional
Assessment Review
Board.
20-149

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

CARRIED UNANIMOUSLY

MOVED BY Councillor Gullekson:

13/417.01 20BL
THAT Council give third
reading to Bylaw 476 as
presented.
20-150

THAT Council give third reading to Bylaw 476 as presented.

CARRIED UNANIMOUSLY

2019 Year in Review

Deborah Juch, Director of Community Services, presented the draft 2019 Year in Review document for Council consideration prior to public release. Document formatting had been corrected in the latest version.

12/016.01 20MO
THAT Council accepts
the City of Lacombe
2019 Year in Review as
information with
direction to
administration for
council to provide input
prior to finalization in
future.
20-151

MOVED BY Councillor Hoekstra:

THAT Council accepts the City of Lacombe 2019 Year in Review as information with direction to administration for council to provide input prior to finalization in future.

CARRIED UNANIMOUSLY

Council Board Appointment

Matthew Goudy, Chief Administrative Officer, presented a recommended appointment of a citizen-at-large for ratification, to the City of Lacombe Municipal Library Board.

MOVED BY Councillor Gullekson

11/117.05 20MO
THAT Council appoint
Larry Mousseau to the
Municipal Library Board
with a term ending
December 31, 2022.
20-152

THAT Council appoint Larry Mousseau to the Municipal Library Board with a term ending December 31, 2022.

CARRIED UNANIMOUSLY

Letter to Lacombe Doctors

Councillor Ross presented a Motion to deliver a letter of support for the City of Lacombe's Doctors, and subsequently recommended an amending motion to change its wording.

MOVED BY Councillor Ross:

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."

AMENDING MOTION MOVED BY Councillor Ross:

12/011.01 20MO
THAT Councillor Ross'
original Motion be
amended to delete "and
council's support as
they continue to
negotiate with the
provincial government"
– and insert in its place
"and council's support
for ongoing
collaborative
discussions that
continue a high
standard of service in
Lacombe.
20-153

THAT Councillor Ross' original Motion be amended to delete "and council's support as they continue to negotiate with the provincial government" – and insert in its place "and council's support for ongoing collaborative discussions that continue a high standard of service in Lacombe.

AGAINST:

Councillor Hoekstra
Councillor Jacobson

FOR:

Mayor Creasey
Councillor Gullekson
Councillor Hibbs
Councillor Konnik
Councillor Ross

CARRIED

MOVED BY Councillor Ross:

12/011.02 20MO
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
medical services in our
community, and
Council's support for
ongoing, collaborative
discussions that
continue a high
standard of service in
Lacombe.
20-0154

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 medical services in our community, and Council's support for ongoing, collaborative discussions that continue a high standard of service in Lacombe.

AGAINST:

Councillor Gullekson
Councillor Jacobson
Councillor Hibbs
Councillor Hoekstra

FOR:

Mayor Creasey
Councillor Konnik
Councillor Ross

DEFEATED

ITEMS FOR INFORMATION

1. CAO Report
2. Gov AB Memo – Seniors and Housing – Apr 9
3. Gov AB Letter – Re: Assessment – Apr 17
4. Gov AB Memo – Seniors and Housing – Apr 18
5. Lacombe Police Commission Minutes – Mar 19
6. Lacombe Police Service/Commission Annual Report - 2019

Council invited the Police Commission to present their 2019 Annual Report (Item 6) to them at a subsequent council meeting.

MOVED BY Councillor Konnik:

THAT Council receive all reports and items as information.

11/173.09 20MO
THAT Council receive
all reports and items as
information
20-155

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

MOVED BY Councillor Hoekstra:

THAT the April 14, 2020 regular council meeting minutes be confirmed as presented.

11/179.08 20MO
THAT the April 14, 2020
regular council meeting
minutes be confirmed
as presented.
20-156

CARRIED UNANIMOUSLY

NOTICES OF MOTION

Councillor Ross:

A Notice of Motion was submitted to administration which read:

“In light of the current pandemic, and possible changes to provincial funding, halt further spending on the Public Works Building until quarter 3, 2020, with the expectation that the future financial position of the City will be more certain at that time.”

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).

MOVED BY Councillor Konnik:

THAT the April 27, 2020 regular council meeting continue beyond 9:00 p.m.

11/177.29 20MO
THAT the April 27, 2020
regular council meeting
continue beyond 9:00
p.m.
20-157

AGAINST:

Councillor Hoekstra

FOR:

Mayor Creasey
Councillor Gullekson
Councillor Hibbs
Councillor Jacobson
Councillor Konnik
Councillor Ross

CARRIED

IN CAMERA

MOVED BY Councillor Konnik:

THAT Council with Administrative staff attending to support Council (Matthew Goudy, Diane Piche, Deborah Juch, Guy Lapointe, Drayton Bussiere, and Ross Pettibone) move In Camera at 8:31 PM to discuss the following items:

11/177.30 20MO
THAT Council with
Administrative staff
attending to support
Council (Matthew
Goudy, Diane Piche,
Deborah Juch, Guy
Lapointe, Drayton
Bussiere, and Ross
Pettibone) move In
Camera at 8:31 PM to
discuss the following
items:
20-158

Legal (FOIP Section 16)
Legal (FOIP Section 19)
Legal (FOIP Section 24)
Legal (FOIP Section 24)
Labour (FOIP Section 17)

*Meeting recessed at 8:30 p.m.
Meeting resumed at 8:40 p.m.*

Guy Lapointe and Drayton Bussiere left Council Chambers at 8:58 p.m.

CARRIED UNANIMOUSLY

11/177.31 20MO
THAT Council return to
Open Meeting at 7:51
PM.
20-159

MOVED BY Councillor Konnik:

THAT Council return to Open Meeting at 9:32 PM.

CARRIED UNANIMOUSLY

74/462.01 20MO
THAT Council approves
the Echo Lacombe
Association proposal to
purchase the naming
rights to Arenas 1 and 2
for Echo Energy as
presented and directs
Administration to
finalize the five-year
agreement.
20-160

MOVED BY Councillor Gullekson:

THAT Council approves the Echo Lacombe Association proposal to purchase the naming rights to Arenas 1 and 2 for Echo Energy as presented and directs Administration to finalize the five-year agreement.

CARRIED UNANIMOUSLY

MOVED BY Councillor Hoekstra:

THAT Council approves the renewal of the Lacombe Curling Association lease of the curling complex from April 1, 2020 to March 31, 2025, including the granting of facility naming rights.

CARRIED UNANIMOUSLY

74/721.01 20MO
THAT THAT Council
approves the renewal of
the Lacombe Curling
Association lease of the
curling complex from
April 1, 2020 to March
31, 2025, including the
granting of facility
naming rights.
20-161

MOVED BY Councillor Hibbs:

THAT Council receive this report as information.

CARRIED UNANIMOUSLY

11/173.10 20MO
THAT Council receive
this report as
information.
20-162

ADJOURNMENT

MOVED BY Councillor Hoekstra

THAT the meeting be adjourned at 9:34 PM.

11/177.22 20MO
Adjournment
20-163

CARRIED UNANIMOUSLY

Mayor

Chief Administrative Officer

AGENDA



REGULAR MEETING AGENDA

Council of the City of Lacombe
 Monday, May 11 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 Lacombe Regional Tourism (Chair Kuchle, Executive Director Hand)	<i>Merry Kuchle Angelique Hand</i>
	4. PUBLIC HEARINGS	
5:30	4.1 Bylaw 405.1 & 400.30 MDP/LUB (Former Chamber Lands)	<i>Craig Teal</i>
	4.2 Removal of Reserve Designation from part of Lot P (Former Chamber Lands)	<i>Craig Teal</i>
	4.3 Bylaw 481 Road Closure (Former Chamber Lands)	<i>Craig Teal</i>
	5. REQUESTS FOR DECISION	
	5.1 Bylaw 405.1 & 400.30 (MDP/LUB Amendments)	<i>Craig Teal</i>
	5.2 Bylaw 481 Road closure (Former Chamber Lands)	<i>Craig Teal</i>
	5.3 Policy Clean Up Project	<i>Dir Piche</i>
	5.4 Solid Waste Review – Presentation Options	<i>Dir Thompson</i>
	5.5 Terms of Reference – Social Resiliency Task Team	<i>Dir Juch</i>
	5.6 2020 Operating Budget Adjustments	<i>Sr Mgr Reyes</i>
	5.7 Bylaw 479 - 2020 Tax Rate Bylaw	<i>Sr Mgr Reyes</i>
	5.8 Spending Motion – Public Works <i>(In light of the current pandemic, and possible changes to provincial funding, halt further spending on the Public Works Building until quarter 3, 2020, with the expectation that the future financial position of the City will be more certain at that time.).</i>	<i>Clr. Ross</i>
	6. INFORMATION	
	6.1 Administrative Reports	
	6.1.a Chief Administrative Officer Report	<i>CAO</i>

6.1.b Shovel Ready Projects-Information Brochure	CAO
6.2 Council Mailbox	
6.2.a Gov AB Ministerial Order: FCSS, April 14	
6.2.b Gov AB Letter: FCSS, April 27	
6.2.c Gov AB Memo: Seniors & Housing, April 24	
6.2.d Letter from AUMA/Morishita: Physician funding, April 29	
6.2.e Gov AB Memo: Seniors & Housing, May 1	
6.3 Commission, Board, Committee Reports and Minutes	
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 April 27, 2020 Regular Council Meeting Minutes	
8. NOTICES OF MOTION	
8.1 N/A	
9. IN CAMERA	
9.1 Legal (FOIP S. 24)	<i>Dir Thompson</i>
9.2 Monthly Update (FOIP S. 16)	<i>CAO Goudy</i>
10. ADJOURNMENT	

Next Meetings:

- Monday, May 25, 2020
 - Regular Council Meeting: 5:00 p.m., Council Chambers
- Monday, June 1, 2020
 - Council Committee Meeting: 5:00 p.m., Council Chambers
- Monday, June 8, 2020
 - Regular Council Meeting: 5:00 p.m., Council Chambers



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: **May 11th, 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 second reading to Bylaw 405.1.
2. THAT Council give third reading to Bylaw 405.1.

3. THAT Council give second reading to Bylaw 400.30.
4. THAT Council give third reading to Bylaw 400.30.

5. THAT Council authorize Administration to notify the Registrar of Land Titles of the decision to remove the municipal reserve designation from all that portion of Lot P (Reserve), Block 50, Plan 3583NY which lies within Plan _____.

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.
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.

REQUEST FOR COUNCIL DECISION



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. Use of the north part of Lot P requires approval to remove the reserve designation from that part of Lot P.

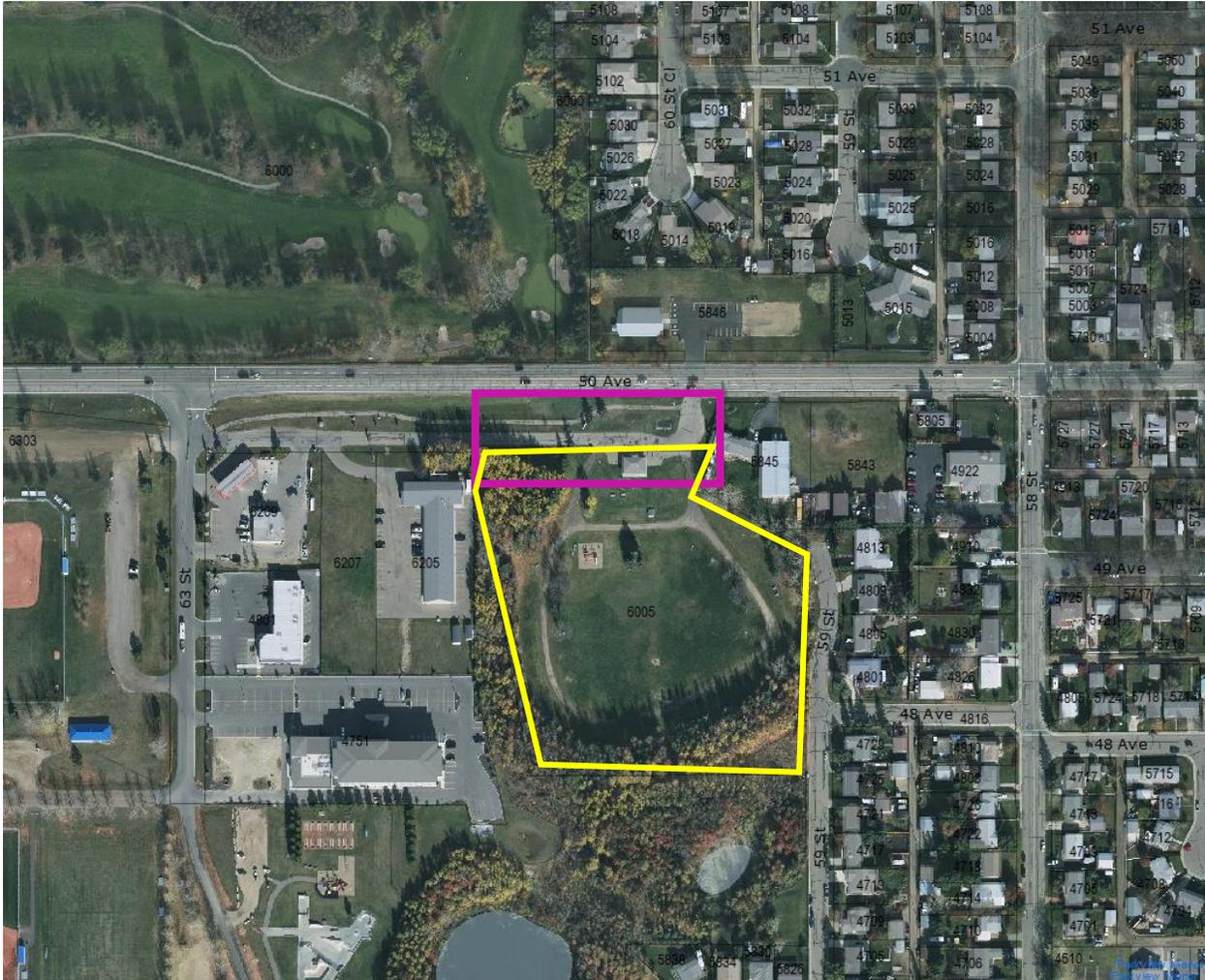
ANALYSIS:

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.

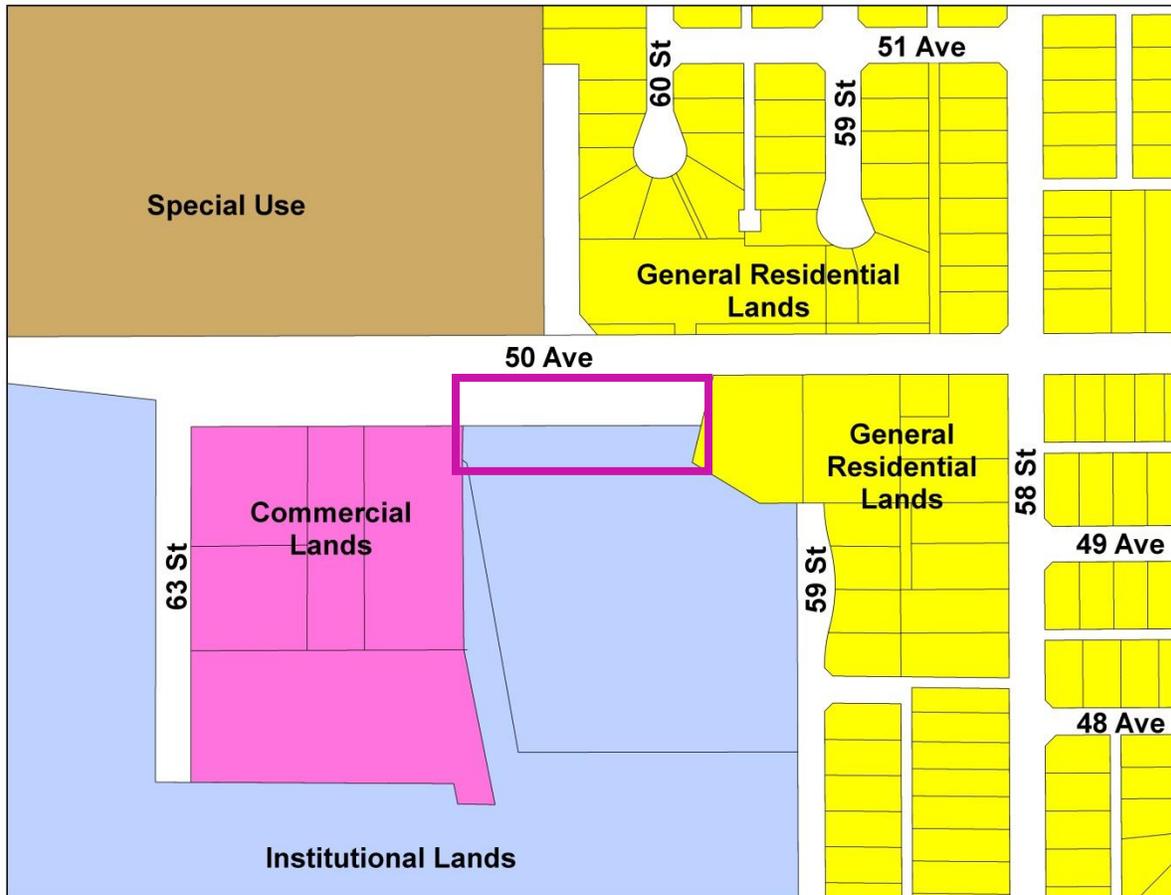
Lot P is outlined in yellow on the air photo below. The portion of Lot P and the portion of service road that is the subject of 405.1 and 400.30 is highlighted in pink with an area of 0.8 hectares (1.98 acres).

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 “reserve “designation will be removed the Part of Lot P to be used to create the commercial lands.

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) were sent written notification of the proposed bylaws and the public hearing date and time. Broad public notice of the proposed amendments and public hearing was provided in the form of advertisement in the Lacombe Express and information posted on the City's website. Finally, the site was posted to meet the requirements related to the proposed removal of reserve designation.

As of the writing of this RFD, Administration has received two inquiries relating to the overall changes proposed for the area. Both inquiries were specific to the changes in vehicle movement patterns and access to Lot P if the proposed service road closure, change in access at 50 Avenue and subdivision proceed.

To assist with these inquiries, additional information was passed along that describes the expected future vehicle movements and access routes. This material is included as an attachment to this RFD.

ALTERNATIVE MOTION(S):

1. THAT Council amend Bylaw 405.1 and then give second and third reading as amended.
 - 1B. THAT Council refuse second reading of Bylaw 405.1.
 - 1C. THAT Council refuse third reading of Bylaw 405.1.

2. THAT Council amend Bylaw 400.30 and then give second and third reading as amended.
 - 2B. THAT Council refuse second reading of Bylaw 400.30.
 - 2C. THAT Council refuse third reading of Bylaw 400.30.

3. THAT Council table Bylaw 405.1 and Bylaw 400.30 and request further information.

4. THAT Council refuse to remove the reserve designation from part of Lot P.

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: May 11th, 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 second reading to Bylaw 481.
2. THAT Council give third reading to Bylaw 481.

RELATED PRIOR 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.

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.

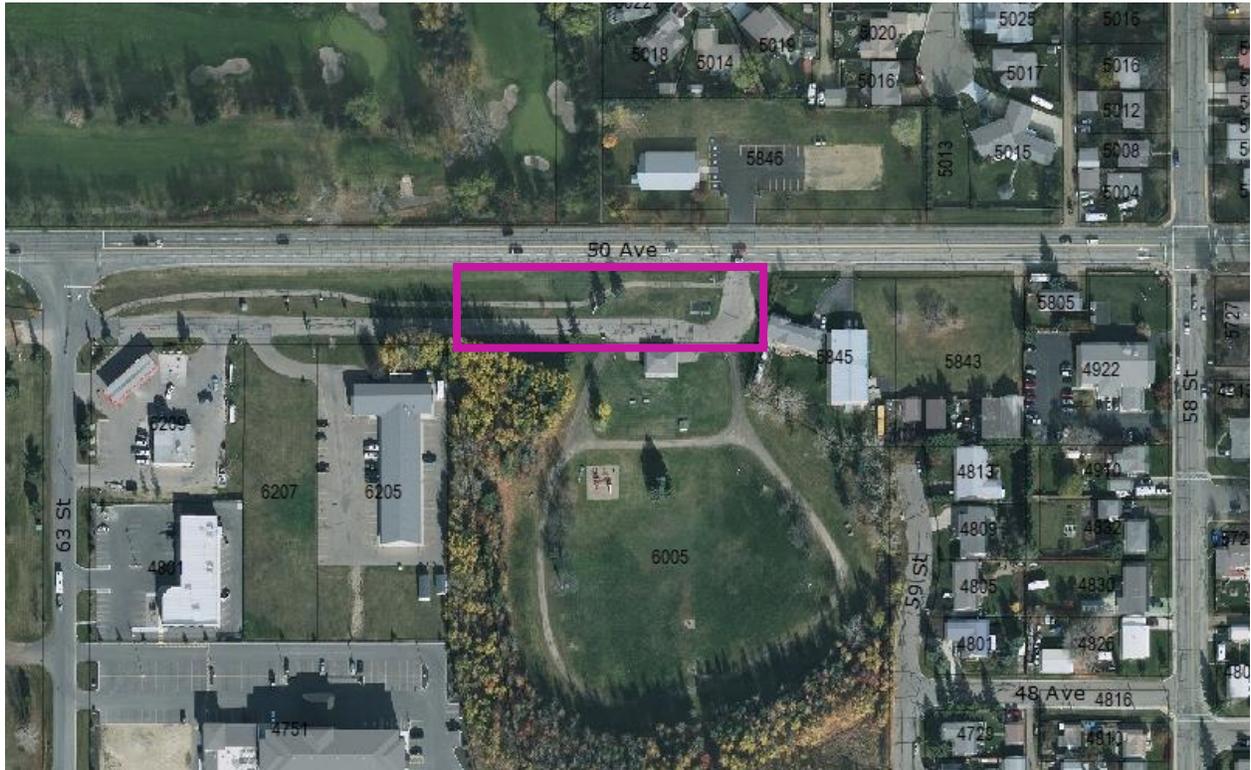
The existing service road would remain active to provide all-turns access to the parcels via the 63rd Street intersection while the 50th Avenue access will be converted to a right-in, right-out access. Vehicle traffic between that point and the current access to 50th Avenue on the east end of the road 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

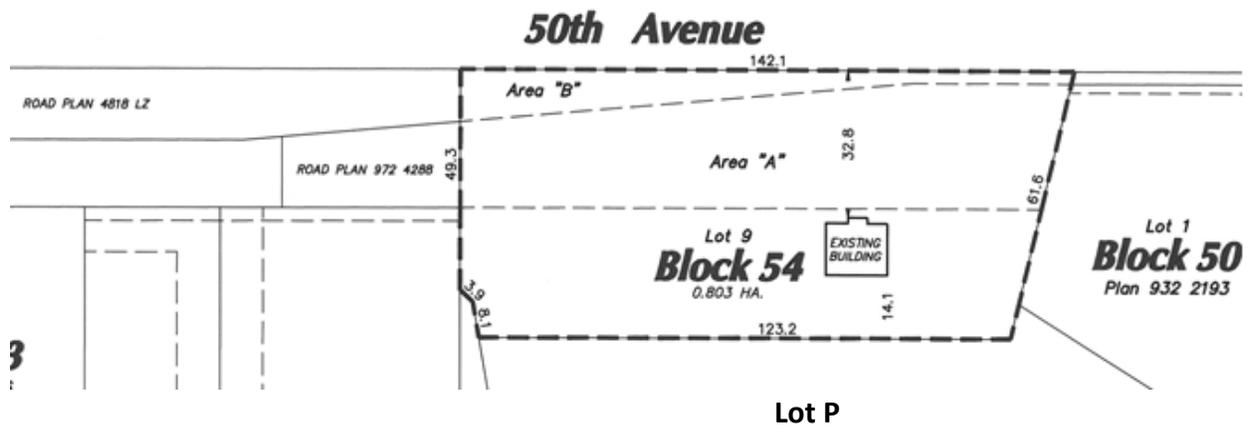


ANALYSIS:

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) were sent written notification of the proposed bylaws and the public hearing date and time. Broad public notice of the proposed amendments and public hearing was provided in the form of advertisement in the Lacombe Express and information posted on the City's website.

As of the writing of this RFD, Administration has received two inquiries relating to the overall changes proposed for the area. Both inquiries were specific to the changes in vehicle movement patterns and access to Lot P if the proposed service road closure, change in access at 50 Avenue and subdivision proceed.

To assist with these inquiries, additional information was passed along that describes the expected future vehicle movements and access routes. This material is included as an attachment to this RFD.

Private utility service operators were contacted for their comments regarding any facilities that may be located within the area of road proposed for closure. No objections were received. Facilities that may need to be relocated into the 8m wide utility right of way, that is proposed to be along the north boundary of the commercial parcels, will be addressed at the same time that the City relocates the water line and trail.

ALTERNATIVE MOTION(S):

1. THAT Council amends Bylaw 481 and then gives second and third reading as amended
- 1B. THAT Council refuses second reading of Bylaw 481.
- 1C. THAT Council refuses third reading of Bylaw 481.

ATTACHMENTS:

Bylaw 481

Attachment – Changes to Vehicle Access related to Service Road Closure and Subdivision

REQUEST FOR COUNCIL DECISION



SUBJECT: Council Policy Data Integrity
PREPARED BY: Tabatha Robbins-Deutsch, Records Management/FOIP Coordinator
PRESENTED BY: Diane Piché, Director of Corporate Services
DATE: May 11, 2020

FILE: 11/005

PURPOSE:

This report is presented to Council regarding Council policies that have been identified as inoperative, obsolete, expired, spent, superseded, or otherwise ineffective and to seek Council's approval to rescind said policies.

RECOMMENDED MOTION(S):

1. THAT Council rescind all policies identified as inoperative, obsolete, expired, spent, superseded, or otherwise ineffective, in the attached listing.

RELATED PRIOR MOTION(S):

1. August 27, 2012, Motion #12-275; THAT Council approves the Repealed Policy Registry for Departments 11, 12 and 13, as presented.
2. September 24, 2012, Motion # 12-320; THAT Council approve the Repealed Policy Registry for Departments 31 and 32 as presented.

EXECUTIVE SUMMARY:

A data integrity project for governance documents, ongoing since 2016, is now ready for Council to review the first set of policies identified as inoperative, obsolete, expired, spent, superseded, or otherwise ineffective, and determine if they are to be rescinded.

ANALYSIS:

Background:

In 2016, a document management data integrity project to organize and index all City's bylaws, policies and administrative directives was identified as a priority by Corporate Services. The Record Management Coordinator began planning and organizing the project. In doing so, it was found that many of the City's governing documents were inoperative, obsolete, or expired and some were not repealed or rescinded when a new or amended governing document were passed. A database was created for indexing and tracking such governing documents.

REQUEST FOR COUNCIL DECISION



In 2019, the Bylaw portion of the data integrity project was completed. Council approved several bylaws that repealed hundreds of bylaws identified as inoperative, obsolete, or expired. This allowed for the focus of the data integrity project to shift to Council Policies.

The database indexing policies includes over 1,000 that have been identified as inoperative, obsolete, expired, spent, superseded, or otherwise ineffective and need to be rescinded. In the past, numerous council resolutions were registered as policies in Lacombe's Policy and Procedure Manual, however they do not provide a full policy statement answering all the questions of "who, what, where, when, why, how much," etc. that are the basis for establish the actions the municipality will or will not take. Examples include the approval of which members of Council will attend a conference for a particular year, or a copy of a passed bylaw.

Rescinding a policy is completed via a resolution of Council. Administration presents, for Council's consideration, the first set of multiple policies to be rescinded, the [list of which can be viewed here](#). Each policy proposed to be rescinded have been reviewed by Administration.

Other Implications:

There are no financial implications and the completion of this data integrity project does not impact service levels and is able to be completed with existing staff as part of their regular duties.

Legislative Authority:

As per the MGA section 180(1), *A council may act only by resolution or bylaw;* and section 180(1)(2) states that *"A resolution of a council committee is not valid unless passed at a meeting of that committee held in public at which there is a quorum present."*

As per the MGA section 153(b), *Councillors have the following duties: to participate generally in developing and evaluating the policies and programs of the municipality;* and MGA section 201(1)(a) states *A council is responsible for developing and evaluating the policies and programs of the municipality.*

Additionally, MGA section 638.2 requires a municipality to compile and keep updated, published on the municipality's website, a list of policies regulating to Part 17 Planning and Development.

REQUEST FOR COUNCIL DECISION



STRATEGIC PLAN ALIGNMENT:

This data integrity project speaks **favorably** to Council Strategic Goals 4.1.1 Open and Accessible Government where Council documents are user friendly, updated and accessible.

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

Non-applicable

ALTERNATIVE MOTION(S):

1. THAT Council rescind all policies identified as inoperative, obsolete, expired, spent, superseded, or otherwise ineffective in the attached listing.
2. THAT Council direct Administration to make changes to the listing of policies to rescind.
3. THAT Council receive this report as information only.

ATTACHMENTS:

List of Policies to be Rescinded

REQUEST FOR COUNCIL DECISION



SUBJECT: Solid Waste Review Presentation Options
PREPARED BY: Matthew Goudy, Chief Administrative Officer
PRESENTED BY: Matthew Goudy, Chief Administrative Officer
DATE: May 11, 2020

FILE: 43/661

PURPOSE:

To provide options to determine Council's preference for receiving the results of the Solid Waste Review, in segments.

RECOMMENDED MOTION(S):

1. THAT Council directs Administration to prepare a pre-recorded presentation and allow for questions and comments (from both Council and the public) to be received prior to Council's official discussion and debate at a June Council meeting.

RELATED PRIOR MOTION(S):

1. THAT Council endorse the Solid Waste Review Request for Proposal (RFP) – *May 13, 2019*.

EXECUTIVE SUMMARY:

Council will be presented with options to progress the Solid Waste Review, and is asked to provide feedback to administration.

ANALYSIS:

Administration, with consultant support, has completed the review of the City's solid waste collection system, and is ready to present the results. Unfortunately, Council's agenda has been quite busy, and has not provided an opportunity for a focused session on the review.

Administration foresees that the next Committee meeting, currently scheduled for June 1, will also be too full for the complete solid waste review. As an alternative, Council is requested to consider other ways to review the material.

Options include:

1. 'Regular' Meeting Options

- a. Present the information (part 1) at the next existing Committee meeting (June 1, 2020), OR
- b. Schedule an additional Committee meeting, focused on the Solid Waste Review, OR

REQUEST FOR COUNCIL DECISION



- c. Present the information (part 1) at the next regular Council meeting (May 25, 2020)

As reference only, upcoming dates are as follows:

<http://www.lacombe.ca/home/showdocument?id=12791>

2. Advance Review Options

- a. Virtual presentations to Council and public, over three sessions.
These sessions would be scheduled during the day, and administration estimates each session would be approximately one hour. The presentations could be live, followed by a question and answer segment. Alternatively, the presentations could be pre-recorded, and questions (from Council and the public) could be received prior to Council's official discussion and debate at a future meeting, with answers presented at the meeting.
- b. The written material can be disseminated to Council and/or the public ahead of a Council meeting where it is discussed and debated.

STRATEGIC PLAN ALIGNMENT:

Ensuring there is sufficient opportunity for thorough discussion and debate aligns favourably with Strategic Objective 4.1.1: Open & Accessible Government

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

Depending on Council's selection, administration will undertake activities to ensure the public is aware of the Solid Waste Review presentations.

ALTERNATIVE MOTION(S):

1. THAT Council Directs Administration how it wishes to proceed

ATTACHMENTS:

None.

REQUEST FOR COUNCIL DECISION



SUBJECT: Social Resiliency Task Team Terms of Reference
PREPARED BY: Deborah Juch, Director of Community Services
PRESENTED BY: Deborah Juch, Director of Community Services
DATE: May 11, 2020

FILE: 51/918

PURPOSE:

Administration presents a draft Terms of Reference (TOR) for a Social Resiliency Task Team (the Team) for consideration, as requested by Council at the April 14, 2020 Regular Council Meeting.

RECOMMENDED MOTION(S):

THAT Council accepts this report as information.

If Council chooses to form a Task Team, Administration recommends:

THAT Council approves the draft Terms of Reference for a Social Resiliency Task Team and directs Administration to initiate formation of the Team.

RELATED PRIOR MOTION(S):

51/918.01 20MO

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

20-131

51/918.02 20MO

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

20-132

EXECUTIVE SUMMARY:

Administration presents draft Terms of Reference for a Social Resiliency Task Team as requested by Council on April 27, 2020. The Team would consist of seven voting members (volunteers) including two elected officials and five members at large drawn from key community stakeholders. Three permanent advisory members include senior City administration and the FCSS Executive Director; additional City resourcing is also provided from existing capacity. The proposed Terms of Reference mandate the Task Team for up to 12 months to *“pool expertise...and resources to...facilitate or deliver supports, aids, mitigation and other adaptation options for individuals and families to...manage any negative impacts of the*

REQUEST FOR COUNCIL DECISION



pandemic, with the overall aim to preserve or enhance the City's quality of life." The Team's identified issues, goals, and action plans can also inform the City's upcoming Social Master Plan process.

ANALYSIS:

Background Summary

The attached draft terms of reference for a Social Resiliency Task Team utilizes basic purpose statements in the terms of reference of similar teams developing at the City of Calgary and the Town of Stony Plain, documents that were previously reviewed by Council as part of Administration's *Social Services During the COVID-19 Pandemic* report.

Administration has necessarily drafted these terms of reference as a City committee with a mandate customized for Lacombe; however, the Team is designed to be self-guided and independent to the furthest extent possible. The voting membership will be drawn from a diverse roster of local experts—hopefully, stakeholder representatives in existing organizations. The Team would be resourced with non-voting advisory members including the City's Director of Community Services, the Police Chief, and the Executive Director of FCSS; and the City will also contribute administrative and communications support, electronic meeting software, and records management.

The Team will advise City Council with activity reports, requests, and recommendations to City Council as a standing item at Regular Council Meetings during the Team's first term. The Team has the option to request an additional six-month mandate from Council if required.

The Task Team may take voluntary action as a committee through its member stakeholder agencies or in any other way deemed appropriate, but Task Team decisions and actions are not binding on the City of Lacombe in any way unless approved in advance by a resolution of Council, and then only to the extent provided for by the resolution. The City can disband the Task Team formed under these terms of reference at any time.

Administration hopes that through careful recruiting, a committed, energetic, and innovative group will begin to work to address challenges to the wellbeing of citizens during and after the pandemic, as measures to control this health emergency puts the community at risk of a plethora of potential social ills including unemployment, home and food insecurity, increased addictions and domestic violence, child developmental delays, etc. See the attached Terms of Reference for a full explanation of Task Team purpose, mandate, composition, etc.

REQUEST FOR COUNCIL DECISION



Service Level Impacts

A Social Resiliency Task Team is a new and additional service in City Community Services and is therefore an increase to the service level. However, initiating the Team will require existing staff and resources only, so Administration expects little or no corresponding operating costs resulting from the increase.

Financial Implications

While the City will not experience direct increased operating costs from initiating the Task Team itself, the Team is likely to propose actions or partnerships and make requests and recommendations from the City that could bear costs.

Legislative Implications

No implications.

Organizational Capacity and Business Plans

By committing City resources, including staff, to a new committee that will develop and complete work within a six to 12 month window as proposed, Council will be deploying organizational capacity away from the existing services and strategic goals. Balancing this, the potential negative side effects of the pandemic on Lacombe's quality of life have changed the municipality's environment and early appropriate response is, arguably, sustainable governance.

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*. The Social Resiliency Task Team will be ideally suited to help in the public consultation and goal development phases of the planning. The five-year Plan will result in a suite of City goals, strategies and actions which the Team will ensure includes post-pandemic and resiliency goals addressing the pandemic impacts.

Best Practices and Area Comparators

The draft TOR follows the existing template for City committees, boards and commissions. The TORs of our area comparators previously reviewed by Council and Administration are attached for reference.

REQUEST FOR COUNCIL DECISION



STRATEGIC PLAN ALIGNMENT:

Developing an inter-agency task team 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.*

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

The Communications Coordinator will issue a media release about the Social Resiliency Task Team once the TOR is finalized, and assist the Team to inform and consult the public. The Legislative Services Coordinator will work with the Director of Community Services to publish the call for volunteers, and then present the results to Council for Team appointments on June 8, 2020.

ALTERNATIVE MOTION(S):

1. THAT Council approves the draft Terms of Reference for a Social Resiliency Task Team and directs Administration to initiate formation of the Team; OR
2. THAT Council approves the draft Terms of Reference for a Social Resiliency Task Team, amended as directed, and further directs Administration to initiate formation of the Team; OR
3. THAT Council accepts the report on draft terms of reference for a social resiliency task team as information.

ATTACHMENTS:

1. COL Social Resiliency Task Team Terms of Reference DRAFT 2020
2. Calgary Community Support Task Force - TOR
3. Stony Plain Mayors Task Force on COVID-19 - Social Stream - TOR

REQUEST FOR COUNCIL DECISION



SUBJECT: 2020 Spring Budget Amendments
PREPARED BY: Mauricio Reyes, Senior Manager – Financial Services
PRESENTED BY: Mauricio Reyes, Senior Manager – Financial Services
DATE: May 11, 2020

FILE: 13/931

PURPOSE:

As per Council Policy [#13/210.03 \(2018\)](#) the Annual Budget and Taxation Preparation Policy, Administration presents, for Council’s consideration, the annual budget adjustments prior to the adoption of the annual tax rate bylaw.

The following are proposed changes to the City of Lacombe’s 2020 Operating Budget based on updated estimates for revenue and expenditures. The spring amendment has been based on the tax increase of 1.0% approved in the 2020 budget, adopted at the [December 9th, 2019 Council Meeting](#).

RECOMMENDED MOTION(S):

1. THAT Council approves the spring budget amendments as presented.

RELATED PRIOR MOTION(S):

1. Motion #19-385 December 9, 2020 – MOVED BY Councillor Konnik: THAT Council adopt the 2020 Operating Budget, as amended to include: - Additional \$131,000 transfer to Department 21 for operating expenses - Additional \$55,000 transfer to Department 51 for social planning - Reduction in wages and benefits for Department 15 of \$110,000 - Reduction in wages and benefits for Department 23 of \$10,000 - Reduction in wages and benefits for Department 72 of \$10,000 - Reduction in wages and benefits for Department 13 at \$15,000 - Reduction of \$35,000 for the community builder fund - A reduction of \$1,000 in the organizational training budget to Department 12. - An increase in revenue through an additional 0.1 percent tax increase (totaling a 1.0 percent tax increase).

EXECUTIVE SUMMARY:

Every year, municipalities consider adjustments to their annual operating budgets for a number of reasons. Historically, the City of Lacombe makes adjustment relating to:

- school requisitions and other requisitions once the exact figures being levied are known
- approved operating grants
- new revenue to be received during the year

REQUEST FOR COUNCIL DECISION



- adjustments based on new information received since budget adoption in the fall

For the 2020 Operating Budget, the COVID19 pandemic has been a primary driver of recommended adjustments.

ANALYSIS:

Regular Spring Budget Adjustments

In 2020, Administration is proposing to adjust total operating revenues amounting to approximately \$534,000. The most significant adjustments to revenue consist of the following:

- Inclusion of housing grant (\$381,000)
- Reduction of 3rd party security checks (\$105,000)
- ALERT reimbursement (\$90,000)
- Bolt capital investment return (\$90,000)
- Investment income and recognized grants (\$98,000)
- Lost lease income (Parent Link) (\$20,670)

The most significant regular spring budget adjustments to expenses consist of the following:

- Affordable housing initiatives (\$381,000)
- Reduction of Records Check Position (\$15,000)
- Reduction in other professional fees (PCPS) (\$20,000)

Overall, the net financial impact of regular budget adjustment would be an increase to the City's financial capacity of about \$190,000.

Covid-19 Related Budget Adjustments

In March 2020, the Province of Alberta issued orders that mandated public facilities to be closed to the public. Consequently, all City facilities were closed to the public to comply with the orders. Consequently, the City of Lacombe will see a significant decrease revenue in 2020. The most impacted revenue is that related to user fees and facility rentals. Overall, Administration has estimated that the City will experience a decrease in revenue of approximately \$500,000.

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The pandemic has also affected expenditures both favourably and unfavourably. In addition to the revenue losses mentioned above, the City is expecting to incur additional expenditures totaling approximately \$48,000 in 2020 relating to COVID-19. Some expenditures such as personnel costs, conference fees, and other professional fees are expected to be lower than originality anticipated due to the unprecedented conditions. Total expenses have been reduced by approximately \$290,000 to buffer the financial impact to the City. Overall, the negative impact to the City of Lacombe's budget, due to COVID-19, has been estimated at \$210,000, as reflected in the appendix to this memo.

Combined, the tax supported component of the recommended budget adjustments (both 'regular adjustments' at **+\$190,000** and 'COVID19 adjustments' at **-\$210,00**) creates a small shortfall of about **\$20,000**. Administration recommends withdrawing this amount from the City's Operating Reserve.

Utility Spring Budget Adjustments

The City of Lacombe operates its utilities division on self-sustaining model. Consequently, any surpluses or deficits in utilities do not have an impact on municipal taxes (although they do impact the municipal *taxpayer*). As part of the spring budget adjustment process, a number of budget adjustments are recommended for Council approval.

For simplicity, regular budget adjustments and COVID-19 related budget adjustments have been combined. However, any adjustments relating to the pandemic have been identified by adding COVID-19 in brackets in the under the reason for adjustment column.

In 2020, the major budget adjustments in utility departmental budgets consist of the following:

- Decrease in wastewater user fees of \$252,715. This adjustment resulted from a financial review of the 2019 results in which it was determined that the user fee revenue was being overestimated which contributed to the shortfall in the wastewater department
- Increase in wastewater commission fees of \$124,456. This adjustment resulted from a financial review of the 2019 results in which it was determined that the commission fees were underestimated which contributed to the shortfall in the wastewater department

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- Decrease in utility penalty revenue of approximately \$44,000. Due to the economic impact on the community from the pandemic, Council made the decision at its March 23, 2020 meeting to waive utility penalties as a part of the economic support initiatives, and this is the estimated cost

STRATEGIC PLAN ALIGNMENT:

Ensuring the City uses reserve funds in a responsible way aligns favorably with Strategic Objective

4.1.4: Fiscal Prudence

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

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

N/A.

ALTERNATIVE MOTION(S):

1. Recommendation:
 - a) THAT Council approves the spring budget adjustments as presented
2. Councils direction:
 - a) Council can direct Administration to modify the spring budget adjustments

ATTACHMENTS:

- City of Lacombe 2020 Operating Budget Spring Adjustments



REQUEST FOR COUNCIL DECISION

SUBJECT: Bylaw 479 – Property Tax Bylaw
PREPARED BY: Mauricio Reyes, Senior Manager of Financial Services
PRESENTED BY: Mauricio Reyes, Senior Manager of Financial Services
DATE: May 11, 2020

FILE: 13/411

PURPOSE:

To present Bylaw 479, the City’s annual property tax bylaw for introduction and Council’s consideration for first reading.

RECOMMENDED MOTION(S):

1. THAT Council give first reading to Bylaw 479.

RELATED PRIOR MOTION(S):

1. N/A

EXECUTIVE SUMMARY:

In accordance with section 353 of the Municipal Government Act, RSA 2000, c M-26, the City must adopt, on an annual basis, a property tax rate bylaw for levying property taxes within the City of Lacombe. Bylaw 479 has been prepared to meet the requirements of the Municipal Government Act and adheres to Council’s direction to hold property tax rate increases to Alberta CPI as per the [Annual Budget and Taxation Preparation Policy](#).

ANALYSIS:

Background

The property assessment values included in the Bylaw are based on the completed 2019 assessment roll. The 2020 assessment role is based on market values establish on July 1, 2019 and the physical condition of the property as of December 31, 2019. Once the contracted property assessor has completed the assessment roll, it is sent to the Province for quality testing.

Subject to approval of this Bylaw, tax notices will be mailed in early June with the deadline to pay without penalty being December 31, 2020.

In addition to levying municipal property taxes, Bylaw 479 also establishes levies on behalf of the Lacombe Foundation, the Alberta School Foundation Fund (ASFF) and the St. Thomas Aquinas RCS Regional Divisions No.38. In total Bylaw 479 will levy approximately \$20.07 million in property taxes to meet the revenue requirements in 2020.



REQUEST FOR COUNCIL DECISION

As in prior years, the Provincial Government assessed designated industrial properties. Ministerial Order 014/20 established the rates to charge back the assessment cost relating to these properties to each of the owners. The total requisition for 2020 is \$1,289.

Bylaw 479 shows the City levies two different sets of municipal tax rates. The first set is for properties within the City boundaries. The second set of rates are contributed to the properties that were annexed from Lacombe County in 2007. The annexation order states that these properties will pay Lacombe County rates until 2022 or until developed or subdivided.

Bylaw 479 establishes tax rates based on the actual assessment values contained in the 2019 assessment roll.

Assessment Base

Residential assessment values in 2020 saw a reduction of value of 1.1% (2019 – 2.72% reduction), while non-residential assessment values saw a slight increase of 0.4% (2019 – 1.24% decline). Overall property assessment values for all classes declined by 0.5% (2019 - 2.46% decline). The City's tax rate is set to float to absorb market movements. Movements in assessment values has an inverse effect on mill rates; therefore, declines in assessment values decline cause mill rates to increase in order to the same level of revenue.

Municipal Property Tax

The general municipal residential mill rate in 2020 is 8.0083 (2019 – 7.9193) per \$1,000 of assessment. The general municipal non-residential mill rate in 2020 is 8.9869 (2019 – 8.8870) per \$1,000 of assessment. The increase in mill rates from 2019 to 2020 is mainly due to the decrease in assessment values.

Section 17 b of the [Annual Property and Taxation Preparation Policy](#) states the target rate for non-residential properties is equivalent to 120% of the residential tax rate. As in prior year, this rate is currently at 112%. Allowing the ratio to float ensures that there is no shift in tax revenue from non-residential to residential due to changes in market valuations.

Total municipal property tax revenue is approximately \$15 Million.

Education Property Tax

Education Property taxes are based on the City's equalized assessment and set by the Provincial government. In April 2020, the Province has announced that due to the Covid-19 pandemic, the Provincial Requisition will be set at 2019 levels with no increases to municipalities as a whole. It is important to note, however, the City's requisition is not the same as last year due to changes



REQUEST FOR COUNCIL DECISION

in the local equalized assessment. Originally, the Province was intending to increase education property taxes by 3.4% in 2020.

In 2019, due to the timing of the 2019 provincial elections and the 2019 provincial budget release, the City was required to estimate its 2019 education property tax requisition increase based on historical averages. Any discrepancies due to estimate in 2019 are being reconciled in 2020. As a result, the City over collected by approximately \$42,000 in 2019. In 2020, administration has reduced the education property tax rates by the amount over collected in the prior year.

The Province has indicated that 50% of the Education Property taxes for non-residential property will be deferred for 6 months. Consequently, the non-residential education property tax will not be requisitioned by the Province until December 2020. The December 2020 invoice will include June and September non-residential amounts in addition to the December amount. Residential education property tax is not impacted by this initiative.

The mill rate proposed for Education is 2.5649 per \$1000 (2.6688, 2019) of assessment for residential and 3.3768 per \$1000 (3.8972, 2019) of assessment for non-residential (146% of residential).

Overall

Although individual situations may vary, the combined effect of these changes, and the market changes that occurred during the year means that a 'typical' house assessed at \$380,000 will see a slight decrease in their 2020 property taxes of approximately \$6.00. A typical non-residential property assessed at \$775,000 will also see a slight decrease in their 2020 property taxes of \$55.26.

Financial Implications

Bylaw 479 will generate a combined \$20.07 million in tax revenue, split approximately 75%/25% for the municipality and the province, as follows:

Purpose

Municipal Tax Revenue	\$14,967,912
Provincial School Foundation	\$ 4,833,318
St. Thomas Aquinas RCSR	\$ 155,548
Lacombe Foundation Requisition	\$ 111,179
Designated Industrial Requisition	\$ 1,289
Total	\$20,069,246



REQUEST FOR COUNCIL DECISION

Legislative Authority

Section 353-359.2 of the Municipal Government Act, RSA 2000, c. M-26

STRATEGIC PLAN ALIGNMENT:

Ensuring the City collects taxes as budgeted aligns favorable with Strategic Objective

4.1.4: Fiscal Prudence

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

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

N/A

ALTERNATIVE MOTION(S):

1. Recommendation
 - a) THAT Council give first reading to Bylaw 479

2. Council could proceed with second reading
 - a) THAT Council give first reading to Bylaw 479
 - b) THAT Council give second reading to Bylaw 479

ATTACHMENTS:

- City of Lacombe Bylaw 479, Property Tax Bylaw
- Policy 13/210.03 – Annual Budget and Taxation Preparation