

**AGENDA**  
**Council of the City of Lacombe**  
**Monday, May 14, 2018 at 5:00 PM**  
**in Council Chambers**

Time Reference	Agenda Item
	<b><u>Regular Meeting of Council</u></b>
5:00	<b>1. CALL TO ORDER</b>
	<b>2. ADOPTION OF AGENDA</b>
	<b>3. ADOPTION OF MINUTES</b>
	<ul style="list-style-type: none"> <li>• April 23, 2018</li> </ul>
	<b>4. INFORMATION</b>
	<ul style="list-style-type: none"> <li>• Council Mailbox</li> </ul>
	<b>5. PUBLIC HEARINGS</b>
	<b>6. PRESENTATIONS</b>
5:00-5:20	<u>Lacombe Police Commission/Lacombe Police Service</u> 2017 Annual Report (Bob Huff, LPC Chair; Chief Lorne Blumhagen, LPS)
	<b>7. BYLAWS</b>
	<u>Financial Services</u> <b>Bylaw 451 (2018 Property Tax Rate)</b> (Third Reading)
	<u>Corporate Services</u> <b>Bylaw 458 (Rescindment)</b> (Second/Third Reading)
	<u>Planning and Development Services</u> <b>Bylaw 400.15 (Rezone R5 to C1)</b> (First Reading)
	<b>8. UNFINISHED BUSINESS</b>
	<b>9. NEW BUSINESS</b>

	<b>10. REPORTS</b>
	<u>Mayor and Council</u>  Creasey; Gullekson; Hibbs; Hoekstra; Jacobson; Konnik; Ross;
	<b>11. NOTICES OF MOTION</b>
	<b>12. IN CAMERA</b>
	1 - Land (FOIP Section 24) 1-Legal (FOIP Section 24)
	<b>13. ADJOURNMENT</b> <u>Next Meetings</u> <ul style="list-style-type: none"> <li>• Monday, May 28, 2018 Regular Council Meeting</li> <li>• Monday, June 11, 2018 Regular Council Meeting</li> <li>• Monday, June 25, 2018 Regular Council Meeting</li> </ul>

**CITY OF LACOMBE**  
**MINUTES OF COUNCIL MEETING 18-09**

Minutes of the Regular Meeting of Council held on **April 23, 2018** in the Council Chambers of the City Administration Office.

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

**Regrets**

**Staff Present:** Matthew Goudy, Chief Administrative Officer  
Brenda Vaughan, Community Services Director  
Jordan Thompson, Director, Operations and Planning Services  
Diane Piche, Acting Director, Corporate Services  
Justin de Bresser, Acting Chief Financial Officer  
Barbara Wilton, Human Resources Manager  
Ross Pettibone, Executive Assistant/Legislative Coordinator

**Media Present:** Joseph Ho, Sunny 94

**Others Present** Alan Litster, BDO  
Ryan Wachter, BDO

**CALL TO ORDER – Regular Meeting of Council**

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

**ADOPTION OF AGENDA**

Matthew Goudy, CAO, informed Council of the April 16 appointment of Mr. Jordan Thompson as Director of Operations and Planning Services.

**MOVED BY** Councillor Jacobson:

THAT the April 23, 2018 regular meeting agenda be adopted as presented.

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES**

**MOVED BY** Councillor Hibbs:

THAT the April 9, 2018 meeting minutes be confirmed as presented.

CARRIED UNANIMOUSLY

**INFORMATION**

**MOVED BY** Councillor Konnik:

THAT Council receive the following correspondence as information.

1. March 29, 2018 letter from APWA re: National Public Works Week May 20.
2. March 22, 2018 Lacombe Police Commission Minutes
3. April 16, 2018 Citizen letter re: Humboldt Broncos

CARRIED UNANIMOUSLY

*Council moved into a Public Hearing at 5:30 p.m. for Bylaw 400.13 (Rezone R5 to R6).*

11/178.10 18MO  
Agenda adopted as  
presented.  
18-144

11/179.09 18MO  
Minutes confirmed  
as presented.  
18-145

11/173.12 18MO  
Three items of  
correspondence  
received as  
information.  
18-146



## CITY COUNCIL AGENDA REPORT

<b>SUBJECT:</b>	<b>City of Lacombe Bylaw 451 – Property Tax Bylaw</b>
<b>PREPARED BY:</b>	<b>Justin de Bresser, Acting Chief Financial Officer</b>
<b>PRESENTED BY:</b>	<b>Matthew Goudy, Chief Administrative Officer</b>
<b>DATE:</b>	<b><del>April 23, 2018</del> <b>May 14, 2018</b></b>

### PURPOSE:

~~To present Bylaw 451, the City's annual property tax bylaw for introduction and Council's consideration for 1<sup>st</sup> and 2<sup>nd</sup> reading.~~

To present Bylaw 451, the City's annual property tax bylaw, to council for 3rd and final reading

### BACKGROUND:

In accordance with section 353 of the Municipal Government Act, RSA 2000, c M-26, the City must adopt, on an annual basis, a property tax bylaw for the levying of property taxes within the City of Lacombe. Bylaw 451 has been prepared to meet the requirements of the Act. Bylaw 451 also authorizes the levying of the annual supplementary tax levy in the fall using the rates established in the bylaw.

The property assessment estimates included in the Bylaw are based on the completed 2018 assessment roll. The 2018 roll is based on market values established on July 1, 2017 and physical condition of property as of December 31, 2017.

Subject to approval of this bylaw, tax notices will be mailed by the end of May with the deadline to pay without penalty being July 3<sup>rd</sup> 2018.

In addition to levying municipal property taxes, Bylaw 451 also establishes levies on behalf of the Lacombe Foundation, the Alberta School Foundation Fund and the St. Thomas Aquinas RCS Regional Division No. 38. In total, Bylaw 451 will levy approximately \$19.13 million in property taxes for the various entities in 2018.

This year the provincial government took over the assessment of designated industrial properties. Ministerial Order 003/18 established the rate to charge back the assessment cost relating to these properties to the owner. The total requisition for 2018 is \$570.42

The City levies two different sets of municipal tax rates: one set for City proper areas and one based on the Lacombe County tax rates for areas subject to an annexation agreement. Properties annexed under the 2007 annexation agreement will pay county tax rates until 2022 or until developed or subdivided.

Based on Council's approval of the 2018 operating budget and the recommended changes in the spring budget amendment, the 2018 municipal property tax increase remains at 1.30%. The municipal tax rates reflect this rate increase.

At the regular council meeting on April 23, 2018 council gave first and second reading to bylaw 451. Administration is recommending third and final reading

#### **ISSUE ANALYSIS:**

Bylaw 451 establishes tax rates based on the actual assessment values contained in the 2018 assessment roll. As Table 1 points out, overall residential growth was 2.04% compared to a budget forecast of 0.44%. Non-residential growth was slightly higher than forecasted (1.43% actual compared with 1.19% budget). The City's actual assessment growth generated an additional \$177,000 in municipal tax revenue.

Mass market values reflect July 1<sup>st</sup>, 2017 prices. Those prices resulted in an average increase in assessments of 2.22% for residential assessments on average, while non-residential properties saw an average increase of 3.67%.

Based on this variation in market values between the residential and non-residential assessments, the non-residential tax rate to residential rate ratio increased to 1.1439 which is still below the target of 1.2. Allowing the ratio to float ensures that there is no shift in tax revenue from non-residential to residential properties due to changes in market valuations.

#### Municipal Property Tax

The higher than anticipated assessment growth has allowed administration to transfer the increased revenue into general capital, maintaining the City's operating budget increase at the 1.30% target. The combined tax increase and the variation in market values results in a slightly higher non-residential tax rate and a lower residential tax rate. The proposed residential tax rate decreases from the last year is 7.5033 to 7.4744 per \$1,000 of assessment. The non-residential tax rate increased from last year at 8.5264 to the actual rate of 8.5503 per \$1,000 of assessment.

#### Education Property Tax

For the third year in a row, residential property owners will see an increase in their school property taxes. The Provincial school requisition increased by 3.90%. With high residential assessment growth and higher market values for residential properties, the average homeowner will see a decrease of 1.96% on the school portion of their property tax bill. The non-residential school tax requisition increased in 2018 with the current mill rate at 3.5988 per \$1000 of assessment up from 3.1416 in 2017.



Overall

The combined effect of these changes, and the market changes that occurred in 2018 means that the typical house assessed at \$287,967 will see a total tax increase of \$24.

The typical non-residential property will see an 8.23% increase in overall property taxes. Included in this increase is a 19.13% increase in school tax. In dollar terms, a non-residential property assessed at \$815,003 will see an increase of \$757 with \$470 of the increase required for the school requisition.

Tables 2a, 2b, and 2c attached to this memo shows the average impact for various property amounts for residential and non-residential compared to the original bylaw.

In order to facilitate the timely mailing of tax notices, Administration is presenting the City's tax bylaw for 3<sup>rd</sup> reading.

**FINANCIAL IMPLICATIONS:**

Bylaw 451 will generate a combined \$19.13 million in tax revenue and is composed of the following:

Municipal Revenue	\$14,138,844
Municipal Revenue - Annexed	3,284
Lacombe Foundation Requisition	114,211
St Thomas Aquinas RCSD	149,219
Alberta School Foundation Fund	4,725,237
Designed Industrial Properties	570
Total	\$19,131,366

**LEGISLATIVE AUTHORITY:**

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

**STRATEGIC/BUSINESS PLAN REFERENCE:**

N/A

**ALTERNATIVES:**

- ~~If Council supports the spring amendments budget changes put forth at this meeting and agrees to maintain the tax rate increase at 1.30%, then this bylaw can receive 1<sup>st</sup> and 2<sup>nd</sup> reading.~~
- ~~If Council desires other changes, then Administration recommends only 1<sup>st</sup> reading, as this bylaw will have to be adjusted to reflect the changes directed by Council.~~



- As Council has approved changes to the 2018 operating budget and provided 1<sup>st</sup> and 2<sup>nd</sup> reading to Bylaw 451, Administration is only proposing one alternative, 3<sup>rd</sup> reading.

**ATTACHMENTS:**

- City of Lacombe Bylaw 451, Property Tax Bylaw
- Table 1 – Municipal Tax Revenue Analysis
- Tables 2a,b&c – 2017 Property Tax Comparison – Summary

**ACTION/RECOMMENDATION:**

Administration recommends THAT:

- ~~1. Council give first reading to Bylaw 451.~~
- ~~2. Council give second reading to Bylaw 451~~

THAT Council give 3<sup>rd</sup> and final reading to Bylaw 451.





## CITY COUNCIL AGENDA REPORT

<b>SUBJECT:</b>	<b>2<sup>nd</sup> and 3<sup>rd</sup> Reading of Bylaw 458 – Repeal of Inactive Bylaws No. 6</b>
<b>PREPARED BY:</b>	<b>Diane Piche, Acting Corporate Services Director</b>
<b>PRESENTED BY:</b>	<b>Diane Piche, Acting Corporate Services Director</b>
<b>DATE:</b>	<b>May 14, 2018</b>

### **PURPOSE:**

To clean up the City of Lacombe's bylaw index to ensure that inoperative, obsolete, expired, spent or otherwise ineffective bylaws or amendments are officially repealed.

### **BACKGROUND:**

In 2016, a document management project to organize and index the City's bylaws, policies and administrative directives was identified as a priority by Corporate Services. The Record Management Coordinator began planning and organizing the project. In doing so, it was found that many of the City's bylaws were inoperative, obsolete, or expired and some were not repealed when a new or amended bylaw was passed.

A database was created for indexing and tracking these documents. The database for bylaws includes 1889 records as of January 2018, of which approximately 1024 have been identified as needing repeal for a variety of reasons.

Repealing a bylaw is completed via bylaw. Administration will present, for Council's consideration, multiple bylaws to repeal the obsolete bylaws. These bylaw repeals will be introduced in small groups of similar bylaws. The entire process will occur over many months.

Going forward, to track the bylaw process, an internal administrative directive was implemented in 2017 to govern the creation of draft bylaws for consideration by Council. This process will guide staff to ensure that all considerations are met prior to a bylaw passing.

Each bylaw being proposed for repeal has been reviewed by Administration.



**ISSUE ANALYSIS:**

**Bylaw 458 (Repeal of Inactive Bylaws No. 6) received first reading on April 23, 2018.**

The Planning and Development function of the municipality has over time been governed by numerous bylaws which are now inactive, spent or otherwise ineffective. The sixth of the repealing bylaws for consideration is Bylaw 458 which will repeal the following inactive bylaws:

- 213 Land Use Bylaw amendment. Lacombe has, over the years, had numerous Land Use Bylaws. These former Land Use Bylaws have been repealed however the amendments to those main Land Use Bylaws have not yet been repealed.
  - o 20 amendments to Land Use Bylaw TP-13 are still active but ineffective as Bylaw TP-13 was repealed by Land Use Bylaw 73 in 1986. These amendments range in date from 1980 to 1986.
  - o 113 amendments to Land Use Bylaw 73 are still active but ineffective as Bylaw 73 was repealed by Land Use Bylaw 300 in 2003. These amendments range in date from 1986 to 2003.
  - o 80 amendments to Land Use Bylaw 300 are still active but ineffective as Bylaw 300 was repealed by Land Use Bylaw 400 in 2016. These amendments range in date from 2004 to 2016.
- 23 miscellaneous bylaws relating to the Planning and Development function of the municipality that are ineffective due to their age or the nature of the bylaw. These bylaws range in date from 1903 to 1990.

**FINANCIAL IMPLICATIONS:**

There are no financial implications.

**LEGISLATIVE AUTHORITY:**

*As per the MGA section 191(2), the amendment or repeal must be made in the same way as the original bylaw and is subject to the same consents or conditions or advertising requirements that apply to the passing of the original bylaw, unless this or any other enactment provides otherwise.*

*Section 191(3), Subsection (2) does not apply to a revision or repeal under section 63.*

*As per the MGA section 63(2)(a), A bylaw under this section may omit and provide for the repeal of a bylaw or a provision of a bylaw that is inoperative, obsolete, expired, spent or otherwise ineffective;*

**SERVICE LEVEL IMPACT:**



- None

**STRATEGIC/BUSINESS PLAN REFERENCE:**

5. Operational Excellence

**ALTERNATIVES:**

1. That Council give **second and third** reading to Bylaw 458 – Repeal of Inactive Bylaws No. 6.
2. That Council provides administration with a different alternative that they see fit.

**ATTACHMENTS:**

- Bylaw 458

**ACTION/RECOMMENDATION:**

That Council give **second** reading to Bylaw 458 – Repeal of Inactive Bylaws No. 6.  
That Council give **third** reading to Bylaw 458 – Repeal of Inactive Bylaws No. 6.





**CITY COUNCIL  
AGENDA REPORT**

<b>SUBJECT:</b>	<b>Rezoning 5115 – 5117 51<sup>st</sup> Street from Residential Multi-Unit Dwelling District to Downtown Commercial District (R5 to C1)</b>
<b>PREPARED BY:</b>	<b>Jennifer Kirchner, Planner II</b>
<b>PRESENTED BY:</b>	<b>Debbie Bonnett, Planning and Development Manager</b>
<b>DATE:</b>	<b>May 14, 2018</b>

**PURPOSE:**

To request Council direction on an application to rezone two parcels from R5 to C1(Lots 4 & 5, Block 11, Plan RN1A). This will change the primary use of these properties from residential to commercial.

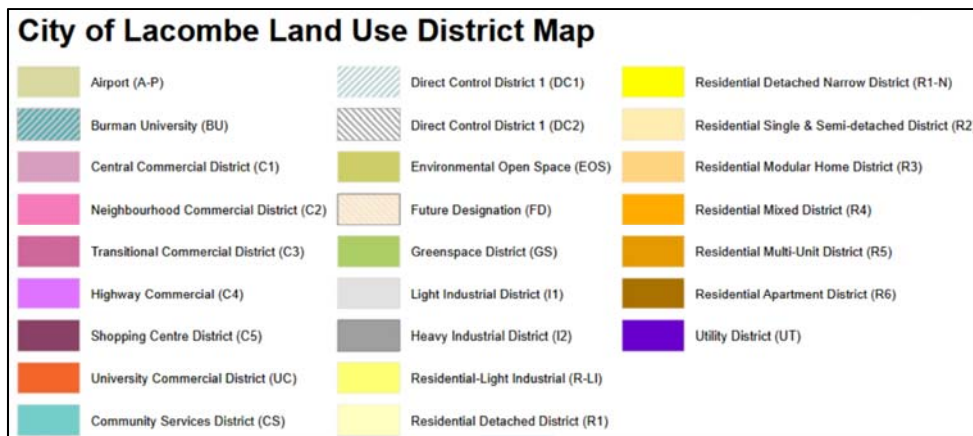
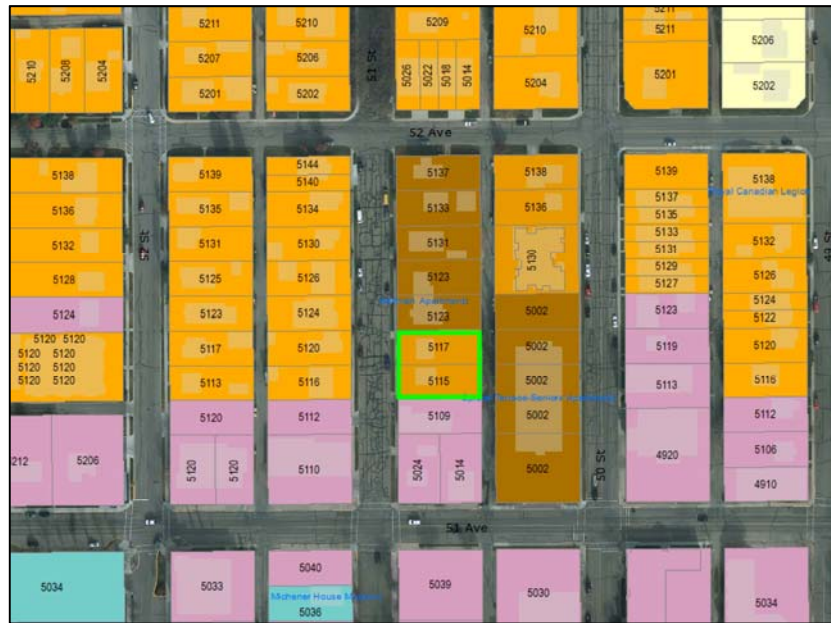
**BACKGROUND:**

The City has received an application to rezone **5115 – 5117 51 Street** from Residential Multi-Unit Dwelling District (R5) to Downtown Commercial District (C1). The properties are located on 51 Street between 51 Avenue and 52 Avenue. The properties are highlighted in pink on the map below. The proposed amendments to the Land Use Bylaw are via Bylaw 400.15.



The properties are located on 51 Street between 51 Avenue and 52 Avenue. The lots are adjacent to both the commercial downtown and an established residential neighbourhood. Adjacent land use zoning includes

C1, R4 and R6 properties. The land shares a lane with 2 existing apartment complexes, along with additional housing forms. The land is located adjacent to the downtown commercial core. The following map indicates the location of the land being proposed for rezoning (shown in green), as well as the zoning of the surrounding properties. Note the light purple shows existing C1 commercial zoned parcels in the area.



### ISSUE ANALYSIS:

The properties are located within DARP and fall within the Mixed Use Transition District. The intent of this district is to become an extension of the downtown core, with opportunities for ground floor commercial development on corner lots.

Prior to development, the applicant will be required to confirm existing servicing can support the proposed commercial development. Should improvements be required to the services, lane or sidewalks, this will be the developer's responsibility. The developer may also be required to consolidate these lots (along with 2 lots located to the south) when new development occurs on the lands. See the map below for the possible future property boundary.





The properties have several characteristics that make it them an ideal location for re-designation:

- The applicant intends to consolidate the lots prior to the redevelopment of the land, creating a large corner lot that is approximately 0.2229 ha in size,
- The lots have a lane which will allow for rear parking,
- The properties area located adjacent to the commercial downtown, which would allow these new commercial lands to serve as a natural extension of the commercial core.

Administration supports the re-designation from R5 to C1 as the land is immediately adjacent to existing commercial property and will comply to the DARF.

**ADJACENT PROPERTY NOTIFICATION:**

All neighbouring property owners have been notified of this application. Additional notification, including notification to adjacent landowners, website and newspaper advertising will occur if a public hearing date is set.

**FINANCIAL IMPLICATIONS:**

The applicant has paid the applicable fee to the City of Lacombe. This fee covers the cost of the all referrals, mail notifications, public hearing advertisement and administration.

**LEGISLATIVE AUTHORITY AND PLAN ALIGNMENT:**

CITY OF LACOMBE - LAND USE BYLAW 400

- Part 5, Sections 5.1 to 5.2.16 – Land Use Bylaw 400 – Amending the Land Use Bylaw
- Part 9, Section 9.18 – Land Use Bylaw 400 – R5, Residential Multi-Unit Dwelling District
- Part 10, Section 10.13 – Land Use Bylaw 400 – C1, Downtown Commercial District



- Part 15, Section 15.1 – Land Use Bylaw 400 – Land Use District Maps

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

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

**MUNICIPAL DEVELOPMENT PLAN – GROWING LACOMBE:**

- Where We Work: Commercial
  - COM5.1: Commercial Building and Site Design
- Where We Live, Work and Play: Downtown
  - DT5.1: The Downtown Core: The Heart of the City
  - DT5.1: Historic Downtown Preservation

**MUNICIPAL SUSTAINABILITY PLAN – IMAGINE LACOMBE**

- Our Economy: Work and Skills Training
  - Support and grow local businesses and jobs
  - Ensure a stable and equitable municipal tax base

**SERVICE LEVEL IMPACT:**

- Processing amendments to City of Lacombe planning documents is considered to be a standard operation for the Planning and Development Department and will not impact the Department’s service levels.

**STRATEGIC/BUSINESS PLAN REFERENCE:**

1. Ensure Land Resources are in Place

It is essential that a sufficient inventory of properly designated and zoned land exists to support future development within the municipality.

**ALTERNATIVES:**

That Council give 1<sup>st</sup> reading to Bylaw 400.15 and set the public hearing for Monday, June 11, 2018 at 5:30 p.m.

OR

That Council refuse 1<sup>st</sup> reading of Bylaw 400.15.

**ATTACHMENTS:**

- Bylaw 400.15

**ACTION/RECOMMENDATION:**

THAT Council give first reading to Bylaw 400.15 for the rezoning of Lots 4 & 5, Block 11, Plan RN1A (1A) from Residential Multi-Unit Dwelling District (R5) to Downtown Commercial District (C1).



THAT Council schedule a public hearing for Bylaw 400.15 to be held at 5:30pm on Monday, June 11, 2018.

