

**AGENDA**  
**Council of the City of Lacombe**  
**Monday, January 9, 2017 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>• <b>December 12, 2016</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>
5:30 p.m.	<u>Planning and Development Services</u> <b>Bylaw 433 (Road Closure)</b> (4340 Highway 12)
	<b>6. PRESENTATIONS</b>
	<b>7. BYLAWS</b>
	<u>Planning and Development Services</u> <b>Bylaw 433 (Road Closure 4340 Highway 12)</b> (Second and Third Reading)
	<u>Financial Services</u> <b>Bylaw 434 (Borrowing - 2017 Annual Line of Credit)</b> (First and Second Reading)
	<b>Bylaw 435 (2017 Supplementary Assessment)</b> (First & Second Reading)
	<b>8. UNFINISHED BUSINESS</b>
	<b>9. NEW BUSINESS</b>

	<b>10. REPORTS</b>
	<p style="text-align: center;">Mayor and Council Christie; Armishaw; Bouwsema; Harder; Konnik; McQuesten; Rempel</p> <p style="text-align: center;">Future Agenda Items</p>
	<b>11. IN CAMERA</b>
	<b>12. NOTICES OF MOTION</b>
	<p style="text-align: center;"><i>Councillor Armishaw:</i> <i>"I propose that Form 21 Campaign Disclosure Statement And Financial Statement be revised.</i></p> <p style="text-align: center;"><i>Revision #1</i> <i>The sentence " To ensure you are not noted as being in default of filing a statement if you meet the criteria of self-funding under \$10,000 please complete the 'Self-funded Campaign Statement'." be the first sentence of a new paragraph. Add a second sentence "See other side of this page."</i></p> <p style="text-align: center;"><i>To make this new paragraph stand out insert a blank line after ".....funds into a campaign account." or print the entire new paragraph in bold. Make Form 21 two sided with " Self Funded Campaign Voluntary Statement" on the back.</i></p> <p style="text-align: center;"><i>Revision #2</i> <i>Assure that the FOIP Coordinator phone number is correct.</i></p>
	<p style="text-align: center;"><b>13. ADJOURNMENT</b></p> <p style="text-align: center;"><b><u>Future Meetings</u></b></p> <ul style="list-style-type: none"> <li>• Monday, January 23, 2017 Regular Council Meeting</li> <li>• Monday, February 6, 2017 Council Committee Meeting</li> <li>• Monday February 13, 2017 Regular Council Meeting</li> </ul>



## CITY COUNCIL AGENDA REPORT

<b>SUBJECT:</b>	<b>Bylaw 433 - Closure of a portion of Service Road Plan 792 0072 south of Lot 4ER, Block 1, Plan 042 3848</b>
<b>PREPARED BY:</b>	<b>Jennifer Kirchner, Planner II</b>
<b>PRESENTED BY:</b>	<b>Lyla Peter, Director of Operations and Planning</b>
<b>DATE:</b>	<b>January 9, 2017</b>

### PURPOSE:

The City has applied for the closure of a portion of the service road located on the south boundary of Lot 4ER, Block 1, Plan 042 3848 with the purpose of expanding the adjacent Environmental Reserve lot. The portion of road right-of-way to be closed is located directly north of Highway 12.

Council gave first reading of Bylaw 433 on December 12, 2016. Administration is asking for second and third reading of this bylaw upon closure of the public hearing.

### BACKGROUND:

The City has applied to close a portion of the service road located on the south boundary of Lot 4ER, Block 1, Plan 042 3848. Administration closed the north portion of the service road previously as outlined in orange on the map below. A small portion of the undeveloped service road was omitted from the previous road closures and is the subject of this road closure. It is outlined in pink on the map below.



The extension of the Environmental Reserve was a condition of a previous Road Closure Bylaw (Bylaw 422) and the applicant of that Road Closure has already applied and received permission for the subdivision of the new Environmental Reserve Lot. This approval was granted by the Municipal Planning Commission on September 7, 2016.

In order to finalize the subdivision, this small portion of 'road' must be closed. This amendment must be done in accordance with sections 22 and 606 of the Municipal Government Act and Part 5 of the City's Land Use Bylaw.

**ISSUE ANALYSIS:**

The closure of this portion of the road plan will provide future protection to Wolf Creek and its Flood Way by extending the existing Environmental Reserve parcel to the south. The current Environmental Reserve parcel will continue to be accessible through the remaining Service Road Plan 792 0072

This portion of Service Road Plan 792 0072 does not provide access to any lots other than the Environmental Reserve parcel. Therefore, the closure of this portion of the Road and creation of additional Environmental Reserve lands will not impact the accessibility of the area.

If approved, the applicant will then be required to subdivide and re-zone the closed road. A subdivision application for the expansion of the Environmental Reserve lot has already been approved by the Municipal Planning Commission.

Administration notified all agencies of this application on November 9, 2016. The deadline for comments is November 30, 2016. Please see the following chart for their feedback:

Agency	Comments
Telus Communications Inc.	No comments
Fortis Alberta	No comments
ATCO Gas	No comments
ATCO Gas – Pipelines	No comments
Shaw Cable Systems	No comments
Engineering Services, City of Lacombe	No comments
Infrastructure Services, City of Lacombe	No comments
Emergency Services, City of Lacombe	No concerns
Public Works	No comments

It is anticipated by staff that there will be no issues with the Road Closure, since the agencies were given the opportunity to comment on the subdivision of this section of the road.





The gas line, as shown in yellow, will need to be protected by a Utility Right of Way. The remaining infrastructure will not be affected by the Road Closure.

Administration supports the partial closure of this service road as it will not impact access to the existing properties along this road. Approval will mimic the road closures undertaken to the west of this property, which enabled the northern portion of the service road to be closed.

#### **PUBLIC CONSULTATION:**

All adjacent property owners were notified of the proposed road closure by a letter dated November 9, 2016. Notice of the public hearing date was sent in a letter dated December 14, 2016. Notice of the public hearing was also placed on the City of Lacombe's website and appeared in the Lacombe Express on December 29<sup>th</sup> and January 5<sup>th</sup>.

#### **FINANCIAL IMPLICATIONS:**

The City will be responsible for the \$1000 application fee. Subdivision costs will be covered by the applicant of Road Closure Bylaw 422. The future rezoning of these lands will be undertaken by the City of Lacombe.

#### **LEGISLATIVE AUTHORITY:**

##### **Municipal Government Act:**

- Section 22 - Road Closure
- Section 70 – Disposal of Land
- Section 187 - Passing a Bylaw
- Section 606 - Requirements for Advertising
- Section 652 to 660 - Subdivision of Land
- Section 692 - Planning Bylaws

#### **SERVICE LEVEL IMPACT:**

Short Term - staff resources will be required to satisfy the regulatory requirements of a road closure.



**STRATEGIC/BUSINESS PLAN REFERENCE:**

None

**ALIGNMENT TO THE MUNICIPAL SUSTAINABILITY PLAN:**

- Priority Goal – Protect Our Natural Environment

**ALTERNATIVES:**

- Direct Administration not to proceed with the road closure and creation of an expanded Environmental Reserve Lot.
- **THAT Council give second reading to Bylaw 433 authorizing the partial closure of the road right-of-way located south of Lot 4ER, Block 1, Plan 042 3848.**

**ATTACHMENTS:**

- Bylaw 433

**ACTION/RECOMMENDATION:**

- **THAT Council give second and final reading to Bylaw 433 authorizing the partial closure of the road right-of-way located south of Lot 4ER, Block 1, Plan 042 3848.**





## CITY COUNCIL AGENDA REPORT

<b>SUBJECT:</b>	<b>Bylaw 434 – Line of Credit Renewal</b>
<b>PREPARED BY:</b>	<b>Justin de Bresser, Financial Services Manager</b>
<b>PRESENTED BY:</b>	<b>Michael Minchin, Corporate Services Director</b>
<b>DATE:</b>	<b>January 9, 2017</b>

### **PURPOSE:**

Administration has prepared Bylaw 434, The City's annual bylaw authorizing the establishment of a line of credit.

### **BACKGROUND:**

The City of Lacombe has historically carried a \$3,500,000 line of credit available for any unforeseen operating expenses that may arise. The purpose of the line of credit is to cover any operating cash flow issues that might arise due to the timing of expenditures and the collection of the annual taxes.

Bylaw 415, approved 2016, authorized \$3,500,000 and was approved in accordance with sections 251 and 256 of the Municipal Government Act (MGA) and has not been utilised in the last 12 months.

Bylaw 434 will be in place for one year, expiring on January 31, 2018. In order to meet on going statutory responsibilities, Administration will now present a new bylaw on an annual basis for Council's consideration.

### **ISSUE ANALYSIS:**

In 2017, the City will attempt to raise investment revenue through short and long term investments and will be carrying a lower cash balance. This line of credit will act as a safe guard for operational expenses if the cash balance does fall beyond forecasted levels. If the balance does flow into overdraft it is a borrowing against the City and a borrowing bylaw is required to be in place. The current line of credit has not been utilized since 2006

The maximum interest rate is set at 6% within the bylaw. This will allow for potential interest rate fluctuations during the year. The current rate is prime minus .5% and the prime rate is 2.7%

The borrowing bylaw is not required to be advertised as the term is less than 3 years and can be given final reading at the next Council meeting.

As the borrowing is a line of credit, it would only impact the City's debt limits and debt servicing limits if it is actually used and only during which time a balance remains outstanding. It would automatically be paid back as the City's cash supplies are replenished.

**FINANCIAL IMPLICATIONS:**

The foreseeable financial implication would only include interest payable on borrowed funds. The interest will be minimal as when and if the line of credit is used an investment will be sold to cover the short fall. If the line of credit is used, the City's debt limit will be impacted as well.

The City's cash holdings as of December 19, 2016 were \$11,334,226.50

**LEGISLATIVE AUTHORITY:**

- Sections, 251, 256, of the Municipal Government Act, RSA 2000, c. M-26 (the "Act") outline the requirements for borrowing.

**ALTERNATIVES:**

1. Council give first and second reading to bylaw 434.
2. Council not approve the borrowing bylaw and direct administration on how to proceed.

**ATTACHMENTS:**

- City of Lacombe Bylaw 434

**ACTION/RECOMMENDATION:**

That Council give first reading to Bylaw 434 as presented.

That Council give second reading to Bylaw 434 as presented.





## CITY COUNCIL AGENDA REPORT

<b>SUBJECT:</b>	<b>City of Lacombe Bylaw 435 – Supplementary Assessment Bylaw</b>
<b>PREPARED BY:</b>	<b>Justin de Bresser, Financial Services Manager</b>
<b>PRESENTED BY:</b>	<b>Michael Minchin, Corporate Services Director</b>
<b>DATE:</b>	<b>January 9, 2017</b>

### **PURPOSE:**

Administration is presenting, for first and second reading, the City's 2017 Supplementary Assessment Bylaw; Bylaw 435.

### **BACKGROUND:**

The City levies taxes twice a year. The general tax levy is levied in the spring and is based on the annual assessments prepared as of December 31<sup>st</sup> of the previous year. This general tax levy ignores the portion of properties constructed and completed after the December 31<sup>st</sup> year. To account for these properties and ensure fairness and equity amongst all properties, the City also issues a supplementary tax levy in December of each year to account for improvements that are completed after the spring assessment, but before December 31<sup>st</sup> of the current year. This is an incremental tax and only applies to the period from completion to the end of the year.

### **ISSUE ANALYSIS:**

The City has always levied a supplementary tax via a supplementary assessment bylaw. The requirement under the legislation is to approve such a bylaw on annual basis. Bylaw 435 is being prepared for the 2017 tax year and thereby is consistent with the legislative authority provided under the Act. The deadline to approve this under the Municipal Government Act is May 1<sup>st</sup>.

Upon adoption Bylaw 417 will be repealed.

### **FINANCIAL IMPLICATIONS:**

The annual supplementary assessment tax generates approximately \$65,000 to \$70,000 in taxation and is included in the 2017 operating budget.

### **LEGISLATIVE AUTHORITY:**

Part 9, Division 4, Municipal Government, Act, RSA 2000 c. M.26

**STRATEGIC/BUSINESS PLAN REFERENCE:**

n/a

**ALTERNATIVES:**

1. Council can give first and second reading to Bylaw 435. Third reading would be presented at the next meeting of Council.
2. Council can decide not to proceed with a supplementary tax. The implication is that either the budget must be reduced further by approximately \$65,000 to \$70,000 or the general tax rate would have to be increased in spring.

**ATTACHMENTS:**

- City of Lacombe Bylaw 435, Supplementary Assessment Bylaw

**ACTION/RECOMMENDATION:**

That Council give first, second reading to City of Lacombe Bylaw 435, the “2017 Supplementary Assessment Bylaw”

1. That Council give 1<sup>st</sup> reading to Bylaw 435; the “2017 Supplementary Assessment Bylaw”
2. That Council give 2<sup>nd</sup> reading to Bylaw 435.

