

1. Agenda

Documents:

[AGENDA - MAY 25, 2020.PDF](#)

2. Executive Summary

Documents:

[AGENDA - MAY 25, 2020_ES.PDF](#)

AGENDA



REGULAR MEETING AGENDA

Council of the City of Lacombe
Monday, May 25 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 Police Commission- 2019 Annual Report	<i>Chair Gish Chief Blumhagen</i>
	4. PUBLIC HEARINGS	
	4.1 N/A	
	5. REQUESTS FOR DECISION	
	5.1 Human Resources Council Policy Update	<i>Mgr. Wilton</i>
	5.2 Bylaw 479 – 2020 Tax Rate Bylaw	<i>Mgr. Reyes</i>
	5.3 Bylaw 379.1 – Tax Penalty Bylaw Amendment	<i>Mgr. Reyes</i>
	5.4 Local Improvement Tax Policy	<i>Mgr. Mitchell</i>
	5.5 2020 Capital Works Construction Award	<i>Mgr. Mitchell</i>
	5.6 Street Sweeper Purchase Award	<i>Dir Thompson</i>
	5.7 RFP Award – Dry Cooler at LMC	<i>Dir Juch</i>
	6. INFORMATION	
	6.1 Administrative Reports	
	6.1.a Chief Administrative Officer Report	<i>CAO Goudy</i>
	6.2 Council Mailbox	
	6.2.a Gov AB Memo: Seniors & Housing, May 8	
	6.2.b Gov AB Memo: Seniors & Housing, May 15	
	6.3 Commission, Board, Committee Reports and Minutes	
	6.3.a North Red Deer River Water Services Commission Minutes-Nov 4-19	<i>Mayor Creasey</i>

6.3.b	North Red Deer River Water Services Commission Minutes-Dec 9-19	<i>Mayor Creasey</i>
6.3.c	North Red Deer Regional Wastewater Commission Minutes-Dec 9-19	<i>Mayor Creasey</i>
6.3.d	North Red Deer River Water Services Commission Minutes-Feb 24-20	<i>Mayor Creasey</i>
6.4	Councillor Reports	
6.4.a	Mayor Creasey	
6.4.b	Councillor Gullekson	
6.4.c	Councillor Ross	
6.4.d	Councillor Hoekstra	
6.4.e	Councillor Jacobson	
6.4.f	Councillor Hibbs	
6.4.g	Councillor Konnik	
7. ADOPTION OF MINUTES		
7.1	May 11, 2020 Regular Council Meeting Minutes	
8. NOTICES OF MOTION		
8.1	N/A	
9. IN CAMERA		
9.1	N/A	x
10. ADJOURNMENT		

Next Meetings:

- 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
- Monday, June 15, 2020
 - Regular Council Meeting: 5:00 p.m., Council Chambers
- Monday, June 22, 2020
 - Regular Council Meeting: 5:00 p.m., Council Chambers



**LACOMBE POLICE
COMMISSION**

&

LACOMBE POLICE SERVICE

2019

ANNUAL REPORT



PHOTO - Kids & Kops 2019

***TO PROVIDE A SAFE AND SECURE
COMMUNITY FOR ALL IN WHICH TO
LIVE, WORK AND PLAY***



*Policing Excellence through
Leadership and Community
Partnership*

LACOMBE POLICE SERVICE

**LACOMBE POLICE SERVICE
LACOMBE POLICE COMMISSION
Annual Report 2019****Message from the Chair of the Police Commission**

On behalf of my colleagues on the Lacombe Police Commission, I am pleased to contribute to the Lacombe Police Service Annual Report to the Community.

The Lacombe Police Commission serves a vital role by providing civilian oversight to the Lacombe Police Service. The commission is the vital link between the community and the police with a mandate to balance requirements of public accountability with those of police independence. In accordance with the Alberta Police Act, the commission is responsible to:

- * allocate the funds that are provided by the council;
- * establish policies providing for efficient and effective policing;
- * issue instructions, as necessary, to the chief of police in respect of those policies;
- * ensure that sufficient persons are employed for the police service for the purposes of carrying out the functions of the police service.

This past year has seen the Commission continuing to be an effective governing body. Through the work of several sub-committees, we have updated our policy, clarified our selection and training procedures, confirmed through policy adjustment the role of the Public Complaints Director, identified future staffing needs and developed a new three-year Strategic Plan. The Commission strives to meet the objectives set out in our Strategic Plan, as well as the Oversight Standards Audit. We are pleased to report that in 2019 the Lacombe Police Commission completed a Community Survey with the citizens of Lacombe in which the Police Service received an 82% satisfaction rating.

I would like to give a special thank you to my Commission colleagues: Bob Huff (Chair 2019), Judy Lucht, John Walker, Sonja Dykslag, Edith McKinlay, Reuben Konnik and Brad Pears (our public complaints director) who willingly give of their time to allow us to be an effective governance body in 2019. As well thank you to Bob Huff who retired from the Commission at the end of 2019 and Tom Tack who stepped down as Public Complaints Director. We also welcome new Commission member Elaine Willette-Larsen who joins us in 2020.

So, it is with a great sense of pride and accomplishment that we finish our year. Pride in the brave men and women of the LPS; and pride in the accomplishment in our governing achievements. We look forward to working together with the community and the LPS to keep Lacombe a safe and vibrant community.

Corey Gish
Commission Chair



Lacombe Police Service - Annual Report 2019

Message from the Chief of Police

In partnership with the Lacombe Police Commission, I am pleased to present the 2019 Annual Report to the community.

2019 continued to see growth and change for our Service. In 2019 a new (2019 to 2021) 3-year strategic plan was developed which includes priorities in the areas of Exemplifying Excellence in Policing, Recruiting and Retention of Staff, Reducing Crime and Victimization, Strengthening Community Partnerships, Improved Traffic Safety, Excellence in Police Service Delivery.

In meeting our strategic priorities, we continued to provide enhanced service delivery to the citizens of Lacombe through our Community Liaison Officer position which enables additional community collaboration, education and partnerships with our crime prevention partners and groups. Our Crime Reduction Team focused on serious crime investigations and crime reduction initiatives. In support of our rural communities and law enforcement agencies, both our Community Liaison Officer and Crime Reduction Team members shared information, education and resources to assist in identifying and apprehending prolific offenders who commit crime in our communities.

In 2019 the Service expanded their dispatch services to include monitoring for Community Peace Officers in Lacombe and neighbouring Counties. This helps enhance officer safety for our law enforcement partners and falls within our Strategic Priorities on Strengthening Community Partnerships.

We continue to provide 24 hours, 7 days a week response to calls for service and our localized dispatch continues to ensure calls are answered and dispatched in a timely manner. The Service also maintains extended front counter service hours from 4:30 pm to 9:00 pm Monday to Friday for enhanced customer service and accessibility.

In the area of Improved Traffic Safety, we focused on enforcement around high collision locations, traffic education initiatives and maintained our number of enhanced check stops throughout the year.

To fill vacancies and support expansion of personnel, while addressing Recruitment and Retention, 2019 saw Cst. Walker graduate from recruit training in June of 2019 after she was hired in 2018. Cst. Marsollier was hired in 2019 bringing total authorized sworn member strength to 22 police members

The Service continues to maintain compliance standards and training to ensure Excellence in Policing. In October 2019 the Service underwent a Provincial Standards Audit conducted by the Alberta Solicitor Generals Department and at the conclusion of the audit the Lacombe Police Service met or exceeded the requirements in all areas. In 2019 the Lacombe Police Commission also completed a Community Survey with the citizens of Lacombe in which the Police Service received an 82% satisfaction rating. We also work with our Public Complaints Director to ensure any complaints against the Service or members are addressed within the set guidelines.

In 2019, the Lacombe Police Service received 6953 calls for service. This figure represents a 1.25% decrease from 2018 where there were a total of 7,042 calls for service. 2019 calls for service were 7% above the 5-year average of 6507. 2019 recognized a 5% increase in crimes against a person, 8% increase in crimes against property, 55% decrease in drug offences, and 12% increase in other criminal code offences with impaired driving down 7%. Provincial Act offences remained relatively the same at a 1% increase. In all categories the number of charges laid decreased to 3194 which represents a 1.75% decrease over 2018 in 2019.

The Lacombe Police Service remains committed to enhancing public safety and meeting the needs of our community.

*Lorne Blumhagen
Chief of Police*



Human Resources



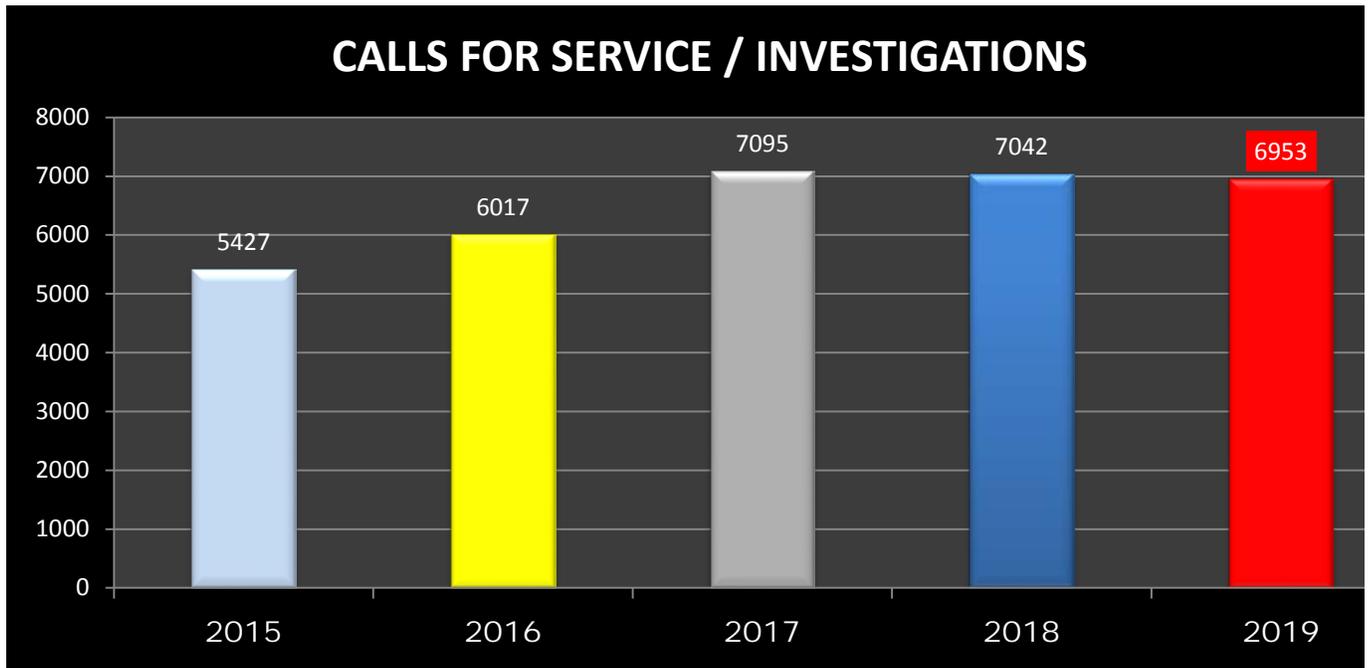
In 2019 LPS experienced some staffing changes. The Police service maintained 4 positions outside of general duties. The Crime Reduction Unit with 2 members along with the Community Liaison and School Resource Positions. A recruit constable hired in 2018 graduated from training in June 2019. The LPS hired 1 new police recruit 2019 to fill a vacancy within the sworn members. The new recruit was hired in August and is attending training with the Edmonton Police Service and will complete training in 2020. On the civilian side 2-part time positions were created to accommodate extended front counter hours to 9:00 pm. An open dispatch position was filled as the result of a staff member successfully moving through our recruiting process to become a sworn member, with a starting date in November 2018 and graduating in 2019. The 2018 authorized staffing complement for LPS was:

- **22 sworn police officers**
- **8 full time and 2 part-time civilian support staff, with 5 Casual civilian support staff**

This represents a “Police to Population’ ratio of 635 to 1 which is in line with the Human Resource Plan. This is approximately 15% lower than the national average of 541 and 7% lower than the Alberta average of 593. In 2019, the enumerated population of Lacombe census was 13,985, which represents a change of 9.9% from 2014. This compares to the provincial average of 6.6% and the national average of 5.7% for the same time period.



Operational Highlights – Calls for Service



CALLS FOR SERVICE

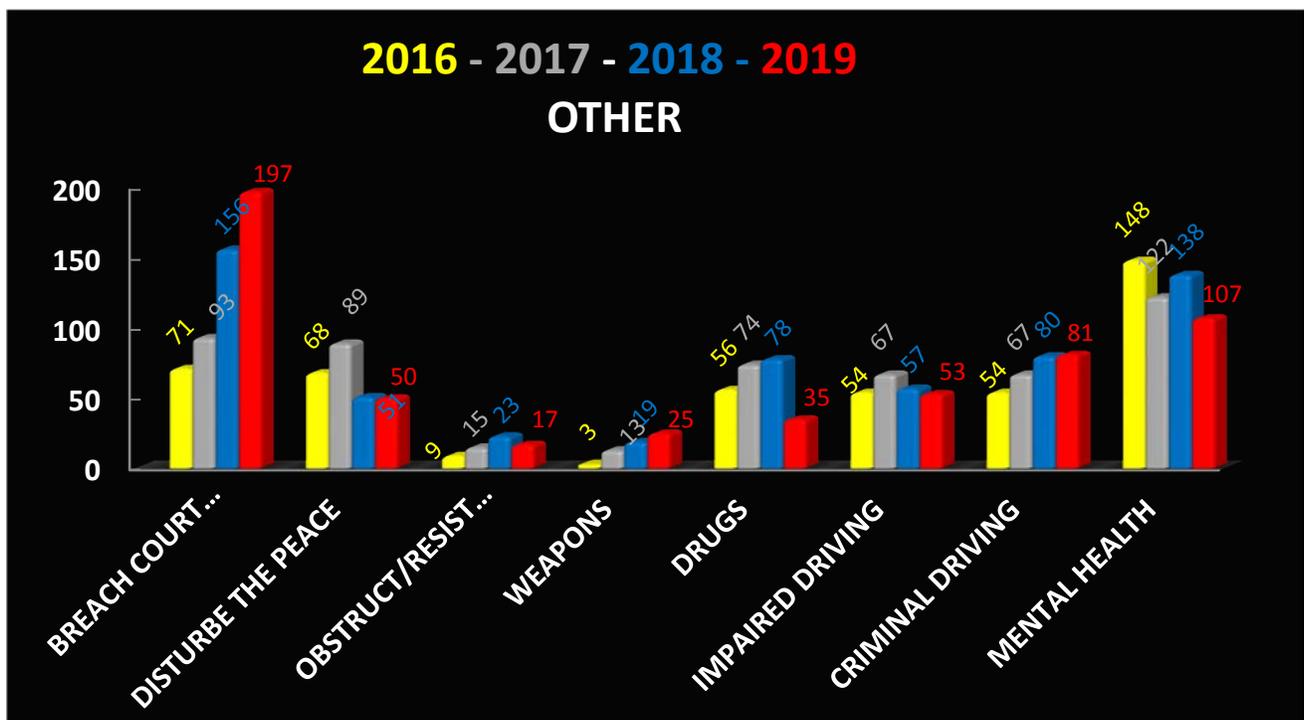
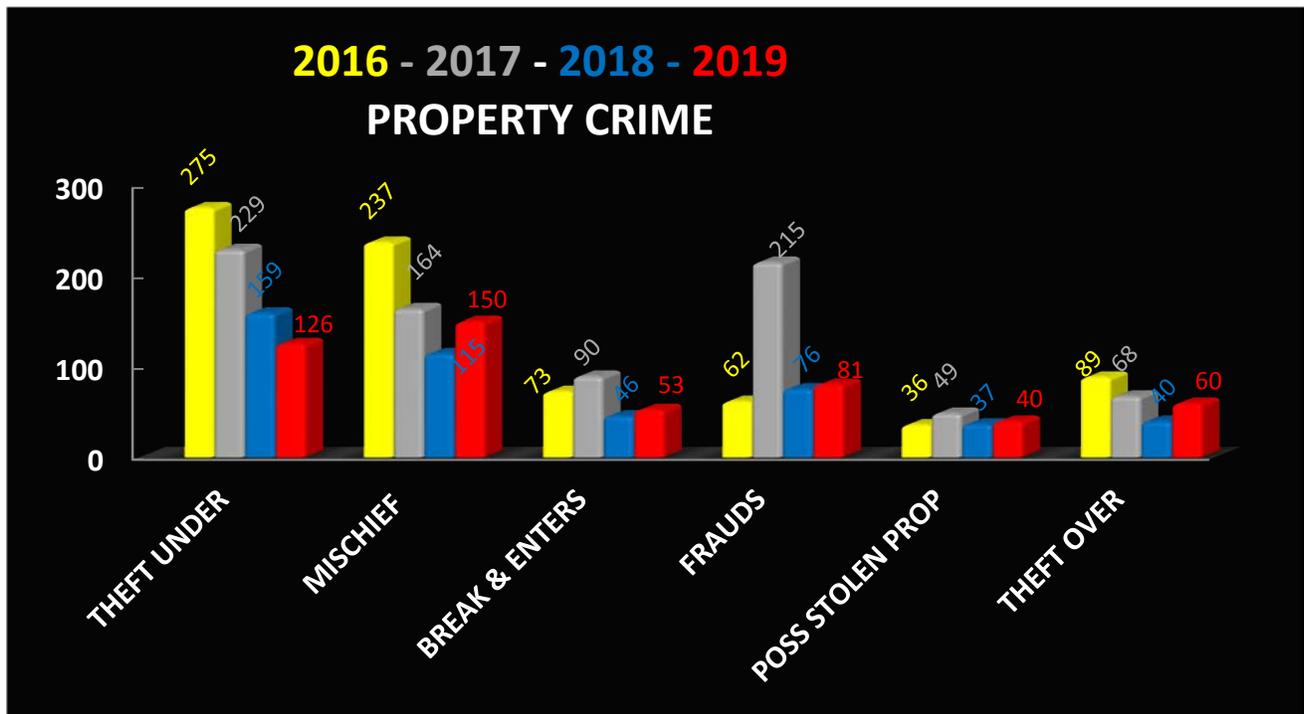
In 2019, the total reported calls for service was 6953. This figure represents a 1.25% decrease from 2018 where there was a total of 7,042 calls for service. 2019 shows 7% above the 5-year average of 6507 calls for service. The numerical breakdown of offences can be found under the operational highlights (Crime Stats)

A review of the categories over the past year shows an increase in most sub categories with uttering threats and assaults showing the greatest. These increases can be attributed to online threats made on platforms such as (but not limited to) Facebook and Instagram. Domestic violence increased 5% which is up from a 17% decrease shown in the previous year. Another statistical decrease is attributed to the legalization of cannabis, the service showed a 55% decrease in drug offences from 2018.

With the new recourses in place such as the Community Liaison member and the Crime Reduction Team, Lacombe Police Service is able to co ordinate investigations with front line members and focus on emerging crime trends which has lead to the implementation of initiatives to reduce crime. This can be attributed to partnering in joint force projects and focusing on prolific offenders in Lacombe and surrounding communities. These targeted investigations have been very successful in 2019. Another successful initiative was the creation of social media; this is a beneficial tool used to educate the community on crime preventions programs and inform residences of the current crime trends affecting Lacombe.

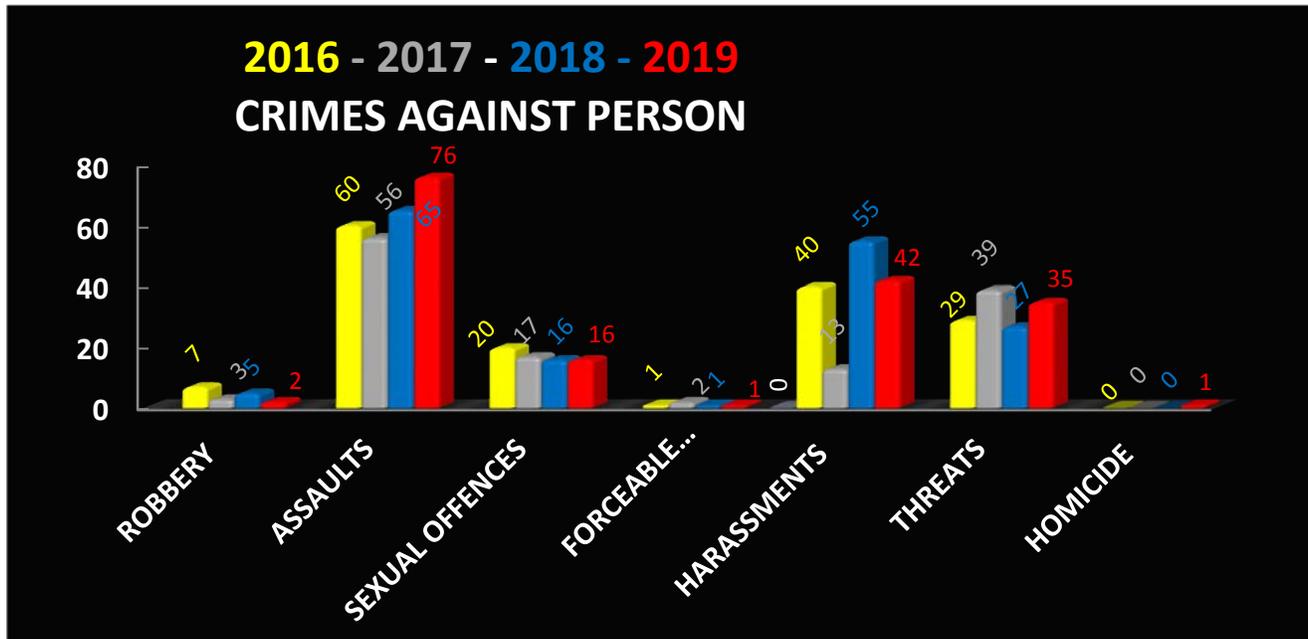


Operational Highlights – Property Crime / Other Stats





Operational Highlights – Crime Against Persons Stats



CRIME STATS ↓ ↑ BETWEEN 2019 - 2018

- ↑ PROPERTY CRIME (8%)
- ↑ CRIMES AGAINST PERSONS (5%)
- ↓ IMPAIRED DRIVING (-7%)
- ↑ FAMILY DISPUTES (6%)
- ↓ DRUG CHARGES (-55%)
(Legalization of Cannabis)
- ↑ BREAK AND ENTERS (15%)
- ↑ FRAUDS (7%)
- ↓ MENTAL HEALTH (-22%)

There was a 5% increase in crimes against a person, an 8% increase in crimes against property, 55% decrease in drug offences, and 12% increase in other criminal code offences with impaired driving showing a 7% decrease. Provincial Act offences increased by 1% for 2019. In 2018 a total of 3251 charges were laid in comparison to 2019 where there were 3,194 charges laid. This represents a 1.75 % decrease in charges laid in 2019. Of note, the 55% decrease in Drug offences aligns with the legalization of cannabis which took affect in the fall of 2018.

Overall the Lacombe Police Service CSI (Crime Severity Index) was favorable again in 2018 at 66 from 2017 at 84. In the violent crime category of the CSI, LPS was ranked at 210 in 2018 compared to 239 in 2017. The non violent crime did decrease to 74 in 2018 from 58 in 2017. Future strategic plans will give consideration to the above ends when developing new service initiatives and crime analysis reports will continue to monitor these trends and the impacts these have on the community.



Operational Highlights – Traffic Stats

Figure 1: 2017-2018-2019 Collision Breakdown

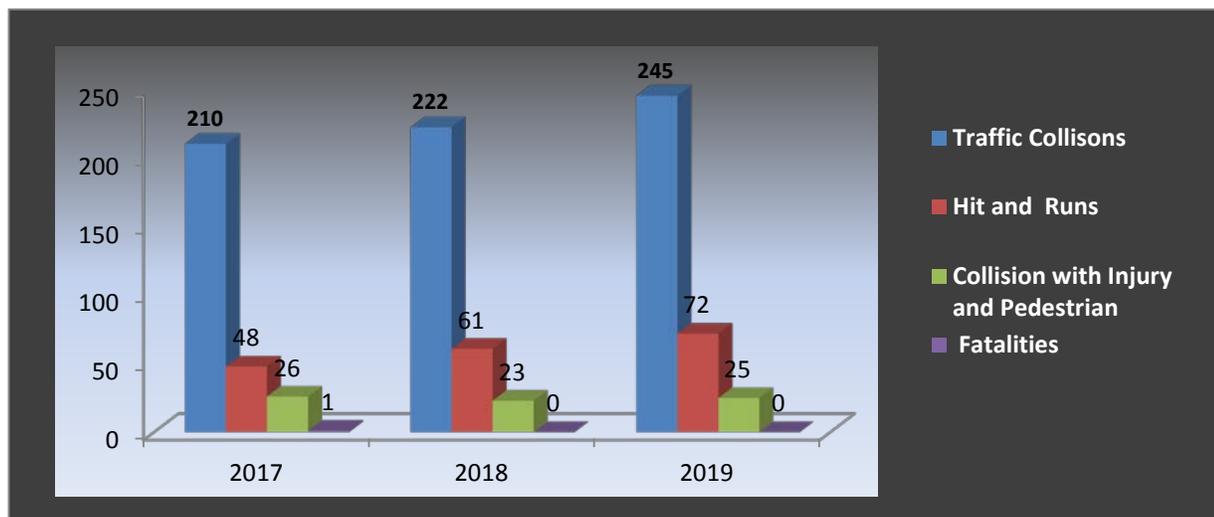
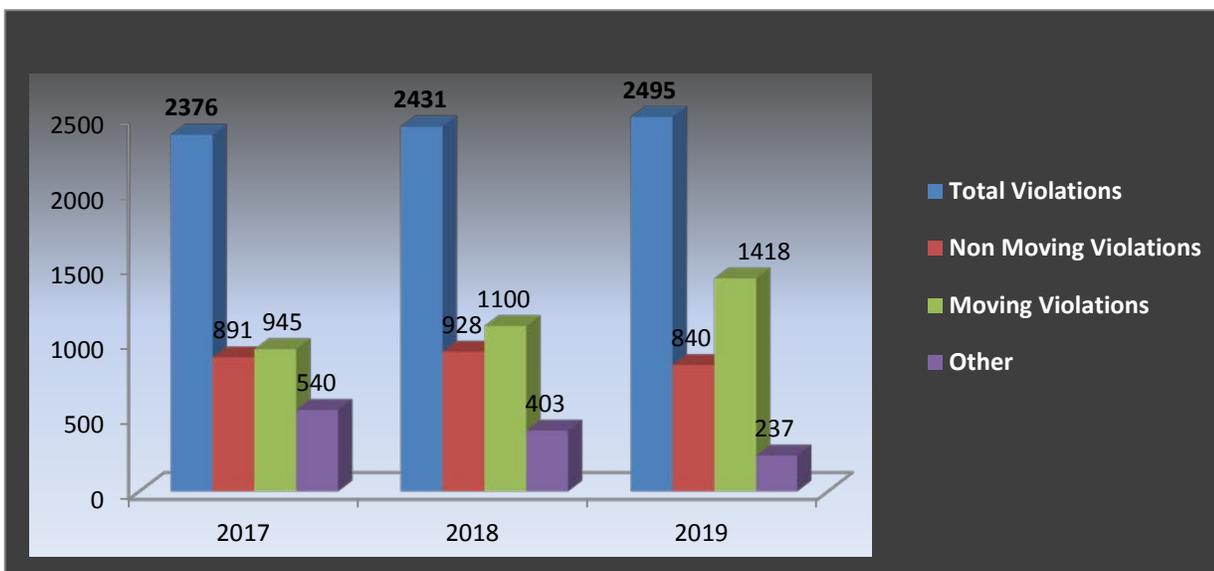


Figure 2: 2017- 2018- 2019 Traffic Enforcement Breakdown





Operational Highlights – Traffic

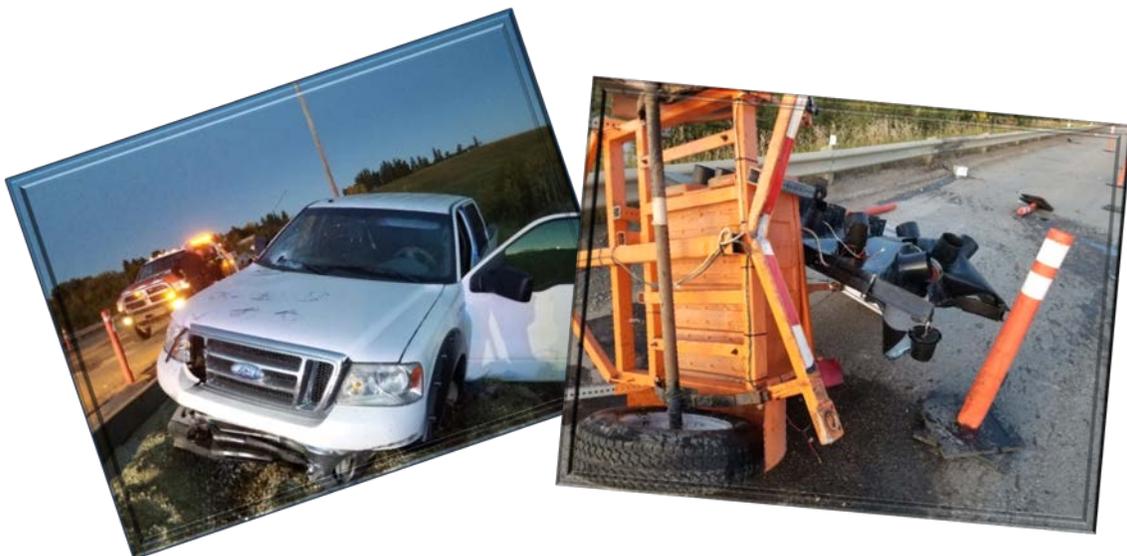
A collision analysis shows the breakdown of statistics for traffic offences and its related collisions that occur within the city limits of Lacombe in 2019. These statistics will also be compared to ones gathered in previous years to give an indication of areas of concern and will assist with logistic, infrastructure and enforcement plans.

The highest concentration of collisions is still noted to be at the intersection of Highway 12 and Highway 2A with a second area of concern at Woodland Drive and Highway 2A. During peak times these areas continues to be one of the busiest locations in the city especially factoring in the stoppages for trains. It should be noted that both locations are also truck routes having numerous commercial vehicles traveling in all directions.

In 2019 the City of Lacombe had 245 reported collisions 25 resulted in injuries with no fatalities. The majority of collisions remain consistent between the hours of 8:00am and 8:00 pm.

A continued goal of the Lacombe Police Service is visibility and enforcement throughout the city with concentration in heavier high priority areas such as school zones and high traffic areas. As the Lacombe Police Service resource numbers increase, education and enforcement will be the focus for 2020. The Police Service will also work with the City to assist with roadway infrastructure issues to enhance traffic safety, this will assist in continuing our trend of reducing property damage and injury related collisions with the City limits.

Provincial Check Stops conducted in the spring and summer were successful as the service noticed a decrease in impaired driving and 24hrs suspensions. This also provided members an opportunity to educate the community on the mandatory road side checks that came into effect this year.





Operational and Organizational Priorities

RESPONDING TO COMMUNITY PRIORITIES AND EMERGING TRENDS

Every four years the Police Service conducts a Community survey. In 2019 a survey was conducted and was designed to evaluate our performance and gauge community perceptions and priorities about crime and community safety issues. The results showed that 84% of respondents felt our members were polite, courteous, and helpful and professional while 82% felt we did a good job overall on the various functions we perform.

The survey respondents felt our policing priorities should include:

- 1. Crimes against persons**
- 2. Drugs**
- 3. Impaired Drivers**
- 4. Property crime**
- 5. Traffic safety**
- 6. Frauds and scams**

As we saw the increasing and emerging crime trends central Alberta was experiencing, we realized we needed to re-evaluate our Policing Performance and Strategic Plan to not only reflect the citizen survey priorities, but also to properly respond to emerging crime trends impacting Lacombe.

In our three-year strategic plan (2019-2021), we have identified strategies to achieve the following priorities and goals:

- 1. EXEMPLIFY EXCELLENCE IN POLICING**
 - 1.1 Provide Professional Service Delivery*
 - 1.2 Maintain High Professional Standards*
 - 1.3 Cost Effective Service Delivery*
 - 1.4 Improve Professional Standards*
- 2. RECRUITING, SELECTION AND RETENTION OF QUALITY STAFF**
 - 2.1 Recruit and Select Quality Applicants*
 - 2.2 Retention of Staff*
- 3. REDUCE CRIME AND VICTIMIZATION**
 - 2.1 Reduce Violent Crime*
 - 2.2 Reduce Domestic Violence*
 - 2.3 Reduce Property Crime*



Operational and Organizational Priorities

RESPONDING TO COMMUNITY PRIORITIES AND EMERGING TRENDS

4. STRENGTHENING COMMUNITY PARTNERSHIPS

- 4.1 Crime Prevention and Education*
- 4.2 Youth Safety and Empowerment*

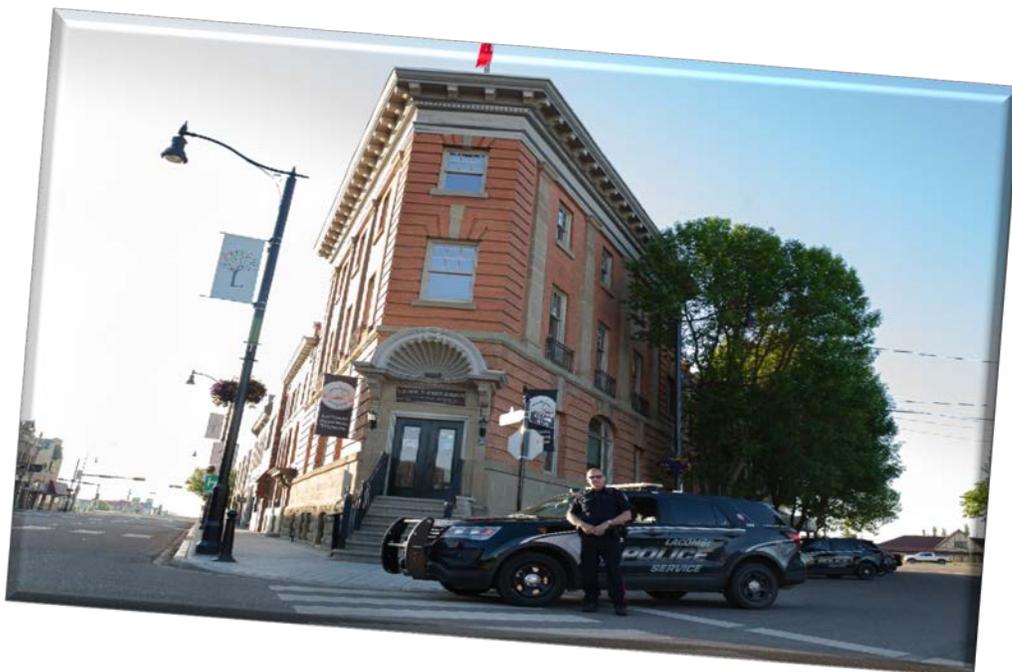
5. IMPROVE TRAFFIC SAFETY

- 5.1 Reduce Traffic Collisions*

6. EXCELLENCE IN POLICE SERVICE DELIVERY

- 6.1 Improve clearance (solve) rates*
- 6.2 Enhance Collaboration and Partnerships*
- 6.3 Focus on Diversity and Inclusion*

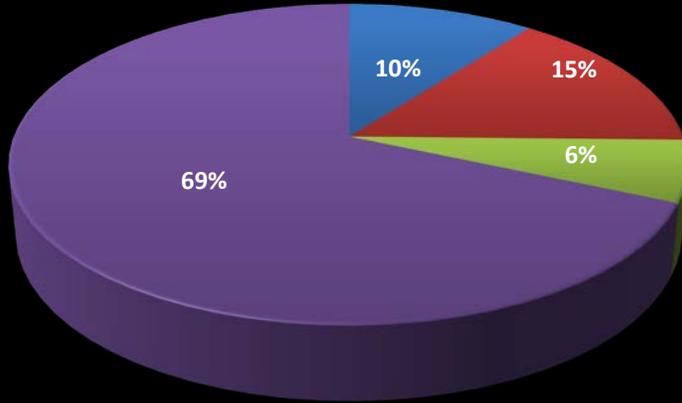
In the fall of 2018 and throughout 2019 the Police Service extended their front counter service hours to 8:00 am to 9:00 pm. This change addressed issues including improved public access, barrier free accessibility and extended hours to accommodate Local Police Information Checks. We also continue to provide 24/7 local call answering, police dispatch and policing services.





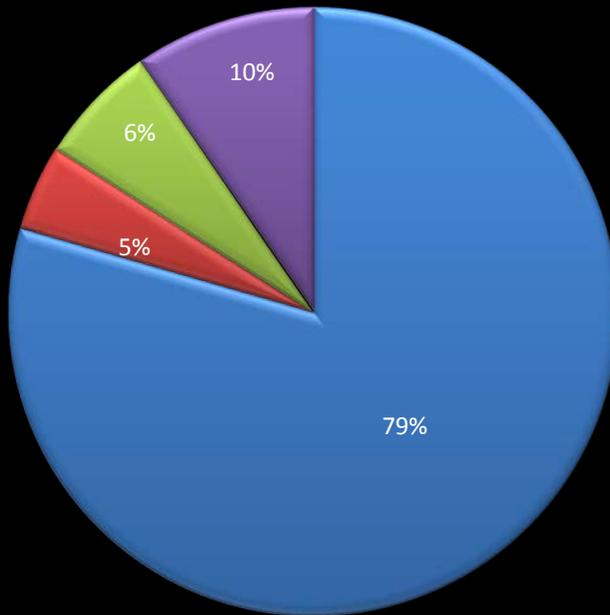
Budget – Revenue and Expenditures

2019 REVENUE SOURCES



- GOVERNMENT GRANTS
- SALE OF GOODS/SERVICES
- FINE REVENUE
- TAX SUPPORTED

2019 EXPENDITURES



- SALARY / BENEFITS
- EXTERNAL CONTRACTS
- INTERNAL CHARGES
- OPERATIONS

The 2019 Operating Budget of \$4,814,058.00 for the Police Service was approved by Council and is highlighted by percentage above. \$3,295,014.00 of the budget was tax supported. (\$235.00 per capita cost based on population of 13,985).



Professional Standards – Complaints, Concerns, Compliments

Police officers are not only in positions of authority; they are more importantly in positions of trust. Through our own internal policies and processes, as well as provincial legislation, we hold police officers to the highest legal and ethical standards. If one of our members does not live up to these expectations, whether as a result of a public complaint or an internal review, we investigate the matter, or cause it to be investigated by an independent agency with a view of not only holding people accountable for their actions, but also to provide us with opportunities for learning and best practices.

The Lacombe Police Commission monitors the public complaints process, handles complaints regarding the Chief of Police, and handles appeals regarding the policies of, or services provided by the Lacombe Police Service. The Lacombe Police Commission and LPS track all citizen complaints and concerns.

Under the Alberta *Police Act*, the responsibility for the investigation of complaints against Police Service policies or service provided, as well as against specific police officers lies with the Chief of Police. The Police Commission is the civilian body which is empowered to oversee the complaints process and act as the appeal body for complaints regarding the policies of, or services provided by, the Lacombe Police Service. The Lacombe Police Commission has a Public Complaint Director who:

- **Provides an independent review of the citizen complaints process of the Lacombe Police Service;**
- **Monitors the Police Service investigation of public complaints to ensure the investigations are impartial, fair, thorough and timely;**
- **Reports his or her findings directly to the Lacombe Police Commission;**
- **Makes public presentations to interested groups concerning the complaint process; and**
- **Receives complaints from the public. The purpose of the complaint process is to resolve issues between citizens and the Lacombe Police Service in a fair, transparent and reasonable manner.**

In 2019, LPS received one (1) complaint in relation to a civilian employee of the Service, this complaint was dismissed as it did not meet the criteria under the police act as the service has no jurisdiction over civilian employees, however it was addressed as a training opportunity.

The Lacombe Police Service initiated Four (4) internal and received (5) public complaint reviews from the actions of our members and all investigated under the Police Service Regulations. The following Misconduct investigations were resolved through internal guidance and performance supplements; (1) Discreditable Conduct, (2) Neglect of Duty) and (1) Excessive Use of Force. Training, mentorship and guidance will continue to be a priority of LPS to ensure compliance in accordance with the Provisions of the Police Act. *(We always welcome your comments, feedback or concerns. We can be reached in person, by phone or by email: 5301 Wolf Creek Drive, Lacombe, AB T4L 2H8; (403)782-3279; police@lacombe.ca)*



2019 Organizational Awards & Recognition

In 2019 members and staff of the Lacombe Police Service were presented with a number of awards and recognition for long service:

- ❖ **Sgt. Bryan ZENS received the 20 year Alberta Long Service Medal**
- ❖ **Sgt. Bryan ZENS received the Canadian 20 Year Police Exemplary Service Medal**

- ❖ **Sgt. Richard KOHUT received a Lacombe twenty-year service award**
- ❖ **Sgt. Nicole MARTIN received a Lacombe ten-year service award**
- ❖ **Chief Lorne BLUMHAGEN received a Lacombe five-year service award**
- ❖ **Cst. Travis MARCOTT received a Lacombe five-year service award**
- ❖ **Cst. Vaughan BLEASDALE received a Lacombe five-year service award**
- ❖ **Cell Guard, Teresa MALAINEY received a Lacombe five-year service award**

- ❖ **Cst. Brett GIRARD was advanced to Senior Level 2 Constable**
- ❖ **Cst. Reuben GELEYNSE was advanced to 1st Class Constable**
- ❖ **Cst. Derek LEWKO was advanced to 2nd Class Constable**
- ❖ **Cst. Kraig REID was advanced to 1st Class Constable**
- ❖ **Cst. Chris BARRETT was advanced to 3rd Class Constable**
- ❖ **Cst. Mackenzie JORDAN was advanced to 4th Class Constable**
- ❖ **Cst. Kristy WALKER was advanced to 4th Class Constable**

We recognize and appreciate the dedication, commitment and service our members and staff provide to the community! Thank You!



Community Involvement

SCHOOL RESOURCE OFFICER

Thanks to our continued partnership with Wolf Creek Public Schools and Lacombe County, we are able to have a **School Resource Officer (SRO)** dedicated full time to all the public schools within the City. In cooperation with the Wolf Creek School Division and involved RCMP agencies, new guidelines were developed and implemented in 2018 for SRO's and Schools in the Division. The primary role of the SRO is to build relationships with the students and staff to help foster a safe learning environment.



VICTIM SERVICES UNIT

Lacombe Victim Services worked on 380 files in 2019, assisting 704 individuals. Out of those, 20 were Crisis Call outs, 267 service and resource referrals provided, 100 financial and restitution requests completed and 44 Victim Impact statements forwarded to Crown.

VSU raised funds through various events including the Comedy Cabaret and receives donations from Royal Lepage Real Estate. Their Shelter Foundation supports victims of Domestic Violence. Lacombe VSU also partnered with MADD (Mothers Against Drunk Drivers) and Big Brothers & Sisters during the annual charity check stop where funds were raised for all the groups.

“Our volunteer advocates complete online training and security screening prior to assisting victims, last year our advocates attended First Responders to Sexual Assault and Abuse Training, the annual Diverse Voices in Edmonton that deals with Domestic Violence and the Provincial Victim Service Conference in Banff. Our advocates also receive in house training.”



Community Involvement

COMMUNITY LIASON OFFICER (CLO): This sworn member position represents the Lacombe Police Service on a number of Community, Provincial and Police working groups. The CLO continues to be proactive in developing programs to reduce crime in the community, this includes working with various groups and receiving input on program initiatives to ensure all voices are being heard. The CLO will liaise through social media and local media resources to keep the community informed and up to date on current concerns and potential problems that impact both the police and the community.

KIDS N' KOPS: We were once again proud to partner in 2019, with Big Brothers Big Sisters, Blackfalds RCMP and a dozen volunteers to offer our **KIDS N KOPS** program for the ninth year. This four-day program has proven to be very successful and popular for the 24 young citizens we can accommodate each year and is an excellent opportunity for us to shed some light on the daily life of a police officer and build relationships with our youth.

LACOMBE COMMUNITY WATCH: Established in 2014, Lacombe Community Watch Association (LCWA) is a collaborative response by concerned local citizens in order to proactively counteract the measurable increase in crime.

LCWA is a registered non-profit, volunteer based, local crime watch initiative whose mandate is to create and maintain safe communities through partnership and training with local law enforcement and provincial groups.

As a banner organization encompassing **Block Parent, Citizens on Patrol and Neighborhood Watch**, LCWA endeavors to recruit, support and educate community members on the importance of individual involvement, commitment and responsibility with regards to community crime reduction and prevention efforts.



REQUEST FOR COUNCIL DECISION



SUBJECT: Employee Benefits, Wellness and Recognition Policy
PREPARED BY: Barbara Wilton, Manager of Human Resources
PRESENTED BY: Matthew Goudy, Chief Administrative Officer
DATE: May 25, 2020

FILE: 14/124

PURPOSE:

To seek Council approval of the revised Employee Benefits and Recognition Policy for City employees.

RECOMMENDED MOTION(S):

1. THAT Council approve the Employee Benefits and Recognition Policy effective May 26, 2020;
2. AND that Council rescind the existing Employee Benefits and Recognition Policy 14/124.01 2018 effective May 26, 2020.

RELATED PRIOR MOTION(S):

EXECUTIVE SUMMARY:

Presented for Council's consideration is the revised Employee Benefits and Recognition Policy. The purpose of the policy is to define employee status, outline benefits offerings, eligibility criteria, participation requirements and cost share arrangements. Additionally, outlines wellness and recognition initiatives for City employees.

ANALYSIS:

Best practices suggest organizational policies should be scheduled for review on a regular basis and updated accordingly. The Employee Benefits and Recognition Policy was last updated in 2018. Based on a review in consultation with the management group, the attached reflects the recommended changes to the existing policy (including title change).

Highlights of the changes to this policy are as follows:

Applicability:

- Lacombe Fire Department Volunteer Force was renamed Lacombe Fire Department Paid On-Call Force.

REQUEST FOR COUNCIL DECISION



Definitions:

- List was re-ordered alphabetically.
- Paid On-Call Fire Employee was added to the definitions.

Policy Details:

- Section 7.8 Footwear
 - Subsection 7.8.2 – reimbursement once per calendar year for purchase of non-slip footwear for lifeguarding staff was added to the policy.
- Section 7.10.4 Long Service Program
 - Subsection 7.10.4.4 – a long service award for 35+ years of service was added
 - Subsection 7.10.4.5 – retirement gift for 35+ years of service was added
- The section which provided for a gift for departing employees (other than retirees) was removed.

STRATEGIC PLAN ALIGNMENT:

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

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

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

ALTERNATIVE MOTION(S):

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

ATTACHMENTS:

The policy under consideration and the accompanying guidelines and procedures.

EMPLOYEE BENEFITS, WELLNESS AND RECOGNITION

Policy Number:	14.124.01
Policy Review:	Every 3 Years or upon Legislative Change
Policy Owner (Dept.):	Human Resources
Reference(s):	Benefit provider contracts

1. PURPOSE OF POLICY

- 1.1. This policy defines employee status, outlines benefits offerings, eligibility criteria, participation requirements and cost share arrangements. Additionally, outlines wellness and recognition initiatives for City employees.

2. POLICY STATEMENT

- 2.1. The City acknowledges the importance and value of providing comparable, fair and sustainable Benefits, Wellness and Recognition programs for employees. As a component of the City's compensation package, the benefits program is designed to address the greater needs of its employees by providing benefits and programs that are beneficial to their health and well-being.

3. APPLICABILITY

- 3.1. This policy applies to all City employees that meet the eligibility criteria as noted throughout the policy. In the event of a discrepancy between this policy and the benefit plan documents, the terms of the benefit plan documents shall prevail.
- 3.2. In the case of Lacombe Police Association employees where there exists a conflict or reference to any term or offering within this policy, the terms of the Lacombe Police Association collective agreement shall prevail.
- 3.3. This policy has limited application to the Lacombe Fire Department Paid On-Call Force.
- 3.4. This Policy comes into effect upon approval of Council.

4. NON-COMPLIANCE

- 4.1. Non-compliance with this policy may lead to a breach of contracts with benefit providers, and liability resulting from late or non-enrollment of employees in benefits and or pension plans.

5. DEFINITIONS AND ABBREVIATIONS

- 5.1. **Casual Employee:** an employee working a variety of hours and shifts and normally scheduled based on operational requirements, programs, for relief purposes such as short term sick, vacation relief or during times of increased workload.
- 5.2. **Grant Employee:** an employee hired under the terms of a grant. Application of this policy will be limited for Grant Employees.
- 5.3. **Paid On-Call Fire Employee:** an employee accepted to the ranks of the Paid-On Call Force with Lacombe Fire Department.
- 5.4. **Permanent Full Time Employee:** an employee hired for an ongoing position, working full time hours (37.5 – or 40 hours per week), where there is no end date of employment.
- 5.5. **Permanent Part Time Employee:** an employee hired for an ongoing position, working regularly scheduled hours of less than full time hours per week, where there is no end date of employment.
- 5.6. **Probationary Employee:** a newly hired employee within their probationary period.
- 5.7. **Seasonal Employee:** an employee hired to work the regularly scheduled daily and weekly hours of work for a defined season. Seasonal positions have a specified term which ends automatically with no requirement for notice, payment in lieu of notice, or consideration of rehiring in subsequent seasons. Any extension of the term of the position must be in writing and mutually agreed by the City and the employee.
- 5.8. **Term Certain Employee:** an employee filling a position with an end date, - generally for a leave replacement or is project based. Term certain employees are entitled to limited offerings within this policy and entitlements are specifically referenced.

6. ROLES AND RESPONSIBILITIES

- 6.1. Council
 - 6.1.1. To consider and approve material changes to the terms of this policy save and except any legislated or regulatory changes.
- 6.2. Chief Administrative Officer
 - 6.2.1. To enter into agreements on behalf of the City with third party providers of benefits programs.
 - 6.2.2. To support compliance with the terms of this policy, guidelines and procedures.
 - 6.2.3. To promote employee wellness in the workplace.
 - 6.2.4. To encourage and provide recognition of staff at all levels within the City.
- 6.3. Directors

- 6.3.1. To support compliance with the terms of this policy, guidelines and procedures.
- 6.3.2. To promote employee wellness and work life balance in the workplace.
- 6.3.3. To encourage and provide recognition of staff within their departments.
- 6.4. Managers and Supervisors
 - 6.4.1. To support compliance with the terms of this policy, guidelines and procedures.
 - 6.4.2. To promote employee wellness and work life balance in the workplace.
 - 6.4.3. To encourage and provide recognition of staff within their departments.
- 6.5. Human Resources
 - 6.5.1. To administer the Employee Benefits, Wellness and Recognition programs for City employees.
 - 6.5.2. To provide information on employee benefits and wellness initiatives.
 - 6.5.3. To support wellness initiatives.
 - 6.5.4. To ensure competitiveness in benefit coverage and costs through regular marketing.
 - 6.5.5. Ensure this policy meets legislative standards.
- 6.6. Employee/s
 - 6.6.1. To comply with this policy.
 - 6.6.2. To access and avail themselves and their families of the opportunities and coverages provided for which they are eligible.

7. POLICY DETAILS

- 7.1. Group Benefits
 - 7.1.1. Eligibility
 - 7.1.1.1. All permanent full-time, permanent part-time and term certain employees (with a minimum one-year term) working a minimum of 18.75 hours per week are eligible for group health and dental benefits offered by the City upon commencement of employment.
 - 7.1.1.2. Term certain employees are not eligible for short term disability (STD), long term disability (LTD) benefits or eligible to participate in the Local Authorities Pension Plan (LAPP). Term certain employees (with a minimum one-year term) are eligible for the Sick Leave accrual plan in accordance with the Attendance & Leave Policy and guidelines.

7.1.2. Participation

7.1.2.1. All eligible permanent employees are required to participate in group life insurance, accidental death and dismemberment (AD&D), short term disability insurance (STD) and long-term disability insurance (LTD). Employees may opt out of extended health care and dental benefits if they have alternative coverage.

7.1.3. Contributions

7.1.3.1. Group, Dependent Life Insurance, and Accidental Death and Dismemberment

7.1.3.1.1. For permanent and term certain employees (with a minimum one-year term), working a minimum 18.75 hours per week, the City shall contribute 100% towards the total benefit premium costs.

7.1.3.2. Short Term Disability Insurance (STD)

7.1.3.2.1. For eligible permanent full-time and permanent part-time employees working a minimum 18.75 hours per week, the City shall contribute 100% towards the total benefit premium costs. The employee will receive these premium costs as a taxable benefit.

7.1.3.3. Long Term Disability Insurance (LTD)

7.1.3.3.1. For eligible permanent full-time and part-time employees working a minimum 18.75 hours per week, the employee shall contribute 100% towards the total benefit premium costs.

7.1.3.4. Extended Health and Dental Benefits

7.1.3.4.1. For eligible permanent full-time, permanent part-time and term certain employees (with a minimum one-year term), the City shall contribute 80% towards the total benefit premium costs. The employee shall contribute 20% towards the total benefit premium costs.

7.1.3.5. Employee and Spouse's Optional Life Insurance

7.1.3.5.1. For eligible permanent and term certain employees (with a minimum one-year term), working a minimum 18.75 hours per week, the employee shall contribute 100% towards the total benefit premium costs.

7.1.3.6. Other Optional Plans

7.1.3.6.1. In an ongoing effort to meet the changing needs of our employees, the City may from time to time offer optional insurance plans. Participation is voluntary, and the cost of any premiums shall be paid 100% by the employee.

7.2. Pension Plan(s)

7.2.1. Local Authorities Pension Plan (LAPP)

7.2.1.1. Eligible employees shall participate in the Local Authorities Pension Plan (LAPP), with contribution by the employee and the City determined in accordance with the provisions of the Plan. Enrollment in LAPP is mandatory for all eligible permanent employees working a minimum of 30 hours per week on an ongoing basis.

7.2.1.2. Registered Savings Plan (RSP): For permanent employees, including Rehired Retirees, working a minimum of 30 hours per week on an ongoing basis and not eligible to participate in LAPP, the City will contribute to the employee's RSP, an amount equal to what City's LAPP contributions would have been.

7.2.2. APEX Supplementary Pension Plan (APEX)

7.2.2.1. Management employees (CAO, Directors, Managers) may choose to participate in the APEX supplementary pension plan sponsored by the Alberta Urban Municipalities Association (AUMA) in accordance with the rules of the Plan.

7.2.3. Special Forces Pension Plan (SFPP)

7.2.3.1. Eligible employees of Lacombe Police Service shall participate in the Special Forces Pension Plan, with the contribution by the employee and the City determined in accordance with the provisions of the Plan.

7.3. Employee and Family Assistance Program (EFAP)

7.3.1. The City provides an Employee and Family Assistance Program (EFAP) for employees, Paid On-Call Firefighters and their families. The EFAP is provided through an independent third party and is a confidential service that offers assistance and provides confidential counseling services for all of life's challenges, including lifestyle coaching and counselling to assist with health, life balance and careers.

7.4. Wellness Spending Account

7.4.1. As part of the City's Health and Wellness program the City will reimburse permanent employees (except members covered by the Lacombe Police Association's collective agreement), once a calendar year, for participation in or

purchase of equipment for qualified sports, leisure or cultural activities and programs. The annual amount of reimbursement is set through the annual budget process.

7.5. Pool Pass

7.5.1. Employees and Paid On-Call Firefighters are eligible for an annual pool pass free of charge. Employees and Paid On-Call Firefighters wishing to upgrade to a family pass, shall pay the difference between an annual family pass and an annual single pass.

7.6. Impairment

7.6.1. The City of Lacombe recognizes the use of alcohol, prescription medication, drugs (legal or illicit) can adversely affect job performance, the work environment and the well-being of others. The City is committed to providing a safe and healthy workplace.

7.6.2. The City prohibits the use, possession, unauthorized distribution, offering or sale of legal or illicit drugs, unauthorized prescribed medicine, and alcoholic beverages while on City business, in City supplied vehicles, premises or worksites. From time to time the City may authorize or sponsor social events with valid liquor permits.

7.6.3. Employees taking prescription medication that impacts or has the likelihood of causing a level of impairment as a result of the prescribed medication, are required to advise their Manager/Supervisor. The Manager/Supervisor shall be responsible to temporarily reassign the employee or duties where the risk for injury or accident cannot be mitigated due to the impairment.

7.6.4. All employees are expected to:

7.6.4.1. Report to work fit for duty and remain fit for duty while on City business, premises and worksites.

7.6.4.2. Perform their job in a safe manner.

7.6.4.3. Report instances where it is believed a fellow worker may be impaired.

7.6.5. Employees are encouraged to seek assistance before their performance is negatively impacted by the use or abuse of drugs legal or illicit, or alcohol. Employees should know the City supports recovery, rehabilitation and return to work of employees who are, or become alcohol or drug dependent.

7.6.6. Access to confidential assessment, counseling, treatment and aftercare services is available to employees through the City's EFAP.

7.6.7. Leave to attend treatment programs will be supported and provided through the Attendance and Leave Policy.

7.7. Uniforms

- 7.7.1. Uniforms will be supplied when employees are required to perform a significant portion of their duties in public areas and uniforms are required to readily identify the staff as City representatives.
- 7.7.2. Employees in areas such as Fire Services, Enforcement, Parks and Recreation are required to comply with Departmental clothing/uniform provisions.
- 7.7.3. Should the clothing be mutilated, destroyed or damaged while on duty or from excessive wear beyond the employee's control, the same shall be replaced by the City after inspection and approval.
- 7.7.4. Minor repairs, such as missing buttons and miscellaneous stitching are the responsibility of the staff member who was issued the clothing.
- 7.7.5. Employees are responsible to ensure that all clothing/uniforms are maintained and presentable when reporting for work.
- 7.7.6. Any uniform/clothing or equipment issued by the City is to be used for City purposes only and will be replaced as required, subject to the condition and return of the item.

7.8. Footwear

- 7.8.1. In accordance with Occupational Health and Safety Regulations, employees may be required to wear C.S.A. approved protective footwear appropriate to the hazard and nature of the job being performed. When required to wear C.S.A. approved protective footwear:
 - 7.8.1.1. Employees will come prepared for work having appropriate C.S.A. approved footwear.
 - 7.8.1.2. Permanent employees (post probationary) may claim a total subsidy of up to \$150.00 per calendar year upon receipt of proof of purchase.
- 7.8.2. While lifeguarding, staff must wear appropriate non-slip footwear. Employees may apply for reimbursement once per calendar year upon receipt of proof of purchase. The annual amount of reimbursement is set through the annual budget process.

7.9. City Bucks

- 7.9.1. Eligible employees are provided with an annual City Bucks amount to be used towards purchasing City branded materials. The amount of the City Bucks perquisite is set through the annual budget process. Eligible employees include permanent employees and casual employees working a minimum of 15 hours per week over the course of the calendar year.

7.10. Employee Recognition

7.10.1. This program acknowledges and appreciates the special contributions that employees make to our City. It builds a sense of pride, accountability and ownership as well as promotes and celebrates a positive work culture that fosters employee involvement. Acknowledgement encourages dedication, communication, creativity, flexibility, engagement, leadership, risk taking and entrepreneurial spirit. While the City has developed more formal service awards, we continue to encourage other acknowledgements such as verbal praise, cards and notes.

7.10.2. Informal or Significant Life Event Recognition

7.10.2.1. The informal program acknowledges day to day accomplishments through gestures of appreciation, communication and feedback. It can be used every day by senior leadership, Managers, Supervisors and peers to acknowledge contribution of individuals, teams and work groups. Appreciation can include verbal acknowledgement, an email, card or some small tangible gift.

7.10.2.2. City departments receive an annual budget of \$50 per employee for the purposes of informal recognition.

7.10.3. Formal Recognition

7.10.3.1. Formal recognition is structured, scheduled activities or events with specific criteria to recognize employee contributions and achievements. The City demonstrates formal recognition through such programs as Long Service awards and Retirement gifts.

7.10.4. Long Service Program

7.10.4.1. Long Service Awards will be given to all employees and Paid On-Call Firefighters at the completion of each five-year interval of service.

7.10.4.2. Length of service for service recognition shall be based on calendar length of service with the City including temporary, casual, seasonal, volunteer, paid on-call and permanent service. Approved leaves of absence will be included in the calculation of length of service under this policy.

7.10.4.3. Awards will be presented at an annual City event to employees and Paid On-Call Firefighters completing their respective levels of service by December 31st of the current year.

7.10.4.4. Long Service Awards are as follows:

Years of Service	Gifts/Awards
5	Pin and \$100 gift certificate
10	\$100 value award and \$150 gift certificate
15	\$100 value award and \$200 gift certificate
20	\$100 value award and \$300 gift certificate
25	\$100 value award and \$400 gift certificate
30	\$100 value award and \$500 gift certificate
35+	\$100 value award and \$600 gift certificate

7.10.4.5. Retirement Gift

7.10.4.5.1. Employees with a minimum of five (5) years continuous service who retire from employment with the City will be recognized with a parting gift according to the following:

Years of Service	Gift
5+	\$100 gift
10+	\$150 gift
15+	\$200 gift
20+	\$250 gift
25+	\$300 gift
30+	\$350 gift
35+	\$400 gift

7.10.4.5.2. Upon retirement funds will be provided by the City to a maximum of \$400 to offset the costs of a retirement celebration.

8. END OF POLICY

Signature of Mayor

Signature of CAO

Date

Date



POLICY RECORD

Approval and Amendment History

Date of Council Meeting	Council Motion Number	Description

Review History

Date of Policy Owner's Review	Description/Action Taken or Required



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 25, 2020

FILE: 13/411

PURPOSE:

To present Bylaw 479, the City’s annual property tax bylaw for introduction and Council’s consideration for second and third reading. At the May 11, 2020, Council gave first reading to Bylaw 479.

RECOMMENDED MOTION(S):

1. THAT Council give second and third reading to Bylaw 479.

RELATED PRIOR MOTION(S):

1. May 11, 2020 – MOVED by Councillor Hoekstra: THAT Council give first reading to Bylaw 479. CARRIED UNANIMOUSLY.

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 cause mill rates to increase to meet the City's revenue requirements.

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 second reading to Bylaw 479
 - b) THAT Council give third reading to Bylaw 479

2. Council can provide additional direction to Administration

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)



REQUEST FOR COUNCIL DECISION

SUBJECT: Bylaw 379.1 – Tax Penalty and Payment Bylaw
PREPARED BY: Mauricio Reyes, Senior Manager of Financial Services
PRESENTED BY: Mauricio Reyes, Senior Manager of Financial Services
DATE: May 25, 2020

FILE: 13/411

PURPOSE:

To present Bylaw 379.1, the City’s tax penalty and payment bylaw amendment for introduction and Council’s consideration for first reading.

RECOMMENDED MOTION(S):

1. THAT Council give first reading to Bylaw 379.1.

RELATED PRIOR MOTION(S):

1. Motion # 24/041.04 March 23, 2020 – Councillor Jacobson moved THAT Council direct administration to defer the Property Tax Deadline from June 30, 2020 to December 31, 2020.

EXECUTIVE SUMMARY:

In accordance with section 344, 344 and 345 of the Municipal Government Act, RSA 2000, c M-26, the City must adopt a bylaw to allow taxes to be paid in installments at the option of the taxpayer and for the City to be able to impose penalties on unpaid taxes. Bylaw 379.1 has been prepared to meet the requirements of the Municipal Government Act.

ANALYSIS:

Background

On March 23, 2020, CAO Goudy presented Council with an update on the status of the COVID-19 pandemic in Alberta and strategies to support the provincial goal to “minimize the impact of the COVID-19 outbreak on Alberta, its citizens, and the economy”. Simultaneously, Council received options to mitigate the economic impact of the current pandemic to residents and businesses with the City of Lacombe.

Rates for Penalty Current Taxes in 2020

As part of the possible economic supports for the City of Lacombe residents and businesses for Council consideration, Council was presented with the option to defer the property tax



REQUEST FOR COUNCIL DECISION

deadline from June 30th to December 31st for the 2020 fiscal year. As part of the option, Council was made aware that the impacts from this decision would be the following:

Impact on cashflows

Delay in cash inflows as much of the payments received during mid-year would now be delayed to the end of the year. Consequently, the City may experience a cashflow deficiency in the second part of the year. Currently, Administration does not see major issues with the timing of cash receipts as the City has sufficient liquid financial assets that it can access. In addition, Administration believes that the current line of credit capacity of \$3.5 million would be sufficient to assist with the City's liquidity needs

Impact on penalty tax revenue

As per Bylaw 379, the City Delaying the tax deadline from June 30th to December 31st means that penalties on current taxes would be nil in 2020. In 2019, tax penalty on current years taxes amounted to approximately \$143,000. In 2020, tax penalty revenue on current years taxes will be nil. As part of the 2020 budget adjustments, Administration has adjusted the budget for the total penalty revenue to accommodate for this adjustment while considering the amount to be generated from penalties on taxes on arrears and supplementary taxes.

Penalties on Current Year Taxes

The following table summarizes the changes to the rates for penalties on current year taxes in 2020:

Penalty Date	Regular Rate	2020 Rate
July 1 st	9%	0%
September 1 st	3%	0%
November 1 st	3%	0%

Penalties on Taxes on Arrears

Rates in 2020 remain as previously established.

Penalties on Supplementary Taxes

Rates in 2020 remain as previously established.

REQUEST FOR COUNCIL DECISION



Financial Implications

In 2019, penalty on taxes revenue was approximately \$235,000. In 2019, penalty on taxes revenue is expected to be approximately \$124,000 resulting in a loss revenue of approximately \$111,000.

In prior years, penalties on taxes has been a contributor to the operating surplus. In 2020, this revenue line will be on or close to budget.

Legislative Authority

Sections 340, 344 and 345 of the Municipal Government Act, RSA 2000, c. M-26

STRATEGIC PLAN ALIGNMENT:

Ensuring the City collects penalties on 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 379.1

2. Council could proceed with second and third reading
 - a) THAT Council give second reading to Bylaw 379.1
 - b) THAT Council give third reading to Bylaw 379.1

ATTACHMENTS:

- City of Lacombe Bylaw 379.1 – Tax Penalty and Payment Bylaw Amendment

City of Lacombe
Bylaw 379.1

A Bylaw of the City of Lacombe, in the Province of Alberta (hereinafter referred to as “the Municipality”), to amend Bylaw 379, being a Bylaw to authorize a Tax installment payment plan and to authorize the levying of a penalty on unpaid taxes

WHEREAS, pursuant to Section 340 the Municipal Government Act, R.S.A. 2000, c M-26, a Council may by bylaw permit taxes to be paid by installments, at the option of the taxpayer; and

WHEREAS, pursuant to Section 340 the Municipal Government Act, R.S.A. 2000, c M-26, a Council may by bylaw impose penalties in the year in which a tax is imposed if the tax remains unpaid after the date shown on the tax notice; and

WHEREAS, pursuant to Section 340 the Municipal Government Act, R.S.A. 2000, c M-26, a Council may by bylaw impose penalties in any year following the year in which a tax is imposed if the tax remains unpaid after December 31 of the year in which it is imposed,

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

1. BYLAW TITLE

1.1. The bylaw shall be referred to as “Tax Penalty and Payment Bylaw Amendment”.

2. SCHEDULES

2.1. Schedule “A” of Bylaw 379 is hereby replaced with the attached Schedule A.

3. EFFECTIVE DATE

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

4. SEVERABILITY

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

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

GIVEN SECOND READING THIS ____ day of _____, 20__.

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

Mayor

Chief Administrative Officer

City of Lacombe Bylaw 379.1
Schedule A

<i>Applied on the 1st of:</i>	on Current Taxes	on Arrears	on Supplementary
January		10%	
February			
March		3%	
April			12%
May		3%	2%
June			
July	NIL		
August			
September	NIL		
October			
November	NIL		
December			

REQUEST FOR COUNCIL DECISION



SUBJECT: Local Improvement Tax Policy
PREPARED BY: Amber Mitchell, Manager of Engineering Services
PRESENTED BY: Amber Mitchell, Manager of Engineering Services
DATE: May 25, 2020

FILE: 13/423

PURPOSE:

To seek Council approval of the new Local Improvement Tax Policy.

RECOMMENDED MOTION(S):

1. THAT Council approves the Local Improvement Tax Policy effective May 26th, 2020.

RELATED PRIOR MOTION(S):

EXECUTIVE SUMMARY:

Administration has prepared a Local Improvement Tax Policy to serve as a framework for implementing local improvement taxes in a consistent and equitable manner. This policy is to serve as a guide for all local improvement projects, though it is intentionally not absolute. The terms in this policy including the terms of payment, method of property assessment and apportionment of cost may be modified for individual projects based on Council resolution.

ANALYSIS:

Background

Administration committed to prepare a Local Improvement Tax Policy that will serve as a framework for all future Local Improvement Plans to ensure they remain fair and equitable.

Eligible Projects

The City of Lacombe has traditionally completed an annual capital works program that addresses the reconstruction and rehabilitation of infrastructure on based on priority and available funding. This policy is not intended to replace the capital works program but rather supplement it.

The policy is to be implemented when projects are identified by council or the community that represent a change in the level of service such as a new sidewalk, street lighting, or paving of a lane or road. Requests for rehabilitation of infrastructure that is not yet due for a renewal or has not been identified as a priority by the City may also be completed through the local improvement process.

REQUEST FOR COUNCIL DECISION



The exception to this is when a full road reconstruction project has been identified and fully funded in the capital works program. In these instances, Administration may recommend a change in service level such as the inclusion of curb and gutter, a new sidewalk or street lighting improvements that did not previously exist. These improvements will serve to bring older neighbourhoods in Lacombe into closer alignment with the City's current Design Guidelines.

Local Improvement Definition

A local improvement is a project that benefits one neighbourhood more than the municipality as a whole. The improvement is paid for in whole or in part by benefitting property owners through a local improvement tax. Examples of improvements include street paving, sidewalks, storm system improvements, street lighting etc.

A local improvement can be initiated by the City based on direction from Council or an infrastructure assessment that identifies a need. Alternatively, property owners who wish to have improvements carried out near or adjacent to their property can petition the City to have the improvement completed. In either case, if a local improvement is proposed, the municipality must prepare a local improvement plan.

Local Improvement Plan

A local improvement plan must describe the proposed local improvement and its location, identify the properties and person(s) who will be liable to pay the local improvement tax, state whether the tax rate is based on assessment value of each individual parcel of land, unit of frontage, or unit of area. The plan must include the estimated cost of the local improvement, the term over which the cost of the local improvement will be applied, and the portion of cost the municipality will be paying. Calculations must be included to determine the revenue to be raised by the local improvement tax and must state what other sources of revenue will be used.

Local Improvement Process

The Municipal Government Act R.S.A. 2000 Chapter -26 (MGA) Sections 391 – 409 provides the minimum requirements for the administration of local improvements. In order to implement a local improvement tax, the following steps must be taken:

1. Prepare a Local Improvement Plan as described above.
2. Provide notice to the persons who will be liable to pay the local improvement tax.
3. Allow 30 days for residents to submit a petition objecting to the local improvement. At least 2/3 of the impacted residents or owners representing 1/2 of the value must sign the petition to be successful.

REQUEST FOR COUNCIL DECISION



4. If a successful petition is not received within 30 days, Council may proceed with the local improvement by passing a Local Improvement Bylaw for the project.

During the June 10th meeting last year, several members of Council noted a desire to receive public feedback before endorsing a Local Improvement Plan. For that reason, Administration has included steps in the City of Lacombe's Local Improvement Tax Policy that are in addition to the requirements of the MGA. These include:

- A letter of intent sent to impacted landowners to solicit feedback prior to Council's review and potential endorsement of a Local Improvement Plan.
- A public hearing before the first reading of the Local Improvement Bylaw. At this point impacted residents will have received 2 letters regarding the local improvement.

Figure 1 (page 5) in the Local Improvement Tax Policy is a flow chart which outlines the full local improvement process.

Maximum Amortization Terms

The proposed Local Improvement Tax Policy outlines the maximum term over which a local improvement can be amortized. These terms vary based on the type of local improvement and are selected to reflect the serviceable life for which the improvement will remain in excellent to fair condition. The objective is to have the local improvement paid off before the infrastructure shows significant signs of wear.

Administration has proposed maximum terms, though shorter terms may be used for individual Local Improvement Plans when it makes sense to do so. The maximum length of terms selected are in alignment with local improvements plans and policies adopted by Camrose, Edmonton and Calgary.

Local Improvement Property Assessments

The MGA allows the tax rate for local improvements to be determined by any of the following four methods:

1. A flat rate per parcel of land,
2. A parcel of land's assessed value,
3. Each unit (meter) of frontage, or
4. Each unit of area (acre).

Administration reviewed Local Improvement Policies and FAQs for our comparator municipalities and other surrounding municipalities such as Red Deer, Calgary and Edmonton.

REQUEST FOR COUNCIL DECISION



In most cases, municipalities use frontage to calculate the local improvement tax. Several municipalities use “effective” frontage to account for oddly shaped lots.

It is Administrations recommendation that the City also adopt “effective” frontage as the primary method to determine the local improvement tax rate. Section 7.4 and 7.5 of the policy specify how the “effective” frontage for irregular lots such as pie shaped, reverse pie shaped and corner lots will be calculated.

Apportionment of Costs

Table 4 in the policy provides a framework for the apportionment of costs, which outlines the proportion that the City and Property Owners will be expected to pay for each type of local improvement. Clause 7.6.2 has also been included to allow Council to alter the apportionment of cost for an individual project by resolution.

The apportionment of costs for neighbouring municipalities vary greatly, so Administration has prepared a table which differentiates between improvements on local and collector roads.

Typically, local roads only service the people that live on them, while collector roads service both those that live on them and all of the local roads that connect directly to them. For this reason, Administration recommends that the majority of cost for improvements to local roads be paid for by Property Owners (90/10), and the City pay a larger portion of cost for improvements to collector roads (30/70).

A good example of this principle is Fairway Drive which is a collector road. A sidewalk, or paving overlay on Fairway Drive would service residents on Fairway Drive, Jay Court, Eagle Road, Green Court, Tee Road, Par Court, Garden Road and Westview Drive (see Figure 2). However, the same project on a local road such as Jay Court, Eagle Road, Green Court, Tee Road or Par Court would have limited benefit to the general public.

REQUEST FOR COUNCIL DECISION



Figure 2: Fairway Drive



Similarly, projects such as lane improvements, storm improvements, and decorative lighting have little to no benefit to the general public and therefore most or all of the cost is apportioned to the adjacent property owners.

STRATEGIC PLAN ALIGNMENT:

While not directly related to it, this policy aligns favorably with the outcome for Strategic Goal 4.1.5 To seek Alternate Sources of Revenue for the City which states, “Lacombe is able to use available financial tools to fund its required public infrastructure investments.”

It also relates to the Measure #2 of Strategy 4.2.1.B which states, “Council considers mechanisms for paving the unpaved portions of Len Thompson Drive and 55 Avenue.” This policy, could serve as an mechanism to support the passage of a local improvement bylaw to partially fund paving that road.

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

The approved policy will be posted on the City of Lacombe’s website.

ALTERNATIVE MOTION(S):

1. THAT Council approves the Local Improvement Tax Policy effective May 26, 2020.
2. THAT Council direct Administration to make revisions as specified to the policy.

ATTACHMENTS:

- The Local Improvement Tax Policy

LOCAL IMPROVEMENT TAX POLICY

Policy Number:	13/423.01
Policy Review:	Every 4 Years or upon Legislative Change
Policy Owner (Dept.):	Engineering Services
Reference(s):	Sec 391 to 409 – Municipal Government Act Asset Management Policy

1. PURPOSE OF POLICY

- 1.1. To establish the procedures for identifying, initiating, assessing, and funding local infrastructure improvements, as defined by the Municipal Government Act, within the City of Lacombe.

2. POLICY STATEMENT

- 2.1. When infrastructure improvement needs are identified by members of the public or by City Council, and determined to be a local improvement, City Administration will levy local taxes with consistent methodology based on the type of improvement under consideration and according to legislation.
- 2.2. Local improvements are contributed assets to the City. The life cycle operations, maintenance, renewal, and replacement of local improvements are responsibility of the City.
- 2.3. Whenever practical the City will combine applicable projects with other planned work to leverage economies of scale, and reduce public disruptions associated with construction activities.
- 2.4. When a full road reconstruction project has been identified in the City's capital plan, Administration will include in its estimates, the cost to provide a new/upgraded sidewalk, paving of lanes or street lighting improvements etc. (as the case may be) to align the street, where practical, with the City's current Design Guidelines and other plans.
- 2.5. This policy was developed in accordance with Part 10, Division 7 of the Act, as well as various supplemental portions. In the event of a discrepancy, the Act will govern.

3. APPLICABILITY

- 3.1. This policy applies to all existing projects in Councils' 10 year Capital Plan that utilize local improvement tax as a funding source as well as all new projects that contemplate local improvement tax as a funding source.
- 3.2. This Policy does not apply to projects on arterial roads.
- 3.3. This Policy does not apply to properties that have already paid for the same local improvement though an offsite levy or redevelopment levy or other agreement.

3.4. Council reserves the right to refuse to initiate projects for the following reasons:

- Insufficient availability of funding
- The City portion of costs are too high compared to the public benefit received
- Project is not consistent with other City plans or good planning principles
- The City cannot sustainably operate, maintain, renew, and replace the infrastructure long term

3.5. This Policy comes into effect upon approval of Council.

4. NON-COMPLIANCE

4.1. Council may vary from this policy by resolution for reasons of strategic importance to the City at their discretion.

5. DEFINITIONS AND ABBREVIATIONS

5.1. **Act** – Means the Municipal Government Act. R.S.A. 2000 as may be amended from time to time.

5.2. **Actual Frontage** – Means the true physical length of a property line used for its assessment, as in the context of sections 7.4 and 7.5.

5.3. **Administration** – Means the CAO, Directors, or designated support staff of the City of Lacombe.

5.4. **Chief Administrative Officer (CAO)** – Means the individual appointed by Council to the position of Chief Administrative Officer as per the Municipal Government Act.

5.5. **City** – Means the City of Lacombe

5.6. **Collector Road** – Means a road that collects traffic from local roads and does not generally have more than 600 dwelling units before connecting to an arterial roadway.

5.7. **Effective Frontage** – Means the artificial or imaginary length of a property line used for its assessment, as in the context of sections 7.4 and 7.5.

5.8. **Flankage** – Means the side of the property perpendicular to the one used for assessment. For Low Density Residential Properties this will be the long side of the lot. For all other properties this will be the narrow side of the lot.

5.9. **Frontage** – Means the length of property used for its assessment. For Low Density Residential Properties this will be the narrow side of the lot fronting a street or road. For all other properties this will be the longer side of the lot fronting the street or road.

5.10. **Local Improvement** – Means a project, purchase, structure, work, or other undertaking by the City which, in the opinion of the Council, is of greater benefit to the area in which it is

undertaken than it is to the whole municipality, and that is to be paid for in whole or in part by a local improvement tax.

- 5.11. **Local Improvement By-Law** – Means the by-law that council must pass in order to execute a local improvement tax as per Section 397 of the Act.
- 5.12. **Local Improvement Plan** – Means the plan to execute the local improvement including location, improvement details, benefitting areas, estimated costs, payment term, sources of revenue etc. as per Section 394 of the Act.
- 5.13. **Local Road** – Means a road that does not generally collect traffic from any other roads and does not have more than 100 dwelling units before connecting to a collector roadway.
- 5.14. **Low Density Residential Properties** – Means any single family dwelling, duplex or four-plex.
- 5.15. **Other Properties** – Means all properties not included in “Low Density Residential Properties” including higher density developments and mixed-use properties.
- 5.16. **Typical Frontage** – Means the property line that exists along a rectangular lot with an area of average size for a given local improvement project.
- 5.17. **Typical Lot** – means a regular lot with the improvement area of average size for a given local improvement.

6. ROLES AND RESPONSIBILITIES

6.1. Council

- 6.1.1. Approve this policy and any amendments.
- 6.1.2. Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- 6.1.3. May direct Administration to develop a local improvement plan under this policy.
- 6.1.4. Review and either approve or reject local improvement plans, and bylaws presented by City Administration.

6.2. Chief Administrative Officer

- 6.2.1. Ensure staff compliance with this Policy.
- 6.2.2. Implement policy and establish administrative directives for carrying out this policy.
- 6.2.3. Ensure Policy and Administrative Directive reviews occur as scheduled and verify the implementation of policies and directives.

6.3. Directors

- 6.3.1. Ensure their staff comply with this Policy.

6.3.2. Prepare local improvement plans and bylaws for Council’s review and consideration.

6.3.3. Ensure this Policy meets legislative standards.

6.4. Managers and Supervisors

6.4.1. Develop Local Improvement Plans after initiation by Council or members of the public.

6.4.2. Communicate the methodology outlined in section 7 to the Public/Citizens, and educate them on the process for initiating a local improvement.

6.5. Public/Citizens/User Group

6.5.1. Understand the rules for petitioning specific to local improvement taxation, as outlined in the Act and this policy.

7. POLICY DETAILS

7.1. Eligible Projects

7.1.1. Projects identified by members of the public or by City Council that have not been fully funded by other means. This includes but is not limited to the construction, re-construction, or replacement of municipal infrastructure items noted in the *Table 1 – Eligible Local Improvement Projects*.

7.1.2. The payment term for each individual project will be determined as part of the Local Improvement Bylaw but may not exceed the Maximum Terms noted in *Table 1 – Eligible Local Improvement Projects*.

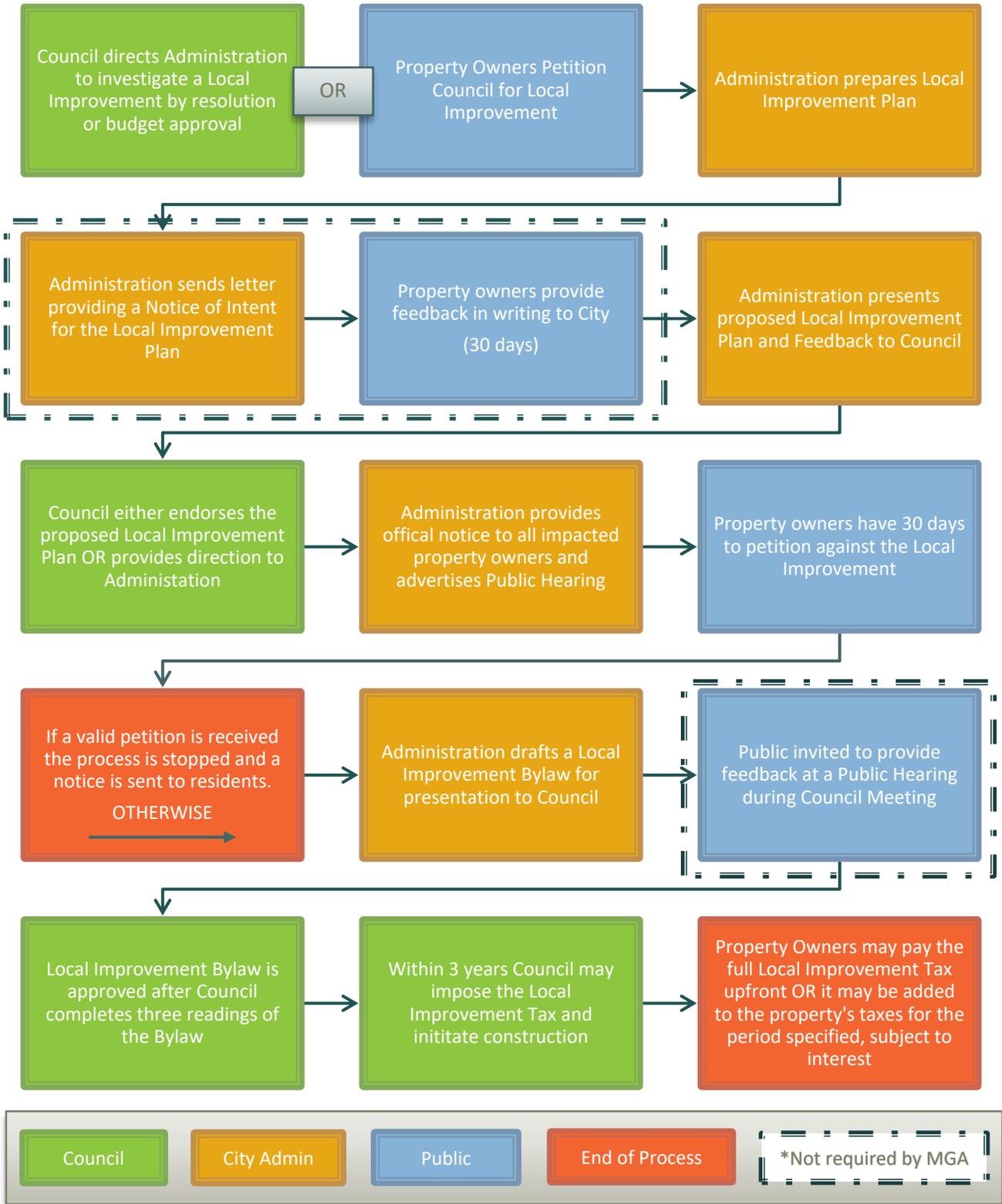
TABLE 1 - ELIGIBLE LOCAL IMPROVEMENT PROJECTS

Local Improvement	Maximum Term
Street Paving or Overlay	10 Years
Lane Paving/Reconstruction	10 Years
Sidewalk Only	20 Years
Curb and Gutter Only	20 Years
Sidewalk and Curb and Gutter	20 Years
Storm Sewers	20 Years
Traffic Calming	20 Years
Street Lighting	15 Years
Decorative Lighting	15 Years
Other Municipal Improvements requested by a specific area and deemed by Council to be a greater benefit to that area.	20 Years

7.2. The Local Improvement Process

Figure 1 -Local Improvement Process summarizes the steps required to implement a local improvement tax. Each step is described in more detail in Section 7.3.

FIGURE 1 – LOCAL IMPROVEMENT PROCESS



7.3. Initiation of Local Improvement

- 7.3.1. Local improvements may be initiated by Council through resolution, by Council through the adoption of a capital budget where local improvement taxes are identified as a funding source, or upon petition by the affected property owners.
- 7.3.2. Council reserves the right to defer or refuse to initiate a local improvement project except in the case of a valid petition by the affected property owners.
- 7.3.3. Petitions requesting a local improvement shall be in a form specified in the Act, signed by a minimum of 2/3 of the property owners who would be liable to pay the local improvement tax, and representing at least 1/2 of the value of assessments prepared under Part 9 of the Act for the parcels of land in respect of which the tax will be imposed.
 - If a property owner has multiple properties liable to pay the local improvement tax of a single project, that person's signature will be counted for each parcel owned.
 - If a property has more than one owner, only one signature may be counted for that property.
 - For condominiums, one signature may be counted for each titled condominium unit.
- 7.3.4. Administration shall prepare a Local Improvement Plan, with estimated costs apportioned to benefiting properties as per the terms specified in Section 7.8.
- 7.3.5. A letter providing a Notice of Intent for the local improvement and soliciting public feedback shall be sent to all owners liable to pay the local improvement tax at least thirty (30) days before the Local Improvement Plan is presented to Council. The letter shall summarize the Local improvement Plan including the proposed local improvement, benefiting areas, estimated costs, and maximum payment term.
- 7.3.6. Local Improvement Plans shall be presented to Council, including any feedback received from the public. Council shall approve the project and direct Administration to proceed with the preparation of a Local Improvement By-law or provide alternative direction.
- 7.3.7. If Council endorses the Local Improvement Plan, Administration will give official notice with a second letter to the property owners on the plan and intentions of the local improvement in accordance with the Act including directions for the petition process.
- 7.3.8. Petitions against a local improvement shall be in a form specified in the Act, signed by a minimum of two-thirds (2/3) of the property owners who would be liable to pay the local improvement tax, and representing at least one-half (1/2) of the value of assessments prepared under Part 9 of the Act for the parcels of land in respect of which the tax will be imposed.

- 7.3.9. If a valid petition is received, the local improvement will not proceed, and property owners will be notified. Otherwise, Administration will proceed with preparation of a Local Improvement Bylaw.
- 7.3.10. All Local Improvement Bylaws shall be prepared in accordance with the Act. The Local Improvement Bylaw will set the maximum rate of interest for the local improvement tax, as per the Act.
- 7.3.11. Prior to the first reading of the Local Improvement By-law, a public hearing shall be held to solicit public feedback on the project.
- 7.3.12. When a local improvement is approved, Council may implement the local improvement and impose a local improvement tax at any time within the following three (3) calendar years after the sending of notices.
- 7.3.13. Prior to initiating borrowing on a Local Improvement project, the City shall provide each property owner with the opportunity to prepay their total assessment for the local improvement.

7.4. Benefitting Area

- 7.4.1. All properties that are directly adjacent to a proposed Local Improvement project may be assessed with a local improvement tax.
- 7.4.2. For sidewalk improvements, benefitting properties will include both sides of the road even if the sidewalk is installed on one-side only.

7.5. Improvement Assessment

- 7.5.1. Assessment to properties may be calculated on an effective Frontage, rear Frontage, parcel area, per parcel, uniform unit rate basis or assessed property value as described in Part 9 of the Act.
- 7.5.2. If a property, which is subject to a local improvement, is subdivided:
- The outstanding amount of the local improvement may be paid in full as a condition of the subdivision, or
 - The original local improvement bylaw for the local improvement shall be amended to redistribute the outstanding amount of the local improvement to the properties that will be created as a result of the subdivision, in accordance with Section 402 of the Act.
 - These considerations must be satisfied prior to endorsement of the subdivision.

7.6. Frontage for Low Density Residential Properties

7.6.1. Low Density Residential Properties will be assessed for local improvements on the basis of Effective Frontage. Those properties of irregular size or shape may require adjustment of their Frontage to reflect an Effective Frontage (EF) as defined in the *Table 2- Effective Frontage for Low Density Residential Properties*.

7.6.2. For condominium titled units the effective frontage of the condominium plan, will be divided by the number of titled condominium units.

TABLE 2 - EFFECTIVE FRONTAGE FOR LOW DENSITY RESIDENTIAL PROPERTIES

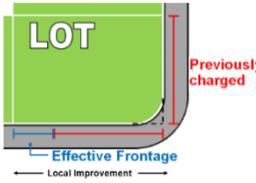
Lot Descriptions	Effective Frontage	Figure
<p>Rectangular Lots Note: Corner lots with a corner cut-off will be considered as rectangular lots</p>	<p>$EF = \text{Actual Frontage}$ (Disregarding corner cut-off)</p> <p>Where a local improvement affects:</p> <ul style="list-style-type: none"> • A side yard they will be assessed up to the maximum length of the frontage. • Two sides of a corner lots they will be assessed up to the maximum length of the long side only. 	
<p>Irregular Lots – Lots with sides approximately perpendicular to the improvement</p>	$EF = \frac{\text{Typical Lot Frontage} \times \text{Lot Area}}{\text{Area of Typical Lot}}$	
<p>Pie Shaped - Irregular lots with narrow side adjacent to improvement</p>	<p>If Actual Frontage is greater than Typical Lot Frontage: $EF = \text{Actual Frontage}$</p> <p>If Actual Frontage is less than Typical Lot Frontage: $EF = \text{Typical Frontage}$</p>	
<p>Reverse Pie Shaped - Irregular lots with wide side adjacent to improvement</p>	$EF = \frac{\text{Typical Lot Frontage} \times \text{Lot Area}}{\text{Area of Typical Lot}}$	

7.7. Frontage for “Other Properties”

7.7.1. Other Properties (including higher density residential and mixed-use) are typically assessed for roadway improvements on the basis of Actual Frontage. Those properties of irregular size or shape may require adjustment of their Frontage to reflect an Effective Frontage (EF) as defined in the *Table 3- Effective Frontage for Other Properties*.

7.7.2. Properties not described specifically in this policy may be evaluated on an individual basis and assessed in a manner considered reasonable by Council.

TABLE 3 - EFFECTIVE FRONTAGE FOR OTHER PROPERTIES

Lot Descriptions	Effective Frontage	Figure
Rectangular Lots	$EF = \text{Actual Property Length Adjacent to Improvement}$ (Regardless of frontage or flankage)	
Corner Lots	$EF = \text{Actual Property Length Adjacent to Improvement}$ (Disregarding corner cut-off)	
Corner Lots previously assessed for the same improvement on the flankage side	$EF = \text{Actual Property Length Adjacent to Improvement} - \text{Previously Charged Flankage}$ (Disregarding Corner cut-off)	
Rectangular Lots adjacent to streets on 3 sides	$EF = \text{Actual Property Length Adjacent to Improvement}$ Up to the maximum frontage of the greater of: a) The length of the sum of the two opposite sides; or b) The length of the remaining, “Center” side	
Rectangular Lots adjacent to streets on 4 sides	$EF = \text{Actual Property Length Adjacent to Improvement}$ Up to the maximum frontage of the greater of: a) The sum of the length of the front and back sides of the property; or b) The sum of the length of the two remaining sides of the property	

7.8. Apportionment of Costs

7.8.1. When projects funded in whole or in part by a local improvement tax assessed to benefitting properties under a local improvement by-law, the apportionment of the project costs are to be as noted in *Table 4- Apportionment of Costs*.

7.8.2. Council may alter the apportionment of costs from those noted in *Table 4- Apportionment of Costs* by resolution for an individual project.

TABLE 4 - APPORTIONMENT OF COSTS

Local Improvement	Property Owner	City
Street Paving or Overlay		
<i>Local Road</i>	90%	10%
<i>Collector Road</i>	30%	70%
Lane Paving/Reconstruction	100%	-
Sidewalk Only		
<i>Local Road</i>	90%	10%
<i>Collector Road</i>	30%	70%
Curb and Gutter Only		
<i>Local Road</i>	90%	10%
<i>Collector Road</i>	50%	50%
Sidewalk and Curb and Gutter		
<i>Local Road</i>	90%	10%
<i>Collector Road</i>	30%	70%
Storm Sewers	80%	20%
Traffic Calming	50%	50%
Street Lighting		
<i>Local Road</i>	90%	10%
<i>Collector Road</i>	30%	70%
Decorative Lighting	100%	-
Other Municipal Improvements requested by a specific area and deemed by Council to be a greater benefit to that area	TBD	TBD

7.8.1. Local Improvements on or adjacent to Collector Roads are eligible for a higher portion of City funding than Local Roads as they benefit all properties directly adjacent to them as well as all local roads that are serviced by them.

7.8.2. Local improvements on or adjacent to Local Roads typically benefit only properties directly adjacent to that Local Road.

7.9. Project Inclusions and Exclusions

- 7.9.1. Asphalt overlays will include where applicable minor curb, sidewalk, and road base repairs as part of the estimated project costs.
- 7.9.2. Roadway reconstruction will include where applicable, base work, paving, utility relocations, curb and gutter, sidewalks, driveways, landscaping and tie-ins as part of the estimated project costs.
- 7.9.3. In the case of curb, sidewalk or street paving improvements, the City will replace any existing private driveway aprons, private sidewalk connections, and typical landscaping which are damaged or removed during construction or modified to ensure positive drainage.
- 7.9.4. The property owner will typically be responsible for the costs not covered by the City in section 7.9.3 and any additional paved, concrete or landscaped areas outside of the improvement area.
- 7.9.5. For any additional assessment not covered in this policy, the apportionment will be assessed by Administration and approved by Council.

8. END OF POLICY

Signature of Mayor

Signature of CAO

Date

Date

POLICY RECORD

Approval and Amendment History

Date of Council Meeting	Council Motion Number	Description

Review History

Date of Policy Owner's Review	Description/Action Taken or Required

REQUEST FOR COUNCIL DECISION



SUBJECT: 2020/2021 Capital Works Program
PREPARED BY: Amber Mitchell, Manager of Engineering Services
PRESENTED BY: Amber Mitchell, Manager of Engineering Services
DATE: May 25, 2020

FILE: 31/611/2020

PURPOSE:

To seek authorization from Council to proceed with construction of the 2020-2021 Capital Works Program.

RECOMMENDED MOTION(S):

1. THAT Council advance the re-construction of Highway Street as proposed and award the 2020/2021 Capital Works Program construction contract to Border Paving at a cost of \$4,606,494+GST.
2. THAT Council direct Administration to enter into a contract with Stantec Consulting for project management, construction and post-construction engineering services, at a cost of \$330,192+GST.
3. THAT Council direct Administration to enter into a contract with Parkland Geotechnical Consulting Ltd. for materials testing during construction, at a cost of \$59,490+GST.
4. THAT Council direct Administration to proceed with the detailed design for the paving of Len Thompson Drive and 55th Avenue in the 2020/2021 Capital Works Program.
5. THAT Council accept the modified cross section for Brownstone Road as proposed.

RELATED PRIOR MOTION(S):

1. n/a

EXECUTIVE SUMMARY:

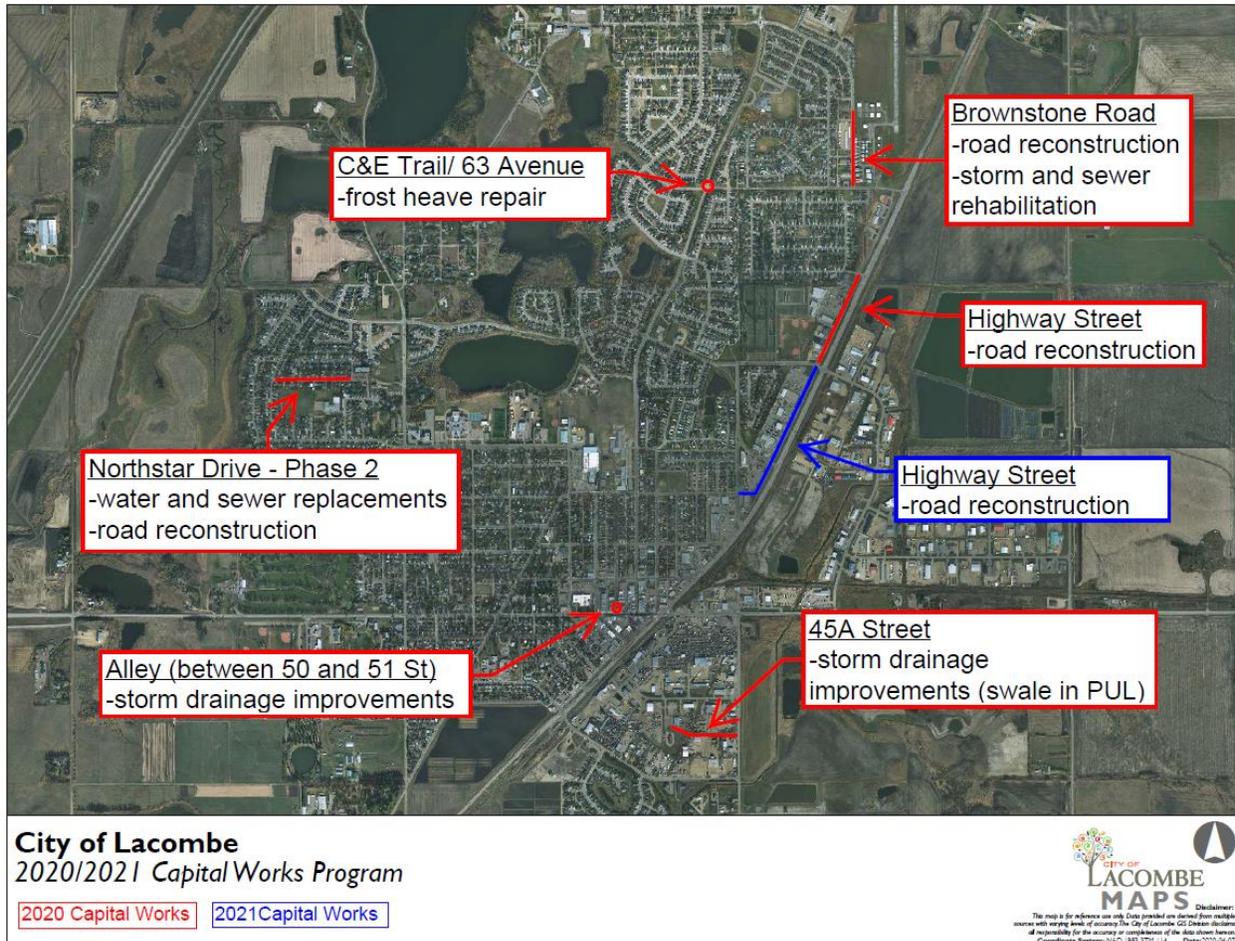
Six projects have been identified for rehabilitative construction improvements in the 2020/2021 Capital Works Program as identified in Figure 1. The tendered cost for the 2- year project came in significantly under budget, so for the same cost there is an opportunity to advance significant portions of Highway Street reconstruction from 2021 to 2020 and include the paving of Len Thompson Drive in 2021 Capital Works Program.

REQUEST FOR COUNCIL DECISION



Administration is also seeking Council's approval for a variance to the Brownstone Drive cross section- a cost effective solution to facilitate the construction of a new sidewalk.

Figure 1 – 2020/2021 Capital Works Program Project Locations



ANALYSIS:

The 2020 Capital Works Program currently includes 3 major projects and 3 minor projects. Each project is shown in the figure above.

Recommendation to Advance Highway Street Phase 2 Reconstruction to 2020 - The multiple freeze thaw cycles this spring accelerated the deterioration of Highway Street, in particular the section between Woodland Drive and Heritage Drive (in front of No Frills) which was originally planned for reconstruction in 2021.

REQUEST FOR COUNCIL DECISION



The City has initiated talks with the low Bidder and determined that it is feasible to advance the section between Woodland Drive and Heritage Drive (Phase 2) to the 2020 Capital Works Program including repaving and minor improvements to the west leg of the Woodland Drive intersection. This would extend the contract completion date from September 30 to October 31 this year. It may be possible to also complete the remaining section of Highway Street from Heritage Drive to 45th Street (Phase 3) in 2020 but due to weather uncertainty, the contractor cannot guarantee its completion this year. However excellent weather, and minimal schedule delays this summer and fall could facilitate the reconstruction of Highway Street Phase 3 in 2020 otherwise it will be completed in 2021.

Recommendation to Initiate Detailed Design of Len Thompson Drive in 2020 with Paving in 2021 - The total budget for the 2020 and 2021 Capital Works program is \$6.7M and with excellent tender pricing, the 2 year program will be \$1.3M under budget. This presents an opportunity to take advantage of the highly competitive construction rates to complete a strategic project identified by Council that currently remains unfunded – paving Len Thompson Drive and 55th Avenue.

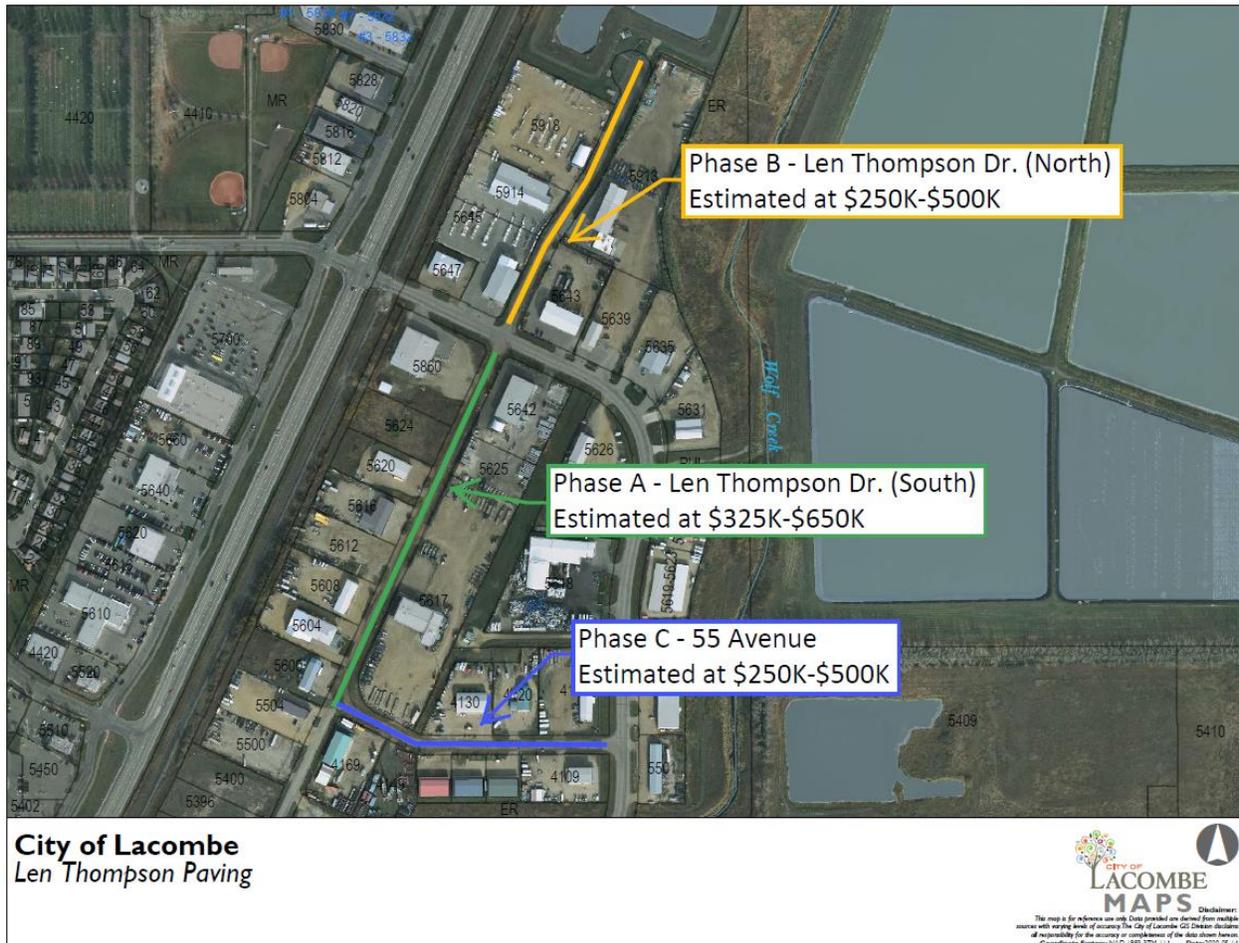
There are three sections of gravel road remaining in Len Thompson Industrial Park as illustrated in Figure 2. The costs to pave all three sections could vary from \$825K- \$1.65M depending on the depth of gravel and condition of the existing roadway. With the anticipated savings from the 2020-2021 Capital Works Program, at least two of the sections could be paved, and possibly all three. If Council elected to proceed with this project under a Local Improvement Tax of at least 30% that should generate sufficient funds to complete all three sections even if significant gravel replacement is required.

If Council wishes to pursue the paving of Len Thompson Drive, detailed design would be completed in 2020, and Administration would negotiate construction fees with the low bidder. This fall when detailed design is complete and actual construction costs are known, Administration will bring the project back for Council's direction to either fully fund the project or pursue a local improvement tax. If Council decided not to pursue the project, the design would be shovel ready for consideration at a later date.

REQUEST FOR COUNCIL DECISION



Figure 2 – Paving in Len Thompson Industrial Park



Recommendation to Reduce the Width of the Brownstone Road Driving Surface to Facilitate a New Sidewalk: There is currently no sidewalk on Brownstone Road between Onyx Ave and 63rd Ave (see Figure 3 below). In alignment with Council’s Strategic Goal 4.3.1 “To make Lacombe a walkable city,” Administration explored several options to include a pedestrian connection as part of this project.

Though there is space to install a sidewalk on the west side of the road, TELUS, Fortis, and ATCO Gas all have shallow utilities which would require relocation. In addition, the adjacent properties are sloped towards the road in such a way that a retaining wall would be required.

On the east side of the road, several of the airport hangers are encroaching on the City’s road right-of-way, and would need to be relocated to accommodate a sidewalk. Furthermore, a sidewalk on the east side would not be contiguous with the sidewalk connection to the north.

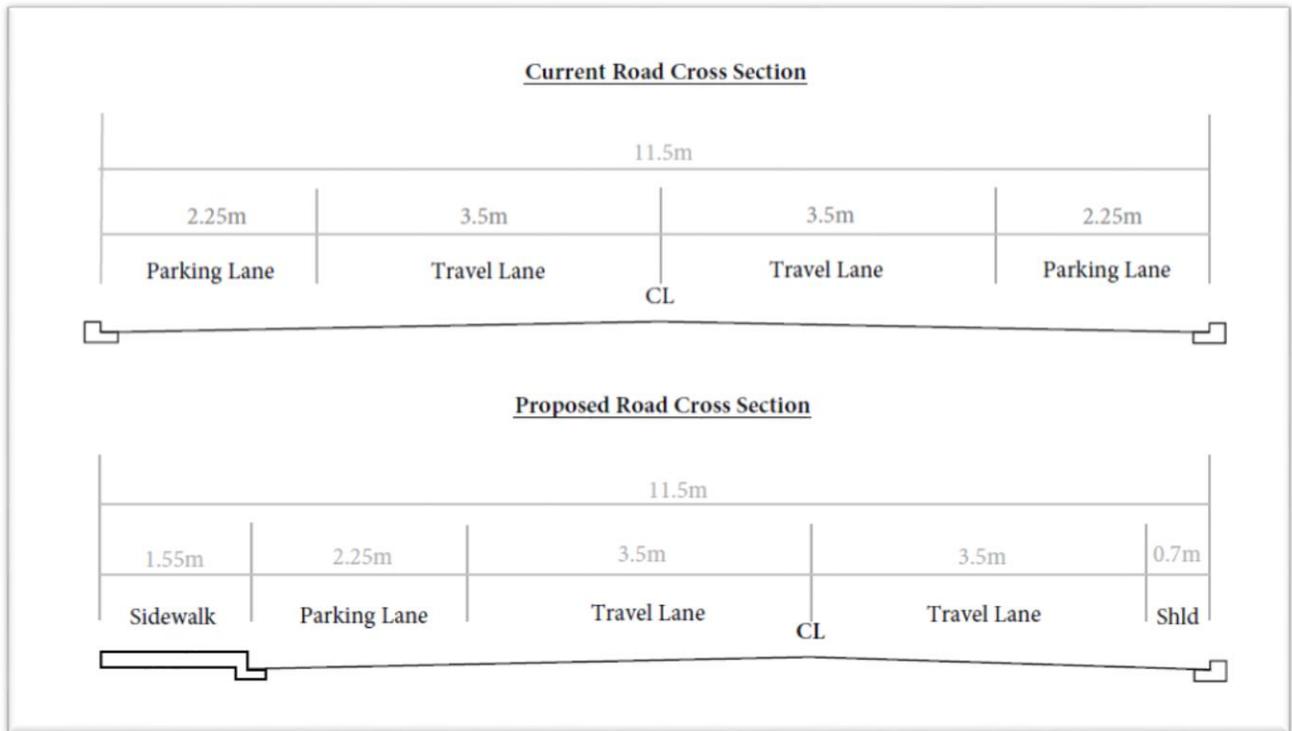
Figure 3 – New Sidewalk Location for Brownstone Road



After reviewing various options, Administration is recommending that Council accept a modified cross section as shown in Figure 4 below for Brownstone Road between 63rd Ave and Onyx Ave.

The proposed cross section is not one of the City's standard cross-sections. It reduces the carriage width (driving surface) of the road by 1.55m and removes the east parking lane. Since the airport is located to the east and is not accessible from Brownstone Road due to a perimeter fence, the current east parking lane is highly under-utilized. The parking lane on the west side of the road is occasionally utilized for the adjacent residential properties.

Figure 4 – Proposed Design Exception for Brownstone Road



Accepting this design variance is estimated to save \$150,000 in shallow utility relocations and construction costs and have minimal impact to residents while providing a pedestrian link in the area.

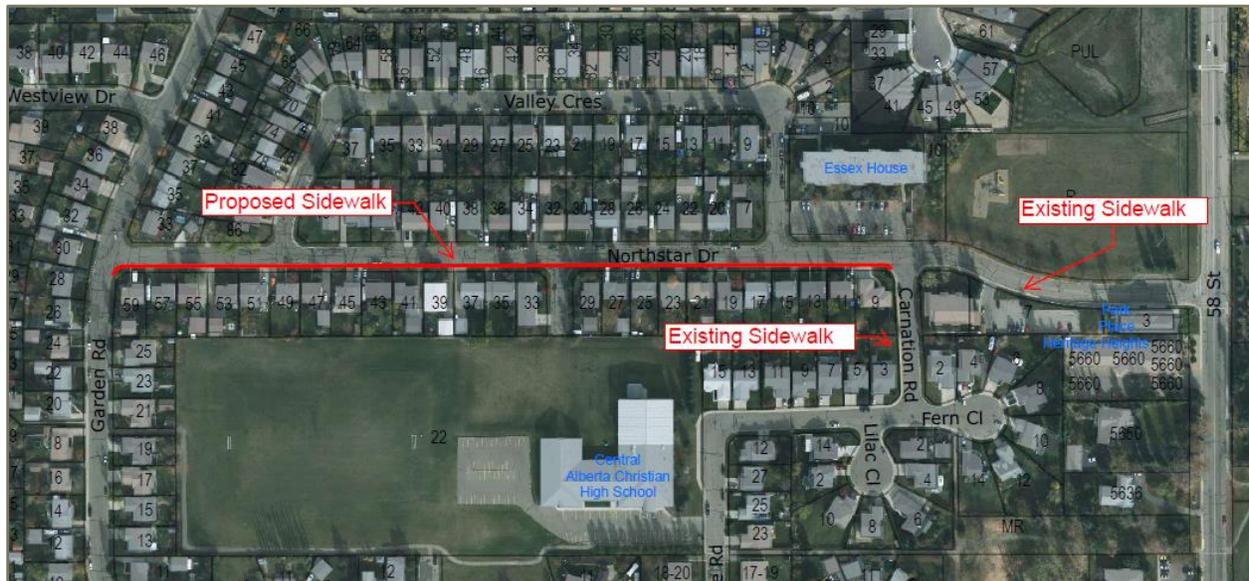
Other Considerations in the 2020 Capital Program for Information

Northstar Drive – Sidewalk Addition: There is currently no sidewalk on Northstar Drive between Carnation Road and Garden Road (see Figure 5). Administration directed Stantec to include a sidewalk in the detailed design in alignment with Council’s Strategic Goal 4.3.1 “To make Lacombe a walkable city.” This decision also aligns with the draft Local Improvement Policy which states in clause 2.4 that when a full road reconstruction project has been identified in the City’s capital plan, Administration will include in its estimates, the cost to provide a new/upgraded sidewalk to align the street, where practical, with the City’s current Design Guidelines.

REQUEST FOR COUNCIL DECISION



Figure 5: New Sidewalk Location for Northstar Drive

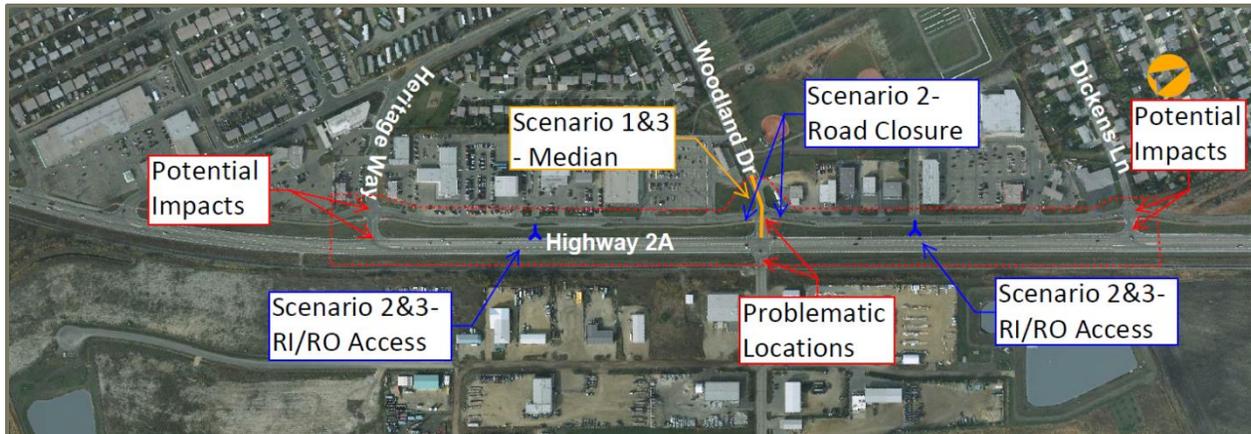


The new sidewalk will be installed on the south side of Northstar Drive, to provide a continuous pedestrian connection with the existing sidewalks on the east side of Northstar Drive and Carnation Road. This will require coordination with several landowners to remove or relocate landscape features that are within the road right-of-way, but cared for by residents. The tendered price includes consideration for these landscape elements, driveway modifications and shallow utility relocates required to accommodate a new sidewalk.

Woodland and Highway Street Intersection: The Woodland Drive/ Highway Street/ Highway 2A intersection is one of the busiest intersections in the City, and Administration occasionally receives comments or concerns from the public regarding queuing or safety issues. So, as part of the detailed design for Highway Street, Administration engaged Stantec to complete a Traffic Analysis of the to determine if changes to the intersection were warranted.

Stantec completed traffic counts, reviewed collision reports from LPS and completed modeling to evaluate the intersection based on current conditions and the 17,500 Population Horizon (approximately 10 years -2.2% growth). Several scenarios were evaluated including the installation of a median along Woodland Drive, and installation of new mid block right-in, right-out intersections connecting Highway Street to Highway 2A.

Figure 5 – Woodland Drive/ Highway 2A Intersection Improvement Scenarios



The objective was to reduce turning movements and congestion and improve the safety by reducing the turning movements at Woodland Drive/Highway Street. However, it was determined that while the median and right-in, right-out intersections all improved the long term performance of the Woodland Drive intersection, each scenario forced traffic either north to Dickens Lane or south to Heritage Way resulting in significantly worse performance and increased safety risks at those intersections. This means major improvements to the Woodland Drive intersection would need to be completed in conjunction with improvements at Dickens Lane and Heritage Way (potentially new traffic signals) to achieve acceptable levels of service. In addition, restricting turning movements at the Woodland Drive intersection would significantly inconvenience residents and restrict access to businesses along Highway Street. For these reasons Administration is not recommending significant changes to this intersection with the 2020/2021 Capital Program.

However, the timing of the Woodland Drive/Highway 2A signals will be optimized this summer and dedicated turning lanes at Woodland Drive will be marked on the road. When the City reaches the 17,500 Population Horizon, (approximately 10 years) the need for intersection improvements may need to be reevaluated.

Financial Implications

Stantec completed detailed design and a Request for Tender (RFT) was advertised on Alberta Purchasing Connection, the City's website and the Lacombe Globe. The Tender closed on April 30, 2020.

REQUEST FOR COUNCIL DECISION



Three (3) contractors submitted bids, all in good order with the required safety bonding and insurance certificates. The three (3) bids are identified in the Table 1 below, with arithmetic errors corrected.

Table 1: Tender Pricing Summary (Excludes GST)

Border Paving Ltd.	Central City Asphalt Ltd.	Professional Excavators & Construction Inc.
\$4,606,493	\$5,904,761	\$6,745,233

The lowest bid from Border Paving (\$4,606,493) was approximately 7.5% lower than the engineer’s opinion of probable cost (OPC) and 28% lower than the second lowest bidder.

The engineering fees for design and construction represent 12% of the construction value and materials testing services, CCTV inspections and shallow utility locates represent an additional 2.3%.

The project as tendered is under budget for both the 2020 and 2021 scopes as shown in Table 2 below.

Table 2: Option A – Award Projects as Scheduled in the 2020-2029 Capital Plan

	2019	2020	2021	Totals
Design Costs	\$97,598	\$204,495		\$5,386,819
Construction Costs		\$3,274,050	\$1,332,444	
Engineering Inspection Costs		\$240,439	\$89,753	
Materials Testing		\$42,375	\$17,115	
Shallow Utility Relocates (Estimate)		\$88,550		
Total Costs	\$97,598	\$3,849,909	\$1,439,312	
Budget	\$135,515	\$4,641,509	\$1,930,082	\$6,707,106
(Over) / Under	\$37,917	\$791,600	\$490,770	\$1,320,287

If council elects to advance Phase 2 of the work on Highway Street as recommended, then construction will exceed the budgeted amount by approximately \$94K in 2020 but the entire 2-Year Capital Works Program will be completed under budget in 2021 as shown in Table 3.

REQUEST FOR COUNCIL DECISION



Table 3: Option B – Advance work on Highway Street to 2020 Only

	2019	2020	2021	Totals
Design Costs	\$97,598	\$204,495		\$5,386,819
Construction Costs		\$4,112,477	\$494,017	
Engineering Inspection Costs (Estimate)		\$276,340	\$53,852	
Materials Testing		\$53,395	\$6,095	
Shallow Utility Relocates (Estimate)		\$88,550		
Total Costs	\$97,598	\$4,735,257	\$553,964	
Budget	\$135,515	\$4,641,509	\$1,930,082	\$6,707,106
(Over) / Under	\$37,917	\$(93,748)	\$1,376,118	\$1,320,287

In addition, if Council elects to add the detailed design and paving of Len Thompson Drive to the 2020/2021 Capital program as recommended (assuming a 30% local improvement tax), then construction will exceed the 2020 budgeted amount by \$224K in 2020 but the entire 2-Year Capital Works Program will still be completed under budget in 2021 as shown in Table 4.

Table 4: Option C – Advance work on Highway Street to 2020 & Pave Len Thompson Dr.

	2019	2020	2021	Totals
Design Costs	\$97,598	\$204,495		\$6,686,819
Construction Costs		\$4,112,477	\$494,017	
Engineering Inspection Costs (Estimate)		\$276,340	\$53,852	
Materials Testing		\$53,395	\$6,095	
Shallow Utility Relocates (Estimate)		\$88,550		
Len Thompson Drive		\$130,000	\$1,170,000	
Total Costs	\$97,598	\$4,865,257	\$1,723,964	
Budget	\$135,515	\$4,641,509	\$1,930,082	\$6,707,106
(Over) / Under	\$37,917	\$(223,748)	\$206,118	\$20,287

STRATEGIC PLAN ALIGNMENT:

The Capital Works Program serves to rehabilitate, upgrade and/or replace aging infrastructure in Lacombe which aligns **favorably** with Council’s desired Strategic Outcome under 4.3.3A – Asset Management that states, “Council can prioritize maintenance and replacement activities to minimize the overall cost of service delivery.”

The addition of sidewalk for Brownstone Road and Northstar Drive align **favorably** with Council’s desired Strategic Outcome under 4.3.1.A Improve City-owned walkways that states,

REQUEST FOR COUNCIL DECISION



“Lacombe’s sidewalk and crosswalk system is contiguous throughout the city wherever possible.”

The Alley improvements are tied to Council’s Strategic Goal 4.2.3.C which states “Work with Lacombe’s downtown economic sector to stimulate the development of the historic downtown area.” The outcomes include, “Council consider revisions to policies that support downtown beautification and investment by local businesses.”

The paving of Len Thompson Drive aligns favorably with Council’s Strategic Measure under 4.2.1.B Develop a marketing strategy for Len Thompson Phase II that states, “Council considers mechanisms for paving the unpaved portions of Len Thompson Drive and 55 Avenue.”

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

Administration has sent advanced notices of construction to residents on Brownstone Road, and Northstar Drive advising them of the upcoming construction. Notices were also sent to the businesses for the 2020 work along Highway Street. The contractor awarded the work will be responsible for coordinating traffic accommodation with each business and for providing updates to both businesses and residents in advance of construction and any road closures.

Throughout the summer Administration will also provide construction updates to the general public via social media.

ALTERNATIVE MOTION(S):

1. Motion 1:
 - a) THAT Council advance the re-construction of Highway Street as proposed and award the 2020/2021 Capital Works Program construction contract to Border Paving at a cost of \$4,606,494+GST.
 - b) THAT Council provide alternative direction for Administration.

REQUEST FOR COUNCIL DECISION



2. Motion 2:
 - a) THAT Council direct Administration to enter into a contract with Stantec Consulting for project management, construction and post-construction engineering services, at a cost of \$330,192+GST.
 - b) THAT Council provide alternative direction for Administration.

3. Motion 3:
 - a) THAT Council direct Administration to enter into a contract with Parkland Geotechnical Consulting Ltd. for materials testing during construction, at a cost of \$59,490+GST.
 - b) THAT Council provide alternative direction for Administration.

4. Motion 4:
 - a) THAT Council direct Administration to proceed with the detailed design for the paving of Len Thompson Drive and 55th Avenue in the 2020/2021 Capital Works Program.
 - b) THAT Council provide alternative direction for Administration.

5. Motion 5
 - a) THAT Council accept the modified cross section for Brownstone Road as proposed.
 - b) THAT Council provide alternative direction for Administration.

ATTACHMENTS:

- Tender Summary Letter
- Stantec's Proposal for Construction Services



May 4, 2020
File: 116239621

Attention: Ms. Amber Mitchell

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

Dear Ms. Mitchell,

Reference: Lacombe 2020/2021 Capital Works Program – Tender Review Summary

On April 30, 2020 the tender for the Lacombe 2020/2021 Capital Works Program closed. Three contractors submitted bids as detailed below. **Border Paving’s bid of \$4,956,493.41, including contingency but excluding GST, was the lowest of the three bids.** The three bids, along with Stantec’s Opinion of Probable Cost (OPC) are identified in the table below. Please note the Engineers OPC has been updated based on minor modifications completed during the tender addendum process.

Tender Pricing Summary (Excludes GST)

Engineer’s OPC (Including Tender Addendum Updates)	Border Paving Ltd.	Central City Asphalt Ltd.	Professional Excavators & Construction Inc.
\$5,362,427.60	\$4,956,493.41	\$6,227,260.88	\$7,145,233.19

Border Paving’s price as the lowest bidder was approximately 7.5% lower than the OPC which represents great value for the City of Lacombe. The three submitted tenders were received with most of the required safety certificate bonding, insurance certificates, the addenda, and project schedule. The only noted omission was Border Paving’s submission did not include a project schedule. This omission does not impact the supplied pricing and it is thus recommended that Border Paving Ltd. remain a candidate for consideration.

It is important to note that the Border Paving’s bid included a total of █ days of site occupancy at \$2,500 for the work in 2020 and █ days of site occupancy at \$2,500 per day for work scheduled to be completed in 2021. This has a combined value of █ that is not a direct cost, but instead, overlaps with Stantec’s construction observation scope-of-services. The site occupancy terms have been set up to allow a maximum bonus of \$20,000 for the overall project as defined in the specifications if Border Paving finishes the project less than the stated site occupancy days.

Reference: Lacombe 2020/2021 Capital Works Program – Tender Review Summary

Border Paving has included several Subcontractors to complete the different components of this work, including Olds Concrete (concrete), Appollo Landscaping (landscaping), Lafrentz Road Markings (line markings), Urban Dirtworks (underground utilities), and Highline Electrical Contractors (traffic signals improvements).

[REDACTED]

[REDACTED] These key personnel listed in the submission have a range of 8 to 47 years of experience on similar projects, including the City of Lacombe's 2019 Capital Works Program, City of Red Deer 2019 Pavement Rehabilitation, City of Red Deer 48th Avenue Redevelopment, and City of Red Deer 40th Avenue Improvements. The contracts for those projects ranged from \$1.5M to \$4.9M. Border Paving was also the successful proponent for the City of Lacombe Highway 12 & 76 Street project construction which should allow for enhanced coordination between some of the construction projects in the community as an added benefit.

Due to the current COVID-19 restrictions, this tender was received through digital submission with a hard copy to follow in the mail within seven calendar days of tender close. At this time, only Border Paving's hard copy has been received and reviewed. The other two submissions are expected to be received within the next four calendar days. It should be noted that the tender was structured in a way that in the case of a discrepancy between the digital and hard copy submissions, the digital submission will govern. Therefore, receipt of the other two hard copies will not change the outcome of the tender results.

In summary, we recognize Border Paving and their subcontractors as reputable contractors capable of completing the work. This summary letter is intended to serve as a tender summary according to the tender documents and the final selection of a project contractor is left to the discretion of the City of Lacombe.

If you have any questions or wish to discuss further, please do not hesitate to contact us. We are looking forward to the next steps of the project.

Regards,

Stantec Consulting Ltd.

[REDACTED]

Brad Moore, EIT, ENV SP
Assistant Project Manager
Phone: 403-356-3471
brad.moore@stantec.com

[REDACTED]

Ben Haeusler, P. Eng.
Project Manager
Phone: 403-356-3273
ben.haeusler@stantec.com

Attachment: Tender Comparison Spreadsheet

May 11, 2020
File: 116239621

Attention: Ms. Amber Mitchell, P.Eng.
City of Lacombe
5432 – 56 Avenue
Lacombe, AB, T4L 1E9

Dear Ms. Mitchell,

**Reference: Lacombe 2020/2021 Capital Works Program
Scope Change #8 – Construction Services**

1.0 INTRODUCTION

As requested, Stantec has prepared a scope of work for construction services required for the Lacombe 2020/2021 Capital Works Program. Services include project management, construction inspection, construction survey, deficiency expediting, issuing construction completion certificate, preparing plan of record drawings, and contract administration.

2.0 SCOPE OF WORK

The Lacombe 2020 Capital Works Program consists of:

- Schedule A1 – Highway Street from Woodland Drive to Dickens Lane
- Schedule B – Northstar Drive Improvements from Valley Crescent East to Garden Road (Excluding Top Lift Paving & Final Pavement Markings)
- Schedule C – Brownstone Road Improvements from 63 Ave to 350m North (Excluding Top Lift Paving & Final Pavement Markings)
- Schedule D – Wes Jackson Drainage Improvements
- Schedule E – Alley North of 50 Ave Between 50 St & 51 St Drainage Improvements
- Schedule F – C&E Trail and 63 Avenue Intersection Improvements

The Lacombe 2021 Capital Works Program consists of:

- Schedule A2 – Highway Street from Heritage Way to Woodland Drive
- Schedule A3 – Highway Street from 45 St to Heritage Way
- Schedule B – Northstar Drive Improvements from Valley Crescent East to Garden Road Top Lift Paving and Pavement Markings
- Schedule C – Brownstone Road Improvements from 63 Ave to 350m North Top Lift Paving and Pavement Markings

Reference: Lacombe 2020/2021 Capital Works Program – Scope Change #8 Construction Services

3.0 METHODOLOGY

3.1 Project Management

Ongoing project management will be provided for the construction services which includes the provision of general engineering services during construction for such things as:

- Maintain contact with the Construction Inspector ensuring the construction activities conform to the Contract;
- Coordinate Stantec staff resourcing;
- Liaise with senior City staff as required in support of stakeholder consultation and dispute resolution;
- Complete periodic site visits to ensure efficient completion of work and support the Construction Inspector as required;
- Coordinate work efforts with the Contractor's Project Manager;
- Manage the project's Geotechnical Consultant on the City's behalf; and
- Manage potential changes to the scope of the work.

3.2 Construction Services

The following construction services will be provided for this project. We are proposing the same construction inspector, [REDACTED], will be the primary inspector for both this project and the Highway 12 & 76 Street Intersection Improvements with occasional other inspectors supporting at peak times. Our scope of work and fees have been developed based on this efficient methodology.

3.2.1 Contract Administration During Construction and Pre-Construction Meeting

The construction component of the work will be initiated by the pre-construction meeting that will include representation from the successful Contractor, the City, and Stantec.

The objectives of this meeting will include review and clarification of the following:

- Official representation of all parties;
- Administration procedures and requirements including:
 - Contract documentation;
 - Contract security;
 - Evidence of insurance, etc.; and
 - Progress claim / payment procedures.
- Traffic accommodation during construction;

Reference: Lacombe 2020/2021 Capital Works Program – Scope Change #8 Construction Services

- Environmental management procedures;
- Temporary protection and traffic control;
- Temporary project facilities;
- Safety; and
- Project schedule.

A biweekly progress report for this and subsequent project construction meetings will be prepared and distributed by Stantec.

Following the start of construction, Stantec will complete construction administration and general engineering services including:

- Complete interpretation of contract documents and construction drawings;
- Arrange and chair bi-weekly meetings to monitor construction progress and address any special concerns followed by preparing biweekly progress reports;
- Review all Contractor submissions and progress payment certificates prior to forwarding to the City. Prepare Progress Payments, Deficiency Lists and Construction Completion Certificate;
- Quantify changes to work due to revisions of the construction drawings and / or changes to site conditions. Coordinate and process Contract Change Orders as required; and
- Review shop drawings, requests for information, force accounts, and other documentation as required.

3.2.2 Construction Survey

This activity will include the initial construction survey required to provide alignment and grades for all elements of the work. Supplementary survey will also be provided at the Engineer's discretion to facilitate efficient construction and calculate payment quantities.

3.2.3 Construction Inspection

Resident Construction Inspection services will include:

- The provision of inspection services on site by a qualified Construction Inspector. The inspector will be responsible to ensure that the work proceeds in accordance with the physical intent of the Contract and in accordance with the approved project schedule;
- Maintain records of construction details necessary for the preparation of record drawings. Survey, measure, and record quantities for payment;
- Coordinate and review test results of the geotechnical quality assurance testing and arrange for re-testing of any deficient sections;
- Consider, review, and forward, where necessary, alternatives in construction methods, materials and the design and specifications. Assist in review of Contract Change Orders;
- Review all requests for payment submitted by the Contractor for payment and make recommendations;

Reference: Lacombe 2020/2021 Capital Works Program – Scope Change #8 Construction Services

- Prepare high level daily job progress summaries of the work.
- Report construction deficiencies to the Contractor and the City, and identify responsibility for rectification, if necessary;
- Monitor correction of deficiencies by the Contractor; and
- Photograph construction progress.

3.2.4 Project Meetings During Construction

This item refers to the holding of bi-weekly meetings with the City, two representatives from Stantec, and the Contractor. The objective of these meetings will be to address such issues as:

- Technical questions;
- Contract / administration matters;
- Quality of work;
- Performance versus project schedule;
- Worker safety on the job site;
- Public Safety (i.e. traffic control, etc.); and
- Changes in the work.

These meetings will be chaired by the Project Engineer or Construction Manager who would also record and distribute information via the biweekly progress report.

Due to the current COVID-19 social distancing recommendations, these biweekly meetings will be hosted online via Skype or Microsoft Teams platforms.

3.3 Post Construction Services

The following services will be provided upon completion of the Lacombe 2020/2021 Capital Works Program:

3.3.1 Final Inspection, Deficiency Expediting & Construction Completion Certificate

This task includes the completion of a final inspection with representatives of the City and the Contractor, as well as preparation of a list of deficiency items (copy to be distributed to the City and Contractor). The Project Team will undertake to expedite the correction of any deficiencies by the Contractor including establishment of a reasonable completion date for each deficiency. The final step will be to issue a Construction Completion Certificate for signature by the City upon completion of all deficiencies.

3.3.2 Plan of Record Drawings

This task includes the updating of the design drawings to plan of record status for the project. Copies of all these record drawings will then be provided to the City in both PDF and digital CAD formats. To promote efficiency, Stantec will complete one set of Plan of Record Drawings when all work is completed in 2021. Red line information

Reference: Lacombe 2020/2021 Capital Works Program – Scope Change #8 Construction Services

will be collected from the Contractor and survey pickup will be completed after the 2020 construction season but a single set of Plan of Record drawings will be provided in the Fall of 2021.

3.3.3 Warranty Inspection and Final Acceptance Certificate

Engineering fees do not include work required to complete FAC and Warranty Inspections, to be completed 2 years after project completion. Due to the unknown time commitment, these services would be provided on an hourly basis outside the scope of this work.

3.4 Value Added Services

3.4.1 Stakeholder Consultation & Coordination

The City has requested Stantec include an optional Value Added Service for the provision of stakeholder consultation and coordination services. The proposed improvements along Highway Street and Northstar Drive will necessitate that the construction team maintain an ongoing communication channel with local residents and businesses to minimize construction impacts wherever possible. Public notification of the upcoming work is already underway, led by City administration. However, from past experience, private landowners often have questions and concerns which need to be addressed by the City or Stantec directly when it comes to private property impacts.

Taking adequate time to directly work with concerned and impacted residents is a critical component of successfully completing construction projects in sensitive areas. The time required to positively work with concerned stakeholders regarding private property impacts is outside the scope of a typical construction project. Due to the high likelihood for stakeholder consultation requirements, we have included a provisional fee for this extra work to be utilized on an as required basis. In addition to providing services regarding impacts to private property this budget will also be utilized to coordinate third party utility company efforts (Fortis, Shaw, ATCO Pipelines, etc.).



3.4.2 Snow Dump Site Development and Preliminary Survey

The City has advised there is interest in repurposing a portion of the former lagoon sites on the east side of the City into a snow dump and developing an adjacent dog park. These improvements will require the gravel road be extended towards the west with a ramp constructed towards the snow dump and a gravel parking area constructed for the dog park. Stantec has prepared a budget as an optional Value Added Service to complete a preliminary survey and review the proposed work to deliver a concept sketch and an Engineer's Opinion of Probable Cost (OPC).

Figure 1 - Former lagoon site proposed to be repurposed to a snow dump and dog park. Gravel road shown in red.

Reference: Lacombe 2020/2021 Capital Works Program – Scope Change #8 Construction Services

4.0 PROJECT TEAM

The Lacombe 2020/2021 Capital Works project team who completed the project design will be maintained throughout the construction and post construction services. In addition, our construction inspector will be Max Andrews who has successfully completed the City of Lacombe's Main Street Program, multiple Capital Works Programs, West Area Servicing Project, Highway 12 & 76 Street Intersection Improvements, and many other construction projects in Lacombe.

[REDACTED]

Senior Construction Manager

[REDACTED]

[REDACTED] will be responsible for Construction Management and will work closely with the Project Manager, Project Coordinator, and the City throughout the course of this project. Depending on overlapping workloads between this assignment and the remaining work for Highway 12 & 76 Street Intersection project, additional construction inspectors may be allocated to the project to work under [REDACTED] supervision on an as required basis.

[REDACTED]

Senior Electrical Inspector

[REDACTED]

[REDACTED] will complete required inspections of the traffic signal improvements at Highway 2A and Woodland Drive.

5.0 PROJECT SCHEDULE

Our schedule is based on the Contractor's tentative schedule up to an estimated [REDACTED] site occupancy days in 2020, and [REDACTED] site occupancy days in 2021. Should the Contractor identify additional time required, the fees may be adjusted accordingly.

- Estimated Construction Period
 - Work in 2020 – June 1, 2020 to September 30, 2020
 - Work in 2021 – June 1, 2021 to September 30, 2021
 - Please note: Project locations designated for each year have been outlined in Section 2.0 Scope of Work.
- Post Construction – Final services including delivery of plan of record drawings and construction completion certificate within 8 weeks of construction completion (POR in 2021 only).

Notes: Construction period will be weather dependent and subject to the successful Contractor's schedule.

Reference: Lacombe 2020/2021 Capital Works Program – Scope Change #8 Construction Services

5.1.1 Construction Staging Flexibility

During the tender process, the City identified that the Capital Works Program will be staged across two construction seasons (2020 and 2021). In discussion with the City, there may be value in accelerating certain work for certain project locations to the 2020 construction window or shifting components of work to the 2021 construction window. By adjusting the current construction staging outlined in Section 2.0 Scope of Work, the City could address infrastructure that may have degraded further over the 2019/20 winter freeze thaw cycle or reduce the impact of construction on local residents or businesses.

Stantec has prepared this scope of work using the construction staging outlined in Section 2.0 of this document to provide a baseline budget and schedule in alignment with the construction tender schedule. If the City sees value in accelerating or adjusting the current construction staging, Stantec has the capability to make the necessary adjustments to deliver the services that best fit the needs of the City. If the construction staging is adjusted, Stantec will work with the City to revise the scope of work and budget for each year as needed to shift budget between years or increase/decrease total budget based on proposed schedule changes.

6.0 ENGINEERING SERVICES FEES

Stantec Consulting Ltd. hereby offers to complete the work as described in this change order based on the fees outlined in this section. The proposed fees have been developed based on the contractors site occupancy days.

Table 1 - Summary of Fees for Construction and Post Construction Services

Task	Construction Services	2020	2021	Total
1	Project Management	██████	██████	██████
2	Construction Services	██████	██████	██████
3	Post-Construction Services	██████	██████	██████
Total Base Engineering Services		\$220,397	\$84,753	\$305,150

Note: Material testing will be provided by Parkland Geotechnical Ltd. with a subconsultant budget of **\$59,490**, which is in addition to the Stantec total listed above.

The Engineering Services Fees outlined herein are based on the estimated time requirements to complete the scope of work outlined in Section 2.0 Scope of Work, and the contractors site occupancy days. A detailed spreadsheet outlining hourly rates and project team time commitments for each team member is provided (attached).

Reference: Lacombe 2020/2021 Capital Works Program – Scope Change #8 Construction Services

Stantec proposes to complete the work herein based on a fixed fee basis for the defined scope of work, to an estimated total of \$305,150 which includes disbursements but excludes GST. This fee is based on the following assumptions:

- Fees are based on construction inspection being provided for [REDACTED] site occupancy days in 2020 and [REDACTED] site occupancy days in 2021. If additional site days are required Stantec will negotiate additional fees for additional construction inspection services.
- As the Capital Works Program is expected to be staged over two years, a standard hourly rate escalation has been applied to work in 2021.
- An optional Value Added Service has been outlined in Section 3.4.1 for the provision of stakeholder/franchise utility consultation and coordination. A provisional sum of [REDACTED] for 2020 construction services and [REDACTED] for 2021 construction to be utilized on an as time and materials to an upset limit basis.

Stantec will coordinate quality assurance materials testing, which will be completed by Parkland Geotechnical Ltd.. A budget estimate provided by Parkland Geotechnical Ltd. is attached in this letter. It is the intent that the City retain Parkland Geotechnical Ltd. directly with Stantec coordinating their services on the City's behalf.

Total billing for the project will not exceed the amount of the total approved fees without the prior written consent of the City of Lacombe.

All Stantec Consulting fees quoted are exclusive of G.S.T. (G.S.T. will be added to the Stantec's fees at the time of invoicing). A standard 8% disbursement charge for office related services is to recover miscellaneous project expenses such as internal incidental printing, copying and plots, report materials; communications expense – postage, courier, supplies, equipment, computer expenses, maintenance, common software and supplies; archive maintenance. Field expenses and mileage include a provision to recover field costs including site vehicles, and field supplies.

Reference: Lacombe 2020/2021 Capital Works Program – Scope Change #8 Construction Services

7.0 Conclusion

Please review the attached and upon approval please return a signed copy of this change order for our records. If there are any questions or concerns regarding the information provided in this letter, please call and we will be happy to discuss these details with you directly.

Item	2020	2021	Total
Stantec Base Engineering Services	████████	████████	████████
Value Added Service: Stakeholder Consultation & Coordination	████████	████████	████████
Value Added Service: Snow Dump Site Development and Preliminary Survey	████████	██	████████
TOTAL	\$240,439	\$89,753	\$330,192

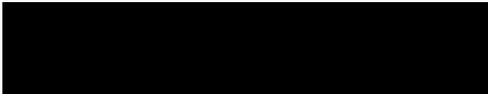
If the City would like to proceed with hiring Parkland Geotechnical Ltd., please sign and return the attach scope of work.

Regards,

Respectfully,

STANTEC CONSULTING LTD.

CITY OF LACOMBE



Ben Haeusler, P.Eng., ENV SP
Project Manager
Phone: 403-356-3273
ben.haeusler@stantec.com

Approved Value

Signature



Brad Moore, EIT, ENV SP
Assistant Project Manager
Phone: 403-356-3471
brad.moore@stantec.com

Name and Title

Attachment: Allocation of Resources Overall Summary
ParklandGEO Materials Testing During Construction Proposal





Parkland Geotechnical Consulting Ltd.
#102 – 4756 Riverside Drive
Red Deer, AB, T4N 2N7
www.parklandgeo.com
T: 403 343 2428
F: 403 343 7699

May 5, 2020
Proposal No. PRO8177

Brad.Moore@stantec.com
Original will remain on file

Stantec Consulting Ltd.
110- 4900 50 Street
Red Deer, AB
T4N 1X7

Attn: Brad Moore, E.I.T.

Re: Materials Testing Services Proposal
2020 & 2021 Capital Works Program, Lacombe, Alberta

Dear Sir:

In response to your request for proposal, Parkland Geotechnical Consulting Ltd. (ParklandGEO) is pleased to submit the following information with respect to materials testing services on the proposed 2020 & 2021 Capital Works Program project in Lacombe, Alberta.

ParklandGEO is familiar with the existing site soil conditions, and completed the geotechnical investigation for this project. ParklandGEO also has a significant amount of local experience performing testing services for road and underground service repairs, and improvements. With recent experience including the Highway 12 and 76 Street intersection improvements and Lacombe Main Street Improvements.

This project is considered to be similar to the previous project performed in Lacombe, and we believe that our local experience combined with previous working relationship and understanding of Stantec's requirements will be of significant benefit to the project team.

1.0 MATERIALS TESTING SERVICES

1.1 UNIT MATERIALS TESTING RATES

ParklandGEO proposes to invoice on a unit rate basis. The following materials testing rates are proposed for this project in 2020-2021.

UNIT RATES

Site Trip for Field Technicians (Time and Mileage)	[REDACTED]
Field Density (min 3 per trip).....	[REDACTED]
Standard Proctor Density.....	[REDACTED]
Sieve (> 5 mm).....	[REDACTED]
Sieve (> 5 mm with fracture count)	[REDACTED]
Plastic Concrete Test (Slump, air and cylinders)	[REDACTED]
Extra Cylinder	[REDACTED]
Extra Slump and air	[REDACTED]
Asphalt Field Marshall (density, oil & sieve)	[REDACTED]
Asphalt Coring and Testing (sampling & density)	[REDACTED]
Oil and Sieve.....	[REDACTED]

HOURLY RATES

Principal Engineer.....	[REDACTED]
Senior Engineer	[REDACTED]
Project Engineer	[REDACTED]
Field Engineer / Senior Technician	[REDACTED]
Hourly Testing/Stand-by	[REDACTED]

The rates above do not include GST. If required, ParklandGEO can provide consulting services for material suitability, sub-grade inspection and other geotechnical or materials related issues. Consulting services would be provided on an hourly basis using the rates listed. These services would only be provided at the request of your designated site representative. These hourly rates would apply for any full time testing, if requested.



1.2 BUDGET

A contingency of about 10 percent has been allocated to the budget to account for site meetings, standby time and other consulting services as required. This percentage is considered typical for road construction in the Lacombe Area. Breakdowns of the budgets based on the tender information provided by Stantec are presented for each road below:

TABLE 1: HIGHWAY STREET – WOODLAND DRIVE TO DICKENS LANE

Task	Estimated Quantity	Unit Rate	Estimated Cost
Site Trips (time and mileage)	██████	██████	██████
Standard Proctor Density	██████	██████	██████
Plastic Concrete Test (Slump, Air, 4 Cyl.)	██████	██████	██████
Field Density (min. 3 per trip)	██████	██████	██████
Sieve (>5 mm with fracture count)	██████	██████	██████
Field Marshall (density oil, sieve)	██████	██████	██████
Oil & Sieve	██████	██████	██████
Asphalt Coring and Testing	██████	██████	██████
Subtotal			██████
Contingency (~10%)			██████
Total			██████



**TABLE 2: HIGHWAY STREET – HERITAGE WAY AND WOODLAND DRIVE
 (2021 CONSTRUCTION)**

Task	Estimated Quantity	Unit Rate	Estimated Cost
Site Trips (time and mileage)	██████	██████	██████
Standard Proctor Density	██████	██████	██████
Plastic Concrete Test (Slump, Air, 4 Cyl.)	██████	██████	██████
Field Density (min. 3 per trip)	██████	██████	██████
Sieve (>5 mm with fracture count)	██████	██████	██████
Field Marshall (density oil, sieve)	██████	██████	██████
Oil & Sieve	██████	██████	██████
Asphalt Coring and Testing	██████	██████	██████
Subtotal			██████
Contingency (~10%)			██████
Total			██████

*New proctors of granular aggregate will be taken in the 2021 year to confirm values have not change from 2020

**TABLE 3: HIGHWAY STREET – 45TH STREET AND HERITAGE WAY
 (2021 CONSTRUCTION)**

Task	Estimated Quantity	Unit Rate	Estimated Cost
Site Trips (time and mileage)	██████	██████	██████
Standard Proctor Density	██████	██████	██████
Plastic Concrete Test (Slump, Air, 4 Cyl.)	██████	██████	██████
Field Density (min. 3 per trip)	██████	██████	██████
Sieve (>5 mm with fracture count)	██████	██████	██████
Field Marshall (density oil, sieve)	██████	██████	██████
Asphalt Coring and Testing	██████	██████	██████
Subtotal			██████
Contingency (~10%)			██████
Total			██████

*Assumed will not be need due to testing previously completed for Highway Street – Heritage way and Woodland Drive



TABLE 4: NORTHSTAR DRIVE IMPROVEMENTS

Task	Estimated Quantity	Unit Rate	Estimated Cost
Site Trips (time and mileage)	██████	██████	██████
Standard Proctor Density	██████	██████	██████
Plastic Concrete Test (Slump, Air, 4 Cyl.)	██████	██████	██████
Field Density (min. 3 per trip)	██████	██████	██████
Sieve (>5 mm with fracture count)	██████	██████	██████
Field Marshall (density oil, sieve)	██████	██████	██████
Oil & Sieve	██████	██████	██████
Asphalt Coring and Testing	██████	██████	██████
Subtotal			██████
Contingency (~10%)			██████
Total			██████

*Proctor to account for change in subgrade materials, assumed same gravel source will be used for all roads

TABLE 5: BROWNSTONE ROAD IMPROVEMENTS

Task	Estimated Quantity	Unit Rate	Estimated Cost
Site Trips (time and mileage)	██████	██████	██████
Standard Proctor Density	██████	██████	██████
Plastic Concrete Test (Slump, Air, 4 Cyl.)	██████	██████	██████
Field Density (min. 3 per trip)	██████	██████	██████
Sieve (>5 mm with fracture count)	██████	██████	██████
Field Marshall (density oil, sieve)	██████	██████	██████
Oil & Sieve	██████	██████	██████
Asphalt Coring and Testing	██████	██████	██████
Subtotal			██████
Contingency (~10%)			██████
Total			██████

*Proctor to account for change in subgrade materials, assumed same gravel source will be used for all roads



TABLE 6: WES JACKSON DRAINAGE IMPROVEMENTS

Task	Estimated Quantity	Unit Rate	Estimated Cost
Site Trips (time and mileage)	████	████████	████
Standard Proctor Density	████	████████	████
Field Density (min. 3 per trip)	████	████████	████
Subtotal			████
Contingency (~10%)			████
Total			████

*Proctor to account for change in subgrade materials, assumed same gravel source will be used for all roads

TABLE 7: ALLEY NORTH OF 50TH AVENUE BETWEEN 50TH STREET AND 51ST STREET DRAINAGE IMPROVEMENTS

Task	Estimated Quantity	Unit Rate	Estimated Cost
Site Trips (time and mileage)	████	████████	████
Standard Proctor Density	████	████████	████
Field Density (min. 3 per trip)	████	████████	████
Field Marshall (density oil, sieve)	████	████████	████
Asphalt Coring and Testing	████	████████	████
Subtotal			████
Contingency (~10%)			████
Total			████

*Proctor to account for change in subgrade materials, assumed same gravel source will be used for all roads



TABLE 8: C&E TRAIL AND 63RD AVENUE INTERSECTION

Task	Estimated Quantity	Unit Rate	Estimated Cost
Site Trips (time and mileage)	████	████	████
Standard Proctor Density	████	████	████
Plastic Concrete Test (Slump, Air, 4 Cyl.)	████	████	████
Field Density (min. 3 per trip)	████	████	████
Sieve (>5 mm with fracture count)	████	████	████
Field Marshall (density oil, sieve)	████	████	████
Asphalt Coring and Testing	████	████	████
Subtotal			████
Contingency (~10%)			████
Total			████

*Proctor to account for change in subgrade materials, assumed same gravel source will be used for all roads

TABLE 9: BUDGET SUMMARY

Road	Estimated Budget
Highway Street – Woodland Drive to Dickens Lane	████
Highway Street – Heritage Way and Woodland Drive	████
Highway Street – 45 th Street and Heritage Way	████
Northstar Drive Improvements	████
Brownstone Road Improvements	████
Wes Jackson Drainage Improvements	████
Alley North of 50 th Avenue Between 50 th Street and 51 st Street Drainage Improvements	████
C&E Trail and 63 rd Avenue intersection	████
Total	████

The actual number of site visits, hours and test will be dependent on the contractor's competency, schedule and site conditions. The testing services would be invoiced based on the actual number of hours and tests completed. If there is a large discrepancy between the actual services provided and the budgeted values presented above, your office will be notified as soon as possible. Please note the above budget estimate is based on a call-out basis.



2.0 QUALIFICATIONS AND EXPERIENCE

ParklandGEO was established in Red Deer in May 2000. We operate eleven offices in Western Canada including our largest office in Red Deer. This project will be performed using personnel from our local Red Deer office. Our Red Deer office has seven geotechnical/materials engineers, including our senior engineer (Mark Brotherton) who has been working in Red Deer since 1988. In the past five years our Red Deer office has undertaken over 75 materials testing projects in the City of Lacombe and Lacombe County Area, including numerous road reconstruction projects.

ParklandGEO's Red Deer office operates the most advanced materials testing laboratory facility in Central Alberta. The Red Deer lab is CCIL certified for concrete testing, aggregate testing and asphalt testing and mix designs. The lab also hold a number of higher level certifications for concrete and asphalt testing, including CSA Table 12 aggregate compliance for concrete mix designs, and SuperPave asphalt testing.

ParklandGEO is familiar with the existing site condition and soils having completed the geotechnical investigation for this project. ParklandGEO has also provided materials testing services for similar road projects in Lacombe, including the Main Street Improvement project and the ongoing Highway 12 and 76th Street Intersection Improvement project.

3.0 PROJECT TEAM

This project will be managed from our Red Deer office. Additional staff will be assigned to the project as required. The resumes for the key project team members are attached.

 -Project Manager



[REDACTED] – Senior Review Engineer

4.0 FINANCIAL TERMS

The budget above does not include GST. ParklandGEO proposes to invoice materials testing on a unit rate basis. ParklandGEO proposes to invoice for the geotechnical investigation on a lump sum basis. Our invoices are due upon receipt, invoices are considered past due thirty (30) days from the date the invoice is received. No hold backs will apply and interest will be charged at 1.5 percent per month on past due accounts. Backup for all additional charges will be provided upon request. Acceptance of this proposal is acknowledgment and acceptance of our Agreement for Professional Services (see attached).

5.0 HEALTH AND SAFETY

ParklandGEO considers the safety and well-being of our employees a core value of the company. Workplace hazard assessments and controls are included in every project and on site work cannot be undertaken until all safety requirements are satisfied. ParklandGEO will prescribe to all terms and conditions with respect to safety on the job-site. All field personnel will wear safety vests, hard hats, steel toe work boots and other safety equipment, as required.

Our safety objective for this project is to complete the work using safe procedures and behaviors, resulting in zero injuries or near-miss incidents. ParklandGEO is COR certified with Alberta Construction Safety Association (ACSA). ParklandGEO is also a participating member of the ISNetworld safety database as well as Avetta and Comply Works.

6.0 CLOSURE

We look forward to working with Stantec Consulting Ltd. on this project. If you have any questions or comments regarding our proposal, please do not hesitate to contact this office.

Our standard Agreement for Professional Services is attached and outlines additional contractual terms and limitations. Any additional work authorized by the client will also be governed by the terms and conditions of the Agreement for Professional Services. If you wish to proceed with this assessment, please sign the Agreement for Professional Services and fill out the invoicing instruction then return it by e-mail to tim.hoehne@parklandgeo.com at your earliest convenience.

Respectfully submitted,
PARKLAND GEOTECHNICAL CONSULTING LTD.



Timothy Hoehne, E.I.T.
Geo-Materials Engineer

Reviewed by:
Scott Furlong, P.Eng.

Attach/ Agreement for Professional Services

REQUEST FOR COUNCIL DECISION



SUBJECT: Mechanical Street Sweeper Replacement
PREPARED BY: Brett Logsdon, Manager of Roads and Fleet Services
PRESENTED BY: Jordan Thompson, Director of Operations and Planning
DATE: May 25th, 2020

FILE: 31/631

PURPOSE:

To approve the replacement of one (1) mechanical street sweeper through the City's Fleet Replacement Plan as approved in the 2020 Capital Budget.

RECOMMENDED MOTION(S):

1. THAT Council approve the purchase of the Elgin Broom Bear mechanical street sweeper from Joe Johnson Equipment for a net cost of **\$325,093**.

RELATED PRIOR MOTION(S):

n/a

EXECUTIVE SUMMARY:

The 2020 Capital Budget approved on November 12, 2019 included **\$344,000** allocated for the replacement of the City's 2008 Elgin Eagle mechanical street sweeper.

A Request for Proposal (RFP) document was prepared for the procurement of a new single-engine mechanical street sweeper, for use by the Roads Department. The RFP was publicly advertised on the Alberta Purchasing Connection website, the City of Lacombe's website, and City Pages. Five vendors submitted proposals, which were opened on April 24th, 2020 at 2:00 PM local time, and all proposed a trade-in value for consideration on the City's existing unit.

ANALYSIS:

An evaluation team was established to review the proposal submissions, to complete operator and maintenance assessments on the proposed units, and to follow-up with references. After an initial review, three vendors were not considered further for demo opportunities. The remaining 2 vendor submissions were evaluated and scored as follows:

Vendor (% Weighting)	Cost (40%)	Product Specs, Design, Features (20%)	Operator and Maintenance Review (10%)	Delivery Schedule (10%)	Warranty, Service, Support (20%)	Total (100%)
Cubex Ltd	40	12	4	10	12	78
Joe Johnson Equipment	37	18	9	4	18	86

REQUEST FOR COUNCIL DECISION



Overall scoring by the evaluation team indicates that purchasing the new single-engine mechanical street sweeper from Joe Johnson Equipment is the most desirable option for the City of Lacombe.

- 2020 Elgin Broom Bear
- Freightliner conventional chassis with Cummins L9 engine
- Belt conveyor system with a 4.5 yd³ variable dump-height hopper
- 360 gal water tank with multiple spray system configurations
- Electric water pump for spray system
- Delivery Time is 14 to 22 weeks (COVID-19 impacts)

Including trade in of the existing unit, options, delivery, and extended warranty the total replacement cost is **\$325,093** (under budget by \$18,907 or 5.5%).

STRATEGIC PLAN ALIGNMENT:

Street sweeping is a core service provided by the City with no specific alignment with a Council strategic goal.

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

No public engagement is planned.

ALTERNATIVE MOTION(S):

- 1a. THAT Council approve the purchase of the Elgin Broom Bear mechanical street sweeper from Joe Johnson Equipment for a net cost of **\$325,093.**; OR
- 1b. THAT Council directs Administration how it wishes to proceed with the mechanical street sweeper replacement.

ATTACHMENTS:

None.

REQUEST FOR COUNCIL DECISION



SUBJECT: Dry Cooler Contract Award for Lacombe Memorial Center
PREPARED BY: Calvin Bennfield, Manager of Parks & Facilities
PRESENTED BY: Deborah Juch, Director of Community Services
DATE: May 25, 2020

FILE: 72/721

PURPOSE:

To provide Council with the results of the City's Request for Proposal to supply and install a dry cooler compatible with the existing air conditioning unit at the Lacombe Memorial Center.

RECOMMENDED MOTION(S):

1. THAT Council accepts the request for decision to award a contract for supply and install of a dry cooler at the LMC as information;
- AND
2. THAT Council directs Administration to amend the scope of the Dry Cooler capital project to include an engineering assessment of options to address the heat issues and determine the LMC roof weight bearing capabilities if necessary.

RELATED PRIOR MOTION(S):

EXECUTIVE SUMMARY:

The Lacombe Memorial Center has a problem with excess heat in its rooms during high-attendance functions during fall, winter and spring when the air conditioning chiller is shut down. The building maintenance contractor suggested installing a dry cooler or, if the risk was acceptable, adjusting the temperature shut down on the chiller to keep it working into the spring and fall seasons. Administration issued a Request for Proposals to supply and install a dry cooler; the lowest cost three proposals were 26-43% over budget. In addition, proponents required the LMC roof be assessed for bearing the weight of the unit, and advised that reinforcement, if needed, would also have to be done prior to installation. Costs for the assessment and reinforcement was not included. Administration is proposing to utilize approximately \$12,000 of the existing capital budget to obtain an engineering assessment of the heat issues for the most viable option, and an assessment of the roof for weight bearing capabilities, before returning the matter to Council with new recommendations.

REQUEST FOR COUNCIL DECISION



ANALYSIS:

Background:

In preparing a proposal for a capital project to rectify temperature regulation problems at the Lacombe Memorial Centre (LMC), Administration asked its existing building maintenance contractor to recommend a solution for heat issues in the various rooms when the chiller is shut down for the winter season (mid-Sept through May). The contractor suggested installing a dry cooler, and provided an estimated cost for budgeting purposes. They recommended against the option to lower the existing chiller's shut down temperature so it would work longer into spring and fall; in their opinion that would work the existing chiller longer at maximum capacity, and increase the need for mechanical repairs or lead to a major breakdown. Council approved the Dry Cooler project in the 2020 capital budget at \$115,000.

Purchasing Process and Results:

Administration issued a Request for Proposal (RFP) for the supply and installation of a dry cooler that could be combined to operate with the existing chiller. The initial RFP closing date was extended when potential proponents questioned aspects of the RFP. Specifically, they asked whether the City had confirmed that the LMC roof could bear the weight of a dry cooler and they had suggestions for alternatives, such as replacing the existing chiller with a new "3-Way" capable of operating in all seasons.

The RFP process resulted in seven (7) proposals for the supply and install of a dry cooler to the LMC roof compatible with the existing chiller. The lowest three prices were all in excess of the budget by between \$30,533 and \$49,894, or 26-43% as follows:

Johnson Controls	\$145,533.00	160 ton
Connected Mechanical	\$159,000.00	160 ton
Seven Mechanical	\$164,894.00	100 ton
Startec Refrigeration	\$177,420.31	160 ton
Ainsworth Mechanical	\$186,158.10	160 ton
Cremac Metal	\$209,900.00	100 ton
Kemway Builders	\$459,574.00	160 ton

More importantly, all proponents stated their bid was contingent upon confirmation that the LMC roof had the necessary weight bearing capability, adding that if an analysis showed roof reinforcement was required, it would also have to be done before the supply-install project

REQUEST FOR COUNCIL DECISION



could commence. The analysis of the roof and any reinforcement required would be an added cost not provided for in the proposal.

Financial Implications

The allocated budget of \$115,000.00 in the 2020 Capital Budget for the supply and installation of a dry cooler at the LMC, compatible with the existing cool water chiller, is inadequate. In addition, Administration advises further assessment of the problem and the situation before any steps are taken to complete a project to rectify the heat issues in the LMC rooms.

STRATEGIC PLAN ALIGNMENT:

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

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

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

None anticipated at this time.

ALTERNATIVE MOTION(S):

1. THAT Council accepts the request for decision to award a contract for supply and install of a dry cooler at the LMC as information, and;
2. THAT Council directs Administration to amend the scope of the Dry Cooler capital project to include an engineering assessment of options to address the heat issues and determine the LMC roof weight bearing capabilities if necessary.

OR

3. THAT Council accepts this request for decision as information and directs Administration to cancel the 2020 Dry Cooler capital project.

ATTACHMENTS:

N/A

MONTHLY SIGNIFICANT EVENTS REPORT

Chief Administrative Officer

Date: to May 21st, 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 open to the public effective May 19, 2020 with restrictions.
- Based on the Province's Relaunch Strategy, normal operations at the Gary Moe Auto Group Sportsplex, the Lacombe Memorial Centre, and the Kinsmen Aquatic Center will not be considered until Phase 3 of the Strategy
- No administrative recommendation for the declaration of a State of Local Emergency (SOLE) at this time

Administrative

- The Elizabeth Lake/Lake Anne Boardwalk and Trail Upgrade Project has commenced. An environmental assessment is underway for the City's application to Alberta Environment and Parks (AEP) for a Department License of Occupation (DLO). A DLO is required before construction in and around a waterbody. Council is advised that AEP currently takes an estimated 15 months to process DLO applications. Administration plans to tender the project in 2020 for construction in 2021 when we expect AEP to have issued the DLO.

Public Works

- Street sweeping of residential areas continues.

Regional Matters

- Nothing to report

Utilities

- Nothing to report.

Age-Friendly Alberta Newsletter



Message from Honourable Josephine Pon Minister of Seniors and Housing

May 8, 2020

Special Minister's Statement on COVID-19

Premier Kenney outlined the province's three-phase economic relaunch strategy on April 30, with Stage One set to start as early as May 14. More information about what Stage One entails will be shared with Albertans early next week.

Your sustained efforts to keep seniors and Albertans with low income safe, connected and housed have helped the province get to the point where we can consider this next step. I cannot thank you enough for all that you have done so far during this pandemic.

Whether you are running affordable housing, operating a seniors' lodge, managing a seniors' centre or organizing volunteers, please know that the work you do matters. Our government is grateful to work with such dedicated partners.

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

Timing Alberta's relaunch

As we move forward with our relaunch strategy, we will be carefully monitoring and respecting all public health guidelines. Each stage will be informed by the chief medical officer of health, focus on keeping Albertans safe, and depend our ability to keep infection numbers low.

We must ensure the sacrifices we have already made are not wasted. To be successful, we must stay vigilant to slow the spread: follow public health measures, practice physical distancing and good hygiene, and continue acting responsibly.

Expanded testing

Anyone who is newly admitted to any continuing care facility in the province will be tested for COVID-19.

Testing will also be required for those who live in these facilities when they are admitted to hospital or when they are discharged from hospital back to a facility.

We are further reinforcing our ability to detect new cases by expanding the list of COVID symptoms that qualify a person for testing. Click [here](#) for the full list of symptoms that now

qualify.

Contact tracing technology introduced

Secure contact tracing is a cornerstone of Alberta's [Relaunch Strategy](#).

The ABTraceTogether app will enhance manual contact tracing and capacity, and lead to early detection, thereby helping reduce the spread of the virus and better protect Albertans. Albertans who download the app to their mobile devices will be contacted more quickly if they are at risk. The app is now available from the [Apple App Store](#) and [Google Play](#). Learn more about [ABTraceTogether](#).

Guidance for workplaces

General [workplace guidance](#) is available to help support business owners reopening or continuing operations to reduce the risk of transmission of COVID-19 among workers, volunteers and patrons.

A quick thank-you

Albertans are working together to overcome COVID-19. Through the Alberta Bits and Pieces program, many companies and organizations are offering services and supports to help during this public health emergency. As of May 7, we have received more than 4,000 offers of support through this program. In addition, individuals are sharing stories of acts of kindness through the #AlbertaCares hashtag. Albertans know that we are stronger united.

The CKUA radio network recently offered to help our government get the word out to seniors to stay home and to stay healthy. CKUA now broadcasts government messages across our province, and I thank them for their help and generosity. In fact, I just released a video to do exactly that! I encourage you to [watch it here](#), and [tune into CKUA](#) to hear our messages for seniors. My thanks to all the individuals and groups who are stepping up to help in this difficult time.

Prevention of family violence

It is important to know where to turn if you or someone you know is experiencing family violence – including elder abuse – 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 – You are not alone

Mental Health Week, which runs from May 4 to 10 this year, is an opportunity to promote positive mental health for everyone. This year's theme is social connection, which is more important than ever during the pandemic. Please visit the Canadian Mental Health Association website for numerous resources at mentalhealthweek.ca.

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

During this time of uncertainty, it is important 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, I encourage you to visit alberta.ca/COVID19 for the most up-to-date information on the Government of Alberta's comprehensive response to the COVID-19 pandemic, including details on the measures in place to help prevent spread and support Albertans.

Thank you.

Josephine Pon
Minister of Seniors and Housing

May 8, 2020



[Website](#)



[Email](#)

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

Age-Friendly Alberta Newsletter



Message from Honourable Josephine Pon Minister of Seniors and Housing May 15, 2020

Special Minister's Statement on COVID-19

Stage one of the province's three-stage economic relaunch began on Thursday, May 14. Our government is committed to maintaining strong protections for those Albertans who are most vulnerable, including seniors and low-income workers, as we carefully move to reopen our province. We are working closely with seniors lodge operators, seniors-serving organizations and continuing care providers, to ensure we are meeting the needs of this diverse group of Albertans. Thank you for continuing to share your ideas with my office and with department staff. Together, we can reopen our economy while keeping Albertans safe.

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

Alberta is ready for relaunch

With strict safety guidelines in place, Albertans can and should confidently support Alberta businesses as the province gradually relaunches the economy. Stage one of Alberta's relaunch strategy, which began on Thursday, puts safety first as restrictions are gradually lifted. Calgary and Brooks will see a slightly more gradual reopening, taking into account higher case numbers in these two communities, to balance public safety with the need to get businesses open and services restored for Albertans.

With enhanced testing capacity and contact tracing ability, along with a rapid response plan in place in the event of possible outbreaks, the province is ready to take the first incremental steps to reopen some businesses and services. To learn more about the details of stage one, please read the [news release](#).

Online hub for seniors-serving organizations

On May 10, I was pleased to announce [CORE](#) – Collaborative Online Resources and Education – a new online hub that will make it easier for seniors-serving organizations to share resources and coordinate services. The online hub focusses on key COVID-19 issues such as transportation, food security, social isolation and home supports. Through CORE, partner organizations will be able to access training and COVID-19 information and resources, map the areas of greatest needs across the province, and help seniors in more remote locations get the support they need.

My sincere thanks to Age-Friendly Calgary, Edmonton Seniors Co-ordinating Council, carya and Sage Seniors Association for their work with more than 160 seniors organizations across Alberta to develop this platform. The online hub cost \$40,000 to develop and the

Alberta government and partners will invest about \$720,000 in inter-agency programs and initiatives that will be coordinated through CORE. In addition to my ministry's funding, we are grateful for funding support from Alberta Health Services, Alberta Blue Cross and the federal government, and for the United Way of Calgary and Area's commitment to administer CORE and act as the fiscal agent.

Alberta Biz Connect

The new [Alberta Biz Connect](#) web page provides valuable workplace guidance and supports to non-profits and businesses affected by COVID-19 to help them reopen and resume operations safely. The page features information on health and safety guidelines for general workplaces and sector-specific guidelines for those able to open in stage one of the province's economic relaunch.

Funding for front-line nonprofits

Our government is making \$8 million available to help front-line charities and nonprofits maintain their core operations and provide services during the COVID-19 pandemic through the [Community Initiatives Program Operating grant](#). This funding has been reallocated from the Community Initiatives Program Project-based grant.

The May and September intakes of the Community Initiatives Program Operating grant will be combined into one intake in June, to get much-needed dollars to front-line organizations faster. Priority will go toward small and medium-sized organizations that focus on food security, shelter and housing, and addictions and mental health supports, so they can continue to care for vulnerable Albertans. You can read the full news release [here](#).

Our new normal

My ministry has been working hard to continue delivering services as safely and as effectively as possible during the COVID-19 pandemic. As a result, many of the special days and weeks we recognize will look a little different this year.

- Intergenerational day is June 1. There are many great virtual ways for people of different ages to connect without putting loved ones at risk. Grandchildren can challenge grandparents to an online dance off, parents can share a story from their youth with their children, and older adults can teach younger family members new skills. It is amazing what we can do together using our smart phones and computers.
- [Seniors' Week 2020](#) runs from June 1 to 7. In these challenging times, we need to find creative ways to celebrate and recognize the seniors in our lives – and all Alberta seniors. I know Albertans will find safe and meaningful ways to ensure all older adults feel valued by friends, loved ones and all Albertans. Please add your organization's online Seniors' Week events to our [calendar](#).
- Nominations for the [2020 Minister's Seniors Service Awards](#) are now open. This year, the awards will focus on individuals, nonprofit organizations and businesses who stepped up to serve seniors during the COVID-19 pandemic. The public health emergency has changed how we live our daily lives, and we know seniors have been deeply affected. Now, more than ever, it is important to honour the outstanding Albertans who are investing their time, energy and resources for the benefit of seniors. Please encourage your staff, volunteers and clients to nominate someone for a Minister's Seniors Service Award. You can find a nomination package online at alberta.ca/MSSA. The deadline is August 11, 2020.
- [World Elder Abuse Awareness Day \(WEAAD\)](#) is June 15. Although we are unable to host or attend in-person events this year, we still want to recognize this day and raise awareness of elder abuse. Keep an eye out for something special from our government to acknowledge WEAAD.

In your own planning, I encourage you to find new and creative ways to engage Albertans. This could include an online event, arranging parades past seniors' lodges, or encouraging Albertans to reach out and connect directly with the seniors in their lives, either from a safe distance or via technology. We created a [tip sheet](#) to help you with this process during the public health emergency. I trust you will find innovative ways to raise awareness for your

events and reach those in need during this difficult time.

Prevention of family violence

It is important to know where to turn if you or someone you know is experiencing family violence – including elder abuse – 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 – You are not alone

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

During this time of uncertainty, it is vitally important 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, I encourage you to visit alberta.ca/COVID19 for the most up-to-date information on the Government of Alberta's comprehensive response to the COVID-19 pandemic, including details on the measures in place to help prevent spread and support Albertans.

Thank you.

Josephine Pon
Minister of Seniors and Housing

May 15, 2020



Website



Email

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

NORTH RED DEER RIVER WATER SERVICES COMMISSION
REGULAR MEETING MINUTES
NOVEMBER 4, 2019

In Attendance: Chair Ken Wigmore, Lacombe County Councillor
Councillor Mark Matejka, Ponoka County
Mayor Richard Poole, Town of Blackfalds
Mayor Grant Creasey, City of Lacombe
Mayor Rick Bonnett, Town of Ponoka
Jordan Thompson, Acting NRDRWSC Administrator
Jennifer Peterson, Administrative Assistant

Others Present: Albert Frootman, CAO, Town of Ponoka
Myron Thompson, CAO, Town of Blackfalds
Preston Weran, Director of Infrastructure, Town of Blackfalds
Matthew Goudy, CAO, City of Lacombe
Tim Timmons, County Manager, Lacombe County

Guests: Todd Simenson, VP, Stantec
Joel Sawatzky, Managing Leader, Water, Stantec
Stephan Weninger, Sector Leader, Water, Stantec
Hoa Hguyen, Stantec
Heather Von Hauff, Executive Director, Water Policy Branch (GOA)
Steve Wallace, Director, Groundwater and Water Allocation Policy (GOA)
Terry Ermineskin, Resource Development Ltd. President

1. Call to Order:

Chair Wigmore called the meeting to order at 9:00 am.

2. Adoption of the Agenda:

MOVED by Mayor Grant Creasey that the agenda for November 4, 2019, be adopted as presented.

CARRIED

3. Adoption of the Minutes:

MOVED by Mayor Rick Bonnett that the minutes for September 9, 2019, be adopted as amended.

CARRIED

4. Presentation

4.1. First Nation Feasibility Study Updated – Stantec

Mr. Weninger presented an update to the First Nations Feasibility Study. Key points provided are as follows:

- Objectives - to assess the feasibility of extending the existing waterline from Ponoka to service the Maskwacis First Nations, considering capacity, alignment options, costs, and Commission Governance.
- Flow Projections – projected an annual flow projection to 2048 (30-year design)
- Alignments and Hydraulics - five (5) proposed alignments from south of Ponoka to boarder of Ermineskin. The alignments, including the end point, may change based on land acquisition and stakeholder engagements. May need to look at adding a booster system at the Ponoka south connection, as the landscape leaving Ponoka is low.
- Costs: the estimated costs for either drilled or open-cut/trench cost was presented for each of the five (5) proposed alignments. Installation will most likely be a combination of both drilled and open-drenched.
- Special System Considerations – presented three financial options for the Board to consider.

The final report to be completed by the end of November.

MOVED by Mayor Richard Poole to receive the First Nation's Feasibility Study presentation as information.

CARRIED

5. Reports:

5.1. Operation's Report

Mr. Huston discussed the recent operation activities.

In summary:

- The calls for Alberta One are on track for this year.
- There were no repair call outs.
- September 28th, Operations was called due to a train derailment. No risk to the waterline. The train derailment occurred 75m away from the line.

- SCADA – the iCloud license has been signed. The cloud is a virtual server- no physical hardware will be used to house the program. Working to get testing done.

MOVED by Mayor Grant Creasey to receive the Operation's Report as information.

CARRIED

5.2. Administrator's Report

- Mr. Thompson presented the Administrator's report.

In summary:

- The City of Red Deer reports their consultant is 90% complete with the drawings of the new vault.
- The First Nation's waterline extensions is progressing. Final report to be completed at the end of the month.
- The 2020 Operating Budget and Capital Budget will be presented later in the meeting for review.
- The City of Red Deer water rates are expected to increase by 1 to 3%. The draft budget assumes the City's water rate will be \$1.53 effect March 1, 2020.

MOVED by Councillor Mark Matejka to receive the Administrator's Report as information.

CARRIED

4.2.2 Financial Variance Report

The financial variance report ending September 30, 2019 was presented by Mr. Thompson. Water sales were slightly under budget.

The Commission bond portfolio is showing a value of 4.2% total return.

MOVED by Mayor Rick Bonnett to receive the Administrator's Report and the Variance Report as information.

CARRIED

5.3. Chairperson's Report

Chair Wigmore asked the Board if they would be okay if he reached out at the RMA Conference to other water commissions regarding their governance model when

partnering with First Nations. Councillor Mark Matejka will also be attendance and will join Chair Wigmore on the inquiry. The information obtained will be shared with the Commission at the next meeting.

6. Correspondence:

7. Old Business:

8. New Business:

8.1. 2020 Operating Budget - First Draft

Mr. Thompson presented the draft 2020 Operating Budget for the boards review.

- Effective January 1, 2020 the water rate will be \$2.11 per cubic metre. This is a 1.98% increase over 2018 rate and based on the estimated 1.96% increase from the City of Red Deer.
- The budget has an increase of \$1,140 in Management Fees per contract and an increase of \$300 for Accounting and Auditor Fees.
- Projection to the rate stabilization year end balance of \$215,000.

MOVED by Mayor Poole to receive the 2020 Operating Budget as information.

CARRIED

8.2. 2020 Capital Budget – First Draft

Mr. Thompson presented the draft 2020 Capital Budget for the boards review.

- The Capital budget will have only one initiative at a cost of \$119,840 for the Assets Management Plan Development.

MOVED by Mayor Creasey to receive the 2020 Capital Budget as information.

CARRIED

8.3. Bylaw #3.4 – a Bylaw to amend Water Rate Bylaw #3

Mr. Thompson presented for consideration Bylaw #3.4 a bylaw to amend Water Rate Bylaw #3.

MOVED by Mayor Creasey to give first reading to Bylaw #3.4 as presented.

CARRIED

9. IN Camera

10. Governance:

10.1. Annual Election

- Election of Chairman

Mayor Creasey, Vice Chair, called for nominations from the floor.

Mayor Poole nominated Ken Wigmore for Chair. After three calls for attentional nomination, Mayor Creasey moves ceased nominations.

Councillor Ken Wigmore is acclaimed as Chairman.

Mr. Wigmore resumed the Chair position.

- Election of Vice Chairman

Chair Wigmore called for nominations from the floor.

Mayor Bonnet nominated Grant Creasey for Vice Chairman. After three calls for attentional nomination, Mayor Poole moves ceased nominations.

Mayor Creasey is acclaimed as Vice Chairman.

11. Next Meeting:

Monday, December 9, 2019 at 9:00 am, City of Lacombe Council Chambers.

12. Adjournment:

MOVED by Mayor Bonnet to adjourn this meeting at 10:25 am.

CARRIED

Original signed

Original signed

Chairperson

Administrator

NORTH RED DEER RIVER WATER SERVICES COMMISSION
REGULAR MEETING MINUTES
December 9, 2019

In Attendance: Chair Ken Wigmore, Lacombe County Councillor
Councillor Mark Matejka, Ponoka County
Mayor Richard Poole, Town of Blackfalds
Mayor Grant Creasey, City of Lacombe
Mayor Rick Bonnett, Town of Ponoka
Jordan Thompson, Acting NRDRWSC Administrator
Denise Bellabono, Administrative Assistant

Others Present: Albert Frootman, CAO, Town of Ponoka
Preston Weran, Director of Infrastructure, Town of Blackfalds
Mauricio Reyes, Senior Manager of Financial Services, City of Lacombe
Amber Mitchell, Engineering Services Manager, City of Lacombe
Chris Huston, Utilities Manager, City of Lacombe

Guests: Todd Simenson, VP, Stantec
Joel Sawatzky, Managing Leader, Water, Stantec
Stephan Weninger, Sector Leader, Water, Stantec
Hoa Hguyen, Stantec

Regrets: Matthew Goudy, CAO, City of Lacombe
Myron Thompson, CAO, Town of Blackfalds
Tim Timmons, County Manager, Lacombe County

1. Call to Order:

Chair Wigmore called the meeting to order at 9:03 am.

2. Adoption of the Agenda:

MOVED by Mayor Bonnett that the agenda for December 9, 2019, be adopted as amended.

CARRIED

3. Introduction of Senior Finance Manager – City of Lacombe

4. Reports:

4.1. Operation's Report

Mr. Huston discussed the recent operation activities.

In summary:

- The calls for Alberta One for 2019 to date are at 895.
- There was a call out in the past weekend regarding Red Deer having full communication but no control over the station, the problem was resolved.
- The PLC hardware and software were installed at the Red Deer Water Treatment Plant and the upgrade of the PLC, modem and UPS hardware are next for Lacombe, followed by Ponoka, Wolf Creek and Blackfalds.

MOVED by Mayor Creasey to receive the Operation's Report of December 9, 2019 as information.

CARRIED

4.2. Administrator's Report

Mr. Thompson presented the Administrator's report.

In summary:

- Various conversations between provincial departments, Stantec and the Commission Chair on the finalization of the waterline extension feasibility study took place including the next steps.
- The 2020 Operating Budget and Capital Budget will be presented later in the meeting for approval.
- The City of Red Deer is proposing to their council a water rate of \$1.54 per cubic metre effective March 1, 2020. The Commission's final operating budget has been adjusted with a proposed rate increase from \$0.01 to \$2.12 per cubic metre.
- The pipeline sale to the City of Red Deer is being finalized and is expected to be completed by the end of the year.

MOVED by Mayor Poole to receive the Administrator's Report of November 29, 2019 as information.

CARRIED

4.3. Chairperson's Report

Chair Wigmore gave a verbal report at the In Camera session.

5. **Old Business:**

5.1. Water Line Extension – Final Study

Mr. Thompson presented a summary of the Stantec's Waterline Extension Feasibility Report to the Commission:

- Engineering analysis on the extension to the Ermineskin Cree Nation is feasible provided minimum water demands are met to ensure water quality.
- The existing and proposed pipeline have the capacity to accommodate the potable water need now and for future needs of the Samson Cree Nation, Ermineskin Cree Nation, Louis Bull Tribe, and Montana First Nation to at least 2048
- Further demands if another community comes online will require the construction of a new pump house to boost the pressure over the highpoint, as the existing pumps and added volume will not have enough pressure.
- The Province has only confirmed a funding agreement with Ermineskin Cree Nation and no other communities have formally requested membership with the Commission at this time.
- Water Quality, chlorine levels on the north end requires a minimum volume of 800 cubic metre per day, should the onset of the water demand be less, additional infrastructure would be required some of which is estimated as high as \$1 million.
- There were 5 potential alignments explored with no material difference between options from an engineering perspective. Option 3 is the preferred option at this time due to the proximity and allows for easier connection in the future, with any revisions to be made at the detailed design stage.
- Capital costs on the Central-East alignment, based on the number of crossings involved, will likely be on the higher end of the \$28.1-\$38.9million.
- As the Commission's policy requires depreciation to be included in its rate and means to build capital reserve, assuming Ermineskin Cree Nation connects at the onset, the result is an estimated monthly increase of \$2.28 per household and the rate will decrease as more communities come online. Stantec's rate estimate does not include the impact of operating costs of the additional line.
- Consideration for a new member buy-in requirement that contemplates both debt and reserve contributions to date by existing members in order to ensure obligations of membership are fair and equitable.
- Next steps were brought forward regarding the critical component in confirming from the province their commitment of funding at 100%. For the Commission explore ways to mitigate the rate increase, while keeping in mind the impact of reliable, clean drinking water to the four communities. And to engage in further discussions' with the Provincial government, Federal government and the Ermineskin Cree Nation in order to develop a better understanding of what is needed to get the project moving forward.

MOVED by Mayor Poole THAT the Commission accepts the North Red Deer River Water Services Commission (NRDRWSC) First Nation Feasibility Study as information and amending to remove section 4.

CARRIED

MOVED by Mayor Bonnett THAT the Commission directs Administration to request confirmation from the Province that their funding commitment remains at 100% and requests a meeting with the Minister of Indigenous Relations based on availability.

CARRIED

5.2. 2020 Operating Budget – For Approval

Mr. Thompson presented the final 2020 Operating Budget, which includes the adjustments requested by the Commission at the previous meeting, along with some updated numbers for approval.

- Effective January 1, 2020 the water rate will be \$2.12 per cubic metre. This is a 2.42% increase over 2018 rate and based on the estimated 2.60% rate increase from the City of Red Deer.
- County contributions were adjusted and estimates for 2020 were provided with a breakdown of the commission and the counties' portions for expenses, repayment of debt obligations, with total annual contributions, with a total of \$74,062.24.

MOVED by Councillor Matejka THAT the Commission approve the NRDRWSC 2020 Operating Budget as presented.

CARRIED

5.3. 2020 Capital Budget – For Approval

Mr. Thompson presented the final 2020 Capital Budget for the boards' approval with one initiative funded by the capital reserve, leaving a capital reserves balance of \$3,618,354 to start 2020.

MOVED by Mayor Poole THAT the Commission approve the NRDRWSC 2020 Capital Budget as presented.

CARRIED

5.4. Bylaw #3.4 – a Bylaw to amend Water Rate Bylaw #3

Mr. Thompson presented Bylaw 3.4, a bylaw to amend Water Rate Bylaw 3 by aligning with the approved rate to members of \$2.12/m³, for second and third reading.

MOVED by Mayor Creasey THAT Council approves second reading of Bylaw 3.4 as presented.

CARRIED

MOVED by Mayor Bonnett THAT Council approves third reading of Bylaw 3.4 as presented.

CARRIED

6. New Business:

6.1. Scheduling of 202 Meetings:

Mr. Thompson presented the proposed Commission meeting dates for 2020:

- April 6, 2020 at 9 am
- June 22, 2020 at 9 am
- September 21, 2020 at 9 am
- November 9, 2020 at 9 am

Any Additional meetings scheduled as required.

7. IN Camera

MOVED by Mayor Creasey to move into Camera at 9:32 am.

CARRIED

MOVED by Mayor Creasey to return to open meeting at 10:11 am.

CARRIED

8. Next Meeting:

Monday, April 6, 2019 at 9:00 am, City of Lacombe Council Chambers.

9. Adjournment:

MOVED by Councillor Matejka to adjourn this meeting at 10:22 am.

CARRIED

____ Original Signed _____
Chairperson

____ Original Signed _____
Administrator

REGIONAL WASTEWATER MEETING MINUTES

December 9, 2019
COUNCIL CHAMBERS
LACOMBE AB

In Attendance:

- Members:** Councillor Ken Wigmore, Chair, Councillor, Lacombe County
Mayor Richard Poole, Vice Chair, Mayor, Town of Blackfalds
Mayor Grant Creasey, Director, Mayor, City of Lacombe
- Others:** Jordan Thompson, Acting CAO, NRDRWWSC
Preston Weran, Director of Infrastructure & Property Services, Town of Blackfalds
Mauricio Reyes, Senior Manager of Financial Services, City of Lacombe
Michael Minchin, Manager of Corporate Services, Lacombe County
Amber Mitchell, Engineering Services Manager, City of Lacombe
Chris Huston, Utilities Manager, City of Lacombe
Denise Bellabono, Administrative Assistant, NRDRWWSC
- Guests:** Joel Sawatzky, Stantec Consulting Ltd.
Todd Simenson, Stantec Consulting Ltd.
- Regrets:** Matthew Goudy, CAO, NRDRWWSC
Myron Thompson, CAO, Town of Blackfalds
Tim Timmons, County Commissioner, Lacombe County

1. Call to Order:

Chair Wigmore called the meeting to order at 10:32 am.

CARRIED

2. Adoption of the Agenda:

MOVED by Vice Chair Poole that the agenda for December 9, 2019 be adopted as presented.

CARRIED

3. Adoption of Previous Minutes

Regular Meeting of November 4, 2019

MOVED by Vice Chair Poole that the minutes for November 4, 2019 meeting be adopted as presented.

CARRIED

4. Operational Report

Manager Huston presented the operational report for December 9, 2019 with updates on the City of Lacombe Management Services for the Commission. New full size impellers were installed for the Lacombe pump and has decreasing the vibration but not completely, Stantec continues to work with the contractors on vibration solutions. Construction deficiencies are currently being investigated for the Blackfalds and Lacombe lift stations and awaiting reports. Consistently higher readings of H2S were found both at the Odour Management Facility and downstream to the treatment plant, which were addressed, corrected and H2S readings decreased to acceptable ranges.

MOVED by Director Creasey to accept the Operational Monthly Report of December 9, 2019 as information.

CARRIED

5. Scheduling of 2020 Meetings

Acting CAO Thompson presented the following schedule of the 2020 Regular Meetings to be held in the City of Lacombe Council Chambers as follows:

- April 6, 2020 10:00 am
- June 22, 2020 10:00 am
- September 21, 2020 10:00 am
- November 9, 2020 10:00 am

MOVED by Director Creasey to accept the 2020 NRDRWWSC Regular Meeting Schedule as presented.

CARRIED

6. Adjournment:

MOVED by Vice Chair Poole that the North Red Deer Regional Wastewater Services Commission meeting of December 9, 2019 be adjourned at 10:48 am.

CARRIED

Original Signed
Chair

Original Signed
Administrator

NORTH RED DEER RIVER WATER SERVICES COMMISSION
SPECIAL MEETING MINUTES
February 24, 2020

In Attendance: Chair Ken Wigmore, Lacombe County Councillor
Councillor Mark Matejka, Ponoka County
Mayor Richard Poole, Town of Blackfalds
Mayor Grant Creasey, City of Lacombe
Mayor Rick Bonnett, Town of Ponoka
Jordan Thompson, Acting NRDRWSC Administrator
Denise Bellabono, Administrative Assistant

Others Present: Tim Timmons, County Manager, Lacombe County
Albert Frootman, CAO, Town of Ponoka
Preston Weran, Director of Infrastructure, Town of Blackfalds
Matthew Goudy, CAO, City of Lacombe
Amber Mitchell, Engineering Services Manager, City of Lacombe
Angela Smith, Regional Utilities Foreman, City of Lacombe

Regrets: Myron Thompson, CAO, Town of Blackfalds
Mauricio Reyes, Senior Manager of Financial Services, City of Lacombe
Charlie Cutforth, CAO, Ponoka County

1. Call to Order:

Chair Wigmore called the meeting to order at 9:00 am.

2. Adoption of the Agenda:

MOVED by Mayor Creasey that the agenda for the Special Meeting on February 24, 2020, be adopted as presented.

CARRIED UNANIMOUSLY

3. Adoption of Minutes

4. Presentation

5. Reports

6. Correspondence

6.1 Letter from the Honourable Rick Wilson, Minister of Indigenous Relations and MLA for Maskwacis-Wetaskiwin

The Special Meeting of February 24, 2020 was set with the intentions of having the Minister attend to discuss the status on the Four First Nations position on the buy in of the waterline extension. The attached correspondence from Minister Wilson, identified Chief Standingontheroad coordinating a meeting between the four Chiefs of Maskwacis and the Commission, on March 12, 2020. The official invitation has not been received by the Commission or the Minister to date. Once the meeting has been confirmed, the Minister communicated his wishes to attend and for the Commission to contact his office for the details of his attendance.

MOVED by Mayor Creasey that the Commission directs Administration to confirm with Chief Standingontheroad and the office of the Minister of Indigenous Relations for the meeting between the four Chiefs of Maskwacis and the Commission on March 12, 2020.

CARRIED UNANIMOUSLY

7. Old Business

7.1 Board Decision on Water Line Extension

- Chair Wigmore confirmed that the Waterline Extension Feasibility Study Summary with the North Red Deer River Water Services Commission (NRDRWSC) First Nation Feasibility Study – FINAL REPORT, from the regular Commission meeting held December 9, 2020 was forwarded to the province.
- Administrator Thompson presented options for the next steps for the extension of the Commission's waterline in regards to the following:
 - the coordinating of the meeting on March 12, 2020
 - direction on the Commission's wishes to proceed with the business planning, which would ratify the capital buy in point and the rate impact of the additional infrastructure system. Administration would be able to work within the Facilitated Water Line Protocol Development Grant from Municipal Affairs (\$50,000) to complete the financial model and procure a facilitator as described.
 - direction to proceed with the next steps outlined in the Administration's December 9th Report
- Stantec's cost estimate of \$2 million does not include investigations on the First Nations land as they have not received approval to access the land to complete a thorough feasibility study, as a result they not been able to verify the existing water supply system, current demands, and future projections. Based on engineering assumptions, our contractor has determined that Ermineskin Cree Nation must connect and draw at least 800m³/day at the onset to ensure the water remains potable at their border. Less reliable water demand would require additional infrastructure, such as a chloramine booster, which is estimated to cost between \$0.25 million - \$1 million.
- The Commission discussed the rate implications for adding the First Nations. The system has been oversized with the intentions of adding more customers/members at some point, which should decrease the rates of the current rate payers who have already paid for the oversizing through user fees. However the study indicates rates will rise.

- Concerns from the Commission were brought forward in the need for stable water demand within each community, and if the Province is willing to commit to funding a chloramine booster on the regional system should the daily volume at the community level fall below minimum safe standards.

MOVED by Mayor Bonnett that the Commission direct Administration to find out the cost of the 2020 buy in and to utilize the funds from the grant.

CARRIED UNANIMOUSLY

MOVED by Mayor Creasey that the Commission is prepared to supply a water system and the transmission line to the First Nations without impacting current rate payers.

CARRIED UNANIMOUSLY

MOVED by Mayor Creasey that the Commission direct Administration to proceed with the development of the financial model funded by the Facilitated Water Line Protocol Development grant from Municipal Affairs subject to the outcome of the March 12, 2020 meeting with the Four First Nations.

CARRIED UNANIMOUSLY

8. New Business

9. In Camera

10. Next Meeting:

Monday, April 9, 2019 at 10:00 am in the City of Lacombe Council Chambers.

11. Adjournment:

MOVED by Mayor Poole to adjourn this Meeting at 10:11 am.

CARRIED

Original Signed
Chairperson

Original Signed
Administrator



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 25, 2020
ORGANIZATION	KEY POINTS OF DISCUSSION AND/OR DECISIONS
Lacombe Foundation	<p>May 11 – Teleconference Board Meeting</p> <p>The Foundation had over \$47,000.00 in extra expenses in the month of April due to COVID-19 for extra staff, equipment, cleaning supplies, etc.</p> <p>The Board was updated on the Business Plan submission for June 30, 2020. Part of the report included this comment:</p> <p><i>Covid-19 will fundamentally change seniors' accommodations and care in Canada. Additionally, the Province of Alberta had initiated a review of Continuing Care Legislation. The existing legislation dates back to 1985 and the review will encompass six Acts, six regulations and 3 standards. These events, coupled with the economic situation in Alberta will have significant impact on our work over the next two years.</i></p>
AUMA	<p>May 14 – Webinar</p> <p>"Relaunch for Municipalities and Community Services"</p> <p>Had an opportunity to look through the website to see guidance documents and templates that can be used for relaunch.</p> <p>https://www.alberta.ca/biz-connect.aspx</p>

CITY OF LACOMBE
MINUTES OF COUNCIL MEETING 20-09

Minutes of the Regular Meeting of Council held on **May 11, 2020** in the Council Chambers of the City Administration Office.

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

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

Regrets

Media Present: None

Others Present: Craig Teal, Director, Parkland Community Planning Services,
(PCPS) (remote)
Merry Kuchle, Board Chair, Lacombe Regional Tourism (remote)
Angelique Hand, Executive Director, Lacombe Regional Tourism
(remote)

CALL TO ORDER – Regular Meeting of Council

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

ADOPTION OF AGENDA

MOVED BY Councillor Gullekson:

THAT the Monday May 11, 2020 regular meeting agenda be adopted as presented.

11/178.09 20MO
THAT the Monday May
11, 2020 regular
meeting agenda be
adopted as presented.
20-164

CARRIED UNANIMOUSLY

PRESENTATIONS

Lacombe Regional Tourism

Merry Kuchle, Board Chair, Lacombe Regional Tourism, and Angelique Hand, Executive Director, Lacombe Regional Tourism, shared the strategic plan for the Lacombe Regional Tourism organization, highlighting plans for a mobile tourism van, new office space, 2021 event targets, increased brand recognition and outreach with groups external to Lacombe, and budget.

MOVED BY Councillor Ross:

THAT Council receive the 2021-22 Strategic Plan presentation as information.

11/173.11 20MO
THAT Council receive
the 2021-22 Strategic
Plan presentation as
information
20-165

CARRIED UNANIMOUSLY

PUBLIC HEARINGS

Mayor Creasey opened the public hearing at 5:40 p.m.

Planning and Development Services

Bylaws 405.1 and 400.30 (Chamber of Commerce Lands)

City of Lacombe (Amending) Bylaws 405.1 and 400.30: Bylaw 405.1 is to amend the Municipal Development Plan to allow commercial use of Part of Lot P, Block 50, Plan 3583NY (at 6005 50 Avenue) and a portion of service road that is proposed to be closed. Bylaw 400.30 proposes to amend the Land Use Bylaw to re-zone the same area to the (C4) Highway Commercial District. The legislative coordinator advised Council the purpose of the public hearing is to hear any public submissions on the amending Bylaws. Per Section 606 of the MGA (Requirements for Advertising), Public Hearing notice was advertised in the Lacombe Express Thursday April 30, 2020 and Thursday May 7, 2020. It was confirmed two written submissions were received (opposed) and one from a person deemed to be affected, which were read into the record (below). Mayor Creasey advised the order for the public hearing presentations.

Development Officer or Designate

Craig Teal, Director, PCPS, presented two amending Bylaws (405.1 and 400.30) for council consideration to support the creation of commercial lands for development at the former Chamber of Commerce site. He commented that the nature of the decisions in all three public hearings were interrelated, with the Municipal Development Plan (MDP) dealt with first followed by the rezoning via the Land Use Bylaw. 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 portions of the road proposed to be closed as (C4) Highway Commercial District.

Those in Favour of the Bylaw

None came forward

Those Opposed to the Bylaw

Scott Lewis and Roberta Williamson, Lacombe Residents

Scott Lewis and Roberta Williamson provided a written submission opposing the development of Lot P, commenting that their residence overlooks it. They stated there are already many commercial service offerings to drivers, campers and athletes who use Michener Park or the golf course as they enter or leave Lacombe in the vicinity of Lot P. They believed the remaining park would be negatively affected by noise and activity from the two new commercial lots if the amendment was passed and the strip of land developed, asking what developments were appropriate for the two highway commercial parcels, and why the city would consider removing a green space that adds to the attractiveness of the busy city entrance. They suggested council would be making a decision that will detract from a useful and welcoming park and from the city entrance. They believed quiet parks used by families and urban aesthetics were components of a simpler, healthier lifestyle that should both be part of council's decision process.

Jin Kim, Country Club Inn

Following an initial inquiring with the City about illustrations for car entrance, exits, and parking, Jin Kim provided a written submission opposed to the closure of the service road. He commented that the Lacombe Country Club Inn and its customers use the service road which was proposed to be closed with the rezoning of Lot P, and that he would be directly impacted as a business owner. He believed this would cause great inconvenience to customers who are arriving from the east, since the service road is used to arrive at the Country Club Inn and to the Park. He believed it would be best that the service road remain open to allow for easy access to westbound traffic. Mr. Kim commented that although access is available through 63 street, drivers do not like to wait at the traffic signal when taking a left turn from 50th Avenue, believing that westbound customers prefer easier access via the existing service road. He requested Council consider keeping the service road open.

Any Person Deemed to be Affected Who Wishes to be Heard

Tyler Erb, representing Lacombe Petro Canada ownership

Mr. Erb provided a written submission containing concerns on modifications to vehicle access, believing he would stand to lose westbound traffic from the proposed service road closure. He requested a through-road be connected to 50th Avenue where the proposed "dead-end" would be, to allow westbound traffic access to the new commercial property, the Country Club Inn, and the Petro

Canada location. He also commented that commercial traffic would be better focused further from a residential zone.

Mayor Creasey declared the Public Hearing for Bylaws 405.1 and 400.30 closed at 5:49 p.m.

Planning and Development Services

Mayor Creasey opened the public hearing at 5:50 p.m.

Removal of Reserve Designation

The City of Lacombe proposes to remove the municipal reserve designation for a portion of Lot P, which is to be used to create the commercial lands, to be zoned C4, Highway Commercial District. The legislative coordinator advised Council the purpose of the public hearing is to hear any public submissions on the removal of reserve designation from the part of Lot P used to create the commercial lands, in accordance with Sections 606, 674 and 675 of the MGA. Per Section 606 of the MGA (Requirements for Advertising), Public Hearing notice was advertised in the Lacombe Express Thursday April 30, 2020 and Thursday May 7, 2020. Mayor Creasey advised the order for the public hearing presentations.

Development Officer or Designate

Craig Teal, Director, PCPS, provided no additional comments.

Those in Favour of the Bylaw

None came forward.

Those Opposed to the Bylaw

It was noted that the prior two submissions opposed to the Bylaw amendments also applied to the removal of reserve designation.

Any Person Deemed to be Affected Who Wishes to be Heard

It was noted that the prior submission from a person deemed to be affected also applied to the removal of reserve designation.

Mayor Creasey declared the Public Hearing for the removal of municipal reserve designation closed at 5:52 p.m.

Planning and Development Services

Mayor Creasey opened the public hearing at 5:53 p.m.

Bylaw 481 (Road Closure)

City of Lacombe road closure Bylaw 481. Bylaw 481 proposes to close a portion of the service road along the north boundary of Lot P (at 6005 50 Avenue). The legislative coordinator advised Council the purpose of the public hearing is to hear any public submissions on Bylaw 481. Per Section 606 of the MGA (Requirements for Advertising), Public Hearing notice was advertised in the Lacombe Express Thursday April 30, 2020 and Thursday May 7, 2020. Mayor Creasey advised the order for the public hearing presentations.

Development Officer or Designate

Craig Teal, Director, PCPS, provided no additional comments.

Those in Favour of the Bylaw

None came forward.

Those Opposed to the Bylaw

It was noted that the prior two submissions opposed also applied to the service road closure.

Any Person Deemed to be Affected Who Wishes to be Heard

It was noted that the prior submission from a person deemed to be affected also applied to the service road closure.

Mayor Creasey declared the Public Hearing for Bylaw 481 closed at 5:55 p.m.

REQUESTS FOR DECISION

Bylaw 405.1 (MDP) and 400.30 (LUB) Amendments

Craig Teal, Director, Parkland Community Planning Services, presented amending Bylaws 405.1 and 400.30 to facilitate commercial development at the former Chamber of Commerce site for second and third reading.

11/175.22 20MO
THAT Council give
second reading to
Bylaw 405.1.
20-166

MOVED BY Councillor Ross:

THAT Council give second reading to Bylaw 405.1.

CARRIED UNANIMOUSLY

61/912.01 20BL
THAT Council give third
reading to Bylaw 405.1.
20-167

MOVED BY Councillor Konnik:

THAT Council give third reading to Bylaw 405.1.

CARRIED UNANIMOUSLY

11/175.23 20MO
THAT Council give
second reading to
Bylaw 400.30.
20-168

MOVED BY Councillor Hibbs:

THAT Council give second reading to Bylaw 400.30.

CARRIED UNANIMOUSLY

61/201.30 20BL
THAT Council give third
reading to Bylaw
400.30.
20-169

MOVED BY Councillor Gullekson:

THAT Council give third reading to Bylaw 400.30.

CARRIED UNANIMOUSLY

66/271.01 20MO
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
_____.
20-170

MOVED BY Councillor Jacobson:

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 _____ (TBD).

CARRIED UNANIMOUSLY

Bylaw 481 (Road Closure)

Craig Teal, Director, Parkland Community Planning Services, presented Bylaw 481 to 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,

1/175.24 20MO
THAT Council give
second reading to
Bylaw 481.
20-171

MOVED BY Councillor Jacobson:

THAT Council give second reading to Bylaw 481.

CARRIED UNANIMOUSLY

32/716.01 20BL
THAT Council give third
reading to Bylaw 481.
20-172

MOVED BY Councillor Gullekson:

THAT Council give third reading to Bylaw 481.

CARRIED UNANIMOUSLY

Policy Clean Up Project

Diane Piche, Director of Corporate Services, presented a recommendation to Council for rescinding a number of Council policies that have been identified as inoperative, obsolete, expired, spent, superseded, or otherwise ineffective.

11/005.01 20PO
THAT Council rescind
all policies identified as
inoperative, obsolete,
expired, spent,
superseded, or
otherwise ineffective, in
the attached listing.
20-173

MOVED BY Councillor Hibbs:

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

CARRIED UNANIMOUSLY

Solid Waste Review – Project Selection

Jordan Thompson, Director of Operations and Planning, presented a request to Council to select their preferred options to receive the results of the Solid Waste Review in subsequent meetings. Council chose to schedule an additional meeting.

43/661.01 20MO
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.
20-174

MOVED BY Councillor Hoekstra:

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.

AGAINST:

Councillor Ross

FOR:

Mayor Creasey
Councillor Gullekson
Councillor Hibbs
Councillor Hoekstra
Councillor Jacobson
Councillor Konnik

CARRIED

11/112.04 20MO
THAT Council schedule
a regular council
meeting for June 15 at
5:00 p.m. for the solid
waste review
20-175

MOVED BY Councillor Hibbs:

THAT Council schedule a regular council meeting for June 15 at 5:00 p.m. for the solid waste review.

CARRIED UNANIMOUSLY

Social Resiliency Task Team – Terms of Reference

Deborah Juch, Director of Community Services, presented a draft terms of reference following earlier direction from Council to develop a social resiliency task team.

51/918.03 20MO
THAT Council accepts
this report as
information.
20-176

MOVED BY Councillor Ross:

THAT Council accepts this report as information.

CARRIED UNANIMOUSLY

Meeting recessed at 6:30 p.m.

Meeting resumed at 6:40 p.m.

2020 Operating Budget Adjustments

Mauricio Reyes, Senior Manager, Financial Services, presented annual budget adjustments prior to the adoption of the annual tax rate bylaw, in accordance with the annual budget and taxation preparation policy. Updated estimates for revenue and expenditures remained based on a tax increase of one percent, as approved in the 2020 budget.

13/938.01 20MO
THAT Council approves
the spring budget
amendments as
presented.
20-177

MOVED BY Councillor Konnik:

THAT Council approves the spring budget amendments as presented.

CARRIED UNANIMOUSLY

Bylaw 479 (2020 Tax Rate Bylaw)

Mauricio Reyes, Senior Manager, Financial Services, presented the city's annual property tax bylaw for first reading.

11/175.25 20MO
THAT Council give first
reading to Bylaw 479.
20-178

MOVED BY Councillor Hoekstra:

THAT Council give first reading to Bylaw 479.

CARRIED UNANIMOUSLY

Spending Motion – Public Works

Councillor Ross presented his motion for debate and resolution. Council discussed the public works building as a capital requirement.

MOVED BY Councillor Ross

31/621.01 20MO
THAT 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 (DEFEATED).
20-179

THAT 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.

AGAINST:

Mayor Creasey
Councillor Gullekson
Councillor Hibbs
Councillor Hoekstra
Councillor Jacobson
Councillor Konnik

FOR:

Councillor Ross

DEFEATED

ITEMS FOR INFORMATION

1. CAO Report
2. Shovel-ready Projects Information Brochure
3. Gov AB Memo – Ministerial Order FCSS – Apr 14
4. Gov AB Letter – FCSS – Apr 27
5. Gov AB Memo – Seniors and Housing – Apr 24
6. AUMA Morishita Letter – Physician Funding – Apr 29
7. Gov AB Memo – Seniors and Housing – May 1

MOVED BY Councillor Hibbs:

11/173.12 20MO
THAT Council receive
all reports and items as
information
20-180

THAT Council receive all reports and items as information.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

MOVED BY Councillor Hoekstra:

11/179.09 20MO
THAT the April 27, 2020
regular council meeting
minutes be confirmed
as presented.
20-181

THAT the April 27, 2020 regular council meeting minutes be confirmed as presented.

CARRIED UNANIMOUSLY

NOTICES OF MOTION

Any submitted Notices of Motion are dealt with at a subsequent regular meeting of Council per City of Lacombe Procedural Bylaw No. 370 Section 6.14(10).

IN CAMERA

11/177.33 20MO
THAT Council with
Administrative staff
attending to support
Council (Matthew
Goudy, Jordan
Thompson) move In
Camera at 7:40 PM to
discuss the following
items (Legal s.24,
Monthly Update s.16).
20-182

MOVED BY Councillor Hoesktra:

THAT Council with Administrative staff attending to support Council (Matthew Goudy, Jordan Thompson) move In Camera at 7:40 PM to discuss the following items:

Legal (*FOIP Section 24*)
Monthly Update (*FOIP Section 16*)

CARRIED UNANIMOUSLY

11/177.34 20MO

MOVED BY Councillor Gullekson:

THAT Council return to
Open Meeting at 8:12
PM.
20-183

THAT Council return to Open Meeting at 8:12 PM.

CARRIED UNANIMOUSLY

MOVED BY Councillor Ross:

44/741.01 20MO
THAT Council approves
an expenditure up to
\$35,000 to undertake
necessary legal review,
specialized
consultation,
environmental
sampling, or
geotechnical
assessments, in
support of the proposed
arrangement.
20-184

THAT Council approves an expenditure up to \$35,000 to undertake necessary legal review, specialized consultation, environmental sampling, or geotechnical assessments, in support of the proposed arrangement.

CARRIED UNANIMOUSLY

ADJOURNMENT

MOVED BY Councillor Hibbs

THAT the meeting be adjourned at 8:13 PM.

CARRIED UNANIMOUSLY

11/177.35 20MO
Adjournment
20-185

Mayor

Chief Administrative Officer

AGENDA



REGULAR MEETING AGENDA

Council of the City of Lacombe
Monday, May 25 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 Police Commission- 2019 Annual Report	<i>Chair Gish Chief Blumhagen</i>
	4. PUBLIC HEARINGS	
	4.1 N/A	
	5. REQUESTS FOR DECISION	
	5.1 Human Resources Council Policy Update	<i>Mgr. Wilton</i>
	5.2 Bylaw 479 – 2020 Tax Rate Bylaw	<i>Mgr. Reyes</i>
	5.3 Bylaw 379.1 – Tax Penalty Bylaw Amendment	<i>Mgr. Reyes</i>
	5.4 Local Improvement Tax Policy	<i>Mgr. Mitchell</i>
	5.5 2020 Capital Works Construction Award	<i>Mgr. Mitchell</i>
	5.6 Street Sweeper Purchase Award	<i>Dir Thompson</i>
	5.7 RFP Award – Dry Cooler at LMC	<i>Dir Juch</i>
	6. INFORMATION	
	6.1 Administrative Reports	
	6.1.a Chief Administrative Officer Report	<i>CAO Goudy</i>
	6.2 Council Mailbox	
	6.2.a Gov AB Memo: Seniors & Housing, May 8	
	6.2.b Gov AB Memo: Seniors & Housing, May 15	
	6.3 Commission, Board, Committee Reports and Minutes	
	6.3.a North Red Deer River Water Services Commission Minutes-Nov 4-19	<i>Mayor Creasey</i>

6.3.b	North Red Deer River Water Services Commission Minutes-Dec 9-19	<i>Mayor Creasey</i>
6.3.c	North Red Deer Regional Wastewater Commission Minutes-Dec 9-19	<i>Mayor Creasey</i>
6.3.d	North Red Deer River Water Services Commission Minutes-Feb 24-20	<i>Mayor Creasey</i>
6.4	Councillor Reports	
6.4.a	Mayor Creasey	
6.4.b	Councillor Gullekson	
6.4.c	Councillor Ross	
6.4.d	Councillor Hoekstra	
6.4.e	Councillor Jacobson	
6.4.f	Councillor Hibbs	
6.4.g	Councillor Konnik	
7. ADOPTION OF MINUTES		
7.1	May 11, 2020 Regular Council Meeting Minutes	
8. NOTICES OF MOTION		
8.1	N/A	
9. IN CAMERA		
9.1	N/A	x
10. ADJOURNMENT		

Next Meetings:

- 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
- Monday, June 15, 2020
 - Regular Council Meeting: 5:00 p.m., Council Chambers
- Monday, June 22, 2020
 - Regular Council Meeting: 5:00 p.m., Council Chambers

REQUEST FOR COUNCIL DECISION



SUBJECT: Employee Benefits, Wellness and Recognition Policy
PREPARED BY: Barbara Wilton, Manager of Human Resources
PRESENTED BY: Matthew Goudy, Chief Administrative Officer
DATE: May 25, 2020

FILE: 14/124

PURPOSE:

To seek Council approval of the revised Employee Benefits and Recognition Policy for City employees.

RECOMMENDED MOTION(S):

1. THAT Council approve the Employee Benefits and Recognition Policy effective May 26, 2020;
2. AND that Council rescind the existing Employee Benefits and Recognition Policy 14/124.01 2018 effective May 26, 2020.

RELATED PRIOR MOTION(S):

EXECUTIVE SUMMARY:

Presented for Council's consideration is the revised Employee Benefits and Recognition Policy. The purpose of the policy is to define employee status, outline benefits offerings, eligibility criteria, participation requirements and cost share arrangements. Additionally, outlines wellness and recognition initiatives for City employees.

ANALYSIS:

Best practices suggest organizational policies should be scheduled for review on a regular basis and updated accordingly. The Employee Benefits and Recognition Policy was last updated in 2018. Based on a review in consultation with the management group, the attached reflects the recommended changes to the existing policy (including title change).

Highlights of the changes to this policy are as follows:

Applicability:

- Lacombe Fire Department Volunteer Force was renamed Lacombe Fire Department Paid On-Call Force.

REQUEST FOR COUNCIL DECISION



Definitions:

- List was re-ordered alphabetically.
- Paid On-Call Fire Employee was added to the definitions.

Policy Details:

- Section 7.8 Footwear
 - Subsection 7.8.2 – reimbursement once per calendar year for purchase of non-slip footwear for lifeguarding staff was added to the policy.
- Section 7.10.4 Long Service Program
 - Subsection 7.10.4.4 – a long service award for 35+ years of service was added
 - Subsection 7.10.4.5 – retirement gift for 35+ years of service was added
- The section which provided for a gift for departing employees (other than retirees) was removed.

STRATEGIC PLAN ALIGNMENT:

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

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

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

ALTERNATIVE MOTION(S):

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

ATTACHMENTS:

The policy under consideration and the accompanying guidelines and procedures.



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 25, 2020

FILE: 13/411

PURPOSE:

To present Bylaw 479, the City’s annual property tax bylaw for introduction and Council’s consideration for second and third reading. At the May 11, 2020, Council gave first reading to Bylaw 479.

RECOMMENDED MOTION(S):

1. THAT Council give second and third reading to Bylaw 479.

RELATED PRIOR MOTION(S):

1. May 11, 2020 – MOVED by Councillor Hoekstra: THAT Council give first reading to Bylaw 479. CARRIED UNANIMOUSLY.

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 cause mill rates to increase to meet the City's revenue requirements.

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 second reading to Bylaw 479
 - b) THAT Council give third reading to Bylaw 479

2. Council can provide additional direction to Administration

ATTACHMENTS:

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



REQUEST FOR COUNCIL DECISION

SUBJECT: Bylaw 379.1 – Tax Penalty and Payment Bylaw
PREPARED BY: Mauricio Reyes, Senior Manager of Financial Services
PRESENTED BY: Mauricio Reyes, Senior Manager of Financial Services
DATE: May 25, 2020

FILE: 13/411

PURPOSE:

To present Bylaw 379.1, the City’s tax penalty and payment bylaw amendment for introduction and Council’s consideration for first reading.

RECOMMENDED MOTION(S):

1. THAT Council give first reading to Bylaw 379.1.

RELATED PRIOR MOTION(S):

1. Motion # 24/041.04 March 23, 2020 – Councillor Jacobson moved THAT Council direct administration to defer the Property Tax Deadline from June 30, 2020 to December 31, 2020.

EXECUTIVE SUMMARY:

In accordance with section 344, 344 and 345 of the Municipal Government Act, RSA 2000, c M-26, the City must adopt a bylaw to allow taxes to be paid in installments at the option of the taxpayer and for the City to be able to impose penalties on unpaid taxes. Bylaw 379.1 has been prepared to meet the requirements of the Municipal Government Act.

ANALYSIS:

Background

On March 23, 2020, CAO Goudy presented Council with an update on the status of the COVID-19 pandemic in Alberta and strategies to support the provincial goal to “minimize the impact of the COVID-19 outbreak on Alberta, its citizens, and the economy”. Simultaneously, Council received options to mitigate the economic impact of the current pandemic to residents and businesses with the City of Lacombe.

Rates for Penalty Current Taxes in 2020

As part of the possible economic supports for the City of Lacombe residents and businesses for Council consideration, Council was presented with the option to defer the property tax



REQUEST FOR COUNCIL DECISION

deadline from June 30th to December 31st for the 2020 fiscal year. As part of the option, Council was made aware that the impacts from this decision would be the following:

Impact on cashflows

Delay in cash inflows as much of the payments received during mid-year would now be delayed to the end of the year. Consequently, the City may experience a cashflow deficiency in the second part of the year. Currently, Administration does not see major issues with the timing of cash receipts as the City has sufficient liquid financial assets that it can access. In addition, Administration believes that the current line of credit capacity of \$3.5 million would be sufficient to assist with the City's liquidity needs

Impact on penalty tax revenue

As per Bylaw 379, the City Delaying the tax deadline from June 30th to December 31st means that penalties on current taxes would be nil in 2020. In 2019, tax penalty on current years taxes amounted to approximately \$143,000. In 2020, tax penalty revenue on current years taxes will be nil. As part of the 2020 budget adjustments, Administration has adjusted the budget for the total penalty revenue to accommodate for this adjustment while considering the amount to be generated from penalties on taxes on arrears and supplementary taxes.

Penalties on Current Year Taxes

The following table summarizes the changes to the rates for penalties on current year taxes in 2020:

Penalty Date	Regular Rate	2020 Rate
July 1 st	9%	0%
September 1 st	3%	0%
November 1 st	3%	0%

Penalties on Taxes on Arrears

Rates in 2020 remain as previously established.

Penalties on Supplementary Taxes

Rates in 2020 remain as previously established.

REQUEST FOR COUNCIL DECISION



Financial Implications

In 2019, penalty on taxes revenue was approximately \$235,000. In 2019, penalty on taxes revenue is expected to be approximately \$124,000 resulting in a loss revenue of approximately \$111,000.

In prior years, penalties on taxes has been a contributor to the operating surplus. In 2020, this revenue line will be on or close to budget.

Legislative Authority

Sections 340, 344 and 345 of the Municipal Government Act, RSA 2000, c. M-26

STRATEGIC PLAN ALIGNMENT:

Ensuring the City collects penalties on 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 379.1

2. Council could proceed with second and third reading
 - a) THAT Council give second reading to Bylaw 379.1
 - b) THAT Council give third reading to Bylaw 379.1

ATTACHMENTS:

- City of Lacombe Bylaw 379.1 – Tax Penalty and Payment Bylaw Amendment

REQUEST FOR COUNCIL DECISION



SUBJECT: Local Improvement Tax Policy
PREPARED BY: Amber Mitchell, Manager of Engineering Services
PRESENTED BY: Amber Mitchell, Manager of Engineering Services
DATE: May 25, 2020

FILE: 13/423

PURPOSE:

To seek Council approval of the new Local Improvement Tax Policy.

RECOMMENDED MOTION(S):

1. THAT Council approves the Local Improvement Tax Policy effective May 26th, 2020.

RELATED PRIOR MOTION(S):

EXECUTIVE SUMMARY:

Administration has prepared a Local Improvement Tax Policy to serve as a framework for implementing local improvement taxes in a consistent and equitable manner. This policy is to serve as a guide for all local improvement projects, though it is intentionally not absolute. The terms in this policy including the terms of payment, method of property assessment and apportionment of cost may be modified for individual projects based on Council resolution.

ANALYSIS:

Background

Administration committed to prepare a Local Improvement Tax Policy that will serve as a framework for all future Local Improvement Plans to ensure they remain fair and equitable.

Eligible Projects

The City of Lacombe has traditionally completed an annual capital works program that addresses the reconstruction and rehabilitation of infrastructure on based on priority and available funding. This policy is not intended to replace the capital works program but rather supplement it.

The policy is to be implemented when projects are identified by council or the community that represent a change in the level of service such as a new sidewalk, street lighting, or paving of a lane or road. Requests for rehabilitation of infrastructure that is not yet due for a renewal or has not been identified as a priority by the City may also be completed through the local improvement process.

REQUEST FOR COUNCIL DECISION



The exception to this is when a full road reconstruction project has been identified and fully funded in the capital works program. In these instances, Administration may recommend a change in service level such as the inclusion of curb and gutter, a new sidewalk or street lighting improvements that did not previously exist. These improvements will serve to bring older neighbourhoods in Lacombe into closer alignment with the City's current Design Guidelines.

Local Improvement Definition

A local improvement is a project that benefits one neighbourhood more than the municipality as a whole. The improvement is paid for in whole or in part by benefitting property owners through a local improvement tax. Examples of improvements include street paving, sidewalks, storm system improvements, street lighting etc.

A local improvement can be initiated by the City based on direction from Council or an infrastructure assessment that identifies a need. Alternatively, property owners who wish to have improvements carried out near or adjacent to their property can petition the City to have the improvement completed. In either case, if a local improvement is proposed, the municipality must prepare a local improvement plan.

Local Improvement Plan

A local improvement plan must describe the proposed local improvement and its location, identify the properties and person(s) who will be liable to pay the local improvement tax, state whether the tax rate is based on assessment value of each individual parcel of land, unit of frontage, or unit of area. The plan must include the estimated cost of the local improvement, the term over which the cost of the local improvement will be applied, and the portion of cost the municipality will be paying. Calculations must be included to determine the revenue to be raised by the local improvement tax and must state what other sources of revenue will be used.

Local Improvement Process

The Municipal Government Act R.S.A. 2000 Chapter -26 (MGA) Sections 391 – 409 provides the minimum requirements for the administration of local improvements. In order to implement a local improvement tax, the following steps must be taken:

1. Prepare a Local Improvement Plan as described above.
2. Provide notice to the persons who will be liable to pay the local improvement tax.
3. Allow 30 days for residents to submit a petition objecting to the local improvement. At least 2/3 of the impacted residents or owners representing 1/2 of the value must sign the petition to be successful.

REQUEST FOR COUNCIL DECISION



4. If a successful petition is not received within 30 days, Council may proceed with the local improvement by passing a Local Improvement Bylaw for the project.

During the June 10th meeting last year, several members of Council noted a desire to receive public feedback before endorsing a Local Improvement Plan. For that reason, Administration has included steps in the City of Lacombe's Local Improvement Tax Policy that are in addition to the requirements of the MGA. These include:

- A letter of intent sent to impacted landowners to solicit feedback prior to Council's review and potential endorsement of a Local Improvement Plan.
- A public hearing before the first reading of the Local Improvement Bylaw. At this point impacted residents will have received 2 letters regarding the local improvement.

Figure 1 (page 5) in the Local Improvement Tax Policy is a flow chart which outlines the full local improvement process.

Maximum Amortization Terms

The proposed Local Improvement Tax Policy outlines the maximum term over which a local improvement can be amortized. These terms vary based on the type of local improvement and are selected to reflect the serviceable life for which the improvement will remain in excellent to fair condition. The objective is to have the local improvement paid off before the infrastructure shows significant signs of wear.

Administration has proposed maximum terms, though shorter terms may be used for individual Local Improvement Plans when it makes sense to do so. The maximum length of terms selected are in alignment with local improvements plans and policies adopted by Camrose, Edmonton and Calgary.

Local Improvement Property Assessments

The MGA allows the tax rate for local improvements to be determined by any of the following four methods:

1. A flat rate per parcel of land,
2. A parcel of land's assessed value,
3. Each unit (meter) of frontage, or
4. Each unit of area (acre).

Administration reviewed Local Improvement Policies and FAQs for our comparator municipalities and other surrounding municipalities such as Red Deer, Calgary and Edmonton.

REQUEST FOR COUNCIL DECISION



In most cases, municipalities use frontage to calculate the local improvement tax. Several municipalities use “effective” frontage to account for oddly shaped lots.

It is Administrations recommendation that the City also adopt “effective” frontage as the primary method to determine the local improvement tax rate. Section 7.4 and 7.5 of the policy specify how the “effective” frontage for irregular lots such as pie shaped, reverse pie shaped and corner lots will be calculated.

Apportionment of Costs

Table 4 in the policy provides a framework for the apportionment of costs, which outlines the proportion that the City and Property Owners will be expected to pay for each type of local improvement. Clause 7.6.2 has also been included to allow Council to alter the apportionment of cost for an individual project by resolution.

The apportionment of costs for neighbouring municipalities vary greatly, so Administration has prepared a table which differentiates between improvements on local and collector roads.

Typically, local roads only service the people that live on them, while collector roads service both those that live on them and all of the local roads that connect directly to them. For this reason, Administration recommends that the majority of cost for improvements to local roads be paid for by Property Owners (90/10), and the City pay a larger portion of cost for improvements to collector roads (30/70).

A good example of this principle is Fairway Drive which is a collector road. A sidewalk, or paving overlay on Fairway Drive would service residents on Fairway Drive, Jay Court, Eagle Road, Green Court, Tee Road, Par Court, Garden Road and Westview Drive (see Figure 2). However, the same project on a local road such as Jay Court, Eagle Road, Green Court, Tee Road or Par Court would have limited benefit to the general public.

REQUEST FOR COUNCIL DECISION



Figure 2: Fairway Drive



Similarly, projects such as lane improvements, storm improvements, and decorative lighting have little to no benefit to the general public and therefore most or all of the cost is apportioned to the adjacent property owners.

STRATEGIC PLAN ALIGNMENT:

While not directly related to it, this policy aligns favorably with the outcome for Strategic Goal 4.1.5 To seek Alternate Sources of Revenue for the City which states, “Lacombe is able to use available financial tools to fund its required public infrastructure investments.”

It also relates to the Measure #2 of Strategy 4.2.1.B which states, “Council considers mechanisms for paving the unpaved portions of Len Thompson Drive and 55 Avenue.” This policy, could serve as an mechanism to support the passage of a local improvement bylaw to partially fund paving that road.

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

The approved policy will be posted on the City of Lacombe’s website.

ALTERNATIVE MOTION(S):

1. THAT Council approves the Local Improvement Tax Policy effective May 26, 2020.
2. THAT Council direct Administration to make revisions as specified to the policy.

ATTACHMENTS:

- The Local Improvement Tax Policy

REQUEST FOR COUNCIL DECISION



SUBJECT: 2020/2021 Capital Works Program
PREPARED BY: Amber Mitchell, Manager of Engineering Services
PRESENTED BY: Amber Mitchell, Manager of Engineering Services
DATE: May 25, 2020

FILE: 31/611/2020

PURPOSE:

To seek authorization from Council to proceed with construction of the 2020-2021 Capital Works Program.

RECOMMENDED MOTION(S):

1. THAT Council advance the re-construction of Highway Street as proposed and award the 2020/2021 Capital Works Program construction contract to Border Paving at a cost of \$4,606,494+GST.
2. THAT Council direct Administration to enter into a contract with Stantec Consulting for project management, construction and post-construction engineering services, at a cost of \$330,192+GST.
3. THAT Council direct Administration to enter into a contract with Parkland Geotechnical Consulting Ltd. for materials testing during construction, at a cost of \$59,490+GST.
4. THAT Council direct Administration to proceed with the detailed design for the paving of Len Thompson Drive and 55th Avenue in the 2020/2021 Capital Works Program.
5. THAT Council accept the modified cross section for Brownstone Road as proposed.

RELATED PRIOR MOTION(S):

1. n/a

EXECUTIVE SUMMARY:

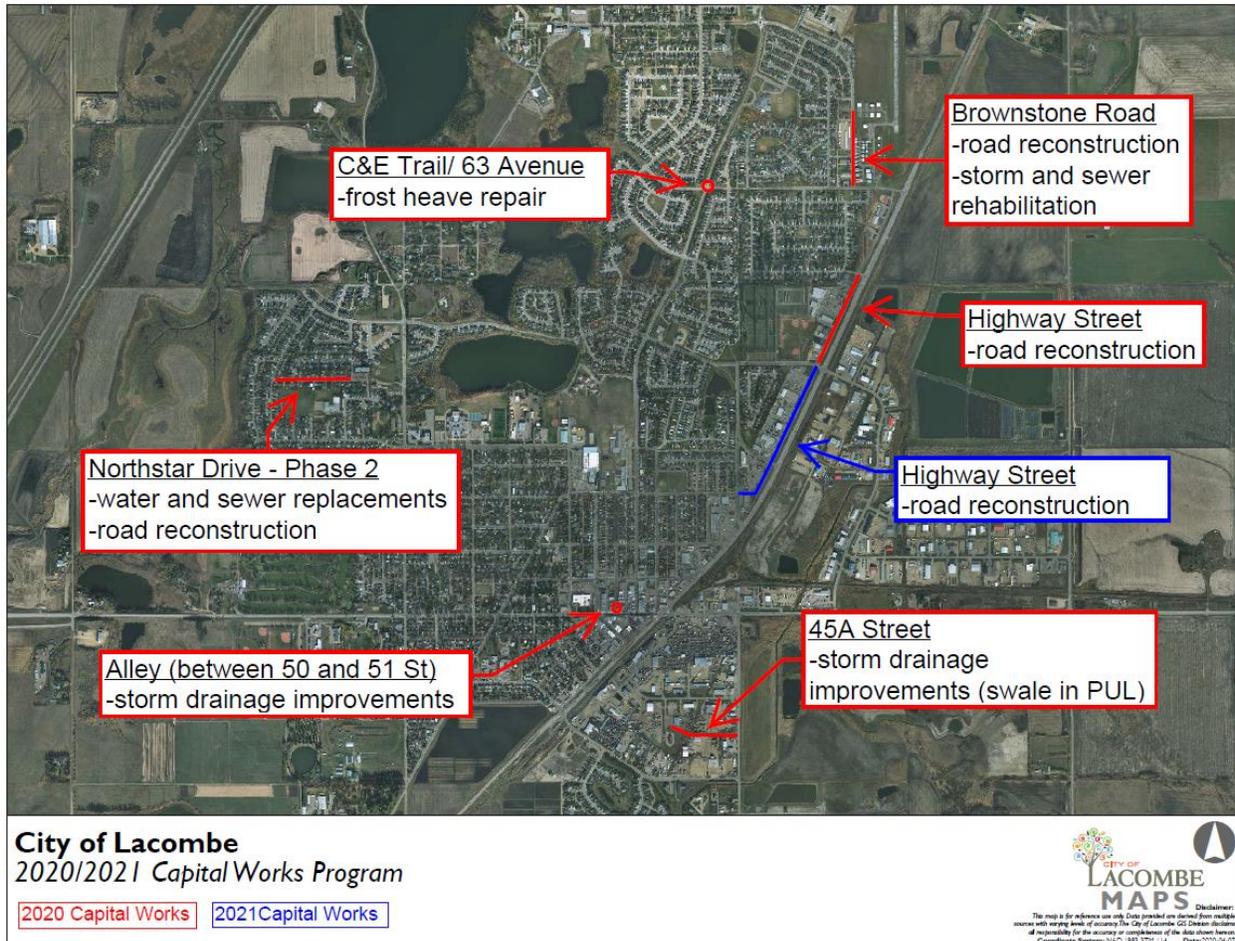
Six projects have been identified for rehabilitative construction improvements in the 2020/2021 Capital Works Program as identified in Figure 1. The tendered cost for the 2- year project came in significantly under budget, so for the same cost there is an opportunity to advance significant portions of Highway Street reconstruction from 2021 to 2020 and include the paving of Len Thompson Drive in 2021 Capital Works Program.

REQUEST FOR COUNCIL DECISION



Administration is also seeking Council's approval for a variance to the Brownstone Drive cross section- a cost effective solution to facilitate the construction of a new sidewalk.

Figure 1 – 2020/2021 Capital Works Program Project Locations



ANALYSIS:

The 2020 Capital Works Program currently includes 3 major projects and 3 minor projects. Each project is shown in the figure above.

Recommendation to Advance Highway Street Phase 2 Reconstruction to 2020 - The multiple freeze thaw cycles this spring accelerated the deterioration of Highway Street, in particular the section between Woodland Drive and Heritage Drive (in front of No Frills) which was originally planned for reconstruction in 2021.

REQUEST FOR COUNCIL DECISION



The City has initiated talks with the low Bidder and determined that it is feasible to advance the section between Woodland Drive and Heritage Drive (Phase 2) to the 2020 Capital Works Program including repaving and minor improvements to the west leg of the Woodland Drive intersection. This would extend the contract completion date from September 30 to October 31 this year. It may be possible to also complete the remaining section of Highway Street from Heritage Drive to 45th Street (Phase 3) in 2020 but due to weather uncertainty, the contractor cannot guarantee its completion this year. However excellent weather, and minimal schedule delays this summer and fall could facilitate the reconstruction of Highway Street Phase 3 in 2020 otherwise it will be completed in 2021.

Recommendation to Initiate Detailed Design of Len Thompson Drive in 2020 with Paving in 2021 - The total budget for the 2020 and 2021 Capital Works program is \$6.7M and with excellent tender pricing, the 2 year program will be \$1.3M under budget. This presents an opportunity to take advantage of the highly competitive construction rates to complete a strategic project identified by Council that currently remains unfunded – paving Len Thompson Drive and 55th Avenue.

There are three sections of gravel road remaining in Len Thompson Industrial Park as illustrated in Figure 2. The costs to pave all three sections could vary from \$825K- \$1.65M depending on the depth of gravel and condition of the existing roadway. With the anticipated savings from the 2020-2021 Capital Works Program, at least two of the sections could be paved, and possibly all three. If Council elected to proceed with this project under a Local Improvement Tax of at least 30% that should generate sufficient funds to complete all three sections even if significant gravel replacement is required.

If Council wishes to pursue the paving of Len Thompson Drive, detailed design would be completed in 2020, and Administration would negotiate construction fees with the low bidder. This fall when detailed design is complete and actual construction costs are known, Administration will bring the project back for Council's direction to either fully fund the project or pursue a local improvement tax. If Council decided not to pursue the project, the design would be shovel ready for consideration at a later date.

REQUEST FOR COUNCIL DECISION



Figure 2 – Paving in Len Thompson Industrial Park



Recommendation to Reduce the Width of the Brownstone Road Driving Surface to Facilitate a New Sidewalk: There is currently no sidewalk on Brownstone Road between Onyx Ave and 63rd Ave (see Figure 3 below). In alignment with Council’s Strategic Goal 4.3.1 “To make Lacombe a walkable city,” Administration explored several options to include a pedestrian connection as part of this project.

Though there is space to install a sidewalk on the west side of the road, TELUS, Fortis, and ATCO Gas all have shallow utilities which would require relocation. In addition, the adjacent properties are sloped towards the road in such a way that a retaining wall would be required.

On the east side of the road, several of the airport hangers are encroaching on the City’s road right-of-way, and would need to be relocated to accommodate a sidewalk. Furthermore, a sidewalk on the east side would not be contiguous with the sidewalk connection to the north.

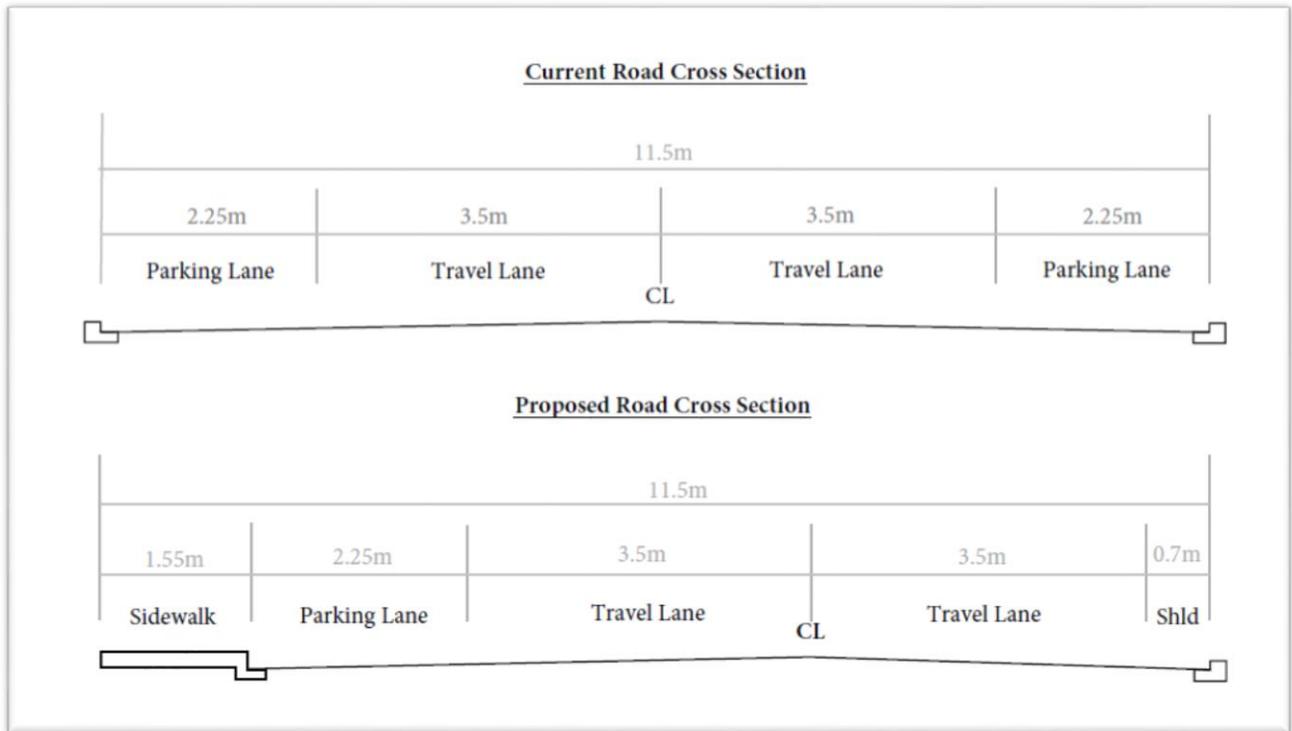
Figure 3 – New Sidewalk Location for Brownstone Road



After reviewing various options, Administration is recommending that Council accept a modified cross section as shown in Figure 4 below for Brownstone Road between 63rd Ave and Onyx Ave.

The proposed cross section is not one of the City's standard cross-sections. It reduces the carriage width (driving surface) of the road by 1.55m and removes the east parking lane. Since the airport is located to the east and is not accessible from Brownstone Road due to a perimeter fence, the current east parking lane is highly under-utilized. The parking lane on the west side of the road is occasionally utilized for the adjacent residential properties.

Figure 4 – Proposed Design Exception for Brownstone Road



Accepting this design variance is estimated to save \$150,000 in shallow utility relocations and construction costs and have minimal impact to residents while providing a pedestrian link in the area.

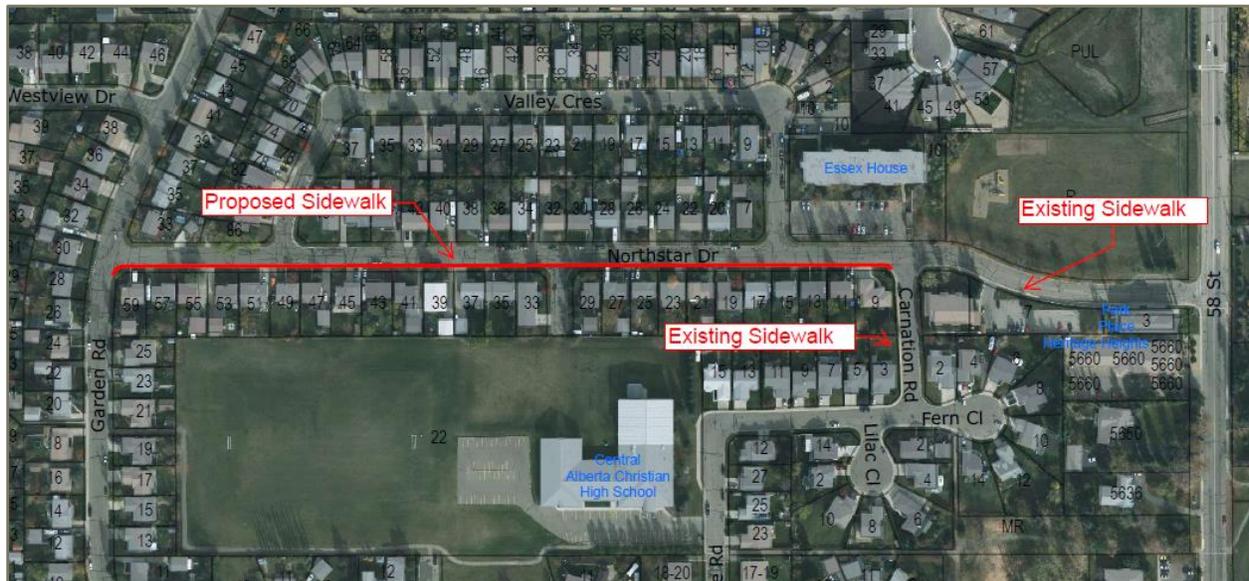
Other Considerations in the 2020 Capital Program for Information

Northstar Drive – Sidewalk Addition: There is currently no sidewalk on Northstar Drive between Carnation Road and Garden Road (see Figure 5). Administration directed Stantec to include a sidewalk in the detailed design in alignment with Council’s Strategic Goal 4.3.1 “To make Lacombe a walkable city.” This decision also aligns with the draft Local Improvement Policy which states in clause 2.4 that when a full road reconstruction project has been identified in the City’s capital plan, Administration will include in its estimates, the cost to provide a new/upgraded sidewalk to align the street, where practical, with the City’s current Design Guidelines.

REQUEST FOR COUNCIL DECISION



Figure 5: New Sidewalk Location for Northstar Drive

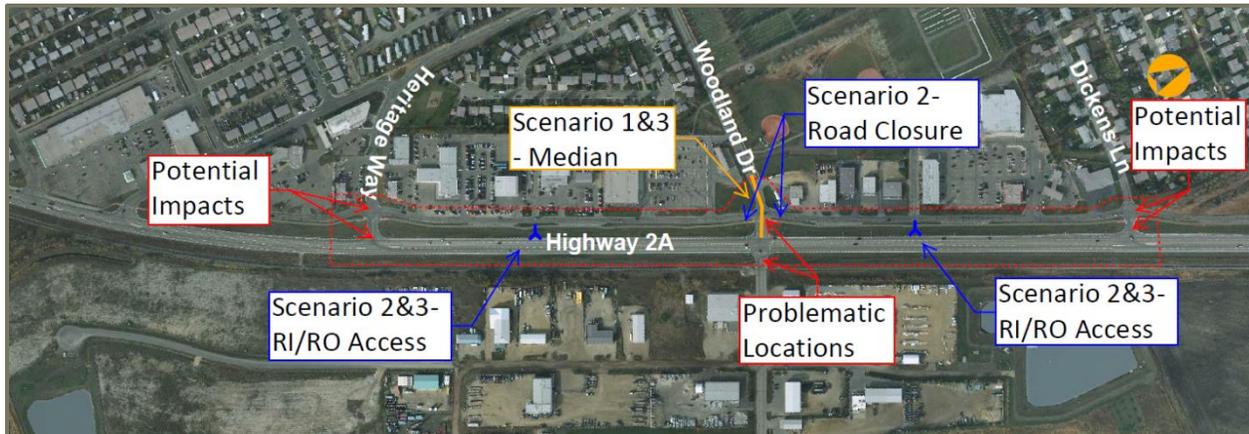


The new sidewalk will be installed on the south side of Northstar Drive, to provide a continuous pedestrian connection with the existing sidewalks on the east side of Northstar Drive and Carnation Road. This will require coordination with several landowners to remove or relocate landscape features that are within the road right-of-way, but cared for by residents. The tendered price includes consideration for these landscape elements, driveway modifications and shallow utility relocates required to accommodate a new sidewalk.

Woodland and Highway Street Intersection: The Woodland Drive/ Highway Street/ Highway 2A intersection is one of the busiest intersections in the City, and Administration occasionally receives comments or concerns from the public regarding queuing or safety issues. So, as part of the detailed design for Highway Street, Administration engaged Stantec to complete a Traffic Analysis of the to determine if changes to the intersection were warranted.

Stantec completed traffic counts, reviewed collision reports from LPS and completed modeling to evaluate the intersection based on current conditions and the 17,500 Population Horizon (approximately 10 years -2.2% growth). Several scenarios were evaluated including the installation of a median along Woodland Drive, and installation of new mid block right-in, right-out intersections connecting Highway Street to Highway 2A.

Figure 5 – Woodland Drive/ Highway 2A Intersection Improvement Scenarios



The objective was to reduce turning movements and congestion and improve the safety by reducing the turning movements at Woodland Drive/Highway Street. However, it was determined that while the median and right-in, right-out intersections all improved the long term performance of the Woodland Drive intersection, each scenario forced traffic either north to Dickens Lane or south to Heritage Way resulting in significantly worse performance and increased safety risks at those intersections. This means major improvements to the Woodland Drive intersection would need to be completed in conjunction with improvements at Dickens Lane and Heritage Way (potentially new traffic signals) to achieve acceptable levels of service. In addition, restricting turning movements at the Woodland Drive intersection would significantly inconvenience residents and restrict access to businesses along Highway Street. For these reasons Administration is not recommending significant changes to this intersection with the 2020/2021 Capital Program.

However, the timing of the Woodland Drive/Highway 2A signals will be optimized this summer and dedicated turning lanes at Woodland Drive will be marked on the road. When the City reaches the 17,500 Population Horizon, (approximately 10 years) the need for intersection improvements may need to be reevaluated.

Financial Implications

Stantec completed detailed design and a Request for Tender (RFT) was advertised on Alberta Purchasing Connection, the City's website and the Lacombe Globe. The Tender closed on April 30, 2020.

REQUEST FOR COUNCIL DECISION



Three (3) contractors submitted bids, all in good order with the required safety bonding and insurance certificates. The three (3) bids are identified in the Table 1 below, with arithmetic errors corrected.

Table 1: Tender Pricing Summary (Excludes GST)

Border Paving Ltd.	Central City Asphalt Ltd.	Professional Excavators & Construction Inc.
\$4,606,493	\$5,904,761	\$6,745,233

The lowest bid from Border Paving (\$4,606,493) was approximately 7.5% lower than the engineer’s opinion of probable cost (OPC) and 28% lower than the second lowest bidder.

The engineering fees for design and construction represent 12% of the construction value and materials testing services, CCTV inspections and shallow utility locates represent an additional 2.3%.

The project as tendered is under budget for both the 2020 and 2021 scopes as shown in Table 2 below.

Table 2: Option A – Award Projects as Scheduled in the 2020-2029 Capital Plan

	2019	2020	2021	Totals
Design Costs	\$97,598	\$204,495		\$5,386,819
Construction Costs		\$3,274,050	\$1,332,444	
Engineering Inspection Costs		\$240,439	\$89,753	
Materials Testing		\$42,375	\$17,115	
Shallow Utility Relocates (Estimate)		\$88,550		
Total Costs	\$97,598	\$3,849,909	\$1,439,312	
Budget	\$135,515	\$4,641,509	\$1,930,082	\$6,707,106
(Over) / Under	\$37,917	\$791,600	\$490,770	\$1,320,287

If council elects to advance Phase 2 of the work on Highway Street as recommended, then construction will exceed the budgeted amount by approximately \$94K in 2020 but the entire 2-Year Capital Works Program will be completed under budget in 2021 as shown in Table 3.

REQUEST FOR COUNCIL DECISION



Table 3: Option B – Advance work on Highway Street to 2020 Only

	2019	2020	2021	Totals
Design Costs	\$97,598	\$204,495		\$5,386,819
Construction Costs		\$4,112,477	\$494,017	
Engineering Inspection Costs (Estimate)		\$276,340	\$53,852	
Materials Testing		\$53,395	\$6,095	
Shallow Utility Relocates (Estimate)		\$88,550		
Total Costs	\$97,598	\$4,735,257	\$553,964	
Budget	\$135,515	\$4,641,509	\$1,930,082	\$6,707,106
(Over) / Under	\$37,917	\$(93,748)	\$1,376,118	\$1,320,287

In addition, if Council elects to add the detailed design and paving of Len Thompson Drive to the 2020/2021 Capital program as recommended (assuming a 30% local improvement tax), then construction will exceed the 2020 budgeted amount by \$224K in 2020 but the entire 2-Year Capital Works Program will still be completed under budget in 2021 as shown in Table 4.

Table 4: Option C – Advance work on Highway Street to 2020 & Pave Len Thompson Dr.

	2019	2020	2021	Totals
Design Costs	\$97,598	\$204,495		\$6,686,819
Construction Costs		\$4,112,477	\$494,017	
Engineering Inspection Costs (Estimate)		\$276,340	\$53,852	
Materials Testing		\$53,395	\$6,095	
Shallow Utility Relocates (Estimate)		\$88,550		
Len Thompson Drive		\$130,000	\$1,170,000	
Total Costs	\$97,598	\$4,865,257	\$1,723,964	
Budget	\$135,515	\$4,641,509	\$1,930,082	\$6,707,106
(Over) / Under	\$37,917	\$(223,748)	\$206,118	\$20,287

STRATEGIC PLAN ALIGNMENT:

The Capital Works Program serves to rehabilitate, upgrade and/or replace aging infrastructure in Lacombe which aligns **favorably** with Council’s desired Strategic Outcome under 4.3.3A – Asset Management that states, “Council can prioritize maintenance and replacement activities to minimize the overall cost of service delivery.”

The addition of sidewalk for Brownstone Road and Northstar Drive align **favorably** with Council’s desired Strategic Outcome under 4.3.1.A Improve City-owned walkways that states,

REQUEST FOR COUNCIL DECISION



“Lacombe’s sidewalk and crosswalk system is contiguous throughout the city wherever possible.”

The Alley improvements are tied to Council’s Strategic Goal 4.2.3.C which states “Work with Lacombe’s downtown economic sector to stimulate the development of the historic downtown area.” The outcomes include, “Council consider revisions to policies that support downtown beautification and investment by local businesses.”

The paving of Len Thompson Drive aligns favorably with Council’s Strategic Measure under 4.2.1.B Develop a marketing strategy for Len Thompson Phase II that states, “Council considers mechanisms for paving the unpaved portions of Len Thompson Drive and 55 Avenue.”

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

Administration has sent advanced notices of construction to residents on Brownstone Road, and Northstar Drive advising them of the upcoming construction. Notices were also sent to the businesses for the 2020 work along Highway Street. The contractor awarded the work will be responsible for coordinating traffic accommodation with each business and for providing updates to both businesses and residents in advance of construction and any road closures.

Throughout the summer Administration will also provide construction updates to the general public via social media.

ALTERNATIVE MOTION(S):

1. Motion 1:
 - a) THAT Council advance the re-construction of Highway Street as proposed and award the 2020/2021 Capital Works Program construction contract to Border Paving at a cost of \$4,606,494+GST.
 - b) THAT Council provide alternative direction for Administration.

REQUEST FOR COUNCIL DECISION



2. Motion 2:
 - a) THAT Council direct Administration to enter into a contract with Stantec Consulting for project management, construction and post-construction engineering services, at a cost of \$330,192+GST.
 - b) THAT Council provide alternative direction for Administration.

3. Motion 3:
 - a) THAT Council direct Administration to enter into a contract with Parkland Geotechnical Consulting Ltd. for materials testing during construction, at a cost of \$59,490+GST.
 - b) THAT Council provide alternative direction for Administration.

4. Motion 4:
 - a) THAT Council direct Administration to proceed with the detailed design for the paving of Len Thompson Drive and 55th Avenue in the 2020/2021 Capital Works Program.
 - b) THAT Council provide alternative direction for Administration.

5. Motion 5
 - a) THAT Council accept the modified cross section for Brownstone Road as proposed.
 - b) THAT Council provide alternative direction for Administration.

ATTACHMENTS:

- Tender Summary Letter
- Stantec's Proposal for Construction Services

REQUEST FOR COUNCIL DECISION



SUBJECT: Mechanical Street Sweeper Replacement
PREPARED BY: Brett Logsdon, Manager of Roads and Fleet Services
PRESENTED BY: Jordan Thompson, Director of Operations and Planning
DATE: May 25th, 2020

FILE: 31/631

PURPOSE:

To approve the replacement of one (1) mechanical street sweeper through the City's Fleet Replacement Plan as approved in the 2020 Capital Budget.

RECOMMENDED MOTION(S):

1. THAT Council approve the purchase of the Elgin Broom Bear mechanical street sweeper from Joe Johnson Equipment for a net cost of **\$325,093**.

RELATED PRIOR MOTION(S):

n/a

EXECUTIVE SUMMARY:

The 2020 Capital Budget approved on November 12, 2019 included **\$344,000** allocated for the replacement of the City's 2008 Elgin Eagle mechanical street sweeper.

A Request for Proposal (RFP) document was prepared for the procurement of a new single-engine mechanical street sweeper, for use by the Roads Department. The RFP was publicly advertised on the Alberta Purchasing Connection website, the City of Lacombe's website, and City Pages. Five vendors submitted proposals, which were opened on April 24th, 2020 at 2:00 PM local time, and all proposed a trade-in value for consideration on the City's existing unit.

ANALYSIS:

An evaluation team was established to review the proposal submissions, to complete operator and maintenance assessments on the proposed units, and to follow-up with references. After an initial review, three vendors were not considered further for demo opportunities. The remaining 2 vendor submissions were evaluated and scored as follows:

Vendor (% Weighting)	Cost (40%)	Product Specs, Design, Features (20%)	Operator and Maintenance Review (10%)	Delivery Schedule (10%)	Warranty, Service, Support (20%)	Total (100%)
Cubex Ltd	40	12	4	10	12	78
Joe Johnson Equipment	37	18	9	4	18	86

REQUEST FOR COUNCIL DECISION



Overall scoring by the evaluation team indicates that purchasing the new single-engine mechanical street sweeper from Joe Johnson Equipment is the most desirable option for the City of Lacombe.

- 2020 Elgin Broom Bear
- Freightliner conventional chassis with Cummins L9 engine
- Belt conveyor system with a 4.5 yd³ variable dump-height hopper
- 360 gal water tank with multiple spray system configurations
- Electric water pump for spray system
- Delivery Time is 14 to 22 weeks (COVID-19 impacts)

Including trade in of the existing unit, options, delivery, and extended warranty the total replacement cost is **\$325,093** (under budget by \$18,907 or 5.5%).

STRATEGIC PLAN ALIGNMENT:

Street sweeping is a core service provided by the City with no specific alignment with a Council strategic goal.

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

No public engagement is planned.

ALTERNATIVE MOTION(S):

- 1a. THAT Council approve the purchase of the Elgin Broom Bear mechanical street sweeper from Joe Johnson Equipment for a net cost of **\$325,093.**; OR
- 1b. THAT Council directs Administration how it wishes to proceed with the mechanical street sweeper replacement.

ATTACHMENTS:

None.

REQUEST FOR COUNCIL DECISION



SUBJECT: Dry Cooler Contract Award for Lacombe Memorial Center
PREPARED BY: Calvin Bennfield, Manager of Parks & Facilities
PRESENTED BY: Deborah Juch, Director of Community Services
DATE: May 25, 2020

FILE: 72/721

PURPOSE:

To provide Council with the results of the City's Request for Proposal to supply and install a dry cooler compatible with the existing air conditioning unit at the Lacombe Memorial Center.

RECOMMENDED MOTION(S):

1. THAT Council accepts the request for decision to award a contract for supply and install of a dry cooler at the LMC as information;
- AND
2. THAT Council directs Administration to amend the scope of the Dry Cooler capital project to include an engineering assessment of options to address the heat issues and determine the LMC roof weight bearing capabilities if necessary.

RELATED PRIOR MOTION(S):

EXECUTIVE SUMMARY:

The Lacombe Memorial Center has a problem with excess heat in its rooms during high-attendance functions during fall, winter and spring when the air conditioning chiller is shut down. The building maintenance contractor suggested installing a dry cooler or, if the risk was acceptable, adjusting the temperature shut down on the chiller to keep it working into the spring and fall seasons. Administration issued a Request for Proposals to supply and install a dry cooler; the lowest cost three proposals were 26-43% over budget. In addition, proponents required the LMC roof be assessed for bearing the weight of the unit, and advised that reinforcement, if needed, would also have to be done prior to installation. Costs for the assessment and reinforcement was not included. Administration is proposing to utilize approximately \$12,000 of the existing capital budget to obtain an engineering assessment of the heat issues for the most viable option, and an assessment of the roof for weight bearing capabilities, before returning the matter to Council with new recommendations.

REQUEST FOR COUNCIL DECISION



ANALYSIS:

Background:

In preparing a proposal for a capital project to rectify temperature regulation problems at the Lacombe Memorial Centre (LMC), Administration asked its existing building maintenance contractor to recommend a solution for heat issues in the various rooms when the chiller is shut down for the winter season (mid-Sept through May). The contractor suggested installing a dry cooler, and provided an estimated cost for budgeting purposes. They recommended against the option to lower the existing chiller's shut down temperature so it would work longer into spring and fall; in their opinion that would work the existing chiller longer at maximum capacity, and increase the need for mechanical repairs or lead to a major breakdown. Council approved the Dry Cooler project in the 2020 capital budget at \$115,000.

Purchasing Process and Results:

Administration issued a Request for Proposal (RFP) for the supply and installation of a dry cooler that could be combined to operate with the existing chiller. The initial RFP closing date was extended when potential proponents questioned aspects of the RFP. Specifically, they asked whether the City had confirmed that the LMC roof could bear the weight of a dry cooler and they had suggestions for alternatives, such as replacing the existing chiller with a new "3-Way" capable of operating in all seasons.

The RFP process resulted in seven (7) proposals for the supply and install of a dry cooler to the LMC roof compatible with the existing chiller. The lowest three prices were all in excess of the budget by between \$30,533 and \$49,894, or 26-43% as follows:

Johnson Controls	\$145,533.00	160 ton
Connected Mechanical	\$159,000.00	160 ton
Seven Mechanical	\$164,894.00	100 ton
Startec Refrigeration	\$177,420.31	160 ton
Ainsworth Mechanical	\$186,158.10	160 ton
Cremac Metal	\$209,900.00	100 ton
Kemway Builders	\$459,574.00	160 ton

More importantly, all proponents stated their bid was contingent upon confirmation that the LMC roof had the necessary weight bearing capability, adding that if an analysis showed roof reinforcement was required, it would also have to be done before the supply-install project

REQUEST FOR COUNCIL DECISION



could commence. The analysis of the roof and any reinforcement required would be an added cost not provided for in the proposal.

Financial Implications

The allocated budget of \$115,000.00 in the 2020 Capital Budget for the supply and installation of a dry cooler at the LMC, compatible with the existing cool water chiller, is inadequate. In addition, Administration advises further assessment of the problem and the situation before any steps are taken to complete a project to rectify the heat issues in the LMC rooms.

STRATEGIC PLAN ALIGNMENT:

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

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

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

None anticipated at this time.

ALTERNATIVE MOTION(S):

1. THAT Council accepts the request for decision to award a contract for supply and install of a dry cooler at the LMC as information, and;
2. THAT Council directs Administration to amend the scope of the Dry Cooler capital project to include an engineering assessment of options to address the heat issues and determine the LMC roof weight bearing capabilities if necessary.

OR

3. THAT Council accepts this request for decision as information and directs Administration to cancel the 2020 Dry Cooler capital project.

ATTACHMENTS:

N/A