

1. Agenda

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2. Executive Summary

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AGENDA



REGULAR MEETING AGENDA

Council of the City of Lacombe
Monday, June 8 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	
	3.1 N/A	
	4. PUBLIC HEARINGS	
	4.1 N/A	
	5. REQUESTS FOR DECISION	
	5.1 Bylaw 379.1 – Tax Penalty Bylaw Amendment	<i>Sr Mgr Reyes</i>
	5.2 Q1 Operating Variance Report	<i>Sr Mgr Reyes</i>
	5.3 Playground Replacement Contract Award	<i>Dir Juch</i>
	5.4 Street Sweeper Purchase Award	<i>Dir Thompson</i>
	5.5 Snow Clearing Policy Review	<i>Dir Thompson</i>
	5.6 2020 Pumphouse “A” generator – Tender Award	<i>Dir Thompson</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 Letter: MSI Funding , May 19	
	6.2.b Gov AB Memo: Seniors & Housing, May 22	
	6.3 Commission, Board, Committee Reports and Minutes	
	6.3.a Lacombe & District Rec. Parks & Culture Board Minutes - Mar 16/20	<i>Clr. Jacobson</i>
	6.3.b Municipal Planning Commission Minutes – Apr 1/2020	<i>Mayor Creasey</i>
	6.3.c Lacombe Police Commission Minutes – Apr 16/2020	<i>Clr. Konnik</i>
	6.3.d Lacombe Public Library Financial Statements – Dec 31, 2019	<i>Clr. Gullekson</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 25, 2020 Regular Council Meeting Minutes

8. NOTICES OF MOTION

- 8.1 N/A

9. IN CAMERA

- 9.1 Land (FOIP S. 24) *Mgr. Lapointe*
- 9.2 Land (FOIP S. 24) *Mgr. Lapointe*
- 9.3 Monthly Update (FOIP Sections 24, 16) *CAO Goudy*

10. ADJOURNMENT

Next Meetings:

- 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
- Wednesday, June 24, 2020
 - Special Council Committee Meeting: 1:00 p.m., Council Chambers
- Monday, July 13, 2020
 - Regular Council Meeting: 5:00 p.m., Council Chambers



REQUEST FOR COUNCIL DECISION

pSUBJECT: 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: June 8, 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 third reading.

RECOMMENDED MOTION(S):

1. THAT Council give third reading to Bylaw 379.1.

RELATED PRIOR MOTION(S):

1. Motion # 20-109 March 23, 2020 – Councillor Jacobson moved THAT Council direct administration to defer the Property Tax Deadline from June 30, 2020 to December 31, 2020.
2. Motion # 20-192 May 25, 2020 – Councillor Gullekson moved THAT Council give first reading to Bylaw 379.1
3. Motion # 20-193 May 25, 2020 - Councillor Ross moved THAT Council give second reading to Bylaw 379.1

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.



REQUEST FOR COUNCIL DECISION

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 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:

Cashflow

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 accessible. In addition, Administration believes that the current line of credit capacity (\$3.5M) will be sufficient to satisfy the City's liquidity needs.

Tax Penalty 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



REQUEST FOR COUNCIL DECISION

Rates in 2020 remain as previously established.

Financial Implications

In 2019, penalty on taxes revenue was approximately \$235,000. In 2020, this 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 favourably with Strategic Objective:

4.1.4: Fiscal Prudence

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

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

N/A

ALTERNATIVE MOTION(S):

1. Recommendation
 - a) That Council give third reading to Bylaw 379.1
2. Council could provide additional direction to Administration

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 25th day of May, 2020.

GIVEN SECOND READING THIS 25th day of May, 2020.

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: Q1 Operating Variance Report
PREPARED BY: Janice Craven, Financial Analyst
PRESENTED BY: Mauricio Reyes, Senior Manager – Financial Services
DATE: June 8, 2020

FILE: 13/933

PURPOSE:

To provide Council with the Q1 Variance report.

RECOMMENDED MOTION(S):

1. THAT Council accepts this report as information.

RELATED PRIOR MOTION(S):

N/A

EXECUTIVE SUMMARY:

Following the introduction of new budgeting software in 2019 ('Questica'), Administration has provided quarterly reporting for Council, Managers and the public.

This report shows the revenue and expenses in the first quarter, January to March.

Administration has analyzed each department and provided explanations for variances exceeding \$5,000.

ANALYSIS:

The methodology behind this report includes a number of estimates. The estimates in Q1 will typically have a greater variance, with increasing refinement throughout the year. The quarterly budget is typically 25% of the annual budget, but adjustments are made, if applicable, to reflect the timing of revenues and expenses.

Revenues

Overall revenue is lower by about **1.5%** than budgeted amounts or approximately **\$91,000**. In May 2020, as part of the spring budget adjustments, Council approved a number of budget adjustments related to COVID-19. At this point, it is difficult to estimate the total impact of the pandemic on total revenues for the City.

Franchise Fees

Franchise fees on electricity and natural gas tend to be higher in winter months due to higher consumption. Surplus in this revenue line is expected to decrease as the year progresses.



REQUEST FOR COUNCIL DECISION

Utility Revenues

In general, utility fees trend lower in winter months. In the next two quarters, consumption is expected to increase, and utility user fees are expected to be closer to budget. Administration will be closely monitoring the utility accounts to determine more accurate future rate forecasts.

Interest and Penalties

Administration is actively managing surplus funds to ensure that the highest return on investment is obtained while maintaining liquidity and safety of investments. With the engagement of a professional investment manager, Administration hopes to mitigate some of the impact that recent events have had on investment portfolios.

Other Revenue

Other revenue consists of donations, outside contributions, sale of equipment, etc. The surplus in other revenue is mainly due to sale of equipment in the first quarter.

Expenses

Overall, the City is tracking moderately under budgeted expenses, at 2.71%, or \$354,000. This surplus will trend down as Q2 and Q3 purchase contracts are processed.

Personnel

The City is tracking slightly under budgeted wages and benefits by 1.47% or \$53,284. The under estimation can be attributed mostly to normal staff vacancies, as well as temporary staff layoffs beginning in late March.

Utility Supported wages for Water, Wastewater and Solid Waste will vary between departments based on the resources needed. For example, water main breaks will contribute a higher cost for wages and benefits to water utility with the offset to wastewater utility or vice versa. In general, variances in salaries and benefits between utility departments tend to offset each other.



REQUEST FOR COUNCIL DECISION

Goods & Services

This category is difficult to forecast due to the nature of accounts within. These accounts include travel and subsistence, training and conferences, general materials and supplies just to name a few. Generally, most of these expenses have been allocated on an equal quarterly distribution over the year. This quarterly distribution may not follow how the actual expenses occur. Goods and services accounts for 12% of the City's expenses. Although, Q1 report shows goods and services reported under budget for most departments, this is mainly due to timing differences between when purchases are made and when the actual expenses are incurred. Q2 and Q3 reports are expected to come into alignment as procurement activities in Q1 result in Q2 and Q3 acquisitions.

Utilities

Utilities include water, wastewater, solid waste, electricity and natural gas to service City buildings. Currently, the City is over by 7.88% or \$28,555 based on a quarterly distribution. Similar to goods and services, gas and electricity charges are higher in Q1 and Q4. Variance in utility costs is expected to decrease as the year progresses.

Budget Variance Report Schedule

This report will enable quarterly reporting to Council. The proposed dates will follow an 8-week period after the end of the reporting period. This will enable Finance to process all transactions including accounts receivables, invoice payments, debt payments and internal transfers in a timely manner.

Quarterly reports have been, and will continue to be, presented as follows:

Q1 – January to March: Presented to Council first meeting in June

Q2 – April to June: Presented to Council last meeting August

Q3 – July to September: Presented to Council last meeting November

Q4 – October to December: Presented to Council as per Audit Presentation in April



REQUEST FOR COUNCIL DECISION

STRATEGIC PLAN ALIGNMENT:

Improved reporting aligns favourably with Council’s strategic goal to improve reporting between City Council and Administration. This (4.1.3b - Improved Reporting) was identified as medium priority in the current 2018-2021 Strategic Plan.

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

N/A

ALTERNATIVE MOTION(S):

1. THAT Council provides direction on any changes they wish to see.

ATTACHMENTS:

- Variance Report by Fund
- Department Quarterly Variance Report



Actual vs Budget Year To Date by Fund Category:

Fund Category: All Departments

Reporting Period: January, 2020 To March, 2020 (3 Months)

	2020 Budget	YTD Budget	YTD Actual	Variance Over(Under)	Percentage Variance
Revenues:					
Franchise Fees	1,740,000	435,000	513,395	78,395	18.02%
Goods & Services Sold	13,633,367	3,434,085	3,152,725	(281,360)	-8.19%
Grants	1,383,280	420,914	428,447	7,533	1.79%
Interest & Penalties	348,316	133,091	188,031	54,940	41.28%
Local Agencies	1,133,658	80,103	64,145	(15,958)	-19.92%
Other Sources	267,597	19,925	75,346	55,421	278.15%
Permits, Fines & Licenses	752,300	328,575	323,433	(5,142)	-1.57%
Taxation & Grant in Lieu	20,236,088	0	(6,024)	(6,024)	-100.00%
Transfer from Other Operating	3,790,167	866,356	887,854	21,498	2.48%
Transfer from Reserves	748,294	53,700	53,700	0	0.00%
Total Revenues	44,033,067	5,771,749	5,681,052	(90,697)	-1.57%
Expenses:					
Allowances & Cancel	14,946	0	0	0	0.00%
Debt & Banking Charges	2,441,238	343,970	240,807	(103,163)	-29.99%
Funding To Others	8,545,659	2,922,751	2,763,238	(159,513)	-5.46%
Goods & Services	5,298,511	1,529,998	1,442,390	(87,608)	-5.73%
Personnel	14,503,384	3,635,725	3,582,441	(53,284)	-1.47%
Requisitions	5,143,722	1,409,772	1,397,896	(11,876)	-0.84%
Transfer to Other Operating	3,790,167	866,360	887,854	21,494	2.48%
Transfer to Reserves	2,473,005	1,930,598	1,959,137	28,539	1.48%
Upgrading & Replacement	351,061	74,435	57,383	(17,052)	-22.91%
Utilities	1,471,374	362,257	390,812	28,555	7.88%
Total Expenses	44,033,067	13,075,866	12,721,959	(353,907)	-2.71%
Net Total	0	(7,304,117)	(7,040,907)	263,210	3.60%



Actual vs Budget Year To Date by Department:

Department: 00 - General Fund

Reporting Period: January, 2020 To March, 2020 (3 Months)

	2020 Budget	YTD Budget	YTD Actual	Variance Over(Under)	Percentage Variance	Comments:
Revenues:						
Franchise Fees	1,740,000	435,000	513,395	78,395	18.02%	Both Electrical & Gas Franchise Fees are typically higher during winter months.
Interest & Penalties	191,500	47,875	64,105	16,230	33.90%	Interest rates were higher in the 2020 Q1.
Transfer from Other Operating	544,685	136,172	136,171	(1)	0.00%	
Total Revenues	2,476,185	619,047	713,671	94,624	15.29%	
Net Total	2,476,185	619,047	713,671	94,624	15.29%	



Actual vs Budget Year To Date by Department:

Department: 10 - General Government Services

Reporting Period: January, 2020 To March, 2020 (3 Months)

	2020 Budget	YTD Budget	YTD Actual	Variance Over(Under)	Percentage Variance	Comments:
Revenues:						
Grants	53,331	0	0	0	0.00%	
Interest & Penalties	125,144	71,809	109,755	37,946	52.84%	Penalties on arrears was higher than budgeted for the arrears of 2019 taxes. With the cancellation of penalties due to Covid 19, the actuals will adjust as the year progresses.
Other Sources	34,526	0	2,530	2,530	100.00%	
Taxation & Grant in Lieu	20,210,004	0	(6,024)	(6,024)	-100.00%	Tax adjustment
Total Revenues	20,423,005	71,809	106,261	34,452	47.98%	
Expenses:						
Requisitions	5,143,722	1,409,772	1,397,896	(11,876)	-0.84%	School Foundation Requisition will be adjusted by future payments
Transfer to Reserves	539	0	539	539	100.00%	
Total Expenses	5,144,261	1,409,772	1,398,435	(11,337)	-0.80%	
Net Total	15,278,744	(1,337,963)	(1,292,175)	45,788	3.42%	



Actual vs Budget Year To Date by Department:

Department: 11 - Council

Reporting Period: January, 2020 To March, 2020 (3 Months)

	2020 Budget	YTD Budget	YTD Actual	Variance Over(Under)	Percentage Variance	Comments:
Expenses:						
Goods & Services	55,899	23,005	18,457	(4,548)	-19.77%	No variances exceed the \$5,000 threshold
Personnel	255,331	63,963	63,163	(800)	-1.25%	
Transfer to Other Operating	49,376	12,344	12,344	0	0.00%	
Total Expenses	360,606	99,312	93,963	(5,349)	-5.39%	
Net Total	(360,606)	(99,312)	(93,963)	5,349	5.39%	



Actual vs Budget Year To Date by Department:

Department: 12 - Administration

Reporting Period: January, 2020 To March, 2020 (3 Months)

	2020 Budget	YTD Budget	YTD Actual	Variance Over(Under)	Percentage Variance	Comments:
Revenues:						
Goods & Services Sold	156,990	39,248	41,220	1,972	5.02%	
Grants	94,219	0	0	0	0.00%	
Interest & Penalties	3,000	750	490	(260)	-34.63%	
Other Sources	0	0	799	799	100.00%	
Transfer from Other Operating	283,689	70,923	70,922	(1)	0.00%	
Transfer from Reserves	14,630	0	0	0	0.00%	
Total Revenues	552,528	110,921	113,431	2,510	2.26%	
Expenses:						
Debt & Banking Charges	35,800	5,200	4,770	(430)	-8.26%	
Goods & Services	555,359	124,281	90,246	(34,035)	-27.39%	Timing Difference - delay in receiving goods resulting in lower expenditures for Q1.
Personnel	1,894,331	482,367	500,590	18,223	3.78%	Combination of payroll taxes being higher and banked time during this quarter.
Transfer to Other Operating	109,564	27,391	27,391	0	0.00%	
Utilities	28,830	7,208	6,477	(731)	-10.14%	
Total Expenses	2,623,884	646,447	629,475	(16,972)	-2.63%	
Net Total	(2,071,356)	(535,526)	(516,043)	19,483	3.64%	



Actual vs Budget Year To Date by Department:

Department: 15 - Information Services

Reporting Period: January, 2020 To March, 2020 (3 Months)

	2020 Budget	YTD Budget	YTD Actual	Variance Over(Under)	Percentage Variance	Comments:
Revenues:						
Transfer from Other Operating	834,542	208,637	208,636	(2)	0.00%	
Transfer from Reserves	53,700	53,700	53,700	0	0.00%	
Total Revenues	888,242	262,337	262,336	(2)	0.00%	
Expenses:						
Goods & Services	183,872	105,672	111,728	6,056	5.73%	Subscriptions & Publications over budget but should fall in line as the year progresses.
Personnel	494,915	124,784	127,701	2,917	2.34%	
Transfer to Reserves	165,755	165,755	165,755	0	0.00%	
Upgrading & Replacement	59,700	14,925	5,872	(9,053)	-60.66%	replacements or upgrades not completed by end of Q1.
Total Expenses	904,242	411,136	411,057	(79)	-0.02%	
Net Total	(16,000)	(148,799)	(148,721)	78	0.05%	



Actual vs Budget Year To Date by Department:

Department: 21 - Police

Reporting Period: January, 2020 To March, 2020 (3 Months)

	2020 Budget	YTD Budget	YTD Actual	Variance Over(Under)	Percentage Variance	Comments:
Revenues:						
Goods & Services Sold	771,520	181,630	114,083	(67,547)	-37.19%	Difference is the result of no government funding for Enhanced Checkstops, no billing for CPO monitoring and the 3rd party background and local checks are below projections.
Grants	476,650	103,000	101,114	(1,886)	-1.83%	
Local Agencies	33,130	0	0	0	0.00%	
Other Sources	1,000	250	0	(250)	-100.00%	
Permits, Fines & Licenses	265,000	66,250	59,768	(6,482)	-9.78%	Timing Difference - Collection of fines is behind projected amount.
Total Revenues	1,547,300	351,130	274,966	(76,164)	-21.69%	
Expenses:						
Debt & Banking Charges	181,084	375	(2,675)	(3,050)	-813.35%	
Goods & Services	454,273	141,744	113,472	(28,272)	-19.95%	Timing Difference - Goods & Services may be procured in Q1 but not expensed till later quarter.
Personnel	4,034,290	1,002,225	1,012,278	10,053	1.00%	Combination of payroll taxes & overtime result in budget being over for Q1.
Transfer to Other Operating	273,878	68,470	68,208	(262)	-0.38%	
Transfer to Reserves	50,000	50,000	50,000	0	0.00%	
Upgrading & Replacement	1,500	0	0	0	0.00%	
Utilities	45,398	11,351	10,855	(496)	-4.37%	
Total Expenses	5,040,423	1,274,165	1,252,137	(22,028)	-1.73%	
Net Total	(3,493,123)	(923,035)	(977,171)	(54,136)	-5.86%	



Actual vs Budget Year To Date by Department:

Department: 23 - Fire

Reporting Period: January, 2020 To March, 2020 (3 Months)

	2020 Budget	YTD Budget	YTD Actual	Variance Over(Under)	Percentage Variance	Comments:
Revenues:						
Goods & Services Sold	13,662	0	0	0	0.00%	
Grants	0	0	9,419	9,419	100.00%	Grant from Government was received for Fire Services Training. Not recorded in budget.
Local Agencies	162,585	22,913	7,637	(15,276)	-66.67%	50% of shared fire costs with County are recorded in this category. Purchases occur at varying times of the year.
Other Sources	10,000	2,500	422	(2,078)	-83.12%	
Total Revenues	186,247	25,413	17,479	(7,934)	-31.22%	
Expenses:						
Debt & Banking Charges	54,243	0	(560)	(560)	-100.00%	
Funding To Others	4,750	4,750	0	(4,750)	-100.00%	
Goods & Services	314,696	110,559	72,687	(37,872)	-34.26%	Timing Difference - Goods & Services procured in Q1 may not be expensed until later in the year.
Personnel	541,739	137,650	132,306	(5,344)	-3.88%	Below budget because of delay in hiring Fire Chief.
Transfer to Other Operating	75,436	18,860	18,789	(71)	-0.37%	
Upgrading & Replacement	82,622	29,000	18,576	(10,424)	-35.95%	Timing Difference - upgrading & replacement is ongoing and expenses are incurred as purchased occur.
Utilities	20,698	5,175	5,705	530	10.25%	
Total Expenses	1,094,184	305,994	247,504	(58,490)	-19.11%	
Net Total	(907,937)	(280,581)	(230,025)	50,556	18.02%	



Actual vs Budget Year To Date by Department:

Department: 24 - Emergency Management

Reporting Period: January, 2020 To March, 2020 (3 Months)

	2020 Budget	YTD Budget	YTD Actual	Variance Over(Under)	Percentage Variance	Comments:
Expenses:						
Funding To Others	6,500	5,500	5,500	0	0.00%	No variances exceed the \$5,000 threshold
Goods & Services	14,645	3,437	1,328	(2,109)	-61.36%	
Upgrading & Replacement	1,000	250	0	(250)	-100.00%	
Total Expenses	22,145	9,187	6,828	(2,359)	-25.68%	
Net Total	(22,145)	(9,187)	(6,828)	2,359	25.68%	



Actual vs Budget Year To Date by Department:

Department: 26 - Enforcement Services

Reporting Period: January, 2020 To March, 2020 (3 Months)

	2020 Budget	YTD Budget	YTD Actual	Variance Over(Under)	Percentage Variance	Comments:
Revenues:						
Other Sources	6,000	1,500	1,796	296	19.76%	
Permits, Fines & Licenses	194,500	168,500	179,407	10,907	6.47%	Business Licenses are currently over budget but adjustments occur during the year as businesses cancel annual licenses.
Total Revenues	200,500	170,000	181,204	11,204	6.59%	
Expenses:						
Goods & Services	67,017	16,070	15,489	(582)	-3.62%	
Personnel	165,436	41,358	40,134	(1,224)	-2.96%	
Transfer to Other Operating	76,508	19,127	18,405	(722)	-3.77%	
Total Expenses	308,961	76,555	74,028	(2,527)	-3.30%	
Net Total	(108,461)	93,445	107,175	13,730	14.69%	



Actual vs Budget Year To Date by Department:

Department: 31 - Common Services

Reporting Period: January, 2020 To March, 2020 (3 Months)

	2020 Budget	YTD Budget	YTD Actual	Variance Over(Under)	Percentage Variance	Comments:
Revenues:						
Other Sources	0	0	42,000	42,000	100.00%	Sale of Equipment. Proceeds transferred to Fleet Reserve
Transfer from Other Operating	1,802,494	450,624	471,931	21,307	4.73%	Equipment Usage was higher than the Q1 projection.
Total Revenues	1,802,494	450,624	513,931	63,307	14.05%	
Expenses:						
Debt & Banking Charges	92,019	0	0	0	0.00%	
Goods & Services	576,653	194,706	214,576	19,870	10.21%	Insurance was higher than budgeted. Other projects will be completed as year progresses.
Personnel	330,942	82,952	71,570	(11,382)	-13.72%	Staff vacancy
Transfer to Other Operating	43,289	10,822	10,822	0	0.00%	
Transfer to Reserves	690,211	690,211	718,211	28,000	4.06%	The transfer includes proceeds from sale of equipment.
Upgrading & Replacement	24,800	2,250	0	(2,250)	-100.00%	
Utilities	44,580	11,146	12,247	1,101	9.88%	
Total Expenses	1,802,494	992,087	1,027,426	35,339	3.56%	
Net Total	0	(541,463)	(513,495)	27,968	5.17%	



Actual vs Budget Year To Date by Department:

Department: 32 - Roads

Reporting Period: January, 2020 To March, 2020 (3 Months)

	2020 Budget	YTD Budget	YTD Actual	Variance Over(Under)	Percentage Variance	Comments:
Revenues:						
Goods & Services Sold	6,000	1,500	1,205	(295)	-19.69%	
Permits, Fines & Licenses	25,000	6,250	5,219	(1,031)	-16.50%	
Taxation & Grant in Lieu	18,495	0	0	0	0.00%	
Transfer from Other Operating	0	0	194	194	100.00%	
Total Revenues	49,495	7,750	6,618	(1,132)	-14.61%	
Expenses:						
Debt & Banking Charges	406,216	100,509	74,625	(25,884)	-25.75%	Timing Difference-will adjust as year progresses
Goods & Services	423,123	78,933	70,026	(8,907)	-11.28%	Timing Difference-projects are completed during different times of the year effecting the YTD actuals.
Personnel	1,074,864	253,225	260,655	7,430	2.93%	CPP/EI contributions @ maximum levels. The benefit costs will reduce when maximums are reached. Wages exceeded budget because of overtime and callouts.
Transfer to Other Operating	439,217	109,805	158,011	48,206	43.90%	Equipment costs recovery was higher for Q1 than the quarterly budget projection.
Transfer to Reserves	420,000	420,000	420,000	0	0.00%	
Upgrading & Replacement	4,399	0	1,299	1,299	100.00%	
Utilities	643,907	160,985	155,671	(5,314)	-3.30%	Electricity under budget projections.
Total Expenses	3,411,726	1,123,457	1,140,286	16,829	1.50%	
Net Total	(3,362,231)	(1,115,707)	(1,133,668)	(17,961)	-1.61%	



Actual vs Budget Year To Date by Department:

Department: 33 - Airport

Reporting Period: January, 2020 To March, 2020 (3 Months)

	2020 Budget	YTD Budget	YTD Actual	Variance Over(Under)	Percentage Variance	Comments:
Revenues:						
Local Agencies	10,000	0	0	0	0.00%	No variances exceed the \$5,000 threshold
Total Revenues	10,000	0	0	0	0.00%	
Expenses:						
Funding To Others	33,529	33,529	33,529	0	0.00%	
Goods & Services	3,610	3,610	6,579	2,969	82.24%	
Utilities	1,434	359	364	5	1.25%	
Total Expenses	38,573	37,498	40,471	2,973	7.93%	
Net Total	(28,573)	(37,498)	(40,471)	(2,973)	-7.93%	



Actual vs Budget Year To Date by Department:

Department: 34 - Accessible Transportation Services

Reporting Period: January, 2020 To March, 2020 (3 Months)

	2020 Budget	YTD Budget	YTD Actual	Variance Over(Under)	Percentage Variance	Comments:
Expenses:						
Funding To Others	87,947	87,947	87,947	0	0.00%	No variances exceed the \$5,000 threshold
Goods & Services	37,450	14,610	17,124	2,514	17.21%	
Transfer to Other Operating	1,177	294	155	(139)	-47.16%	
Transfer to Reserves	20,000	20,000	20,000	0	0.00%	
Total Expenses	146,574	122,851	125,226	2,375	1.93%	
Net Total	(146,574)	(122,851)	(125,226)	(2,375)	-1.93%	



Actual vs Budget Year To Date by Department:

Department: 35 - Regional Transportation

Reporting Period: January, 2020 To March, 2020 (3 Months)

	2020 Budget	YTD Budget	YTD Actual	Variance Over(Under)	Percentage Variance	Comments:
Revenues:						
Goods & Services Sold	59,850	28,247	27,990	(257)	-0.91%	No variances exceed the \$5,000 threshold
Other Sources	90,000	0	0	0	0.00%	
Total Revenues	149,850	28,247	27,990	(257)	-0.91%	
Expenses:						
Funding To Others	0	0	0	0	0.00%	
Goods & Services	212,675	54,655	53,263	(1,392)	-2.55%	
Utilities	0	0	0	0	0.00%	
Total Expenses	212,675	54,655	53,263	(1,392)	-2.55%	
Net Total	(62,825)	(26,408)	(25,273)	1,135	4.30%	



Actual vs Budget Year To Date by Department:

Department: 37 - Storm Sewer

Reporting Period: January, 2020 To March, 2020 (3 Months)

	2020 Budget	YTD Budget	YTD Actual	Variance Over(Under)	Percentage Variance	Comments:
Expenses:						
Debt & Banking Charges	107,286	0	0	0	0.00%	No variances exceed the \$5,000 threshold
Goods & Services	6,000	1,501	0	(1,501)	-100.00%	
Personnel	32,927	8,450	8,990	540	6.39%	
Transfer to Other Operating	35,542	8,886	10,569	1,683	18.94%	
Transfer to Reserves	39,050	39,050	39,050	0	0.00%	
Upgrading & Replacement	2,000	0	0	0	0.00%	
Utilities	1,334	0	316	316	100.00%	
Total Expenses	224,139	57,887	58,925	1,038	1.79%	
Net Total	(224,139)	(57,887)	(58,925)	(1,038)	-1.79%	



Actual vs Budget Year To Date by Department:

Department: 38 - General Engineering Services

Reporting Period: January, 2020 To March, 2020 (3 Months)

	2020 Budget	YTD Budget	YTD Actual	Variance Over(Under)	Percentage Variance	Comments:
Revenues:						
Goods & Services Sold	500	125	0	(125)	-100.00%	No variances exceed the \$5,000 threshold
Interest & Penalties	15,000	0	0	0	0.00%	
Total Revenues	15,500	125	0	(125)	-100.00%	
Expenses:						
Goods & Services	123,710	4,689	9,180	4,491	95.77%	
Personnel	280,663	71,832	67,761	(4,071)	-5.67%	
Transfer to Other Operating	8,723	2,181	2,181	(0)	-0.01%	
Total Expenses	413,096	78,702	79,121	419	0.53%	
Net Total	(397,596)	(78,577)	(79,121)	(544)	-0.69%	



Actual vs Budget Year To Date by Department:

Department: Water

Reporting Period: January, 2020 To March, 2020 (3 Months)

	2020 Budget	YTD Budget	YTD Actual	Variance Over(Under)	Percentage Variance	Comments:
Revenues:						
Goods & Services Sold	4,730,162	1,182,541	1,031,779	(150,762)	-12.75%	Water usage is typically lower during winter months and should balance dependent on the weather conditions over the summer months.
Interest & Penalties	8,200	9,750	8,209	(1,541)	-15.81%	
Other Sources	0	0	(45)	(45)	-100.00%	
Taxation & Grant in Lieu	1,816	0	0	0	0.00%	
Total Revenues	4,740,178	1,192,291	1,039,943	(152,348)	-12.78%	
Expenses:						
Allowances & Cancel	7,500	0	0	0	0.00%	
Debt & Banking Charges	107,185	2,186	974	(1,212)	-55.42%	
Water Purchases	2,781,532	695,384	680,287	(15,097)	-2.17%	Water sales are low which would result in the purchase of water to be low for this period.
Goods & Services	226,730	85,957	94,878	8,921	10.38%	Timing Difference-projects are completed at varying times of the year and will adjust as the year progresses.
Personnel	722,788	180,054	160,775	(19,279)	-10.71%	Wages & Benefits between utility departments will vary over the year.
Transfer to Other Operating	468,430	117,108	150,444	33,336	28.47%	Equipment usage high in February.
Transfer to Reserves	325,902	325,902	325,902	0	0.00%	
Utilities	100,111	25,030	25,273	243	0.97%	
Total Expenses	4,740,178	1,431,621	1,438,532	6,911	0.48%	
Net Total	0	(239,330)	(398,589)	(159,259)	-66.54%	



Actual vs Budget Year To Date by Fund Category:

Fund Category: Waste Water

Reporting Period: January, 2020 To March, 2020 (3 Months)

	2020 Budget	YTD Budget	YTD Actual	Variance Over(Under)	Percentage Variance	Comments:
Revenues:						
Goods & Services Sold	4,350,517	1,087,630	992,093	(95,537)	-8.78%	Wastewater sales are based on water consumption so the user fees should increase because of warmer weather.
Interest & Penalties	2,052	2,052	2,052	0	0.01%	
Taxation & Grant in Lieu	5,773	0	0	0	0.00%	
Transfer from Reserves	442,454	0	0	0	0.00%	
Total Revenues	4,800,796	1,089,682	994,145	(95,537)	-8.77%	
Expenses:						
Allowances & Cancel	6,446	0	0	0	0.00%	
Debt & Banking Charges	274,282	36,581	14,711	(21,870)	-59.78%	Timing Difference - will adjust as year progresses
Funding To Others	2,948,460	737,115	595,150	(141,965)	-19.26%	Wastewater Collection fees are lower due to lower water consumption during colder months.
Goods & Services	196,326	53,714	42,199	(11,515)	-21.44%	Timing Difference-Goods & Services procured in Q1 may not be expensed until later in the year.
Personnel	470,600	119,521	127,747	8,226	6.88%	Wages & Benefits between utility departments will vary over the year.
Transfer to Other Operating	434,661	108,666	99,490	(9,176)	-8.44%	Equipment Transfers lower than Q1 budget projections.
Transfer to Reserves	429,259	0	0	0	0.00%	
Upgrading & Replacement	7,000	1,000	794	(206)	-20.58%	
Utilities	33,762	8,442	25,733	17,291	204.82%	There was no budget for the lagoon but electrical costs have been incurred to date. Our electrical contractor is trying to mitigate this situation.
Total Expenses	4,800,796	1,065,039	905,824	(159,215)	-14.95%	
Net Total	0	24,643	88,321	63,678	258.40%	



Actual vs Budget Year To Date by Department:

Department: 43 - Solid Waste

Reporting Period: January, 2020 To March, 2020 (3 Months)

	2020 Budget	YTD Budget	YTD Actual	Variance Over(Under)	Percentage Variance	Comments:
Revenues:						
Goods & Services Sold	2,476,891	619,223	612,957	(6,266)	-1.01%	The number of commercial contracts has decreased resulting in less General Service revenue.
Interest & Penalties	3,420	855	3,420	2,565	300.04%	
Local Agencies	108,400	27,100	26,983	(117)	-0.43%	
Total Revenues	2,588,711	647,178	643,360	(3,818)	-0.59%	
Expenses:						
Allowances & Cancel	1,000	0	0	0	0.00%	
Funding To Others	982,660	245,666	240,577	(5,089)	-2.07%	Solid Waste Commission fees lower for this quarter.
Goods & Services	361,713	83,438	98,172	14,734	17.66%	Solid Waste Review
Personnel	411,341	100,726	99,116	(1,610)	-1.60%	
Transfer to Other Operating	626,317	156,580	143,835	(12,745)	-8.14%	Common Service Recovery lower than quarterly budget.
Transfer to Reserves	154,680	154,680	154,680	0	0.00%	
Upgrading & Replacement	51,000	12,750	16,369	3,619	28.38%	
Total Expenses	2,588,711	753,840	752,748	(1,092)	-0.14%	
Net Total	0	(106,662)	(109,388)	(2,726)	-2.56%	



Actual vs Budget Year To Date by Department:

Department: 51 - Social Planning

Reporting Period: January, 2020 To March, 2020 (3 Months)

	2020 Budget	YTD Budget	YTD Actual	Variance Over(Under)	Percentage Variance	Comments:
Revenues:						
Grants	377,680	317,914	317,914	0	0.00%	
Total Revenues	377,680	317,914	317,914	0	0.00%	
Expenses:						
Funding To Others	527,914	527,914	527,914	0	0.00%	
Goods & Services	65,365	1,341	(14,092)	(15,433)	-1,150.83%	Timing Difference - costs not recorded in Q1
Transfer to Other Operating	59,270	0	0	0	0.00%	
Total Expenses	652,549	529,255	513,822	(15,433)	-2.92%	
Net Total	(274,869)	(211,341)	(195,908)	15,433	7.30%	



Actual vs Budget Year To Date by Department:

Department: 56 - Cemetery

Reporting Period: January, 2020 To March, 2020 (3 Months)

	2020 Budget	YTD Budget	YTD Actual	Variance Over(Under)	Percentage Variance	Comments:
Revenues:						
Goods & Services Sold	51,500	12,875	8,082	(4,793)	-37.23%	No variances exceed the \$5,000 threshold
Local Agencies	15,000	0	0	0	0.00%	
Other Sources	8,000	0	0	0	0.00%	
Total Revenues	74,500	12,875	8,082	(4,793)	-37.23%	
Expenses:						
Goods & Services	16,210	1,365	0	(1,365)	-100.00%	
Personnel	116,227	26,136	24,469	(1,667)	-6.38%	
Transfer to Other Operating	20,611	5,153	299	(4,854)	-94.21%	
Transfer to Reserves	0	0	0	0	0.00%	
Total Expenses	153,048	32,654	24,768	(7,886)	-24.15%	
Net Total	(78,548)	(19,779)	(16,686)	3,093	15.64%	



Actual vs Budget Year To Date by Department:

Department: 61 - Land Use Planning

Reporting Period: January, 2020 To March, 2020 (3 Months)

	2020 Budget	YTD Budget	YTD Actual	Variance Over(Under)	Percentage Variance	Comments:
Revenues:						
Goods & Services Sold	41,000	10,250	5,525	(4,725)	-46.10%	
Other Sources	5,000	1,250	0	(1,250)	-100.00%	
Permits, Fines & Licenses	240,300	60,075	49,808	(10,267)	-17.09%	Development & Building Permits are below quarterly projections. Revenues may increase with summer construction season.
Total Revenues	286,300	71,575	55,333	(16,242)	-22.69%	
Expenses:						
Funding To Others	14,250	0	0	0	0.00%	
Goods & Services	187,826	46,709	43,617	(3,092)	-6.62%	
Personnel	491,271	124,857	103,960	(20,897)	-16.74%	Staff member on leave
Transfer to Other Operating	31,174	7,794	7,794	(1)	-0.01%	
Total Expenses	724,521	179,360	155,370	(23,990)	-13.38%	
Net Total	(438,221)	(107,785)	(100,037)	7,748	7.19%	



Actual vs Budget Year To Date by Department:

Department: 62 - Economic Development

Reporting Period: January, 2020 To March, 2020 (3 Months)

	2020 Budget	YTD Budget	YTD Actual	Variance Over(Under)	Percentage Variance	Comments:
Revenues:						
Goods & Services Sold	66,000	16,500	23,276	6,776	41.06%	Echo Energy revenue seems to be on the increase overall. These funds are paid out directly to the Echo Lacombe Association on a quarterly basis.
Grants	381,400	0	0	0	0.00%	
Local Agencies	16,416	0	0	0	0.00%	
Other Sources	20,000	10,000	10,000	0	0.00%	
Permits, Fines & Licenses	27,500	27,500	29,230	1,730	6.29%	
Transfer from Reserves	88,500	0	0	0	0.00%	
Total Revenues	599,816	54,000	62,506	8,506	15.75%	
Expenses:						
Funding To Others	724,710	204,204	210,132	5,928	2.90%	
Goods & Services	110,832	27,119	24,038	(3,081)	-11.36%	
Personnel	349,846	91,362	90,042	(1,320)	-1.44%	
Transfer to Other Operating	10,752	2,688	2,688	0	0.00%	
Utilities	5,585	1,397	1,229	(168)	-12.02%	
Total Expenses	1,201,725	326,770	328,129	1,359	0.42%	
Net Total	(601,909)	(272,770)	(265,624)	7,146	2.62%	



Actual vs Budget Year To Date by Department:

Department: 66 - Land Development

Reporting Period: January, 2020 To March, 2020 (3 Months)

	2020 Budget	YTD Budget	YTD Actual	Variance Over(Under)	Percentage Variance	Comments:
Revenues:						
Goods & Services Sold	215,000	0	3,181	3,181	100.00%	No variances exceed the \$5,000 threshold
Transfer from Reserves	149,010	0	0	0	0.00%	
Total Revenues	364,010	0	3,181	3,181	100.00%	
Expenses:						
Debt & Banking Charges	323,847	23,052	18,563	(4,489)	-19.47%	
Goods & Services	106,820	4,429	4,791	362	8.17%	
Transfer to Reserves	112,609	0	0	0	0.00%	
Total Expenses	543,276	27,481	23,354	(4,127)	-15.02%	
Net Total	(179,266)	(27,481)	(20,173)	7,308	26.59%	



Actual vs Budget Year To Date by Department:

Department: 69 - Land & Building Rental

Reporting Period: January, 2020 To March, 2020 (3 Months)

	2020 Budget	YTD Budget	YTD Actual	Variance Over(Under)	Percentage Variance	Comments:
Revenues:						
Goods & Services Sold	0	0	37,190	37,190	100.00%	No revenue was budgeted for Provincial Building since the building was vacated on Dec. 31st
Total Revenues	0	0	37,190	37,190	100.00%	
Expenses:						
Debt & Banking Charges	99,576	42,294	39,728	(2,566)	-6.07%	
Goods & Services	18,580	16,270	9,802	(6,468)	-39.75%	Reduced janitorial costs since building was empty.
Transfer to Other Operating	4,064	1,016	1,016	0	0.00%	
Upgrading & Replacement	5,000	1,250	0	(1,250)	-100.00%	
Utilities	33,151	8,289	8,466	177	2.13%	
Total Expenses	160,371	69,119	59,012	(10,107)	-14.62%	
Net Total	(160,371)	(69,119)	(21,822)	47,297	68.43%	



Actual vs Budget Year To Date by Department:

Department: 71 - Recreation Board & Programming

Reporting Period: January, 2020 To March, 2020 (3 Months)

	2020 Budget	YTD Budget	YTD Actual	Variance Over(Under)	Percentage Variance	Comments:
Revenues:						
Goods & Services Sold	6,750	0	0	0	0.00%	No variances exceed the \$5,000 threshold
Other Sources	0	0	100	100	100.00%	
Total Revenues	6,750	0	100	100	100.00%	
Expenses:						
Funding To Others	1,000	250	411	161	64.40%	
Goods & Services	58,803	23,677	22,643	(1,034)	-4.37%	
Personnel	154,777	39,465	38,653	(812)	-2.06%	
Transfer to Other Operating	19,301	4,825	4,825	0	0.01%	
Transfer to Reserves	0	0	0	0	0.00%	
Total Expenses	233,881	68,217	66,532	(1,685)	-2.47%	
Net Total	(227,131)	(68,217)	(66,432)	1,785	2.62%	



Actual vs Budget Year To Date by Department:

Department: 72 - Lacombe Memorial Centre

Reporting Period: January, 2020 To March, 2020 (3 Months)

	2020 Budget	YTD Budget	YTD Actual	Variance Over(Under)	Percentage Variance	Comments:
Revenues:						
Goods & Services Sold	119,431	35,026	36,388	1,362	3.89%	
Local Agencies	18,000	0	0	0	0.00%	
Other Sources	0	0	1,500	1,500	100.00%	
Transfer from Other Operating	324,757	0	0	0	0.00%	
Total Revenues	462,188	35,026	37,888	2,862	8.17%	
Expenses:						
Debt & Banking Charges	241,436	52,451	36,737	(15,714)	-29.96%	Timing Difference - expenditures recorded later in year
Goods & Services	161,749	75,702	79,253	3,551	4.69%	
Personnel	349,515	115,516	103,940	(11,576)	-10.02%	Change of position level due to new hire.
Transfer to Other Operating	88,114	22,029	22,029	(1)	0.00%	
Upgrading & Replacement	26,200	2,000	3,939	1,939	96.96%	
Utilities	161,898	40,475	33,522	(6,953)	-17.18%	Electrical costs were lower than quarterly budget projections. Costs will increase in summer with use of A/C.
Total Expenses	1,028,912	308,173	279,420	(28,753)	-9.33%	
Net Total	(566,724)	(273,147)	(241,531)	31,616	11.57%	



Actual vs Budget Year To Date by Department:

Department: 73 - Aquatic Centre

Reporting Period: January, 2020 To March, 2020 (3 Months)

	2020 Budget	YTD Budget	YTD Actual	Variance Over(Under)	Percentage Variance	Comments:
Revenues:						
Goods & Services Sold	204,051	80,875	79,734	(1,141)	-1.41%	
Local Agencies	501,970	0	0	0	0.00%	
Other Sources	750	575	(59)	(634)	-110.32%	
Total Revenues	706,771	81,450	79,675	(1,775)	-2.18%	
Expenses:						
Debt & Banking Charges	7,300	1,825	1,317	(508)	-27.84%	
Goods & Services	186,141	49,273	38,435	(10,838)	-22.00%	Timing Difference-Good & Services procured in Q1 not expensed till later in the year
Personnel	891,850	270,320	259,683	(10,637)	-3.93%	Wages vary over the year. As pool was closed for part of March including the school spring break, due to Covid 19, wages and benefits for casual staff was reduced.
Transfer to Other Operating	43,432	10,858	10,858	0	0.00%	
Transfer to Reserves	10,000	10,000	10,000	0	0.00%	
Upgrading & Replacement	42,740	7,010	5,651	(1,359)	-19.39%	
Utilities	103,831	25,571	32,020	6,449	25.22%	Utility adjustment required at year end to expense portion of costs to Arena.
Total Expenses	1,285,294	374,857	357,964	(16,893)	-4.51%	
Net Total	(578,523)	(293,407)	(278,288)	15,119	5.15%	



Actual vs Budget Year To Date by Department:

Department: 74 - Arena

Reporting Period: January, 2020 To March, 2020 (3 Months)

	2020 Budget	YTD Budget	YTD Actual	Variance Over(Under)	Percentage Variance	Comments:
Revenues:						
Goods & Services Sold	324,600	136,821	138,022	1,201	0.88%	
Local Agencies	214,750	0	0	0	0.00%	
Other Sources	85,521	1,500	15,304	13,804	920.24%	Reimbursement from Energy Audit
Total Revenues	624,871	138,321	153,325	15,004	10.85%	
Expenses:						
Debt & Banking Charges	507,964	78,747	52,419	(26,328)	-33.43%	Timing Difference-Good & Services procured in Q1 not expensed till later in the year
Goods & Services	148,026	83,373	104,603	21,230	25.46%	Energy Audit Expense/Other Projects are ongoing
Personnel	557,747	139,465	152,128	12,663	9.08%	Wages & Benefits are typically higher during winter months when Arena is in full use.
Transfer to Other Operating	242,339	60,585	77,090	16,505	27.24%	Equipment Usage higher during winter months
Transfer to Reserves	25,000	25,000	25,000	0	0.00%	
Upgrading & Replacement	19,000	0	0	0	0.00%	
Utilities	223,133	55,784	70,339	14,555	26.09%	Utility costs will be adjusted with Pool costs at year end
Total Expenses	1,723,209	442,954	481,579	38,625	8.72%	
Net Total	(1,098,338)	(304,633)	(328,253)	(23,620)	-7.75%	



Actual vs Budget Year To Date by Department:

Department: 75 - Parks & Playgrounds

Reporting Period: January, 2020 To March, 2020 (3 Months)

	2020 Budget	YTD Budget	YTD Actual	Variance Over(Under)	Percentage Variance	Comments:
Revenues:						
Goods & Services Sold	31,243	0	0	0	0.00%	
Local Agencies	23,317	0	0	0	0.00%	
Other Sources	1,000	2,350	1,000	(1,350)	-57.45%	
Total Revenues	55,560	2,350	1,000	(1,350)	-57.45%	
Expenses:						
Debt & Banking Charges	3,000	750	196	(554)	-73.84%	
Funding To Others	50,000	12,500	13,500	1,000	8.00%	
Goods & Services	255,714	63,485	60,940	(2,545)	-4.01%	
Personnel	858,623	153,629	131,404	(22,225)	-14.47%	High usage is typically during summer months.
Transfer to Other Operating	363,505	90,878	40,611	(50,267)	-55.31%	Equipment Usage will be higher during summer season.
Transfer to Reserves	20,000	20,000	20,000	0	0.00%	
Upgrading & Replacement	16,100	2,000	4,883	2,883	144.15%	
Utilities	23,722	1,045	2,596	1,551	148.46%	
Total Expenses	1,590,664	344,287	274,132	(70,155)	-20.38%	
Net Total	(1,535,104)	(341,937)	(273,132)	68,805	20.12%	



Actual vs Budget Year To Date by Department:

Department: 77 - Library

Reporting Period: January, 2020 To March, 2020 (3 Months)

	2020 Budget	YTD Budget	YTD Actual	Variance Over(Under)	Percentage Variance	Comments:
Revenues:						
Local Agencies	30,090	30,090	29,525	(565)	-1.88%	No variances exceed the \$5,000 threshold
Total Revenues	30,090	30,090	29,525	(565)	-1.88%	
Expenses:						
Funding To Others	341,992	341,992	341,992	0	0.00%	
Goods & Services	121,549	31,870	31,962	92	0.29%	
Personnel	23,361	5,868	5,377	(491)	-8.37%	
Transfer to Other Operating	265,487	0	0	0	0.00%	
Total Expenses	752,389	379,730	379,331	(399)	-0.11%	
Net Total	(722,299)	(349,640)	(349,806)	(166)	-0.05%	



Actual vs Budget Year To Date by Department:

Department: 78 - Culture

Reporting Period: January, 2020 To March, 2020 (3 Months)

	2020 Budget	YTD Budget	YTD Actual	Variance Over(Under)	Percentage Variance	Comments:
Revenues:						
Goods & Services Sold	7,700	1,594	0	(1,594)	-100.00%	No variances exceed the \$5,000 threshold
Other Sources	5,800	0	0	0	0.00%	
Total Revenues	13,500	1,594	0	(1,594)	-100.00%	
Expenses:						
Funding To Others	40,415	26,000	26,300	300	1.15%	
Goods & Services	47,145	4,804	6,998	2,194	45.66%	
Transfer to Reserves	10,000	10,000	10,000	0	0.00%	
Upgrading & Replacement	8,000	2,000	0	(2,000)	-100.00%	
Total Expenses	105,560	42,804	43,298	494	1.15%	
Net Total	(92,060)	(41,210)	(43,298)	(2,088)	-5.07%	

REQUEST FOR COUNCIL DECISION



SUBJECT: Lincoln Park and Heritage Park Playground Replacements
PREPARED BY: Sandi Stewart, Manager of Recreation and Culture
PRESENTED BY: Deborah Juch, Director of Community Services
DATE: June 8, 2020

FILE: 75/782

PURPOSE:

To recommend Council award a contract to replace playgrounds at Lincoln Park and Heritage Park to Vilmac Systems of Calgary in the amount of \$274,445.13 plus GST.

RECOMMENDED MOTION(S):

THAT Council approves the award of a contract to Vilmac Systems in the amount of \$274,445.13 plus GST to replace the playgrounds at Lincoln Park and Heritage Park with their Option 1 proposals for each location.

RELATED PRIOR MOTION(S):

13/931.04 20MO

THAT Council adopt the proposed 2020 Capital Budget, as presented in the November 12 memo 19-359

EXECUTIVE SUMMARY:

Administration issued an RFP to replace the playgrounds at Lincoln Park and Heritage Park in March 2020. The City received 10 submissions with five of them meeting the mandatory requirements while also fitting within the \$300,000 budget approved for this 2020 capital project and allowing a contingency. The Lacombe and District Recreation, Parks, and Culture Board considered the top rated submission from Vilmac Systems offering two different layout and equipment options for each park. The Board recommends Option #1 for both locations to Council, at a cost of \$274,445.13 plus GST leaving an 8.5% of the budget for contingencies. The Vilmac Systems proposal meets City needs while including two unique features not available in City playgrounds to date. The project will commence in early fall, completing October 1, 2020.

ANALYSIS:

[Background](#)

The City prepares for playground lifecycle replacement by budgeting \$150,000 per year into a capital reserve, and approving projects every other year to replace two of the oldest playgrounds—the last project was completed in 2018. The 2020 Capital budget therefore includes \$300,000 for playground replacements and the plan identifies both Lincoln Park and

REQUEST FOR COUNCIL DECISION



Heritage Park as Lacombe’s oldest playgrounds, in need of replacement to bring up to current CSA Z614 Standards.

The replacement equipment and proposed designs should be innovative and unique if possible, while fostering the development of children’s motor, sensory, and social skills. The standard is to provide activities for both quiet and group interactions, with a mix of climbing, agility, spinning, exploratory swinging, and sliding activities. Fluid flows in the layouts allow play patterns to inspire and engage children, and site furniture for caregivers should be included. The recent addition of adult fitness equipment to City playground standards helps ensure the City’s park and facilities service level offers something for caregiver and adult visitors at playground locations.

[Request for Proposal Process](#)

Administration issued a Request for Proposal on March 16, 2020 seeking playground supply and install at Lincoln Park and Heritage Park including new groundcover, plus demolition of the old equipment. The RFP closing date was May 1, 2020. The City advertised the opportunity in a local newspaper and on the City of Lacombe and Alberta Purchasing Connection websites. A mandatory site meeting for proponents was scheduled but later cancelled due to COVID-19.

Administration assessed the 10 proposals received against the mandatory requirements, which disqualified five proposals. Staff evaluated the remaining five against the discretionary criteria which included innovation, design, layout, maintenance, warranty, budget, and schedule. The five proponents were ranked as follows (potential 50 points available):

Vilmac Systems	Park N Play	BDI Play Design	Jeff Jackson Play Pro	Canadian Rec Solutions
41.7	41.3	38	38	37.3

Vilmac System’s proposal met mandatory requirement and also ranked highest in the discretionary criteria.

[Lacombe & District Recreation, Parks and Culture Board Input](#)

On May 19, 2020 Administration presented Vilmac’s four design options (an Option 1 and an Option 2 for each park) to the Lacombe and District Recreation, Parks, and Culture Board for review and selection of their preferred option for each park. The Board unanimously recommends Vilmac’s Lincoln Park Playground Option 1 and Heritage Park Playground Option 1 to Council (see attached DRAFT Rec Board minutes). In addition to standard elements such as

REQUEST FOR COUNCIL DECISION



as outlined above, the Vilmac playground designs include a parkour component for Heritage Park ([Bamboo Jungle Jr.](#)) and a spinner in Lincoln Park ([Elephant Play](#)), both of which will be a first in the City. A return to washed sand as a groundcover adds a play element to its other purposes. The Board also supports the inclusion of adult fitness equipment next to each playground, which will provide caregivers with the opportunity to exercise while still actively supervising their children at play.

Service Level Impacts

The playground renewal program replacing the two oldest City playgrounds in alternate years serves to maintain the City's service level in outdoor facilities and amenities overall. As existing equipment ages, the playground's appeal to children diminishes at the same time warranties expire causing maintenance, repairs and part replacements to impact the operating budget. Deteriorating wood and plastic components eventually become unsafe and must be replaced.

To complement the City's Greenspaces Inventory, replacement playgrounds should have a balance of different play types. See "Background" and "Board Input" sections, above, for further details of how the proposed playgrounds meet the City's identified needs.

Financial Implications

Costs for the recommended designs total \$274,445.13, allowing for an 8.5% contingency while still staying within the approved capital budget of \$300,000 for the project.

Legislative Implications

Authorizing a contract for replacing aging City playgrounds accords with the following acts, policies, and plans:

- a. The City of Lacombe [2013 Recreation & Culture Master Plan](#)
- b. The City of Lacombe [Purchasing Policy 13/211/01 \(2014\)](#)
- c. *Municipal Government Act* Part 1 Purposes, Powers and Capacity of Municipalities
"To provide services, facilities or other things that in the opinion of Council are necessary or desirable for all or part of the municipality...."
- d. Maintenance of the parks as inventory in the City of Lacombe Greenspaces Inventory
- e. The City's 2014 [Imagine Lacombe Municipal Sustainability Plan](#)

REQUEST FOR COUNCIL DECISION



STRATEGIC PLAN ALIGNMENT:

The playground replacement project and support of the Lacombe & District Recreation, Parks and Culture recommendation aligns with the following Council strategic goals:

- 4.3.1 To Make Lacombe a Walkable City – B. Promote the current trail system and associated parks. “Lacombe is known for its many kilometers of trails and urban parks”.
- 4.3.2 To Preserve and Maintain Excellent Existing Green Spaces - B.1. “Parks that have different uses are maintained to the most appropriate standard.”
- 4.3.3 To Be Strong Stewards of our Built Environment - A.1 (Replacement program supports asset management principles.)
- 4.5.1 To Support Volunteerism in the Community – A. Strongly support volunteerism.

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

The Lacombe and District Recreation, Parks, and Culture Board review of the proposal and selection of options fulfills the City’s public participation policy to. The City will publish a news release about Council’s decision to award the contract, if made. Opening of the renewed playgrounds in October will be also be publically announced.

ALTERNATIVE MOTION(S):

1. THAT Council approves the award of a contract to Vilmac Systems in the amount of \$274,445.13 plus GST to replace the playgrounds at Lincoln Park and Heritage Park with their Option 1 proposals for each location; OR
2. THAT Council directs Administration otherwise in the matter of the playgrounds at Lincoln Park and Heritage Park.

ATTACHMENTS:

1. DRAFT Rec Board Minutes
2. Proposed playgrounds

LACOMBE AND DISTRICT RECREATION, PARKS AND CULTURE BOARD

Regular Meeting Minutes

Monday, May 19, 2020 at 5PM

Present: Kirstin Bouwsema, County Representative (Chairperson)
Emma Vockeroth, City Representative (Vice Chairperson)
Paula Law, Reeve, County Councillor
Jonathan Jacobson, City Councillor
Teresa Johnson, City Representative - attended virtually
Ashely Morrison, County Representative
Diana Wiebe, City Representative
Dani Ducross, City Representative
Ameerah Giesbrecht, Student Representative
Sandi Stewart, Manager of Recreation and Culture
Sonya Beauclair, Recreation & Culture Assistant

Regrets:

1. Call to order/Introductions

Kirstin Bouwsema called the meeting to order at 5:02PM

2. Additions to / Adoption of Agenda

Moved by Dani Ducross that the agenda for May 19, 2020 be adopted as presented

CARRIED *unanimously*

3. Adoption of [March 16, 2020 Meeting Minutes](#)

Moved by Diana Wiebe that the minutes of the March 16, 2020 meeting of the Lacombe and District Recreation, Parks and Culture Board be approved as presented

CARRIED *unanimously*

4. Presentations/Correspondence

None

5. Ongoing Business

5.1. Facility Rental Assistance Grant **(\$14,227)**

5.1.1. Relaxed guidelines with additional funds

Sandi explained the proposed changes to the guidelines and that there has been an additional \$10,000 allocated to the grant for 2020 from Council. This was initiated to help mitigate impacts of social restrictions, re-establish events and services, reduce costs to participants and help lower the impact of COVID-19. Community groups,

businesses, and individuals can qualify for the grant to reduce or eliminate the rental cost of a city facility and pass the benefit onto participants.

Jonathan arrived at 5:15PM

There is no maximum amount for the applications. The Board has a lot of flexibility and can make specific motions based on each individual application. They can stipulate whether they give the full amount, part amount, enough for a couple dates, or if a reoccurring event needs to reapply every month or for every individual date, etc. These funds are for 2020 dispersal.

Administration will follow up with prior successful 2020 applicants to see if they were able to host their events.

All facility booking staff will be made aware of the funding so they can share the information with anyone making a booking inquiry who may qualify. It will also be advertised through various platforms once it is approved.

5.1.2. Updated Application

The Board was good with the updated application reflecting the proposed guidelines, as there is also a budget template that gets sent out with the application.

5.1.3. Rating Matrix

Sandi explained how the matrix works and how it can assist the Board when evaluating the applications.

Moved by Emma Vockeroth that the Board approved the relaxed guidelines for the Facility Rental Assistance Grant as presented for the remainder of 2020

CARRIED *unanimously*

6. New Business

6.1. Playgrounds

Sandi explained the RFP evaluation criteria, reviewed the designs, described what is included in all options, how the options are different, and that they are all within the budget. The Board liked the sand digger. The Board noted that other communities are doing exercise parks beside playgrounds, this is great for care givers so they can workout while children play. Having multiple pieces of fitness equipment allows groups to workout together. The Board wondered if the Lincoln Park should be fenced in as it is fairly close to the road. Sandi wasn't aware of any previous issues at this site and mentioned fencing has become a common practice for new subdivisions but was not part of this replacement project's scope/budget.

6.2. Extra information

6.2.1. Watched the Bamboo Jungle Video

6.2.2. Watched the Rotating Dish Video

Moved by Dani Ducross that the Board recommend Option 1 for Lincoln Park to Council for approval

CARRIED *unanimously*

Moved by Jonathan Jacobson that the Board recommend Option 1 for Heritage Park to Council for approval

CARRIED *unanimously*

7. Information

7.1. Recreation Service Monthly Report

7.1.1. Sandi shared some highlights from the report.

7.2. Kinsmen Aquatic Centre Stats

7.2.1. Pool has been closed since Mar 15 due to COVID

Moved by Diana Wiebe that the Board accept the reports as information

CARRIED *unanimously*

7.3. Direction for 2021 Rates and Fees

- The Board was asked for their thoughts on recreation facility 2021 Rates and Fees to assist administration in preparing for the next meeting.
- A Board member suggested there should be a policy for increases so it's not ad hoc each year and that not increasing 2021 rates may lead to a need for a larger surge in future years if the rates have fallen behind.
- There is a practice of doing an annual rate increase of 2-3%, then rounding up to the nearest dollar for most recreation facilities. This is not a formal policy, but has been a frequent practice for a number of years. Last year the LMC simplified their overall rate structure removing non-local rates and re-adjusting a number of rates. While the Kinsmen Aquatic Centre has been doing a fee comparison to align to similar facilities.
- The Board wondered what the cost of recovery is for facilities, Sandi stated these are hard to accurately and consistently calculate and compare to others because everyone does them a little differently. The Board would like to review revenues and expenses for the facilities last five years to see the changes.
- The Board wondered what the cost of COVID-19 would be and what trickledown effect would occur. The current predicted loss for the City is \$210,000, and the majority of this loss is from recreation facility revenues.
- Some Board members felt it may not be a good idea to raise rates with many households dealing with lower income due to COVID-19.
- The FRAG could help groups in the future while still increasing rates to maintain cost increases.
- The idea of charging for dumping grey/black water at campground was brought up.
- Administration will prepare recreation facility rate review information for the next meeting.

7.4. Other

County is hoping to relax COVID restrictions. Same for City, hoping to reopen facilities.

8. Next Meeting

June 16, 2020 5PM, Board Room at Council Chambers

9. Adjournment

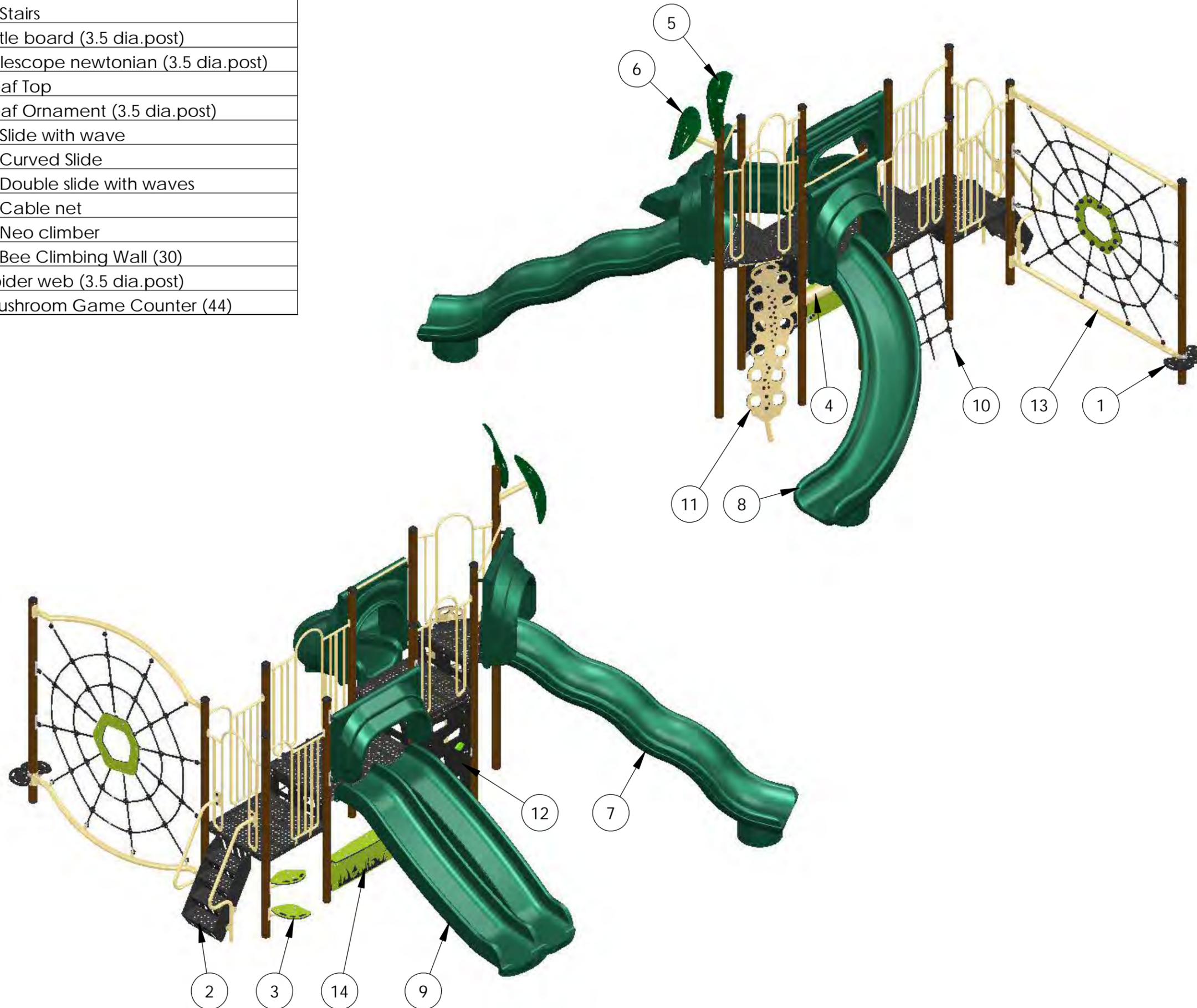
Moved by Emma Vockeroth to adjourn the meeting at 6:57PM







#	- DESCRIPTION -
1	Step (3.5 dia.post)
2	3' Stairs
3	Little board (3.5 dia.post)
4	Telescope newtonian (3.5 dia.post)
5	Leaf Top
6	Leaf Ornament (3.5 dia.post)
7	6' Slide with wave
8	5' Curved Slide
9	4' Double slide with waves
10	4' Cable net
11	6' Neo climber
12	5' Bee Climbing Wall (30)
13	Spider web (3.5 dia.post)
14	Mushroom Game Counter (44)



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(877) 363-2687

Customer:
VILMAC
CITY OF LACOMBE
HERITAGE PARK
OPTION 1

**Product(s)
Isometric View**

Products:

Playstructure
(J3-20156-B)

Capacity: 34 Children
18 Months - 12 Years

Posts : 3-1/2"
Platform(s): 36" - 48"
Fall height 110"/2.8m

Drawn by: MIDL
Date: 26.04.2020



OBSTACLE CHALLENGE

Following its mission to create design-driven functional fitness equipment, TREKFIT is introducing its new Obstacle Challenge line, a series of four new products inspired by the various devices used in obstacle challenge courses. These products are beautiful, dramatic, as well as functional. It's urban art meets fun for the entire family.

BAMBOO JUNGLE

Inspired by Parkour, this structure is composed of a series of 26 or 44 tall stems arranged to mimic the movement of a bamboo jungle. Visually stunning, this equipment encourages users to traverse the structure following same-color steps that are placed at different heights. No one can resist grabbing a stem and starting to work their way through it!



BASIC FEATURES

CHILD CAPACITY: 1 adult

DIMENSION (WT x DT x HT): 2'4" x 4'1" x 4'9" (0,7m x 1,2m x 1,4m)

DESCRIPTION

Functionality: Endurance, Targets the lower body and pelvic muscles.

ANCHORING



ON CONCRETE SLAB

This product is anchored to the ground on concrete slabs.

MATERIALS

METALS

Post(s): 6061-T6 aluminum alloy tube measuring 5" (127mm) in outer diameter, with 0.125" wall thickness.

Hardware: Stainless steel

Metal frame(s): Aluminum

PLASTIC MATERIALS

Panels: Panels and other plastic parts are made of HDPE polyethylene colored in the mass and treated against UV rays. All edges are rounded for maximum safety.(lv)

COMPOSITES MATERIALS

Tip(s) end(s): Made of polyester resin containing 10% recycled material. The finish is slip resistant.

MECHANICAL COMPONENTS

Pivot(s): Teflon-coated mounted bushing.

FLEXIBLE MATERIALS

Flange Covers: Made of 82 durometer ultra resistant rubber and treated against UV rays.

COATINGS

Paint: Painted metal parts are white blasted first, then coated with a primer and Z-series polyester powder, which has an extreme resistance to ultraviolet (UV) rays and weather. (lv)

Galvanization: The steel of the structure is hot dipped galvanized.

COLOUR CHOICES

Aluminum



Made at our factory in Lévis, Québec, Canada.

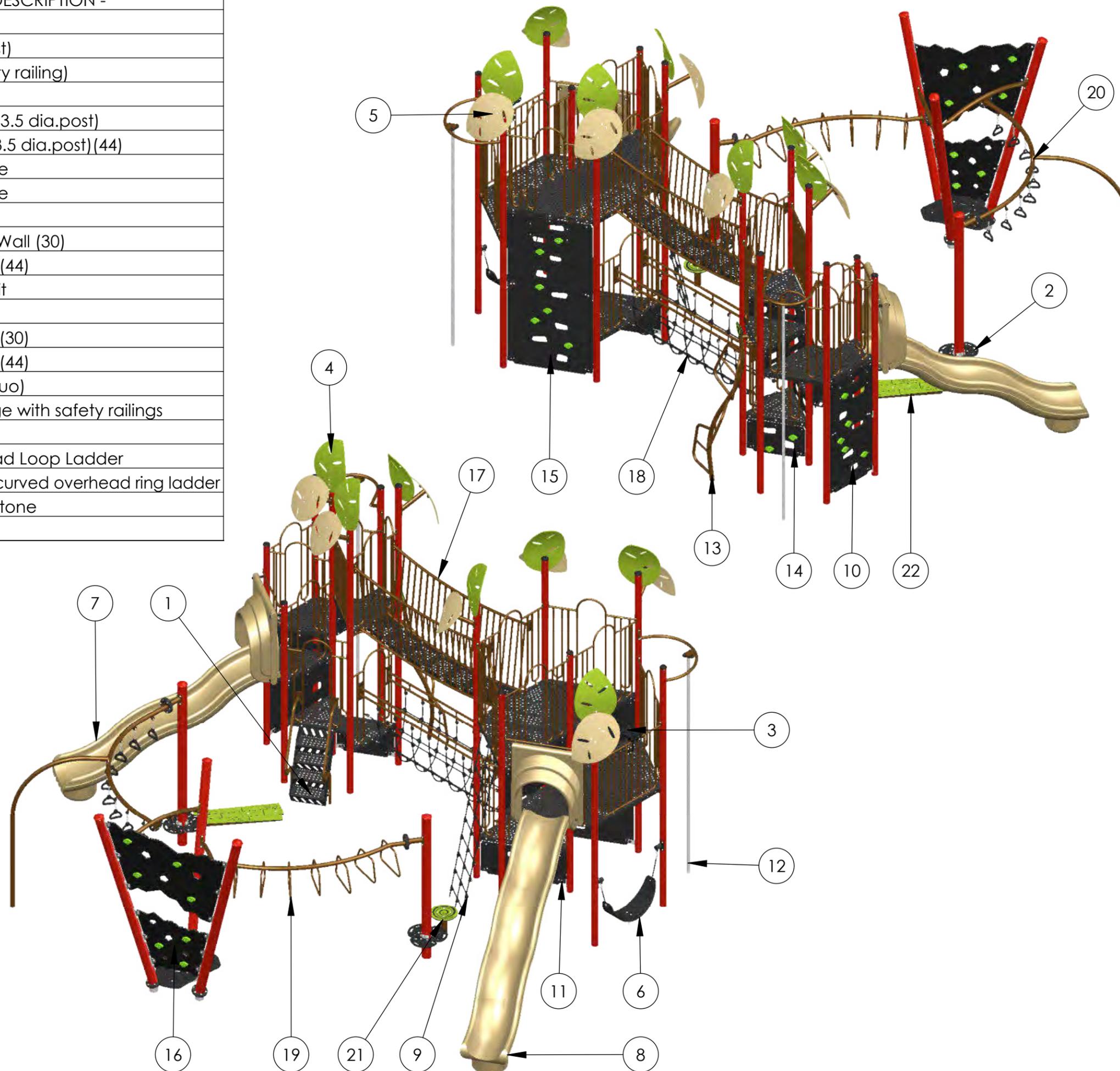


City of Lacombe - Lincoln Park - Option 1





#	- DESCRIPTION -
1	3' Stairs
2	Step (5.0 dia.post)
3	Telescope (Safety railing)
4	Leaf Top
5	Leaf Ornament (3.5 dia.post)
6	The hammock (3.5 dia.post) (44)
7	5' Slide with wave
8	6' Slide with wave
9	8' Cable net
10	6' Bee Climbing Wall (30)
11	2' Climbing Wall (44)
12	6' Emergency Exit
13	7' Myria climber
14	2' Climbing Wall (30)
15	8' Climbing Wall (44)
16	Climbing wall (Duo)
17	Suspension bridge with safety railings
18	Cable bridge
19	Curved Overhead Loop Ladder
20	(2'-6) 90 degree curved overhead ring ladder
21	Spiral Stepping Stone
22	The footbridge



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(877) 363-2687

Customer:

VILMAC SYSTEMS
CITY OF LACOMBE
LINCOLN PARK

**Product(s)
Isometric View**

Products:

Recreational space
(M-18065-5B)

Capacity: 79 Childrens
5 - 12 Years

Posts : 3-1/2" - 5"
Platform(s): 36" - 48"

Fall height 134"/3.4m

Drawn by: M.E.L.
Date: 23.04.2020



BASIC FEATURES

CHILD CAPACITY: **1 adult**

DIMENSION (WT x DT x HT): **2'4" x 4'0" x 4'8" (0,7m x 1,2m x 1,4m)**

DESCRIPTION

Functionality Cardio, balance, Targets the lumbar and oblique abdominals.

ANCHORING



ON CONCRETE SLAB

This product is anchored to the ground on concrete slabs.

MATERIALS

METALS

Post(s): 6061-T6 aluminum alloy tube measuring 5" (127mm) in outer diameter, with 0.125" wall thickness.

Metal frame(s): Made of steel (sv)

Hardware: Stainless steel

PLASTIC MATERIALS

Panels: Panels and other plastic parts are made of HDPE polyethylene colored in the mass and treated against UV rays. All edges are rounded for maximum safety.(lv)

COMPOSITES MATERIALS

Tip(s) end(s): Made of polyester resin containing 10% recycled material. The finish is slip resistant.

FLEXIBLE MATERIALS

Flange Covers: Made of 82 durometer ultra resistant rubber and treated against UV rays.

MECHANICAL COMPONENTS

Pivot(s): Teflon-coated mounted bushing.

COATINGS

Paint: Painted metal parts are white blasted first, then coated with a primer and Z-series polyester powder, which has an extreme resistance to ultraviolet (UV) rays and weather. (lv)

Galvanization: The steel of the structure is hot dipped galvanized.

COLOUR CHOICES

Aluminum



Made at our factory in Lévis, Québec, Canada.

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: June 8th, 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 directs Administration to include street how it wishes to proceed with the mechanical street sweeper replacement (alternatives included at the end of this RFD).

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%).

Spring Street Sweeping Service Level Review

At its regular meeting on May 25th, 2020 Council directed Administration to investigate service level improvements to shorten the length of time to complete spring street sweeping operations. The time required to complete spring street sweeping operations for the entire City was reviewed for the last four years:

- 2019 – started April 3rd, finished May 28th = 8 weeks
- 2018 – started April 19th, finished June 6th = 7 weeks
- 2017 – started March 31st, finished June 15th = 11 weeks
- 2016 – started March 14th, finished May 20th = 10 weeks

During 2016-2017 spring street sweeping operations, the street sweeper was scheduled to operate 8 hours per day, 5 days per week. In 2018 and 2019, an operational change was made in an effort to reduce the duration of spring street sweeping operations - the street sweeper was “double-shifted” with two operators, and scheduled to operate 16 hours per day, 5 days per week during this period.

Factors that affect the length of spring street sweeping operations include:

- Duration of spring snowmelt and temperature determine the start date of sweeping operations
- Sweeping of residual winter sanding material off boulevards by the Parks Department
- Sweeping centerlines ahead of the line painting crew

REQUEST FOR COUNCIL DECISION



- Spring Community Cleanup in May
- Sweeping roads ahead of the crack sealing crew
- Emergency water/sewer repairs require shared resources/operators within the Operations (Public Works) Department
- Downtime with one unit – although it may be 1-2 days at a time, the street sweeper operates in a harsh and abrasive environment which shortens the life of consumable parts - parts like bearings, rollers, conveyor belts may require replacement
- Providing notice to residents using No Parking – Street Maintenance signage, signing specific streets where possible to allow residents reasonable parking accommodation alternatives outside of the signed area.

Administration has reviewed several options to shorten the sweeping operations which include adding a second street sweeper to the City's fleet, and use of additional contracted services. These options are highlighted in greater detail below. However, Administration's preferred option is to move away from the practice of windrowing snow as presented in the January 13th, 2020 RFD because it significantly reduces the amount of aggregate left on City roads and has greater benefit residents during the spring and winter seasons. This is also highlighted in more detail below.

Option 1 – Add a second street sweeping unit to the City's fleet.

This option will utilize existing City staff to operate the second unit. Doing so allocated an extra operator away from other springtime road maintenance activities such as pothole repair and gravel lane repairs while sweeping activities are underway. However, since sweeping would be completed quicker, the initial impact is mitigated by having an additional operator available to assist with road and lane maintenance activities 2-3 weeks earlier.

The details of this option are as follows:

- Purchase the Elgin Broom Bear mechanical street sweeper from Joe Johnson Equipment as recommended
- Keep the existing unit for a maximum of 5 years, and purchase a new, second unit at that time (or earlier upon major mechanical failure).
- Change the replacement cycle of street sweepers from 10 years to 15 years.
- Both street sweepers would run concurrently and be double shifted during spring operations.
- Estimated to reduce spring sweeping operations from 7-9 weeks, down to 4-5 weeks.

REQUEST FOR COUNCIL DECISION



Option 1 - Annual Costs Impact

The immediate impact is \$29,843 higher than budgeted capital cost for the new unit purchased in 2020 due to not receiving trade in revenue for the existing unit. Estimated additional annual costs thereafter are broken down as follows:

ITEM	Current Annual Cost	Option 1 Annual Cost Impact
Capital replacement	\$37,384 (1 unit on a 10 year cycle)	+\$12,462 (2 units on a 15 year cycle)
Maintenance (historical average, includes consumables such as new sweeper brooms)	\$18,220	\$450 (seasonal incidentals from less operation between peak periods)
Fuel/Oil (historical average)	\$3,960	\$100 (seasonal incidentals from less operation between peak periods)
Insurance premium	\$813	+\$813
TOTAL	\$60,377	+\$13,825

Option 2 – Contract a second street sweeping unit to supplement City sweeping operations.

This option will utilize contracted services to operate a second sweeping unit. Doing so does not affect other current road maintenance activities such as pothole repair and gravel lane repairs while sweeping activities are underway. However, since sweeping would be completed quicker, the operator would be available to assist with road and lane maintenance activities 2-3 weeks earlier. Details of this option are as follows:

- Purchase the Elgin Broom Bear mechanical street sweeper from Joe Johnson Equipment as recommended with the trade in of the existing unit,
- Change the replacement cycle of street sweeper from 10 years to 15 years.
- Both City and contract street sweepers would run concurrently and be double shifted during spring operations.
- Estimated to reduce spring sweeping operations from 7-8 weeks, down to 4-5 weeks.

Option 2 - Annual Costs Impact

The purchase of the new street sweeper unit in 2020 would be under budget due to receiving trade-in value for the current unit. Estimated annual costs thereafter are broken down as follows:

ITEM	Current Annual Cost	Option 2 Annual Cost Impact
Capital replacement	\$37,384 (1 unit on a 10 year cycle)	-\$12,462 (1 unit on a 15 year cycle)
Maintenance (historical average, includes consumables such as new sweeper brooms)	\$18,220	-\$6,833 (less annual operational hours)

REQUEST FOR COUNCIL DECISION



Fuel/Oil (historical average)	\$3,960	-\$1,485 (less annual operational hours)
Insurance premium	\$813	+\$0
Contracted services	0	+45,360 (3 weeks)
TOTAL	\$60,377	+\$24,580

Additional consideration: Change the current practice of windrowing snow on most City roads to hauling it off site where feasible.

Moving to hauling snow offsite where feasible means significantly less aggregate left on roads and boulevards which potentially reduces maintenance costs and makes the current sweeping time more tolerable for the community. Reduced aggregate on the road also means the unit can complete routes quicker. In addition, a lesser need to coordinate boulevard sweeping with the Parks Department results in more efficient sweeping routes which, combined with quicker drive speeds reduces the overall time it takes to complete city wide sweeping operations. Our best estimate is it will reduce the overall spring sweeping time by 1 week.

From the January 3rd, 2020 RFD: *“The City’s Snow Clearing Policy directly affects snow clearing and sanding service levels for public roads. The cost to change the current practice of windrowing snow on most City roads to hauling it off site (where feasible) has an impact to both the operating and capital budgets. To the operations budget, the Roads Department estimated an increase of \$73,600 would be required primarily for additional contracted services. This translates into an approximate 0.5% tax rate increase based on the 2020 operating budget.”*

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):

1. *(No change to street sweeping service levels)* THAT Council approve the purchase of the Elgin Broom Bear mechanical street sweeper from Joe Johnson Equipment for a net cost of **\$325,093**
2. A *(Option 1)* THAT Council approve the addition of a second mechanical street sweeper to the City’s fleet replacement schedule.
2. B *(Option 1)* THAT Council approve the purchase of the Elgin Broom Bear mechanical street sweeper from Joe Johnson Equipment for a net cost of **\$373,843**.

REQUEST FOR COUNCIL DECISION



3. A (*Option 2*) THAT Council directs Administration to contract street sweeping services to supplement City sweeping operations starting in 2021.
3. B (*Option 2*) THAT Council approve the purchase of the Elgin Broom Bear mechanical street sweeper from Joe Johnson Equipment for a net cost of **\$325,093**
4. THAT Council directs Administration to include street how it wishes to proceed with the mechanical street sweeper replacement

ATTACHMENTS:

None.

REQUEST FOR COUNCIL DECISION



SUBJECT: Snow Clearing Policy Review
PREPARED BY: Brett Logsdon, Roads Manager; Calvin Bennefield, Parks Manager;
Diane Piche, Director of Corporate Services
PRESENTED BY: Jordan Thompson, Director of Operations and Planning
DATE: June 8th, 2020

FILE: 32/230

PURPOSE:

To report on the outcome of the 2019-2020 snow clearing operations and to provide Council with an opportunity to give feedback on the [Snow Clearing Policy](#) as part of the annual review of the policy.

RECOMMENDED MOTION(S):

1. THAT Council accept Administration's report on the Snow Clearing Policy as information.

RELATED PRIOR MOTION(S):

1. 32/230.02 19MO MOVED BY Councillor Ross: THAT Council accept the snow clearing policy report from administration and direct administration to consider increased snow clearing of trails and recreational ponds, cost options for complete snow removal versus windrowing, and increased number of snow dump sites for efficiency of snow removal. CARRIED UNANIMOUSLY
2. 32/230.01 20MO MOVED BY Councillor Ross: THAT Council accept this report as information. CARRIED UNANIMOUSLY

EXECUTIVE SUMMARY:

The City's Snow Clearing Policy directly affects snow clearing and sanding service levels for public roads, sidewalks, and trails. Now that the season has concluded, Administration would like to invite Council's input into the delivery of service in 2019-2020.

ANALYSIS:

ROADS

The Roads Manager reports that for 2019-2020 winter season, between October and April, the current snow clearing resources were adequate to meet the City's snow clearing level of service.

REQUEST FOR COUNCIL DECISION



Alberta Highway Services Ltd provided sanding and snow clearing services 52 times (129.75 total hours) on Highway 2A, and on sections of Highway 12 within the City of Lacombe's Corporate Limits, to maintain similar service levels expected by Alberta Transportation for the sections of Highway 2A and Highway 12 outside of the City of Lacombe's Corporate Limits.

City crews sanded roads on 75 days and cleared snow/ice 67 days last season:

- Priority 1 and 2 roadways were cleared frequently for a total of 45 operational days
- Priority 3 (residential) roadways were cleared once, taking 22 operational days to complete

The downtown core roads from Highway 2A to 53rd Street, between 49A Avenue and 51st Avenue, were cleared a total of 6 times. The downtown core lanes were cleared a total of 4 times. The paved lane on the south side of the Lacombe Senior Citizens Lodge was cleared 6 times. City-owned parking lots were cleared 6 times. Sections of residential lanes were cleared as needed for the City's solid waste collection truck operators (due to excessive drifting, rutting, and/or snowpack conditions).

Administration fielded a typical number of calls throughout the season, ranging from compliments to complaints on the service provided. Complaints reported to Administration were infrequent and typically localized to specific areas of concern including:

- damage or perceived damage to landscaping features and grass adjacent to the curb, that were covered during snow clearing operations
- excess salt-sand in the spring on residential lawns adjacent to the curb affecting corner lots near the intersection of two roads to a higher degree
- residential areas not cleared as often or as quickly as desired
- residents not happy with windrows of snow and/or piles of snow on properties

Upon conclusion of winter snow clearing and sanding operations, the Roads Department coordinates its spring street sweeping operations on Priority 1 and 2 roads with the boulevard sweeping operations completed by the Parks Department. Traditionally, the Parks Department has swept winter sanding material off City-owned boulevards, sidewalks and park areas where it is responsible for seasonal maintenance operations, in an effort to:

- reduce the risk potential of projecting aggregate towards passing vehicles and/or pedestrians during mowing operations
- reduce the slip/trip hazards to pedestrians on City-owned sidewalks
- reduce the risk potential of blade damage/premature blade wear to the City's mowing equipment

REQUEST FOR COUNCIL DECISION



When the Roads Department receives a complaint of excessive residual material, staff follow up with the resident, and do a site check to quantify the amount of residue on the front lawns. If the residual material is found to be much more prevalent on the lot compared to others in the neighbourhood, then the City takes action to remove the material. Residents are typically encouraged to rake/sweep the sanding material off their lawn and into the gutter/edge of the roadway. After the 2018-2019 snow clearing service level review at the regular meeting of Council on May 27th, 2019 Council directed Administration to investigate increased levels of service and efficiencies with its snow clearing operations. At the regular meeting of Council on [January 13th, 2020](#) Council was provided with information and estimated costs to change the City's current practice of windrowing snow on most City roads to hauling it off site where feasible. Council accepted the report as information.

SIDEWALKS, WALKWAYS, AND TRAILS

[Traffic Bylaw 223](#) requiring property owners to clear sidewalks fronting their property applies to the City as well. In 2020, Parks & Facilities Maintenance staff were able to clear sidewalks fronting City-owned properties within the 48-hour limit. Staff were also able to adhere to Snow Clearing Policy, which sets the same clearing standard for paved City walkways and trails. The Policy requirement extends to sidewalk sections that link walkways and trails, where there is no private property fronting those sections.

Meeting the City's obligations for sidewalk, walkway, and trail clearing in the winter of 2019-2020 was affected without any overtime or weekend/stat holiday callbacks. Resources used includes three full-time departmental staff using snow-clearing equipment with varying capacity. The Snow Clearing Policy map (next page) illustrates specific sidewalks, walkways, and trails that Parks will clear and the priority ranking applied, which is:

1. Downtown
2. School foot traffic walkways
3. All other sidewalks fronting City-owned property, and paved walkways and trails
4. Outdoor skating rinks

This season, Administration received no public complaints about the department's rate of clearing or about the condition of footing in areas for which the City is responsible. Service level changes from 2018 no longer generate complaint or comment. There are a few additional (very unusual) areas that Parks will service from time to time, such as along the grassed boulevard on

REQUEST FOR COUNCIL DECISION



the east side of 50th Street for the safety of .S. McCormick school children, and occasional plowing at the Dog Park on Len Thompson Drive as it is in use all winter.

BYLAW ENFORCEMENT

Bylaw Enforcement assists the street maintenance crews if vehicles on the streets during the plowing of roadways. Signs are displayed in advance of the street maintenance schedule; however, as crews move forward on their routes, the officers will attempt to try to contact residents who have not moved their vehicles. If there is no response or the crews are halted due to a vehicle blocking the street, a ticket will be issued and the vehicle will be towed to a location nearby that is not affected by the street maintenance as per section 312 of the [Traffic Bylaw #223](#). This information is then passed on to the police should a resident call with a stolen vehicle concern. This process occurs for both snow removal and street sweeping in the spring.

This past winter (October 2019 to April 2020) the following actions were enforced:

- 9 tickets without towing the vehicle for snow removal operations
- 17 tickets and towed vehicles for snow removal operations
- Successfully worked with 9 property owners to ensure compliance with the City's standards without fines

SNOW CLEARING PUBLIC COMMUNICATIONS

The City published public notices about its snow clearing activities and about the Snow Clearing Policy 26 times in 2019-2020 through both Facebook and Twitter platforms (Facebook alone reaches over 5,000 followers, Twitter has over 3,700 followers). The City also published public notices about the responsibilities of property owners with regards to sidewalk snow clearing pursuant to the Traffic Bylaw 223 four times through the same social media platforms.

STRATEGIC PLAN ALIGNMENT:

Reviewing the snow clearing levels of service in the City of Lacombe annually speaks favourably to Councils Strategic Goal 4.1.4B *Review and set service levels for programs and services that the City provides.*

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

No public engagement is proposed.

ALTERNATIVE MOTION(S):

REQUEST FOR COUNCIL DECISION



1. THAT Council accept Administration's report on the Snow Clearing Policy as information.
2. THAT Council directs Administration on how it wishes to proceed.

ATTACHMENTS:

None.

REQUEST FOR COUNCIL DECISION



SUBJECT: 2020 – Pumphouse ‘A’ Generator – Invitation to Tender (ITT) Results
PREPARED BY: Chris Huston, Manager of Utilities
PRESENTED BY: Jordan Thompson, Director of Operations and Planning
DATE: May 15th, 2020

FILE: 43/782

PURPOSE:

To approve the replacement of the standby generator at Pumphouse ‘A’ as approved in the 2020 Capital Budget for \$160,500.

RECOMMENDED MOTION(S):

1. THAT Council Direct Administration to award Setanta Contracting Ltd. For the removal, supply and install of the standby generator at Pumphouse ‘A’ for **\$143,175**.

RELATED PRIOR MOTION(S):

1. N/A

EXECUTIVE SUMMARY:

Administration tendered the replacement of the backup generator at Pumphouse ‘A’ (Woodland Drive and C/E Trail). Pricing from the recommended bidder, Setanta Contracting Ltd. came in under budget and Administration is recommending the work proceed. Upon award Setanta will issue purchase orders through their suppliers and reports a 16-week delivery time for the new generator. The replacement generator is scheduled to be fully operational by the end of December, 2020 (with substantial completion scheduled for November).

ANALYSIS:

Background:

Administration operates and maintains three (3) water distribution pumping stations (i.e. pumphouses), each pumphouse known as A, B & C distributes drinking water to three (3) zones within the City of Lacombe. Each station is equipped with backup electricity generators powered with natural gas, each station having the ability to automatically switch from utility power to generator power through automatic transfer switches (ATS). Pumphouse ‘A’ is the last station to be running a 1970’s Minneapolis Moline for which replacement parts are no longer available as the original manufacturer, Pamco, is no longer in business (more detail in included in the [June 11th, 2018 Council Report](#)). Pumphouse B & C are using newer and more reliable natural gas generators.

REQUEST FOR COUNCIL DECISION



Green Energy Research

[June 11th, 2018](#) Administration reported about possible alternative standby emergency power generation via Tesla Energy Products and solar power. The alternative energy options are still not viable for the City's application due power limitation of solar energy and Tesla's battery power banks not yet CSA approved.

Tender Evaluation

On March 23rd, 2020 City Administration (working with Stantec) issued an Invitation to Tender (ITT) on the Alberta Purchasing Connection (APC), City Website and the Lacombe Express seeking proposals from contractors interested in removal, supply and install of a replacement generator for PHA.

Administration closed the call for proposals on April 9th, 2020, with eleven (11) contractors submitting a proposal. Six (6) of the proposals met all mandatory criteria and were further reviewed, five (5) of the submissions were either late or were missing mandatory tender documents, eliminating them from further consideration.

ITT Response Evaluation.

Contractor	Tender Amount (excluding GST)
Setanta Contracting	\$143,175
Triple A Electric	\$163,362
CES	\$171,350
MCL Power	\$184,426
RTM Electric	\$186,162
Adco	\$222,499

An evaluation was completed by Stantec Consulting and Administration on the 6 qualifying tender submissions and Setana Contracting was confirmed to be the lowest bidder.

Upon award Setanta will issue purchase orders through their suppliers for a Frontier generator and reports a 16-week delivery time. Setanta plans to mobilize to site in October, to remove the

REQUEST FOR COUNCIL DECISION



existing generator and remove any obsolete electrical, controls and ducting to prepare the new area for the new generator. The replacement generator is scheduled to be fully operational by the end of December, 2020 (with substantial completion scheduled in November).

FINANCIAL ANALYSIS:

Capital budget of \$160,500

- Setanta bid \$143,175
- Stantec design cost and tendering, and installation inspection \$12,537

Total cost for the replacement generator is \$155,712, \$4,788 under budget.

STRATEGIC PLAN ALIGNMENT:

Standby natural gas power generation units at our water and wastewater facilities 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):

1. THAT Council Direct Administration to award Setanta Contracting Ltd. For the removal, supply and install of the standby generator at Pumphouse 'A' for **\$143,175.**
OR
2. THAT Council provides alternative direction to Administration.

ATTACHMENTS:

- No attachments

MONTHLY SIGNIFICANT EVENTS REPORT

Chief Administrative Officer

Date: to June 3rd, 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
- 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

- Nothing to report – preparation underway for 5 Council meetings in June.

Planning & Development

- Street sweeping of residential areas continues.

Regional Matters

- Large rainfall events have resulted in a need to divert flow, to avoid overwhelming regional treatment facility in City of Red Deer
- Meeting on Thursday, June 4th to discuss mitigation strategies

Utilities

- Spring repairs underway for several sunk manholes and catchbasins



ALBERTA

MUNICIPAL AFFAIRS

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

AR100068

May 19, 2020

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

Dear Mayor Creasey,

Over the past few months, our government has taken strong measures to protect Albertans and to support our communities through these extraordinarily difficult times. This includes passing Budget 2020, which builds on our government's commitment to support Alberta municipalities and Metis Settlements. It also includes numerous other measures to support Albertans and respond to the impacts of the COVID-19 pandemic.

As part of the commitment to our local government partners, I am pleased to confirm that \$993 million will be allocated to local governments in 2020 under the Municipal Sustainability Initiative (MSI).

For the City of Lacombe:

- The **2020 MSI capital allocation is \$2,920,248**. This includes \$2,013,758 in MSI capital funding and \$906,490 in Basic Municipal Transportation Grant funding.
- The **2020 MSI operating allocation \$100,964**.

In light of the current public health and economic crisis, communities are facing unprecedented financial pressures and our government understands this. To help you in addressing these pressures, we are allowing local governments to use MSI operating for any local government expenditure in the 2020 program year and expediting payment of 2020 MSI operating allocations to qualifying local governments.

.../2

We are also making an administrative change to the MSI Capital program to ensure you will receive your payment when you truly need it. Capital funding will be available for those projects that are ready to proceed, which will support economic activity and increase employment across Alberta. You will have received information on these changes recently via email.

To help municipalities and Metis Settlements with capital planning, we have updated the 2021 MSI allocation estimates. Like the estimates provided in November 2019, these amounts are based on the 2021 MSI funding target of \$927.2 million; however, they incorporate more current formula data. In 2022 and beyond, grant funding amounts will be determined by the *Local Government Fiscal Framework Act*.

Links to the 2020 MSI funding amounts for all municipalities and Metis Settlements, the 2021 MSI capital allocation estimates, and the program guidelines are available on the program website. Funding amounts under the federal Gas Tax Fund (GTF) will be confirmed after Infrastructure Canada confirms the total GTF funding amount allocated to the Province in 2020.

I am proud of the work you and your staff are doing to protect our communities in these challenging times, and Municipal Affairs will continue working with you to ensure Alberta's recovery.

Yours very truly,



Kaycee Madu, QC
Minister

cc: Matthew Goudy, Chief Administrative Officer, City of Lacombe

Age-Friendly Alberta Newsletter



Message from Honourable Josephine Pon Minister of Seniors and Housing May 22, 2020

Special Minister's Statement on COVID-19

Thank you so much for continuing to read my regular messages. They are intended to keep you informed of our government's ongoing pandemic response as it relates to seniors-serving organizations and housing providers. By continuing to work together, we can keep Alberta's most vulnerable citizens safe even as we start the cautious transition to a new normal.

This week, our government made several important announcements that may be of interest to you.

Strong protection for seniors

One of the keys to successfully relaunching Alberta's economy is the continued protection of those of us who are at the greatest risk of contracting COVID-19, including those who live in congregate living facilities. On May 19, I was pleased to join Health Minister Tyler Shandro to announce a provincial investment of more than \$170 million to help keep residents and staff in seniors' lodges, long-term care and designated supportive living facilities safe from COVID-19. Funding will be used for enhanced staffing and extra cleaning supplies, and will address lost accommodation revenue.

Alberta Health Services and Seniors and Housing will coordinate the distribution of \$14.2 million per month, including \$2.9 million per month for seniors' lodges. Funding is retroactive to March 15, and will continue until the orders from Alberta's chief medical officer of health are lifted.

Because older people are disproportionately impacted by the COVID-19 virus, our government is strengthening the ring of defence around Alberta's seniors. This funding will help protect the providers of seniors housing from financial pressures and ensure Alberta seniors can remain safe in their homes. [Learn more here.](#)

Funding communities and civil societies

Our government has taken steps to enable nonprofit groups to respond to the pandemic and help those most in need. After reviewing applications from across the province for the emergency social services funding announced in April, our government will provide \$30 million to more than 460 successful applicants to support their responses to COVID-19.

Successful grant recipients provide services to address the social well-being of those most affected by COVID-19, including seniors, Albertans struggling with access to food, and

other vulnerable groups.

I know some of our seniors-serving partners were chosen to receive funding through this program. To those organizations, congratulations and thank you for your outstanding work to support seniors through the pandemic.

Calgary and Brooks relaunch

Starting May 25, hairstyling and barbershops will be permitted to reopen in Calgary and Brooks, and cafés, restaurants, pubs and bars can reopen for table service at 50 per cent capacity. This is in addition the limited businesses and activities that reopened in these cities on May 14, including the resumption of some scheduled, non-urgent surgeries. For more information on the relaunch of Calgary and Brooks, read the news release.

Canada Emergency Community Support Fund

The Government of Canada is providing \$350 million to support charities and nonprofit organizations serving vulnerable populations who are affected by the COVID-19 pandemic.

Community-based organizations from across the country can apply for funding to support a variety of activities that address a pressing social inclusion or well-being need caused by COVID-19, such as:

- increasing volunteer-based home delivery of groceries and medications;
- scaling up help lines that provide information and support;
- helping vulnerable Canadians access government benefits;
- providing training, supplies, and other required supports to volunteers so they can continue to make their invaluable contributions to the COVID-19 response; or
- replacing in-person, one-on-one contact and social gatherings with virtual contact through phone calls, texts, teleconferences, or the Internet.

The investment will flow through national intermediaries that have the ability to get funds quickly to community organizations that serve vulnerable populations:

- Canadian Red Cross - National granting program for eligible nonprofit organizations across Canada. As well, the Red Cross Preventing Disease Transmission Training and Equipment Program is open for all eligible charities, qualified recipients and nonprofit organizations.
- United Way Centraide Canada – Local United Way Centraide members will accept and assess grant applications from charities through local portals. In some cases, local United Way Centraide members may also support nonprofit organizations through an appropriate trustee relationship with a qualified recipient.
- Community Foundations of Canada – Local community foundations across Canada will accept and assess applications from qualified recipients through a centralized national portal.

To learn more about the available funding, [click here](#).

CORE Alberta

CORE Alberta is a hub for community-based seniors-serving (CBSS) organization staff, volunteers, and allied professionals engaged in efforts to support and promote healthy aging. This web-based platform and related initiatives are designed to foster connections, communication, coordination, collaboration, and capacity building to help strengthen individual organizations and the CBSS sector at large.

Membership of this platform continues to grow. More than 80 CBSS organizations and partners have participated in online discussions so far. Additional online discussions are planned for the coming weeks, including:

- Business Continuity (May 25)
- Transportation (May 27)
- Food Security (May 28)

I encourage all seniors-serving organizations to register for CORE Alberta so they can get involved. To do so, follow these steps:

1. Visit <https://corealberta.ca/>.
2. Sign up for a free membership and create a profile.
3. Once your account has been validated by the CORE Alberta team, you will be able to log in, explore the full site, access groups that you can join, and register for upcoming Zoom Forum discussions.
4. Subscribe to the bi-weekly CORE Alberta newsletter.

Up-to-date information

As always, please 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. Additionally, please also visit the ongoing implementation of Alberta's Relaunch Strategy – a safely staged COVID-19 recovery plan to relaunch our economy.

Thank you.

Josephine Pon
Minister of Seniors and Housing

May 22, 2020



Website



Email

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

LACOMBE AND DISTRICT RECREATION, PARKS AND CULTURE BOARD

Regular Meeting Minutes

Monday, March 16, 2020 at 5PM

Present: Kirstin Bouwsema, County Representative (Chairperson)
Emma Vockeroth, City Representative (Vice Chairperson) – called in
Paula Law, Reeve, County Councillor
Jonathan Jacobson, City Councillor - arrived at 5:17PM
Ashely Morrison, County Representative
Diana Wiebe, City Representative – called in
Dani Ducross, City Representative - arrived at 5:52PM
Sandi Stewart, Recreation and Culture Manager
Sonya Beauclair, Recreation & Culture Assistant

Regrets: Teresa Johnson, City Representative
Ameerah Giesbrecht, Student Representative

1. Call to order/Introductions

Kirstin Bouwsema called the meeting to order at 5:15PM

2. Additions to / Adoption of Agenda

- Remove 5.0.1 LMHA PeeWee Provincials from Facility Rental Assistance Grants as event has been cancelled
- Remove 7.2 Encore Annual Sale and Celebration of Creative Expression as it has also been cancelled due to COVID-19

Moved by Ashley Morrison that the agenda for March 16, 2020 be adopted as amended

CARRIED *unanimously*

3. Adoption of February 11, 2020 Meeting Minutes

Moved by Jonathan Jacobson that the minutes of the February 11, 2020 meeting of the Lacombe and District Recreation, Parks and Culture Board be approved as presented

CARRIED *unanimously*

4. Presentations/Correspondence

None

5. Ongoing Business

5.0 Facility Rental Assistance Grant (\$4,227)

None

5.1 Recreation and Culture Grant

- Sandi explained the history of the grant. Discussion occurred on how to best review the applications. The Board may not follow the agenda's order.

5.1.1 WCPCN – Minds in Motion (\$2785)

- This program is for older adults and seniors with early signs of Alzheimer's and other dementias. It provides physical activity and cognitive stimulation in a social, safe, stigma free environment.
- Board thought this sounded great especially because it gives seniors something to look forward to after these times of isolation.

Moved by Diana Wiebe that the Board approve the request from WCPCN in the amount of \$2785 for the Minds in Motion program

CARRIED *unanimously*

5.1.2 CAYU – Make Ahead Meals (\$8750)

- This program will allow youth living in the CAYU housing to learn cooking skills, healthy eating options, planning ahead and budgeting. It will also benefit the community, as they will make a meal to share.
- CAYU could ask local grocery stores for a donation via reducing the cost of food.
- CAYU are bringing staff in specifically for this program.

Moved by Jonathan Jacobson that the Board approve the request from CAYU in the amount of \$5832 for the Make Ahead Meals program

CARRIED
3 opposed

5.1.3 Mary C Moore Library – Makerspace/Creator Space (\$6383)

Kirstin stepped out of the meeting during this discussion due to conflict of interest and returned after the discussion and motion.

- This proposal will facilitate making. Patrons can explore, collaborate, create, and learn in a creative space. Participants learn skills that can turn into careers, good for all ages. Similar to a program in Calgary called Beaker Head.
- The grant covers the cost of the equipment and not salaries. The Board wondered who would deal with ongoing participants as there are only 16 hours allotted in the proposed budget. Suggested that they encourage parents to help with supervising. Worried it will be busier than anticipated but this is a good problem.

Moved by Jonathan Jacobson that the Board approve the request from Mary C Moore Library in the amount of \$6383 for the Makerspace/Creator Space

CARRIED *unanimously*

5.1.4 Curious City Play Centre – Play Centre Cafe (\$15000)

- This proposal will provide an indoor play space for children, accommodate party bookings, and provide social events for both children and parents. A need for an indoor playground was identified in the Recreation & Culture Master Plan.
- Board members may be more inclined to support something specific like one of their programs or certain supplies.
- They only need \$1649 to balance the budget.
- There was a similar program in Grand Prairie that ran a couple days a week in another facility like the legion. This could be a good as a shared facility program and run several days a week instead.

No motion made as all funds have been disbursed

5.1.5 Feedback on the new grant application form

- Ask how frequently the program is running
- Ask about location of the program/initiative

6. New Business

None

7. Information

7.0 Recreation Service Monthly Report

- Sandi shared some highlights from the report
- Sandi explained the changes in the Community Services Division

7.1 Kinsmen Aquatic Centre Stats

Moved by Paula Law that the Board accept the reports as information

CARRIED *unanimously*

7.3 Other

8. Next Meeting

May 19, 2020 5PM, Board Room at Lacombe Memorial Centre

9. Adjournment

Moved by Jonathan Jacobson to adjourn the meeting at 7:15PM



CITY OF LACOMBE
MUNICIPAL PLANNING COMMISSION
MINUTES 040120

DATE: April 1st, 2020

PLACE: City of Lacombe Council Chambers

TIME: 5:00 p.m.

PRESENT:

Grant Creasey
Thalia Hibbs
Don Gullekson
Debbi Gallant

Mayor
Councillor
Councillor
Member at Large

STAFF:

Debbie Bonnett
Crystal Chappell
Jennifer Kirk

Planning and Development Manager
Development Officer
Development Officer

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

MOVED BY: Councillor Gullekson

That the agenda be approved as presented.

CARRIED: Unanimously

3. ADOPTION OF MINUTES

MOVED BY: Councillor Hibbs

That the Municipal Planning Commission minutes for March 18th, 2019 be approved as presented.

CARRIED: Unanimously

4. DEVELOPMENT PERMIT APPLICATIONS

4.1 61/250.39 (20) – Development of an Oversized Accessory Building (Shop)

5948 60 Avenue Close

Lot 1, Block 6, Plan 5234RS

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

Development Officer, Crystal Chappell, presented an application for an oversized accessory building (shop) to be located at 5948 60 Avenue Close.

Discussions took place regarding the construction of the shop concurrently to the dwelling. After discussions, it was determined that there were no concerns as the Applicant is in the final drafting stages of the dwelling and will be applying for permits for such in due time.

Discussions also took place regarding vegetative screening adjacent to the south and west boundaries. After discussions, it was determined that a condition (#11) be added to the Development Permit for the Applicant to provide additional vegetative screening adjacent to the south and west boundaries to the satisfaction of the Development Authority.

After discussion, the following motion was put forward:

MOVED BY: Councillor Gullekson

“RESOLVED that the Municipal Planning Commission approved a 2400ft² Shop (Accessory Residential Building) with 59.2% variance to the overall floor area, a 0.8% (more or less) variance to the house to shop floor area ratio, and a 25% (more or less) variance to the maximum allowable height to be located at 5948 60 Avenue Close; Lot 1, Block 6, Plan 5234RS; zoned R1.”

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

General Conditions:

1. This permit indicates that only the development to which it relates is authorized, with the provisions of the Land Use Bylaw and in no way relieves or excuses the Applicant from complying with the Land Use Bylaw and in or any other bylaw, orders and/or regulations affecting such development.
2. This permit is valid for a period of twelve (12) months from the date of issue. If, at the expiry of this period, the development has not been commenced with reasonable diligence, this permit shall be null and void.
3. The Development Officer may, in accordance with Section 645 of the Municipal Government Act, take such action as is necessary to ensure that the provisions of this bylaw are complied with.

Further Permits Required:

4. Applicant is to obtain a City of Lacombe Building Permit and a Development Permit for the demolition of the existing shop prior to commencement of construction of the new shop.
5. Applicant is to obtain a City of Lacombe Building Permit prior to commencement of construction of the new shop.
6. Applicant is to obtain a City of Lacombe Development building permit and development permit for the construction of the new house within six (6) months of building permit issuance on the new shop.
7. Applicant is to apply for and obtain electrical, plumbing and gas permits for the new shop.

Design Requirements:

8. Applicant to ensure that the exterior of the building, including paints, shall be completed within twelve (12) months from the date of issue of the Building Permit.
9. Applicant to ensure that the accessory building matches or is complimentary to the primary dwelling unit in color and materials.
10. The maximum height of the accessory residential building (shop) shall not exceed 8.00m
11. Applicant shall provide additional vegetative screening adjacent to the south and west boundaries to the satisfaction of the Development Authority.

Servicing Considerations:

12. Applicant may not connect floor drain in garage floor slab to City services.
13. Curb stop must remain visible and at proper elevation PRIOR to pouring concrete or completing landscape work.
14. Applicant to identify the water servicing required for the development PRIOR to Building Permit issuance.
15. If it's deemed that upgrades are required to the existing water and/or sewer services to accommodate the proposed development, the Applicant will be required to apply for and complete any upgrades at their expense, to the satisfaction of the City of Lacombe.

Conclusion:

The decision of the Municipal Planning Commission being mailed to the Applicant and Landowner, notice being posted on the City of Lacombe's website, and a notice being posted on the subject lands, and no appeal against the decision being successful.

This decision is subject to an appeal period which ends April 22, 2020 at 4:30 p.m.

CARRIED: Unanimously

5. NEXT MPC MEETING

5.1 April 15th, 2020 (tentative)

6. ADJOURNMENT

THAT this meeting now adjourns at 5:12 p.m.

MOVED BY: Councillor Hibbs

CARRIED: Unanimously



Chairperson

May 20, 2020
Date

**LACOMBE POLICE COMMISSION
REGULAR MEETING MINUTES
Thursday, April 16, 2020**

Attendees: Corey Gish, Chair
Judy Lucht, Vice-Chair (remote)
Reuben Konnik, City of Lacombe Councillor
Sonja Dykslag, Commission Member at Large (remote)
Elaine Willette-Larsen, Commission Member at Large (remote)
Edith McKinlay, Commission Member at Large (remote)
John Walker, Commission Member at Large (remote)

Others: Chief Lorne Blumhagen, Lacombe Police Service
Tim Boston, Network Administrator
Ross Pettibone, Secretary

Regrets: Diane Piche, Director of Corporate Services
Brad Pears, Public Complaint Director

1. CALL TO ORDER

Chair Gish called the meeting to order at 9:02 a.m., held electronically.

2. ADOPTION OF AGENDA

2.1 April 16, 2020 LPC Agenda.

(20.24) **MOVED by Elaine Willette-Larsen** to adopt the agenda as presented.

CARRIED UNANIMOUSLY

3. ADOPTION OF MINUTES

3.1 March 19, 2020 Lacombe Police Commission meeting minutes.

(20.25) **MOVED by John Walker** to adopt March 19, 2020 meeting minutes as presented.

CARRIED UNANIMOUSLY

3.2 No Business arising from minutes.

4. PRESENTATIONS

N/A

5. REPORTS

5.1 *Chief of Police Monthly Report: March 1, 2020 – April 1, 2020

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

- \$2,700 in expenditures for personal protective equipment related to COVID-19.
- Reduced expenses (\$43,000) due to lower overtime, schedule changes and a leave of absence.
- Two service directives issued.
- Property of public concern closed for 90 days.
- Temporary appointment of SGT to Acting Staff SGT. for oversight needs for 3 months and ease of command transition during pandemic.
- SRO position reallocated to other duties.

5.1a *School Resource Officer Report and Statistics (March)

5.2 *Budget Reports

Chief Blumhagen reviewed the Actual vs. Budget report for Quarter 1 (the 3 months of January to March, 2020). Some court overtime savings resulted from cancelled trials due to the pandemic. Budget items were trending favourably.

The Statement of Revenue and Expenditures for the year ended December 31, 2019 was reviewed as presented last meeting, with an update to wage and benefit expenses following an adjustment to the sick time bank. The Commission Chair would draft a letter to administration and finance requesting a meeting to discuss options regarding the three year budget and the audited 2019 deficit.

5.3 *Public Complaints Director Report (No complaints)

5.4 Chair Report

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

5.5 Vice-Chair Report

Vice-Chair Lucht had nothing to report.

5.6 Council Rep. Report

Councillor Konnik provided his report on council business.

(20.26) **MOVED by Edith McKinlay** to accept reports (5.1/5.1a/5.2/5.3/5.4/5.5/5.6) as information.

CARRIED UNANIMOUSLY

6. OLD BUSINESS

6.1 Chief Evaluation and Letter to Chief

This item was discussed in camera in 9.1.

6.2 LPC Policy Manual-Annual Review

Commissioner Walker reported that following his review of the Edmonton Police Commission's filing system, the current policy manual's treatment of record management was sufficient. Members voted to approve the current version of the policy manual following its review.

(20.27) **MOVED by John Walker** that the Commission accept the Lacombe Police Commission Policy Manual as presented.

CARRIED UNANIMOUSLY

6.3 2019 LPS/LPC Annual Report

Chief Blumhagen reported earlier corrections had been completed. Commission members suggested minor revisions prior to public release. Correspondence would be drafted for Council to determine their preferences for a presentation of the annual report from the Police Commission.

(20.28) **MOVED by Edie McKinlay** that the Police Commission accept the 2019 Annual Report as revised.

CARRIED UNANIMOUSLY

7. NEW BUSINESS

7.1 Next Meeting Confirmation (May 21, 2020)

Commission members confirmed May 21, 2020 as the next meeting in City Hall Council Chambers, with remote attendance as before.

7.2 Commission Photo Update

Commissioners deferred the photo update.

8. INFORMATION

Commissioners discussed the following information items.

8.1 AAPG Winter Newsletter.

8.2 AAPG AGM Rescheduling Memo. Four members now attending.

8.3 Covid-19 Preparedness Update: Chief Blumhagen updated members on the business continuity plan developed for LPS.

8.4 Respectful Workplace Policy (March 23). Following updates to occupational health

and safety regulations members would include the new policy in their commission manual binders.

9. IN CAMERA

9.1 Item 6.1 final approvals.

(20.29) **MOVED by Reuben Konnik** to enter *In Camera* at 10:05 a.m. for discussion of a labour item.

CARRIED UNANIMOUSLY

(20.30) **MOVED by John Walker** to return to *Open Meeting* at 10:10 a.m.

CARRIED UNANIMOUSLY

(20.31) **MOVED by Edie McKinlay** that Commissioner Dykslag and Chair Gish draft a letter to recognize the completion of the police chief's performance assessment and the positive results that it collected.

CARRIED UNANIMOUSLY

10. STANDING ITEMS

Commissioners reviewed the following standing items for information.

- 10.1 LPC Annual Work Plan – Budget will be completed prior to an updated human resource plan.
- 10.2 Adjustments and Personnel – No changes pending Covid-19
- 10.3 Human Resource Plan revisions– Discussion of the HR Plan would occur after the budget was developed.
- 10.4 Commissioner Succession Planning

11. ADJOURNMENT

(20.32) **MOVED by John Walker** to adjourn the meeting at 10:17 a.m.

CARRIED UNANIMOUSLY

<Original Signed>

Chairperson

Secretary

Lacombe Public Library
Financial Statements
For the year ended December 31, 2019

Lacombe Public Library
Financial Statements
For the year ended December 31, 2019

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Red Deer County AB T4E 1B9
Canada

Independent Auditor's Report

To the Board Members of the Lacombe Public Library

Qualified Opinion

We have audited the financial statements of the Lacombe Public Library (the Library), which comprise the statement of financial position as at December 31, 2019, and the statement of operations, change in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, except for the possible effects of the matters described in the Basis for Qualified Opinion paragraph the accompanying financial statements present fairly, in all material respects, the financial position of the Library as at December 31, 2019 and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards for not-for-profit organizations.

Basis for Qualified Opinion

As disclosed in the summary of significant accounting policies, the Library does not amortize capital assets or capitalize and amortize books as management feels to do so would not provide meaningful information. The effects of this departure from Canadian public sector accounting standards for not-for-profit organizations on operating expenses, excess of revenue over expenses, and cash flows for the year ended December 31, 2019 and equipment as at December 31, 2019 and unrestricted assets as at January 1, 2019 and December 31, 2019 have not been determined. Our review engagement report on the financial statements for the year ended December 31, 2018 was modified because of the effects of this departure from Canadian public sector accounting standards for not-for-profit organizations.

In common with many not-for-profit organizations, the Library, derives revenues from donations, photocopy revenues, fax revenues, and printing revenues, the completeness of which is not susceptible to satisfactory audit verification. Accordingly the verification of these revenues was limited to the amounts that are recorded on the records of Lacombe Public Library therefore, we are not able to determine whether any adjustments might be necessary to donation revenues, photocopy revenue, fax revenues and printing revenues, excess of revenue over expenses and cash flows from operations of the year ended December 31, 2019, current assets as at December 31, 2019 and unrestricted assets as at January 1, 2019 and December 31, 2019.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Library in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

Other Matter

The financial statements for the year end December 31, 2018 were reviewed without audit and are presented for comparative purposes only.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Independent Auditor's Report

In preparing of the financial statements, management is responsible for assessing the Library's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Library or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Library's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Library's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Library to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

BDO Canada LLP

Chartered Professional Accountants

Red Deer, Alberta
April 28, 2020

Lacombe Public Library
Statement of Financial Position

	<u>2019</u>	<u>2018</u>
Financial assets		
Cash	\$ 124,870	\$ 109,935
Accounts receivable		
Accounts receivable	2,358	2,895
Parkland Regional Library Allotment	65	386
Prepaid Expenses	<u>759</u>	<u>1,985</u>
	<u>128,052</u>	<u>115,201</u>
Equipment, at Cost	<u>195,936</u>	<u>192,162</u>
	<u>323,988</u>	<u>307,363</u>
Liabilities and Shareholders' Equity		
Accounts payable and accrued liabilities	53,100	57,240
Deferred revenue	<u>65</u>	<u>386</u>
	53,165	57,626
Unrestricted Assets	74,887	57,575
Equity in Fixed Assets	<u>195,936</u>	<u>192,162</u>
	<u>270,823</u>	<u>249,737</u>
	<u>\$ 323,988</u>	<u>\$ 307,363</u>

Approved on behalf of the Board

Lacombe Public Library
Statement of Operations

For the year ended December 31	Budget 2019	2019	2018
Revenue			
Alberta Cultural Grant	\$ 70,640	\$ 70,640	\$ 70,640
Parkland Regional Library Grant	17,908	17,869	16,763
City of Lacombe Grant	333,775	333,775	319,560
City of Lacombe - In Kind	284,654	304,815	261,821
Other Provincial Grant	-	3,360	3,360
Book Bag Sales	4,000	4,040	4,197
Donations and Gifts in Kind	3,500	6,126	14,101
Fine	7,500	7,857	7,150
Interest	1,500	4,835	3,673
Memberships	20,500	23,131	23,759
Other	7,840	7,040	6,878
Photocopies, printing and faxes	9,200	10,765	10,676
Proctor Fees	4,500	10,204	6,690
Parkland Library Regional Allotment	17,316	16,811	17,022
Program Registrations	7,000	8,230	8,887
Total revenue	789,833	829,498	775,177
Expenses			
Advertising	4,200	2,365	2,589
Accounting	10,000	11,600	11,600
Board Expenses	6,500	6,042	6,523
Books	17,908	17,869	16,763
Building Lease - In Kind	284,654	304,815	261,821
Donated Material - In Kind	2,000	928	6,706
Fines	600	32	79
Interest and Bank Charges	1,500	2,338	2,047
Membership Fees	800	470	180
Office Expenses	24,100	17,918	23,755
Professional Development	3,000	1,394	3,768
Program and Internet Expenses	31,100	27,572	28,634
Subscriptions	20,000	22,970	19,292
Telephone	5,500	6,570	6,314
Utilities	9,000	9,715	9,578
Wages & Benefits	368,971	367,805	372,898
Loss on Disposal of Tangible Capital Assets	-	8,009	9,970
Total expenses	789,833	808,412	782,517
Excess of revenue over expenses	-	21,086	(7,340)

**Lacombe Public Library
Statement of Net Assets
For the year ended 2019**

	Unrestricted	Equity in Fixed Assets	Total	2018
Balance - Beginning of year	57,575	192,162	249,737	257,076
Purchase of Capital Assets	(11,783)	11,783	-	-
Excess of Revenue over Expenses	29,095	(8,009)	21,086	(7,340)
Balance - End of Year	<u>74,887</u>	<u>195,936</u>	<u>270,823</u>	<u>249,736</u>

Lacombe Public Library
Statement of Cash Flows

For the year ended December 31	2019	2018
Operating transactions		
Excess of revenue over expenses	\$ 21,086	\$ (7,340)
Non-cash items in excess of revenues over expenses	8,008	9,970
Accounts receivable	216	505
Prepaid expenses	1,226	472
Accounts payable and accrued liabilities	(4,139)	6,464
Deferred revenue	<u>321</u>	<u>(1,467)</u>
	26,718	8,604
Capital transactions		
Purchase of Fixed Assets	<u>(11,783)</u>	<u>(10,646)</u>
	(11,783)	(10,646)
Net change in cash	14,935	(2,042)
Cash, beginning of year	109,935	111,977
Cash, end of year	\$ 124,870	\$ 109,935

Lacombe Public Library
Summary of Significant Accounting Policies

December 31, 2019

**Management's
Responsibility for the
Financial Statements**

The financial statements of the NPO are the responsibility of management. They have been prepared in accordance with Canadian public sector accounting standards for not-for-profit organizations as established by the Public Sector Accounting Board.

Reporting Entity

The Lacombe Public Library is currently operating as Mary C. Moore Library. The Library was established by the City of Lacombe Bylaw #53 and are governed under the authority of the Libraries Act. The Library is registered with Canada Revenue Agency as a charitable organization for the purpose of providing library services.

Budget Amounts

The budget amounts presented on the statement of financial activities are taken from the Lacombe Public Library's annual budget.

Basis of Accounting

The financial statements have been prepared using Canadian public sector accounting standards for not-for-profit organizations.

Revenue Recognition

Service fees and sales of goods are recognized as revenue in the period in which the service is delivered or in which the transactions or events occurred that gave rise to the revenue. The Library follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received, can be reasonably estimated, and collection reasonably assured.

Use of Estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets, liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amount of revenue and expenditure during the period. Actual results could differ from these estimates. The Library has estimates in respect of accounts receivable, accounts payable and deferred revenue.

Tangible Capital Assets

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair market value at the date of the contribution. Capital assets are not amortized. Purchase of books is recorded as an expense and disclosed in the statement of operations.

Contributed Materials

Contributed Materials which are used in the normal course of the organization's operations and would otherwise have been purchased are recorded at their fair value at the date of contribution if the fair value can be reasonably estimated.

Lacombe Public Library Summary of Significant Accounting Policies

Capital Disclosure	The organization considers its capital to be its restricted and unrestricted assets. Its restricted net assets consist of amounts for future expansion and amounts invested in capital assets. The organization's objective when managing its capital are to safeguard its ability to continue as a going concern so it can provide services to its clients and to allow for future expansion. Annual budgets are developed and monitored to ensure the organization's capital is maintained at an appropriate level.
Financial Instruments	Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, equities traded in an active market and derivatives are reported at fair value, with any unrealized gains and losses reported in the statement of remeasurement gains and losses. All other financial instruments reported at cost or amortized cost less impairment if applicable. Financial assets are tested for impairment when changes in circumstances indicate the asset could be impaired. Transaction costs on the acquisition, sale or issue of financial instruments are expensed for those items remeasured at fair value at each balance sheet date and charged to the financial instrument for those measured at amortized cost.

1. DUE TO CITY OF LACOMBE

Trade Payables included \$32,932 (2018 - \$36,885) of amounts payable to the City of Lacombe.

2. ECONOMIC DEPENDENCE

The Lacombe Public Library's operations depend on receiving funding from various agencies and governments. These grants are provided in both cash and in kind.

3. SUBSEQUENT EVENTS

Subsequent to year end, the impact of COVID-19 in Canada and on the global economy increased significantly. As a result of COVID-19 the Library has closed to the public effective March 18, 2020 for an undetermineable amount of time.

If the impacts of COVID-19 continue there could be further impact on the Library and its major customers, suppliers and other third party business associates that could impact the timing and amounts realized on the Library's assets and future operations. At this time, the full potential impact of COVID-19 on the entity is not known.

4. APPROVAL OF FINANCIAL STATEMENTS

The Board and Management approved these financial statements.



COUNCIL MEMBER'S REPORT

TO	Members of Council
FROM	Reuben Konnik
SUBJECT	<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative • Key issues raised and/or comments for Council's information
DATE OF REPORT	June 4 th , 2020
ORGANIZATION	KEY POINTS OF DISCUSSION AND/OR DECISIONS
Apr 16 th , 2020	<p>Police commission meeting. LPS responded to 344 calls for service in March. 109 tickets and 31 criminal charges laid in March. 68 police information checks completed in March. 20 persons lodged in LPS cells in March. Members have been increasing property checks and have observed a number of vehicles fleeing from police. Two break and enters to businesses have been reported and covid-19 scams are increasing. Media releases completed to warn the public on scams. Community Liaison and SRO have been conducting pro active patrols and visiting with businesses to review theft and robbery prevention strategies. Additional cleaning supplies have been ordered for covid 19 and front counter hours were reduced as a result of covid 19. 2019 annual report being presented to the commission for final approval. AAPG conference being rescheduled to the fall. Covid 19 expenses to date include \$2700 for PPE and some overtime. Cost savings total \$43000 as a result of cancelled trials and court overtime, support staff leave of absence, and rescheduling dispatchers and reducing flex hours.</p>
May 21 st , 2020	<p>Police commission meeting. LPS responded to 296 calls for service in April. 68 tickets and 49 criminal charges laid in April. 19 police information checks completed in April. 29 persons lodged in LPS cells in April. Members continue increased property checks. 17 Covid 19 complaints were lodged mostly around social distancing. All were dealt with voluntary compliance. With the assistance of the ALERT team, our crime reduction unit executed two search warrants on two separate residences and located drugs, cash and a semi-automatic handgun. Drugs were also seized during a routine vehicle stop and members executed another warrant on a residence and located more firearms and methamphetamine. Had some preliminary discussions on a budget timeline and meetings and as well as developing a new human resources plan.</p>
May 26 th , 2020	<p>Met with the mayor and CAO to discuss the possibilities of having a special meeting of council.</p>

CITY OF LACOMBE
MINUTES OF COUNCIL MEETING 20-10

Minutes of the Regular Meeting of Council held on **May 25, 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 (remote)
Jordan Thompson, Director of Operations and Planning Services
Mauricio Reyes, Senior Finance Manager
Barbara Wilton, Human Resources Manager
Deven Kumar, Communications Coordinator
Ross Pettibone, Legislative Coordinator/Executive Support
(remote)

Regrets None

Media Present: None

Others Present: Lorne Blumhagen, Chief, Lacombe Police Service
Corey Gish, Chair, Lacombe Police Commission

CALL TO ORDER – Regular Meeting of Council

Mayor Creasey called the meeting to order at 5:03 p.m.

ADOPTION OF AGENDA

MOVED BY Councillor Konnik:

THAT the Monday May 25, 2020 regular meeting agenda be adopted as amended to include Council Mailbox Item 6.2c (*FCSS request for a city representative on the Dementia Friendly planning group for the Lacombe Dementia Friendly Community Project, meeting via Zoom June 9, 2020*).

CARRIED UNANIMOUSLY

11/178.11 20MO
THAT the Tuesday May
25, 2020 regular
meeting agenda be
adopted as amended to
include Council Mailbox
Item 6.2c (FCSS
request for a city
representative on the
Dementia Friendly
planning group for the
Lacombe Dementia
Friendly Community
Project, meeting via
Zoom June 9, 2020).
20-186

PRESENTATIONS

Lacombe Police Commission-Lacombe Police Service 2019 Annual Report

Lorne Blumhagen, Chief of Police attended with Ms. Corey Gish, Chair, Lacombe Police Commission, to present the 2019 Lacombe Police Commission/ Police Service Annual Report to Council. Items highlighted were the strategic plan priorities, crime statistics, a community survey resulting in an overall satisfaction rating of 82 percent, and a successful provincial standards audit in late 2019. An LPS website was implemented in 2019 with a social media component. Police to population ratios had improved in line with the human resource plan. Crime prevention tips via the LPS website and social media were encouraged.

MOVED BY Councillor Hibbs:

THAT Council accept the 2019 LPC/LPS Annual Report presentation as information.

CARRIED UNANIMOUSLY

21/073.01 20MO
THAT Council accept
the 2019 LPC/LPS
Annual Report
presentation as
information.
20-187

REQUESTS FOR DECISION

Human Resources Council Policy Update

Barbara Wilton, Human Resources Manager, presented a revised employee benefits/wellness and recognition policy with amendments for council consideration and approval, and recommended rescinding the former policy.

14/124.01 20PO
THAT Council approve
the Employee Benefits
and Recognition Policy
effective May 26, 2020.
20-188

MOVED BY Councillor Konnik:

THAT Council approve the Employee Benefits and Recognition Policy effective May 26, 2020;

CARRIED UNANIMOUSLY

14/201.01 20PO
THAT Council rescind
the existing Employee
Benefits and
Recognition Policy
14/124.01 2018
effective May 26, 2020
20-189

MOVED BY Councillor Konnik:

THAT Council rescind the existing Employee Benefits and Recognition Policy 14/124.01 2018 effective May 26, 2020.

CARRIED UNANIMOUSLY

Bylaw 479 – 2020 Tax Rate Bylaw

Matthew Goudy, Chief Administrative Officer, informed Council of a \$10,000 facility rental assistance grant credit for offsetting the city facility rental costs, included in Budget 2020. Mauricio Reyes, Senior Manager of Financial Services, presented Bylaw 479, the annual property tax bylaw, for second and third reading.

11/175.26 20MO
THAT Council give
second reading to
Bylaw 479 (Property
Tax Bylaw
20-190

MOVED BY Councillor Hibbs:

THAT Council give second reading to Bylaw 479 (Property Tax Bylaw).

CARRIED UNANIMOUSLY

MOVED BY Councillor Ross:

13/411.01 20BL
THAT Council give third
reading to Bylaw 479.
20-191

THAT Council give third reading to Bylaw 479.

CARRIED UNANIMOUSLY

Bylaw 379.1 – Tax Penalty Bylaw Amendment

Mauricio Reyes, Senior Manager of Financial Services, presented Bylaw 379.1, the tax penalty and payment amending bylaw for first reading.

11/175.27 20MO
THAT Council give first
reading to Bylaw 379.1.
20-192

MOVED BY Councillor Gullekson:

THAT Council give first reading to Bylaw 379.1.

CARRIED UNANIMOUSLY

MOVED BY Councillor Ross:

11/175.28 20MO
THAT Council give
second reading to
Bylaw 379.1.
20-193

THAT Council give second reading to Bylaw 379.1.

CARRIED UNANIMOUSLY

Local Improvement Tax Policy

Amber Mitchell, Engineering Services Manager, presented a policy for Council consideration and approval, to provide for local improvement taxes as a guideline when conducting local improvement projects.

13/423.01 20PO
THAT Council approves
the Local Improvement
Tax Policy effective
May 26th, 2020.
20-194

MOVED BY Councillor Hibbs:

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

CARRIED UNANIMOUSLY

2020 Capital Works Construction Award

Amber Mitchell, Engineering Services Manager, presented the 2020-2021 Capital Works construction program for council authorization of six projects. Mayor Creasey disclosed that his sibling in another municipality works for the contracted company and does not have any relationship to construction work completed in this area.

32/611.01 20MO
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..
20-195

MOVED BY Councillor Konnik:

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.

CARRIED UNANIMOUSLY

MOVED BY Councillor Gullekson:

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.

CARRIED UNANIMOUSLY

32/611.02 20MO
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..
20-196

MOVED BY Councillor Hoekstra:

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.

CARRIED UNANIMOUSLY

32/611.03 20MO
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.
20-197

MOVED BY Councillor Konnik:

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.

CARRIED UNANIMOUSLY

32/611.04 20MO
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.
20-198

MOVED BY Councillor Hibbs:

THAT Council accept the modified cross section for Brownstone Road as proposed.

CARRIED UNANIMOUSLY

Street Sweeper Purchase Award

32/611.05 20MO
THAT Council accept
the modified cross
section for Brownstone
Road as proposed.
20-199

Jordan Thompson, Director of Operations and Planning, presented a recommendation to purchase one mechanical street sweeper through the City's Fleet Replacement Plan, per the approved 2020 capital budget and following a request for proposals. Council debated operating two machines and requested further information.

MOVED BY Councillor Ross:

THAT Council direct administration to pursue further information at a subsequent council meeting in regard to the street sweeper purchase.

CARRIED UNANIMOUSLY

32/782.01 20MO
THAT Council direct
administration to pursue
further information at a
subsequent council
meeting in regard to the
street sweeper
purchase.
20-200

Dry Cooler Contract Award

Deborah Juch, Director of Community Services, presented a recommendation to award a contract to supply and install a dry cooler at the Lacombe Memorial Centre (LMC), that is compatible with the existing air conditioning unit.

MOVED BY Councillor Hoekstra:

THAT Council accepts the request for decision to award a contract for supply and install of a dry cooler at the LMC as information

CARRIED UNANIMOUSLY

72/631.01 20MO
THAT Council accepts
the request for decision
to award a contract for
supply and install of a
dry cooler at the LMC
as information
20-201

MOVED BY Councillor Konnik:

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.

CARRIED UNANIMOUSLY

72/631.02 20MO
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.
20-202

ITEMS FOR INFORMATION

1. CAO Report
2. Gov AB Memo – Seniors & Housing, May 8
3. Gov AB Memo – Seniors & Housing, May 15
4. North Red Deer River Water Services Commission Minutes, Nov 4
5. North Red Deer River Water Services Commission Minutes, Dec 9
6. North Red Deer Regional Wastewater Commission Minutes, Dec 9
7. North Red Deer River Water Services Commission Minutes, Feb 24
8. FCSS Request – Dementia Friendly Community Project May 20

MOVED BY Councillor Gullekson:

11/173.13 20MO
THAT Council receive
all reports and items as
information
20-203

THAT Council receive all reports and items as information.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

MOVED BY Councillor Hoekstra:

11/179.10 20MO
THAT the May 11, 2020
regular council meeting
minutes be confirmed
as presented.
20-204

THAT the May 11, 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).

ADJOURNMENT

MOVED BY Councillor Hoekstra

11/177.36 20MO
Adjournment
20-205

THAT the meeting be adjourned at 7:54 PM.

CARRIED UNANIMOUSLY

Mayor

Chief Administrative Officer

AGENDA



REGULAR MEETING AGENDA

Council of the City of Lacombe
Monday, June 8 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	
	3.1 N/A	
	4. PUBLIC HEARINGS	
	4.1 N/A	
	5. REQUESTS FOR DECISION	
	5.1 Bylaw 379.1 – Tax Penalty Bylaw Amendment	<i>Sr Mgr Reyes</i>
	5.2 Q1 Operating Variance Report	<i>Sr Mgr Reyes</i>
	5.3 Playground Replacement Contract Award	<i>Dir Juch</i>
	5.4 Street Sweeper Purchase Award	<i>Dir Thompson</i>
	5.5 Snow Clearing Policy Review	<i>Dir Thompson</i>
	5.6 2020 Pumphouse “A” generator – Tender Award	<i>Dir Thompson</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 Letter: MSI Funding , May 19	
	6.2.b Gov AB Memo: Seniors & Housing, May 22	
	6.3 Commission, Board, Committee Reports and Minutes	
	6.3.a Lacombe & District Rec. Parks & Culture Board Minutes - Mar 16/20	<i>Clr. Jacobson</i>
	6.3.b Municipal Planning Commission Minutes – Apr 1/2020	<i>Mayor Creasey</i>
	6.3.c Lacombe Police Commission Minutes – Apr 16/2020	<i>Clr. Konnik</i>
	6.3.d Lacombe Public Library Financial Statements – Dec 31, 2019	<i>Clr. Gullekson</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 25, 2020 Regular Council Meeting Minutes

8. NOTICES OF MOTION

- 8.1 N/A

9. IN CAMERA

- | | |
|---|----------------------|
| 9.1 Land (FOIP S. 24) | <i>Mgr. Lapointe</i> |
| 9.2 Land (FOIP S. 24) | <i>Mgr. Lapointe</i> |
| 9.3 Monthly Update (FOIP Sections 24, 16) | <i>CAO Goudy</i> |

10. ADJOURNMENT

Next Meetings:

- 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
- Wednesday, June 24, 2020
 - Special Council Committee Meeting: 1:00 p.m., Council Chambers
- Monday, July 13, 2020
 - Regular Council Meeting: 5:00 p.m., Council Chambers



REQUEST FOR COUNCIL DECISION

pSUBJECT: 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: June 8, 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 third reading.

RECOMMENDED MOTION(S):

1. THAT Council give third reading to Bylaw 379.1.

RELATED PRIOR MOTION(S):

1. Motion # 20-109 March 23, 2020 – Councillor Jacobson moved THAT Council direct administration to defer the Property Tax Deadline from June 30, 2020 to December 31, 2020.
2. Motion # 20-192 May 25, 2020 – Councillor Gullekson moved THAT Council give first reading to Bylaw 379.1
3. Motion # 20-193 May 25, 2020 - Councillor Ross moved THAT Council give second reading to Bylaw 379.1

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.



REQUEST FOR COUNCIL DECISION

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 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:

Cashflow

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 accessible. In addition, Administration believes that the current line of credit capacity (\$3.5M) will be sufficient to satisfy the City’s liquidity needs.

Tax Penalty 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

REQUEST FOR COUNCIL DECISION

Rates in 2020 remain as previously established.

Financial Implications

In 2019, penalty on taxes revenue was approximately \$235,000. In 2020, this 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 favourably with Strategic Objective:

4.1.4: Fiscal Prudence

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

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

N/A

ALTERNATIVE MOTION(S):

1. Recommendation
 - a) That Council give third reading to Bylaw 379.1
2. Council could provide additional direction to Administration

ATTACHMENTS:

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



REQUEST FOR COUNCIL DECISION

SUBJECT: Q1 Operating Variance Report
PREPARED BY: Janice Craven, Financial Analyst
PRESENTED BY: Mauricio Reyes, Senior Manager – Financial Services
DATE: June 8, 2020

FILE: 13/933

PURPOSE:

To provide Council with the Q1 Variance report.

RECOMMENDED MOTION(S):

1. THAT Council accepts this report as information.

RELATED PRIOR MOTION(S):

N/A

EXECUTIVE SUMMARY:

Following the introduction of new budgeting software in 2019 ('Questica'), Administration has provided quarterly reporting for Council, Managers and the public.

This report shows the revenue and expenses in the first quarter, January to March.

Administration has analyzed each department and provided explanations for variances exceeding \$5,000.

ANALYSIS:

The methodology behind this report includes a number of estimates. The estimates in Q1 will typically have a greater variance, with increasing refinement throughout the year. The quarterly budget is typically 25% of the annual budget, but adjustments are made, if applicable, to reflect the timing of revenues and expenses.

Revenues

Overall revenue is lower by about **1.5%** than budgeted amounts or approximately **\$91,000**. In May 2020, as part of the spring budget adjustments, Council approved a number of budget adjustments related to COVID-19. At this point, it is difficult to estimate the total impact of the pandemic on total revenues for the City.

Franchise Fees

Franchise fees on electricity and natural gas tend to be higher in winter months due to higher consumption. Surplus in this revenue line is expected to decrease as the year progresses.



REQUEST FOR COUNCIL DECISION

Utility Revenues

In general, utility fees trend lower in winter months. In the next two quarters, consumption is expected to increase, and utility user fees are expected to be closer to budget. Administration will be closely monitoring the utility accounts to determine more accurate future rate forecasts.

Interest and Penalties

Administration is actively managing surplus funds to ensure that the highest return on investment is obtained while maintaining liquidity and safety of investments. With the engagement of a professional investment manager, Administration hopes to mitigate some of the impact that recent events have had on investment portfolios.

Other Revenue

Other revenue consists of donations, outside contributions, sale of equipment, etc. The surplus in other revenue is mainly due to sale of equipment in the first quarter.

Expenses

Overall, the City is tracking moderately under budgeted expenses, at 2.71%, or \$354,000. This surplus will trend down as Q2 and Q3 purchase contracts are processed.

Personnel

The City is tracking slightly under budgeted wages and benefits by 1.47% or \$53,284. The under estimation can be attributed mostly to normal staff vacancies, as well as temporary staff layoffs beginning in late March.

Utility Supported wages for Water, Wastewater and Solid Waste will vary between departments based on the resources needed. For example, water main breaks will contribute a higher cost for wages and benefits to water utility with the offset to wastewater utility or vice versa. In general, variances in salaries and benefits between utility departments tend to offset each other.



REQUEST FOR COUNCIL DECISION

Goods & Services

This category is difficult to forecast due to the nature of accounts within. These accounts include travel and subsistence, training and conferences, general materials and supplies just to name a few. Generally, most of these expenses have been allocated on an equal quarterly distribution over the year. This quarterly distribution may not follow how the actual expenses occur. Goods and services accounts for 12% of the City's expenses. Although, Q1 report shows goods and services reported under budget for most departments, this is mainly due to timing differences between when purchases are made and when the actual expenses are incurred. Q2 and Q3 reports are expected to come into alignment as procurement activities in Q1 result in Q2 and Q3 acquisitions.

Utilities

Utilities include water, wastewater, solid waste, electricity and natural gas to service City buildings. Currently, the City is over by 7.88% or \$28,555 based on a quarterly distribution. Similar to goods and services, gas and electricity charges are higher in Q1 and Q4. Variance in utility costs is expected to decrease as the year progresses.

Budget Variance Report Schedule

This report will enable quarterly reporting to Council. The proposed dates will follow an 8-week period after the end of the reporting period. This will enable Finance to process all transactions including accounts receivables, invoice payments, debt payments and internal transfers in a timely manner.

Quarterly reports have been, and will continue to be, presented as follows:

Q1 – January to March: Presented to Council first meeting in June

Q2 – April to June: Presented to Council last meeting August

Q3 – July to September: Presented to Council last meeting November

Q4 – October to December: Presented to Council as per Audit Presentation in April



REQUEST FOR COUNCIL DECISION

STRATEGIC PLAN ALIGNMENT:

Improved reporting aligns favourably with Council’s strategic goal to improve reporting between City Council and Administration. This (4.1.3b - Improved Reporting) was identified as medium priority in the current 2018-2021 Strategic Plan.

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

N/A

ALTERNATIVE MOTION(S):

1. THAT Council provides direction on any changes they wish to see.

ATTACHMENTS:

- Variance Report by Fund
- Department Quarterly Variance Report

REQUEST FOR COUNCIL DECISION



SUBJECT: Lincoln Park and Heritage Park Playground Replacements
PREPARED BY: Sandi Stewart, Manager of Recreation and Culture
PRESENTED BY: Deborah Juch, Director of Community Services
DATE: June 8, 2020

FILE: 75/782

PURPOSE:

To recommend Council award a contract to replace playgrounds at Lincoln Park and Heritage Park to Vilmac Systems of Calgary in the amount of \$274,445.13 plus GST.

RECOMMENDED MOTION(S):

THAT Council approves the award of a contract to Vilmac Systems in the amount of \$274,445.13 plus GST to replace the playgrounds at Lincoln Park and Heritage Park with their Option 1 proposals for each location.

RELATED PRIOR MOTION(S):

13/931.04 20MO

THAT Council adopt the proposed 2020 Capital Budget, as presented in the November 12 memo 19-359

EXECUTIVE SUMMARY:

Administration issued an RFP to replace the playgrounds at Lincoln Park and Heritage Park in March 2020. The City received 10 submissions with five of them meeting the mandatory requirements while also fitting within the \$300,000 budget approved for this 2020 capital project and allowing a contingency. The Lacombe and District Recreation, Parks, and Culture Board considered the top rated submission from Vilmac Systems offering two different layout and equipment options for each park. The Board recommends Option #1 for both locations to Council, at a cost of \$274,445.13 plus GST leaving an 8.5% of the budget for contingencies. The Vilmac Systems proposal meets City needs while including two unique features not available in City playgrounds to date. The project will commence in early fall, completing October 1, 2020.

ANALYSIS:

[Background](#)

The City prepares for playground lifecycle replacement by budgeting \$150,000 per year into a capital reserve, and approving projects every other year to replace two of the oldest playgrounds—the last project was completed in 2018. The 2020 Capital budget therefore includes \$300,000 for playground replacements and the plan identifies both Lincoln Park and

REQUEST FOR COUNCIL DECISION



Heritage Park as Lacombe’s oldest playgrounds, in need of replacement to bring up to current CSA Z614 Standards.

The replacement equipment and proposed designs should be innovative and unique if possible, while fostering the development of children’s motor, sensory, and social skills. The standard is to provide activities for both quiet and group interactions, with a mix of climbing, agility, spinning, exploratory swinging, and sliding activities. Fluid flows in the layouts allow play patterns to inspire and engage children, and site furniture for caregivers should be included. The recent addition of adult fitness equipment to City playground standards helps ensure the City’s park and facilities service level offers something for caregiver and adult visitors at playground locations.

[Request for Proposal Process](#)

Administration issued a Request for Proposal on March 16, 2020 seeking playground supply and install at Lincoln Park and Heritage Park including new groundcover, plus demolition of the old equipment. The RFP closing date was May 1, 2020. The City advertised the opportunity in a local newspaper and on the City of Lacombe and Alberta Purchasing Connection websites. A mandatory site meeting for proponents was scheduled but later cancelled due to COVID-19.

Administration assessed the 10 proposals received against the mandatory requirements, which disqualified five proposals. Staff evaluated the remaining five against the discretionary criteria which included innovation, design, layout, maintenance, warranty, budget, and schedule. The five proponents were ranked as follows (potential 50 points available):

Vilmac Systems	Park N Play	BDI Play Design	Jeff Jackson Play Pro	Canadian Rec Solutions
41.7	41.3	38	38	37.3

Vilmac System’s proposal met mandatory requirement and also ranked highest in the discretionary criteria.

[Lacombe & District Recreation, Parks and Culture Board Input](#)

On May 19, 2020 Administration presented Vilmac’s four design options (an Option 1 and an Option 2 for each park) to the Lacombe and District Recreation, Parks, and Culture Board for review and selection of their preferred option for each park. The Board unanimously recommends Vilmac’s Lincoln Park Playground Option 1 and Heritage Park Playground Option 1 to Council (see attached DRAFT Rec Board minutes). In addition to standard elements such as

REQUEST FOR COUNCIL DECISION



as outlined above, the Vilmac playground designs include a parkour component for Heritage Park ([Bamboo Jungle Jr.](#)) and a spinner in Lincoln Park ([Elephant Play](#)), both of which will be a first in the City. A return to washed sand as a groundcover adds a play element to its other purposes. The Board also supports the inclusion of adult fitness equipment next to each playground, which will provide caregivers with the opportunity to exercise while still actively supervising their children at play.

Service Level Impacts

The playground renewal program replacing the two oldest City playgrounds in alternate years serves to maintain the City's service level in outdoor facilities and amenities overall. As existing equipment ages, the playground's appeal to children diminishes at the same time warranties expire causing maintenance, repairs and part replacements to impact the operating budget. Deteriorating wood and plastic components eventually become unsafe and must be replaced.

To complement the City's Greenspaces Inventory, replacement playgrounds should have a balance of different play types. See "Background" and "Board Input" sections, above, for further details of how the proposed playgrounds meet the City's identified needs.

Financial Implications

Costs for the recommended designs total \$274,445.13, allowing for an 8.5% contingency while still staying within the approved capital budget of \$300,000 for the project.

Legislative Implications

Authorizing a contract for replacing aging City playgrounds accords with the following acts, policies, and plans:

- a. The City of Lacombe [2013 Recreation & Culture Master Plan](#)
- b. The City of Lacombe [Purchasing Policy 13/211/01 \(2014\)](#)
- c. *Municipal Government Act* Part 1 Purposes, Powers and Capacity of Municipalities
"To provide services, facilities or other things that in the opinion of Council are necessary or desirable for all or part of the municipality...."
- d. Maintenance of the parks as inventory in the City of Lacombe Greenspaces Inventory
- e. The City's 2014 [Imagine Lacombe Municipal Sustainability Plan](#)

REQUEST FOR COUNCIL DECISION



STRATEGIC PLAN ALIGNMENT:

The playground replacement project and support of the Lacombe & District Recreation, Parks and Culture recommendation aligns with the following Council strategic goals:

- 4.3.1 To Make Lacombe a Walkable City – B. Promote the current trail system and associated parks. “Lacombe is known for its many kilometers of trails and urban parks”.
- 4.3.2 To Preserve and Maintain Excellent Existing Green Spaces - B.1. “Parks that have different uses are maintained to the most appropriate standard.”
- 4.3.3 To Be Strong Stewards of our Built Environment - A.1 (Replacement program supports asset management principles.)
- 4.5.1 To Support Volunteerism in the Community – A. Strongly support volunteerism.

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

The Lacombe and District Recreation, Parks, and Culture Board review of the proposal and selection of options fulfills the City’s public participation policy to. The City will publish a news release about Council’s decision to award the contract, if made. Opening of the renewed playgrounds in October will be also be publically announced.

ALTERNATIVE MOTION(S):

1. THAT Council approves the award of a contract to Vilmac Systems in the amount of \$274,445.13 plus GST to replace the playgrounds at Lincoln Park and Heritage Park with their Option 1 proposals for each location; OR
2. THAT Council directs Administration otherwise in the matter of the playgrounds at Lincoln Park and Heritage Park.

ATTACHMENTS:

1. DRAFT Rec Board Minutes
2. Proposed playgrounds

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: June 8th, 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 directs Administration to include street how it wishes to proceed with the mechanical street sweeper replacement (alternatives included at the end of this RFD).

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%).

Spring Street Sweeping Service Level Review

At its regular meeting on May 25th, 2020 Council directed Administration to investigate service level improvements to shorten the length of time to complete spring street sweeping operations. The time required to complete spring street sweeping operations for the entire City was reviewed for the last four years:

- 2019 – started April 3rd, finished May 28th = 8 weeks
- 2018 – started April 19th, finished June 6th = 7 weeks
- 2017 – started March 31st, finished June 15th = 11 weeks
- 2016 – started March 14th, finished May 20th = 10 weeks

During 2016-2017 spring street sweeping operations, the street sweeper was scheduled to operate 8 hours per day, 5 days per week. In 2018 and 2019, an operational change was made in an effort to reduce the duration of spring street sweeping operations - the street sweeper was “double-shifted” with two operators, and scheduled to operate 16 hours per day, 5 days per week during this period.

Factors that affect the length of spring street sweeping operations include:

- Duration of spring snowmelt and temperature determine the start date of sweeping operations
- Sweeping of residual winter sanding material off boulevards by the Parks Department
- Sweeping centerlines ahead of the line painting crew

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- Spring Community Cleanup in May
- Sweeping roads ahead of the crack sealing crew
- Emergency water/sewer repairs require shared resources/operators within the Operations (Public Works) Department
- Downtime with one unit – although it may be 1-2 days at a time, the street sweeper operates in a harsh and abrasive environment which shortens the life of consumable parts - parts like bearings, rollers, conveyor belts may require replacement
- Providing notice to residents using No Parking – Street Maintenance signage, signing specific streets where possible to allow residents reasonable parking accommodation alternatives outside of the signed area.

Administration has reviewed several options to shorten the sweeping operations which include adding a second street sweeper to the City's fleet, and use of additional contracted services. These options are highlighted in greater detail below. However, Administration's preferred option is to move away from the practice of windrowing snow as presented in the January 13th, 2020 RFD because it significantly reduces the amount of aggregate left on City roads and has greater benefit residents during the spring and winter seasons. This is also highlighted in more detail below.

Option 1 – Add a second street sweeping unit to the City's fleet.

This option will utilize existing City staff to operate the second unit. Doing so allocated an extra operator away from other springtime road maintenance activities such as pothole repair and gravel lane repairs while sweeping activities are underway. However, since sweeping would be completed quicker, the initial impact is mitigated by having an additional operator available to assist with road and lane maintenance activities 2-3 weeks earlier.

The details of this option are as follows:

- Purchase the Elgin Broom Bear mechanical street sweeper from Joe Johnson Equipment as recommended
- Keep the existing unit for a maximum of 5 years, and purchase a new, second unit at that time (or earlier upon major mechanical failure).
- Change the replacement cycle of street sweepers from 10 years to 15 years.
- Both street sweepers would run concurrently and be double shifted during spring operations.
- Estimated to reduce spring sweeping operations from 7-9 weeks, down to 4-5 weeks.

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Option 1 - Annual Costs Impact

The immediate impact is \$29,843 higher than budgeted capital cost for the new unit purchased in 2020 due to not receiving trade in revenue for the existing unit. Estimated additional annual costs thereafter are broken down as follows:

ITEM	Current Annual Cost	Option 1 Annual Cost Impact
Capital replacement	\$37,384 (1 unit on a 10 year cycle)	+\$12,462 (2 units on a 15 year cycle)
Maintenance (historical average, includes consumables such as new sweeper brooms)	\$18,220	\$450 (seasonal incidentals from less operation between peak periods)
Fuel/Oil (historical average)	\$3,960	\$100 (seasonal incidentals from less operation between peak periods)
Insurance premium	\$813	+\$813
TOTAL	\$60,377	+\$13,825

Option 2 – Contract a second street sweeping unit to supplement City sweeping operations.

This option will utilize contracted services to operate a second sweeping unit. Doing so does not affect other current road maintenance activities such as pothole repair and gravel lane repairs while sweeping activities are underway. However, since sweeping would be completed quicker, the operator would be available to assist with road and lane maintenance activities 2-3 weeks earlier. Details of this option are as follows:

- Purchase the Elgin Broom Bear mechanical street sweeper from Joe Johnson Equipment as recommended with the trade in of the existing unit,
- Change the replacement cycle of street sweeper from 10 years to 15 years.
- Both City and contract street sweepers would run concurrently and be double shifted during spring operations.
- Estimated to reduce spring sweeping operations from 7-8 weeks, down to 4-5 weeks.

Option 2 - Annual Costs Impact

The purchase of the new street sweeper unit in 2020 would be under budget due to receiving trade-in value for the current unit. Estimated annual costs thereafter are broken down as follows:

ITEM	Current Annual Cost	Option 2 Annual Cost Impact
Capital replacement	\$37,384 (1 unit on a 10 year cycle)	-\$12,462 (1 unit on a 15 year cycle)
Maintenance (historical average, includes consumables such as new sweeper brooms)	\$18,220	-\$6,833 (less annual operational hours)

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Fuel/Oil (historical average)	\$3,960	-\$1,485 (less annual operational hours)
Insurance premium	\$813	+\$0
Contracted services	0	+45,360 (3 weeks)
TOTAL	\$60,377	+\$24,580

Additional consideration: Change the current practice of windrowing snow on most City roads to hauling it off site where feasible.

Moving to hauling snow offsite where feasible means significantly less aggregate left on roads and boulevards which potentially reduces maintenance costs and makes the current sweeping time more tolerable for the community. Reduced aggregate on the road also means the unit can complete routes quicker. In addition, a lesser need to coordinate boulevard sweeping with the Parks Department results in more efficient sweeping routes which, combined with quicker drive speeds reduces the overall time it takes to complete city wide sweeping operations. Our best estimate is it will reduce the overall spring sweeping time by 1 week.

From the January 3rd, 2020 RFD: *“The City’s Snow Clearing Policy directly affects snow clearing and sanding service levels for public roads. The cost to change the current practice of windrowing snow on most City roads to hauling it off site (where feasible) has an impact to both the operating and capital budgets. To the operations budget, the Roads Department estimated an increase of \$73,600 would be required primarily for additional contracted services. This translates into an approximate 0.5% tax rate increase based on the 2020 operating budget.”*

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):

1. *(No change to street sweeping service levels)* THAT Council approve the purchase of the Elgin Broom Bear mechanical street sweeper from Joe Johnson Equipment for a net cost of **\$325,093**
2. A *(Option 1)* THAT Council approve the addition of a second mechanical street sweeper to the City’s fleet replacement schedule.
2. B *(Option 1)* THAT Council approve the purchase of the Elgin Broom Bear mechanical street sweeper from Joe Johnson Equipment for a net cost of **\$373,843.**

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3. A (*Option 2*) THAT Council directs Administration to contract street sweeping services to supplement City sweeping operations starting in 2021.
3. B (*Option 2*) THAT Council approve the purchase of the Elgin Broom Bear mechanical street sweeper from Joe Johnson Equipment for a net cost of **\$325,093**
4. THAT Council directs Administration to include street how it wishes to proceed with the mechanical street sweeper replacement

ATTACHMENTS:

None.

REQUEST FOR COUNCIL DECISION



SUBJECT: Snow Clearing Policy Review
PREPARED BY: Brett Logsdon, Roads Manager; Calvin Bennefield, Parks Manager;
Diane Piche, Director of Corporate Services
PRESENTED BY: Jordan Thompson, Director of Operations and Planning
DATE: June 8th, 2020

FILE: 32/230

PURPOSE:

To report on the outcome of the 2019-2020 snow clearing operations and to provide Council with an opportunity to give feedback on the [Snow Clearing Policy](#) as part of the annual review of the policy.

RECOMMENDED MOTION(S):

1. THAT Council accept Administration's report on the Snow Clearing Policy as information.

RELATED PRIOR MOTION(S):

1. 32/230.02 19MO MOVED BY Councillor Ross: THAT Council accept the snow clearing policy report from administration and direct administration to consider increased snow clearing of trails and recreational ponds, cost options for complete snow removal versus windrowing, and increased number of snow dump sites for efficiency of snow removal. CARRIED UNANIMOUSLY
2. 32/230.01 20MO MOVED BY Councillor Ross: THAT Council accept this report as information. CARRIED UNANIMOUSLY

EXECUTIVE SUMMARY:

The City's Snow Clearing Policy directly affects snow clearing and sanding service levels for public roads, sidewalks, and trails. Now that the season has concluded, Administration would like to invite Council's input into the delivery of service in 2019-2020.

ANALYSIS:

ROADS

The Roads Manager reports that for 2019-2020 winter season, between October and April, the current snow clearing resources were adequate to meet the City's snow clearing level of service.

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Alberta Highway Services Ltd provided sanding and snow clearing services 52 times (129.75 total hours) on Highway 2A, and on sections of Highway 12 within the City of Lacombe's Corporate Limits, to maintain similar service levels expected by Alberta Transportation for the sections of Highway 2A and Highway 12 outside of the City of Lacombe's Corporate Limits.

City crews sanded roads on 75 days and cleared snow/ice 67 days last season:

- Priority 1 and 2 roadways were cleared frequently for a total of 45 operational days
- Priority 3 (residential) roadways were cleared once, taking 22 operational days to complete

The downtown core roads from Highway 2A to 53rd Street, between 49A Avenue and 51st Avenue, were cleared a total of 6 times. The downtown core lanes were cleared a total of 4 times. The paved lane on the south side of the Lacombe Senior Citizens Lodge was cleared 6 times. City-owned parking lots were cleared 6 times. Sections of residential lanes were cleared as needed for the City's solid waste collection truck operators (due to excessive drifting, rutting, and/or snowpack conditions).

Administration fielded a typical number of calls throughout the season, ranging from compliments to complaints on the service provided. Complaints reported to Administration were infrequent and typically localized to specific areas of concern including:

- damage or perceived damage to landscaping features and grass adjacent to the curb, that were covered during snow clearing operations
- excess salt-sand in the spring on residential lawns adjacent to the curb affecting corner lots near the intersection of two roads to a higher degree
- residential areas not cleared as often or as quickly as desired
- residents not happy with windrows of snow and/or piles of snow on properties

Upon conclusion of winter snow clearing and sanding operations, the Roads Department coordinates its spring street sweeping operations on Priority 1 and 2 roads with the boulevard sweeping operations completed by the Parks Department. Traditionally, the Parks Department has swept winter sanding material off City-owned boulevards, sidewalks and park areas where it is responsible for seasonal maintenance operations, in an effort to:

- reduce the risk potential of projecting aggregate towards passing vehicles and/or pedestrians during mowing operations
- reduce the slip/trip hazards to pedestrians on City-owned sidewalks
- reduce the risk potential of blade damage/premature blade wear to the City's mowing equipment

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When the Roads Department receives a complaint of excessive residual material, staff follow up with the resident, and do a site check to quantify the amount of residue on the front lawns. If the residual material is found to be much more prevalent on the lot compared to others in the neighbourhood, then the City takes action to remove the material. Residents are typically encouraged to rake/sweep the sanding material off their lawn and into the gutter/edge of the roadway. After the 2018-2019 snow clearing service level review at the regular meeting of Council on May 27th, 2019 Council directed Administration to investigate increased levels of service and efficiencies with its snow clearing operations. At the regular meeting of Council on [January 13th, 2020](#) Council was provided with information and estimated costs to change the City's current practice of windrowing snow on most City roads to hauling it off site where feasible. Council accepted the report as information.

SIDEWALKS, WALKWAYS, AND TRAILS

[Traffic Bylaw 223](#) requiring property owners to clear sidewalks fronting their property applies to the City as well. In 2020, Parks & Facilities Maintenance staff were able to clear sidewalks fronting City-owned properties within the 48-hour limit. Staff were also able to adhere to Snow Clearing Policy, which sets the same clearing standard for paved City walkways and trails. The Policy requirement extends to sidewalk sections that link walkways and trails, where there is no private property fronting those sections.

Meeting the City's obligations for sidewalk, walkway, and trail clearing in the winter of 2019-2020 was affected without any overtime or weekend/stat holiday callbacks. Resources used includes three full-time departmental staff using snow-clearing equipment with varying capacity. The Snow Clearing Policy map (next page) illustrates specific sidewalks, walkways, and trails that Parks will clear and the priority ranking applied, which is:

1. Downtown
2. School foot traffic walkways
3. All other sidewalks fronting City-owned property, and paved walkways and trails
4. Outdoor skating rinks

This season, Administration received no public complaints about the department's rate of clearing or about the condition of footing in areas for which the City is responsible. Service level changes from 2018 no longer generate complaint or comment. There are a few additional (very unusual) areas that Parks will service from time to time, such as along the grassed boulevard on

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the east side of 50th Street for the safety of .S. McCormick school children, and occasional plowing at the Dog Park on Len Thompson Drive as it is in use all winter.

BYLAW ENFORCEMENT

Bylaw Enforcement assists the street maintenance crews if vehicles on the streets during the plowing of roadways. Signs are displayed in advance of the street maintenance schedule; however, as crews move forward on their routes, the officers will attempt to try to contact residents who have not moved their vehicles. If there is no response or the crews are halted due to a vehicle blocking the street, a ticket will be issued and the vehicle will be towed to a location nearby that is not affected by the street maintenance as per section 312 of the [Traffic Bylaw #223](#). This information is then passed on to the police should a resident call with a stolen vehicle concern. This process occurs for both snow removal and street sweeping in the spring.

This past winter (October 2019 to April 2020) the following actions were enforced:

- 9 tickets without towing the vehicle for snow removal operations
- 17 tickets and towed vehicles for snow removal operations
- Successfully worked with 9 property owners to ensure compliance with the City's standards without fines

SNOW CLEARING PUBLIC COMMUNICATIONS

The City published public notices about its snow clearing activities and about the Snow Clearing Policy 26 times in 2019-2020 through both Facebook and Twitter platforms (Facebook alone reaches over 5,000 followers, Twitter has over 3,700 followers). The City also published public notices about the responsibilities of property owners with regards to sidewalk snow clearing pursuant to the Traffic Bylaw 223 four times through the same social media platforms.

STRATEGIC PLAN ALIGNMENT:

Reviewing the snow clearing levels of service in the City of Lacombe annually speaks favourably to Councils Strategic Goal 4.1.4B *Review and set service levels for programs and services that the City provides.*

PUBLIC ENGAGEMENT/COMMUNICATION STRATEGY:

No public engagement is proposed.

ALTERNATIVE MOTION(S):

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1. THAT Council accept Administration's report on the Snow Clearing Policy as information.
2. THAT Council directs Administration on how it wishes to proceed.

ATTACHMENTS:

None.

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SUBJECT: 2020 – Pumphouse ‘A’ Generator – Invitation to Tender (ITT) Results
PREPARED BY: Chris Huston, Manager of Utilities
PRESENTED BY: Jordan Thompson, Director of Operations and Planning
DATE: May 15th, 2020

FILE: 43/782

PURPOSE:

To approve the replacement of the standby generator at Pumphouse ‘A’ as approved in the 2020 Capital Budget for \$160,500.

RECOMMENDED MOTION(S):

1. THAT Council Direct Administration to award Setanta Contracting Ltd. For the removal, supply and install of the standby generator at Pumphouse ‘A’ for **\$143,175**.

RELATED PRIOR MOTION(S):

1. N/A

EXECUTIVE SUMMARY:

Administration tendered the replacement of the backup generator at Pumphouse ‘A’ (Woodland Drive and C/E Trail). Pricing from the recommended bidder, Setanta Contracting Ltd. came in under budget and Administration is recommending the work proceed. Upon award Setanta will issue purchase orders through their suppliers and reports a 16-week delivery time for the new generator. The replacement generator is scheduled to be fully operational by the end of December, 2020 (with substantial completion scheduled for November).

ANALYSIS:

Background:

Administration operates and maintains three (3) water distribution pumping stations (i.e. pumphouses), each pumphouse known as A, B & C distributes drinking water to three (3) zones within the City of Lacombe. Each station is equipped with backup electricity generators powered with natural gas, each station having the ability to automatically switch from utility power to generator power through automatic transfer switches (ATS). Pumphouse ‘A’ is the last station to be running a 1970’s Minneapolis Moline for which replacement parts are no longer available as the original manufacturer, Pamco, is no longer in business (more detail in included in the [June 11th, 2018 Council Report](#)). Pumphouse B & C are using newer and more reliable natural gas generators.

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Green Energy Research

[June 11th, 2018](#) Administration reported about possible alternative standby emergency power generation via Tesla Energy Products and solar power. The alternative energy options are still not viable for the City's application due power limitation of solar energy and Tesla's battery power banks not yet CSA approved.

Tender Evaluation

On March 23rd, 2020 City Administration (working with Stantec) issued an Invitation to Tender (ITT) on the Alberta Purchasing Connection (APC), City Website and the Lacombe Express seeking proposals from contractors interested in removal, supply and install of a replacement generator for PHA.

Administration closed the call for proposals on April 9th, 2020, with eleven (11) contractors submitting a proposal. Six (6) of the proposals met all mandatory criteria and were further reviewed, five (5) of the submissions were either late or were missing mandatory tender documents, eliminating them from further consideration.

ITT Response Evaluation.

Contractor	Tender Amount (excluding GST)
Setanta Contracting	\$143,175
Triple A Electric	\$163,362
CES	\$171,350
MCL Power	\$184,426
RTM Electric	\$186,162
Adco	\$222,499

An evaluation was completed by Stantec Consulting and Administration on the 6 qualifying tender submissions and Setana Contracting was confirmed to be the lowest bidder.

Upon award Setanta will issue purchase orders through their suppliers for a Frontier generator and reports a 16-week delivery time. Setanta plans to mobilize to site in October, to remove the

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existing generator and remove any obsolete electrical, controls and ducting to prepare the new area for the new generator. The replacement generator is scheduled to be fully operational by the end of December, 2020 (with substantial completion scheduled in November).

FINANCIAL ANALYSIS:

Capital budget of \$160,500

- Setanta bid \$143,175
- Stantec design cost and tendering, and installation inspection \$12,537

Total cost for the replacement generator is \$155,712, \$4,788 under budget.

STRATEGIC PLAN ALIGNMENT:

Standby natural gas power generation units at our water and wastewater facilities 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):

1. THAT Council Direct Administration to award Setanta Contracting Ltd. For the removal, supply and install of the standby generator at Pumphouse 'A' for **\$143,175.**
OR
2. THAT Council provides alternative direction to Administration.

ATTACHMENTS:

- No attachments