

**AGENDA**  
**Council of the City of Lacombe**  
**Monday, January 28, 2019 at 5:00 PM**  
**in Council Chambers**

Time	Agenda Item	Presenter
	<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>• <b>January 14, 2018</b></li> </ul>	
	<b>4. INFORMATION</b>	
	<ul style="list-style-type: none"> <li>• <b>Council Mailbox</b></li> </ul>	
	<b>5. PUBLIC HEARINGS</b>	
	<b>6. PRESENTATIONS</b>	
	<u>Red Deer Catering</u> <b>Proposal</b>	
	<b>7. BYLAWS</b>	
	<b>8. UNFINISHED BUSINESS</b>	
	<b>9. NEW BUSINESS</b>	
	<u>Endorsement of Support</u> <b>Town of Ponoka</b>	<i>CAO</i>
	<u>Recreation Services</u> <b>Ice Resurfacers RFP</b>	<i>Dir Juch</i>
	<u>Corporate Services</u> <b>2019 Census</b>	<i>Dir Piché</i>

	<p><u>Corporate Services</u></p> <p><b>Local Emergency Management Regulations</b></p>	<p><i>Dir Piché</i></p>
	<p><b>10. REPORTS</b></p>	
	<p><u>Mayor and Council</u></p> <p>Creasey; Gullekson; Hibbs; Hoekstra; Jacobson; Konnik; Ross;</p> <p>CAO</p>	
	<p><b>11. NOTICES OF MOTION</b></p>	
	<p>Councillor Ross: <i>“To direct Administration to develop a three month neighbourhood pilot project, to gauge public feedback and operational impacts, from reducing collection from weekly to bi-weekly.”</i></p> <p>Councillor Hibbs: <i>“That Strategic Plan Strategy 4.3.3B [Council considers a review of the city’s solid waste management model] be reprioritized from ‘medium priority’ to ‘high priority’, and that the target delivery time be advanced from the current target of Q2 2021 to a new target of Q4 2019. Further, that Administration present the impact to the timing of other priority strategies at the 2019 Strategic Plan annual review, and to the 2019 Operating Budget at the 2019 Spring Operating Budget Adjustments.”</i></p>	
	<p><b>12. IN CAMERA</b></p>	
	<p>Monthly Update (<i>FOIP Sections 17 and 23</i>)</p> <p>Proposal</p> <p>Personnel</p>	<p><i>CAO Goudy</i></p>
	<p><b>13. ADJOURNMENT</b></p> <p><b><u>Next Meetings</u></b></p> <ul style="list-style-type: none"> <li>• Monday, February 4, 2019 Council Committee Meeting</li> <li>• Monday, February 11, 2019 Regular Council Meeting</li> <li>• Monday, February 25, 2019 Regular Council Meeting</li> </ul>	



## CITY COUNCIL AGENDA REPORT

<b>SUBJECT:</b>	<b>Town of Ponoka: Request for Motion of Support</b>
<b>PREPARED BY:</b>	<b>Matthew Goudy, Chief Administrative Officer</b>
<b>PRESENTED BY:</b>	<b>Matthew Goudy, Chief Administrative Officer</b>
<b>DATE:</b>	<b>January 28, 2019</b>

### **PURPOSE:**

For Council to consider passing a motion of support, requested by the Town of Ponoka.

### **RECOMMENDATION:**

THAT Council pass the following resolution:

*To support equitable treatment for smaller, rural, and northern communities in accessing federal and provincial funding programs.*

### **BACKGROUND:**

On January 14<sup>th</sup>, Council received a presentation from His Worship Rick Bonnett; Mayor of the Town of Ponoka.

### **ISSUE ANALYSIS:**

Mayor Bonnett's presentation highlighted the Town of Ponoka's efforts in developing a new fieldhouse complex in the community. He further outlined challenges they have faced in accessing grant programs, and in communicating with the provincial government.

Mayor Bonnett appealed to the City of Lacombe Council to, as a show of support and solidarity, pass a resolution regarding the situation. CAO Goudy asked Mayor Bonnett if the motion proposed in this memo would serve his purpose; to demonstrate the City of Lacombe's support for the Town of Ponoka – a long-standing regional partner.

### **FINANCIAL IMPLICATIONS:**

N/A

### **LEGISLATIVE AUTHORITY:**

Council has an adopted '[Proclamation Policy](#)', which declines all statements of support to groups, individuals, and causes in proclamation form. The proposed resolution is in support not of a specific group, but in fair treatment for a number of groups, and is therefore permitted.

**STRATEGIC PLAN REFERENCE:**

Responding to a request for support from the Town of Ponoka aligns favourably with Strategic Goal 4.1.2: Maintaining Relationships with Citizens and Regional Partners: *To Support Positive Relationships with our Neighbours*

**ALTERNATIVES:**

1. THAT Council direct passes the proposed resolution,
2. THAT Council passes an amended resolution, as specified by Council,
3. THAT Council directs some other means of support for the Town of Ponoka, or
4. THAT Council declines further action in response to the Town of Ponoka's request for support.

**ATTACHMENTS:**

None.





## CITY COUNCIL AGENDA REPORT

<b>SUBJECT:</b>	Replacement of Ice Resurfacer
<b>PREPARED BY:</b>	Calvin Bennefield, Manager of Parks and Facilities
<b>PRESENTED BY:</b>	Deborah Juch, Director of Community Services
<b>DATE:</b>	January 28, 2019

### **PURPOSE:**

To replace one (1) Ice Resurfacer located in the Gary Moe Auto group Sportsplex through the City's Fleet Replacement Plan as approved in the 2019 Capital Budget.

### **RECOMMENDATION:**

THAT Council approve the purchase of the Olympia Millennium H Ice Resurfacer from Big Hill Services with trade-in of the City's existing 2009 Zamboni 525 ice resurfacer, for a net cost of \$87,496.00 + GST.

### **BACKGROUND:**

The 2019 Capital Budget approved on November 26, 2019 included \$165,000 allocated for replacement of the 2009 Zamboni 525 Ice Resurfacer. The budget was set higher than may have been required for a gas-operated unit to allow consideration of electrical units which typically cost more, and to allow the purchase to complete in the event that disposal of the existing unit needed to be completed as a separate second step.

A Request for Proposal was posted on the Alberta Purchasing Connection website, the City's website, and also advertised in the local newspaper. Three vendors submitted proposals which were opened on January 9<sup>th</sup>, 2019 at 2:00 PM and all proposed a trade-in value of the existing unit.

**ISSUE ANALYSIS:**

Proposal Evaluations

Vendors (% Weighting)	Operator Assessment (40%)	Warranty (10%)	Delivery Schedule (10%)	Cost (40%)	Total (100%)
Big Hill Services	35	10	5	40	<b>90</b>
Industrial Machine Inc.	35	10	5	35	<b>85</b>
Goliath Equipment Sales	10	10	5	25	<b>50</b>

Staff have previous experience operating two of the proposed units including the recommended unit. A third unit, an electric model that is new to western Canada, was offered by a distributor having just started supplying this unit in April of 2018. Administration and facility staff lack confidence to recommend the electric unit because of its relatively untried use in Alberta and concerns about the reliability of the batteries. Also, in the event of a machine break down the vendor has no ability to loan out a temporary replacement unit. Staff preference is for the Olympia Millennium H unit which is also offered at the lowest net price.

Recommended Vendor and Unit

Big Hill Services  
2019 Olympia Millennium H  
4.3 lit V6 GM engine  
Natural gas/Propane  
Hydrostatic drive transmission  
24-month warranty \*Loaner available 24 hrs no cost

Delivery Time: 52 weeks  
Net Cost (w. trade-in) **\$87,496.00 + GST**



**FINANCIAL IMPLICATIONS:**

2019 Capital Budget allocation \$165,000 and replacing and purchasing the new unit will come in well under budget whichever vendor is chosen.

**LEGISLATIVE AUTHORITY:**

N/A

**SERVICE LEVEL IMPACT:**

The existing ice resurfacers have 4800 run-time hours on them and are coming to the end of their effective use. Repairs and maintenance have cost the City between \$13,000 and \$15,000 per year in each of the preceding four years including rental replacements to maintain service levels during down-time.

**STRATEGIC PLAN REFERENCE:**

Ensuring that the arena facility reliably maintains service levels aligns favourably with Council's Strategic Goal 4.2.4: Support for Events

*To Attract Major Events to Lacombe*

**ALTERNATIVES:**

1. THAT Council directs Administration to proceed in an alternate fashion.
2. THAT Council accepts this report as information.

**ATTACHMENTS:**

N/A





## CITY COUNCIL AGENDA REPORT

<b>SUBJECT:</b>	<b>2019 Municipal Census</b>
<b>PREPARED BY:</b>	<b>Ross Pettibone, Legislative Coordinator/Executive Support</b>
<b>PRESENTED BY:</b>	<b>Diane Piché, Director of Corporate Services</b>
<b>DATE:</b>	<b>January 28, 2019</b>

### **PURPOSE:**

To recommend Council conducts a census in 2019.

If a census is to proceed, also to establish a census date (either the first day of enumeration or a date prior to the start of enumeration). Enumeration must be conducted between April 1 and June 30.

### **RECOMMENDATION:**

THAT Council conduct a census in 2019, which would be funded by an adjustment to the capital reserve contributions, and designate April 2, 2019 as Census Day in Lacombe.

### **BACKGROUND:**

The federal census in 2016 showed a City of Lacombe population of 13,057. The last municipal census that was conducted by the City of Lacombe was in the spring of 2014 when the total population was 12,728. Typically federal census numbers have been lower than municipal census number, reflecting lower overall response ratios.

Section 57 of the Municipal Government Act authorizes Council to conduct a census (a count of the total of the usual residents in the municipality).

The Determination of Population Regulation defines official census and usual residence as well as providing the time frame to conduct an official census and submit the results to the Minister of Municipal Affairs.

During the last municipal census, the City of Lacombe utilized software services provided by the City of Airdrie. To keep resident participation and response rates high, administration would

recommend that the City again secures the services of the City of Airdrie’s census software program, which allows for online census responses in coordination with traditional door-to-door enumeration.

Census data collected should be aligned with the federal data for comparison purposes. These items will capture the total population, age, gender, dwelling type, residency length, resident income levels and municipality where employed.

The results of a municipal census must be submitted by formal declaration to the Minister of Municipal Affairs before September 1<sup>st</sup>. When accepted by the Minister of Municipal Affairs, the census results are deemed to be the population of the municipality (including for the determination of provincial capital grant distributions).

**ISSUE ANALYSIS:**

In 2016, Stats Canada counted 4,796 private dwellings, yet enumerated 4,563 as the private dwellings occupied by usual residents. The difference of dwellings enumerated (233) would be ones under construction, vacant or refusals.

In 2019, a count shows that there are currently 4,926 residential properties in the City; however, the number of individual apartments, condos, multiplex suites and secondary suites must be included in the private dwelling count. Without further verification, a ‘desktop’ count shows that there are approximately 5,531 private dwellings in the City of Lacombe as determined by the Geographical Information Services department.

The 2016 Federal Census by Stats Canada counted 13,057 people in 4,796 residences. This implies that there were an estimated 2.7 people per household. Using that same number, to estimate the potential count for the City with 5,531 private dwellings, the total count could be well over 14,000 citizens. However, this estimate will not be accurate as some dwellings will be vacant, under construction or refuse to participate. The only finite way to get an actual number is to complete a census.

The next Federal Census is not planned until 2021.

The benefit to completing a census is to attain more grant funding. For each additional person there is a net positive impact to the City’s finances of approximately \$210.

The break down of the impact on grants are as follows:

**Operating Grants**

Police Operating Grant	\$8.00
Regional Library Grant	(\$8.12)



Regional Solid waste Grant (\$69.72)

**Capital Grants**

Basic Municipal Transportation Grant \$65.16  
Federal Gas Tax Grant \$55.15  
MSI Capital Grant \$159.36

The total net amount per person is amount per person is: \$209.83

These figures are estimates only, as the amounts could be changed by the governing body. The MSI Grant is based on population, school requisition and kilometers of roads.

If the City sees an increase of population of 1,000 residents, the net benefit to the city could be estimated to be \$209,830 in grant funding. As long as the City’s population has grown by 167 people or more, the additional annual revenue will be approximately equal to the one time cost to complete the census. Growth of 167 people over three years would be approximately 0.4% growth – well below Lacombe’s historical average.

**FINANCIAL IMPLICATIONS:**

The 2019 budget does not include operational funding to carry out a municipal census, however updated population information likely outweighs the costs of conducting a census through revised provincial grants calculated on a per capita basis.

The grants will not be recognized the year of the census (2019) however they will be effective for 2020’s applications.

The 2014 census cost approximately \$31,000. The estimate of cost for the 2019 budget is \$35,000.

<b>Cost Breakdown</b>	
Online Census Software	\$ 6,700
Customized reports (5)	\$ 1,000
Enumerator Wages	\$15,000
Postage	\$ 4,700
Supplies (iPads, cell service, door cards, etc.)	\$ 4,600
Advertising/Promotion	\$ 3,000
Total Costs	<u>\$35,000</u>



**LEGISLATIVE AUTHORITY:**

- Municipal Government Act - Section 57
- Determination of Population Regulation
- FOIP Act

**SERVICE LEVEL IMPACT:**

The service level impact is that certain staff will have additional duties, however the use of casual staff will allow for the time-intensive tasks to be completed without operations being affected.

The staff that are involved with the Census are the Legislative Coordinator, GIS Coordinator, and administrative staff. Enumerators will be hired temporarily to canvas the residents who have not entered their information through the online software portal. Normally there will be one or two enumerators who will carry on to follow up with unresponsive residents once the bulk of the dwellings have been counted. This will also alleviate any burden on full time staff.

The census preparation will begin as soon as authorization is given and will run until September 1<sup>st</sup>, when all of the results have been submitted to the province.

**STRATEGIC/BUSINESS PLAN REFERENCE:**

Conducting a census will align with the goals of Council's Strategic Plan by allowing optimum future planning and resource allocation.

**ALTERNATIVES:**

1. THAT Council conduct a census in 2019, and designate April 2 2019 as Census Day in Lacombe.
2. THAT Council provide additional direction to Administration.

**ATTACHMENTS:**

- None





CITY COUNCIL  
**AGENDA REPORT**

<b>SUBJECT:</b>	<b>Local Authority Emergency Management Regulations</b>
<b>PREPARED BY:</b>	<b>Diane Piché, Director of Corporate Services</b>
<b>PRESENTED BY:</b>	<b>Diane Piché, Director of Corporate Services</b>
<b>DATE:</b>	<b>January 28, 2019</b>

**PURPOSE:**

To update Council on the new Local Authority Emergency Management Regulation that will come into effect on January 1, 2020.

**RECOMMENDATION:**

THAT Council receive this report as information.

**BACKGROUND:**

The City of Lacombe's Emergency Management Agency (LEMA) is responsible for planning and coordination of emergency services and resources during major emergencies incidents. LEMA is established under the City's [Bylaw 369 – Municipal Emergency Management Bylaw](#). LEMA works with other City departments, FCSS, school divisions, and utility companies to prepare, respond and recover more quickly when an incident occurs.

LEMA manages the City's Emergency Management Plan which identifies the City's resources and organization in the event of an emergency.

LEMA is also part of the Lacombe Regional Emergency Management Partnership (LREMP). Eleven municipalities are included in this partnership;

- City of Lacombe,
- Lacombe County,
- Town of Blackfalds,
- Town of Bentley,
- Town of Eckville,
- Village of Alix,

- Village of Clive,
- Summer Village of Birchcliff,
- Summer Village of Gull Lake, and
- Summer Village of Sunbreaker Cove

Together, the partnership has created a regional emergency management plan, coordinates yearly training of employees, and will mutually support each other in the event of an emergency.

#### **ISSUE ANALYSIS:**

In November of 2018, the Government of Alberta made amendments to the [Emergency Management Act](#) creating new regulations to give clearer direction on emergency management practices for municipalities.

The amendments to the Emergency Management Act (EMA) are:

- Authority to create a regulation to provided additional guidance to local authorities.
- Evacuation order provisions have been clarified.
- EMA sets out that local authorities and those acting under their direction (including first responders) are not liable for actions taken (or not taken) in good faith while enforcing evacuation orders.
- Various technical amendments have been made for clarity.

The Lieutenant Governor in Council signed the Order in Council enacting the Local Authority Emergency Management Regulation. Municipalities will have until January 1, 2020 to ensure that they meet the requirements established in the regulations.

The new requirements are the following:

- An Emergency Advisory Committee must be appointed by bylaw
- An Emergency Management Agency must be established by bylaw
- Regional Collaboration - a municipality that delegates its authority to a commission or joint committee must be established a bylaw to set out the powers and duties that have been delegated.
- Training Requirements
  - Elected Officials must have:
    - Municipal Elected Officials Course completed by January 1, 2021.
  - Directors of Emergency Management
    - Basic Emergency Management
    - Incident Command Systems (ICS) 100, 200 and 300
    - The Director of Emergency Management Course
  - Municipal Staff



- Basic Emergency Management
  - Incident Command Systems (ICS) 100
- Emergency Management Plans must be reviewed at least once per year and made available to the Alberta Emergency Management Agency for review and comment annually.
- Emergency Management Exercises
  - A table top exercise must be conducted annually starting January 1, 2020
  - A functional exercise must be conducted at least once every four years starting January 1, 2020.

Most of the requirements of the new legislation are already being met. The Lacombe Emergency Management Agency and Advisory Committee have bylaws established; and in the Lacombe Regional Emergency Management Partnership, there has been a change in its plan that recognizes the request for support and the delegation of authority.

However, to ensure all aspects of the bylaws abide by the new regulations, in internal review of the bylaws will be conducted and any changes required will be brought to Council before December 2019.

One area in which the City will need some attention in 2019 is to ensure all staff have met the minimum training requirements outlined in the new EMA. Training for elected officials, Directors of Emergency Management, and municipal staff will be conducted throughout the year by the Alberta Emergency Management Agency (AEMA) as well as by our own Director of Emergency Management. Incident Command Systems training is being provided on line and internally by the City's Director of Emergency Management.

Through the Alberta Emergency Management Agency and the Government of Alberta, specific role training is developed and provided throughout the year.

In 2018, the City staff participated in one regional functional exercise and conducted three table top exercises. The exercises are a valuable tool to allow staff to put into practice what they have learned before having to go through it in real life.

**FINANCIAL IMPLICATIONS:**

There are no financial implications at this time.

**LEGISLATIVE AUTHORITY:**

- [City of Lacombe Bylaw 369 – Municipal Emergency Management Bylaw](#)
- [Emergency Management Plan – Policy – 24.210.02 \(2013\)](#)
- [Local Authority Emergency Management Regulation](#)



- [Emergency Management Act](#)

**SERVICE LEVEL IMPACT:**

All staff require a basic level of training which will take time away from operations. This training can be staggered among all staff.

**STRATEGIC/BUSINESS PLAN REFERENCE:**

Updates to the Local Authority Emergency Management Regulation align favourably with Council's Strategic Goal 4.5.7: Emergency Services: To Provide Effective Fire Protection Services: *The Regional emergency and disaster response agreements and plans are documented and well understood.*

**ALTERNATIVES:**

1. THAT Council receive this report as information.
2. THAT Council provide additional direction to Administration.

**ATTACHMENTS:**

- City of Lacombe Bylaw 369
- Local Authority Emergency Management Regulation Summary
- Emergency Management Legislation Review - FAQs

