

**AGENDA**  
**Council of the City of Lacombe**  
**Monday, January 23, 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>• January 9, 2017</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>
	<b>7. BYLAWS</b>
	<u>Financial Services</u> <b>Bylaw 434 (Borrowing - 2017 Annual Line of Credit)</b> (Third Reading)  <b>Bylaw 435 (2017 Supplementary Assessment)</b> (Third Reading)
	<b>8. UNFINISHED BUSINESS</b>
	<b>9. NEW BUSINESS</b>
	<u>Protective Services</u> <b>Fire Services Review</b> <b>(Response Times)</b>  <b>Fire Services Review</b> <b>(Boat)</b>

	<p style="text-align: center;"><b>Fire Training Update</b></p> <p style="text-align: center;"><u>Council &amp; Legislative</u> <b>Form 21 Request</b> (Councillor Armishaw)</p> <p style="text-align: center;"><b>Committee Appointment</b> (Arts Endowment)</p> <p style="text-align: center;"><u>Planning and Development Services</u> <b>Request to Extend Notice of Approval for Subdivision</b> (Mackenzie Ranch)</p>
	<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> <p style="text-align: center;">CAO</p> <p style="text-align: center;"><b>Quarterly Outcome Reports (4<sup>th</sup>)</b></p>
	<b>11. IN CAMERA</b>
	<p style="text-align: center;">(1)- CAO Recruitment (Personnel) (1) - Mackenzie Ranch Road Right of Way (Land) (1) – Community Standards Bylaw (Legal)</p>
	<b>12. NOTICES OF MOTION</b>
	<p style="text-align: center;"><b>13. ADJOURNMENT</b></p> <p style="text-align: center;"><b><u>Next Meetings</u></b></p> <ul style="list-style-type: none"> <li>• Monday, February 6, 2017 – Council Committee Meeting</li> <li>• Monday, February 13, 2017 – Regular Council Meeting</li> <li>• Monday, February 27, 2017 – Regular Council Meeting</li> </ul>



## 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 – January 23<sup>rd</sup>, 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.

**At the regular council meeting on January 9, 2017 Council gave first and second reading to Bylaw 434.**

**Administration is seeking third and final reading.**

### **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.~~
1. THAT Council give third and final reading to Bylaw 434.
2. THAT 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.~~

That Council give third and final 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 <del>January 23, 2017</del></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 December 31<sup>st</sup>. This is an incremented tax and only applies to the period from completion to the end of the year.

**At the regular council meeting on the 9<sup>th</sup> of January, Council gave first and second reading. Administration is seeking third and final reading.**

### **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 on annual basis 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. Administration's recommendation.~~
- ~~2. Council can decide not 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.~~
1. THAT Council give third and final reading to Bylaw 435
2. THAT Council does not give third and final reading and directs administration accordingly.

**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.~~
1. That Council give third and final reading to Bylaw 435





## CITY COUNCIL AGENDA REPORT

<b>SUBJECT:</b>	<b>Lacombe Fire Service Level Agreement</b>
<b>PREPARED BY:</b>	<b>Ed van Delden, Fire Chief</b>
<b>PRESENTED BY:</b>	<b>Michael Minchin, Director of Corporate Services</b>
<b>DATE:</b>	<b>January 23, 2017</b>

### **PURPOSE:**

The purpose of this memo is to update council regarding Lacombe Fire Department response times, specifically the chute time referenced in the service level agreement.

For planning purposes it would also be beneficial to administration to understand the maximum "on scene" time acceptable to City Council.

### **BACKGROUND:**

City Council adopted a service level agreement for the Lacombe Fire Department in 2013. That document set a target of 10 minutes for the first primary response vehicle to leave the fire hall ninety percent (90%) of the time ("Chute time"). Data collected over the 2015 and 2016 calendar years show that the Department actually takes 11.5 minutes 90% of the time. The average chute time is about 9 minutes.

### **ISSUE ANALYSIS:**

The chute time benchmark is used broadly by emergency response organizations, but is calculated differently between agencies. The Lacombe Fire Department chose to calculate this interval by including the dispatch time in addition to the time it takes for members to arrive at the fire hall, to organize and staff the response units. Chute time is less variable than on scene time, and therefore makes it a better performance indicator for factors under the Departments' influence. On scene time is the customer critical measurement and is calculated simply by adding the drive time to the chute time. On scene time to northern subdivisions such as Henners and College Heights are currently in the 15- 16 minute range.

Improvement in response times is always an objective for Lacombe Fire. Deteriorating response times are due to the fact that as the city grows, so does the distance to travel. It also means that traffic has increased reflected in the need for more intersection controls. As a volunteer department, these penalties are paid twice; once with the responders travelling to the station and then again with the response apparatus to the scene.

**FINANCIAL IMPLICATIONS:**

None if Council is prepared to accept the longer service times. It could be significant if the additional time is unacceptable to Council.

**SERVICE LEVEL IMPACT:**

- Decision will directly impact the Scope of Practice / Service Level Agreement

**STRATEGIC/BUSINESS PLAN REFERENCE:**

2017 Business Plan– Develop Fire Master Plan.

**Attachments:**

- 2015 data spreadsheet, 2016 data spreadsheet.
- Service Level Agreement

**ALTERNATIVES:**

1. Accept the deteriorated service response times and amend the service level agreement to reflect the current chute time of 11.5 mins, 90% of the time.
2. Direct administration to develop options to reduce the time to an interval acceptable to Council.

**ACTION/RECOMMENDATION:**

THAT Council amend the fire service level agreement, chute time, to 11.5 minutes for 90% of the incidents within the City of Lacombe.







## CITY COUNCIL AGENDA REPORT

<b>SUBJECT:</b>	<b>Lacombe Fire Department Scope of Practice</b>
<b>PREPARED BY:</b>	<b>Ed van Delden, Fire Chief</b>
<b>PRESENTED BY:</b>	<b>Ed van Delden, Fire Chief</b>
<b>DATE:</b>	<b>January 23, 2017</b>

### **PURPOSE:**

The purpose of this memo is to provide information to Council regarding the current condition of the existing rescue boat and to seek direction on the department's Scope of Practice.

### **BACKGROUND:**

The Lacombe Fire Department has a 12.5 foot, 3 man Zodiac inflatable fishing boat equipped with a 15 HP outboard engine. The boat was purchased, used, more than 13 years ago by the Lacombe Firefighters Association. Title of the boat was transferred to the city in 2013 for one dollar. Water Rescue (surface, still water) was included in the fire department Scope of Practice by Council in 2013 with the understanding that this would be reviewed by Council when it became time to replace the boat.

### **ISSUE ANALYSIS:**

The boat is serviced and inspected annually to maintain compliance with the manufacturers' recommendation. During the past two years the boat has developed leaks which have been repaired by the application of adhesive patches during the annual inspection. The leaks are on or near a seam which makes the patching problematic. The repair technician has advised us that the boat is near the end of its' reliable life.

The water bodies within the city are used for recreation as are the walking trails around most of them. Roadways also run adjacent to some of the water bodies. The water bodies in Lacombe would be described as still water when using the NFPA 1006 criteria. Water bodies in the County are more diverse and include lakes, rivers and creeks along with ponds and dug outs. There are no developed boat launches for the water bodies within the city and so any boat deployed might need to be carried to the water edge.

Lacombe County currently shares the cost of maintaining the boat, the rescue suits and the training for Water Rescue. Simply replacing the boat on a like for like basis may not serve the County well.

Administration proposes a compromise, pending support from Council, for a boat that would better serve the entire Lacombe Fire District. The Lacombe Fire Department recommends a replacement boat that is slightly larger (6 man- 16') equipped with a 25 HP outboard motor. A rescue boat (light weight inflatable) is estimated to cost about \$20k. A rescue craft that is both light and highly stable with sides that facilitate rescue activities is the best option for the City. A detailed estimate would be provided for 2018 budget consideration if supported by Council.

No documentation could be found at the fire hall that describes the selection process or criteria used to purchase the current boat. Water rescue craft are available in many configurations primarily because no one craft is suitable for all water bodies or rescue scenarios.

#### **FINANCIAL IMPLICATIONS:**

Maintenance costs for the boat are currently shared equally between the city and the county. Until this proposal is considered by County Council it is unknown as to the continued level of support or any sharing of costs.

Replacement of the unit is not currently in the 10 year plan.

#### **LEGISLATIVE AUTHORITY:**

- City of Lacombe Fire Response Service Level Policy LFD100.4

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

- Replacement would improve the current level of service by supplying the Department with a boat large enough to house both rescuers and the rescued.
- Elimination of the boat would mean the City would have to rely on the City of Red Deer or Red Deer County for water rescue services.

#### **STRATEGIC/BUSINESS PLAN REFERENCE:**

Review of this service level directly supports Strategic Priority #1: Safe, Healthy and Vibrant Community.

Strategic Action 1.9 identifies a Fire Services Review, including a review of equipment.

#### **ALTERNATIVES:**

1. Remove surface and still water rescue from the Lacombe Fire Department Scope of Practice
2. Replace the existing boat with boat that is properly sized to provide surface and still water rescue.



**ACTION/RECOMMENDATION:**

THAT Council continue to support surface and still water rescue within the Lacombe Fire Department Scope of Practice, and FURTHER,

That Council direct Administration to include the cost to replace the existing boat with a larger rescue boat in the 2018 budget deliberations.





## CITY COUNCIL AGENDA REPORT

<b>SUBJECT:</b>	<b>2016 Lacombe Fire Department Training review</b>
<b>PREPARED BY:</b>	<b>Drayton Bussiere, Deputy Fire Chief</b>
<b>PRESENTED BY:</b>	<b>Drayton Bussiere, Deputy Fire Chief</b>
<b>DATE:</b>	<b>January 23, 2017</b>

### **PURPOSE:**

To review with Council the results of changes made to the Lacombe Fire Department training program in 2016 and request changes to the payment schedule of members who complete this training.

### **BACKGROUND:**

The Lacombe Fire Department in 2016 changed its training format from a “modular” delivery system to a “levels” delivery system which produced excellent results and saw none of the concerns expressed about the change come to fruition. The fire department currently pays out successful trainees in a three year schedule dependant on the order training is completed. The three year schedule was in anticipation of higher than normal turnover resulting from the increase in training. The department has not see any changes to date due to the change in training schedule.

### **ISSUE ANALYSIS:**

The Lacombe Fire Department, as a result of the success in 2016, would like to change the current three year payment schedule to a one-time payment upon completion of training to eliminate some administrative difficulties with managing the current payment schedule such as multi-year accruals. The one-time payment also reimburses firefighters who have sacrificed a significant amount of their spare and family time to complete the training under this new schedule.

### **FINANCIAL IMPLICATIONS:**

There are no increased costs to this change. The money for these payments accrued in the 2016 budget, and was budgeted for 2017 for training that occurs in 2017. The only change is the timing of the payments themselves to firefighters from three years to one year.

**SERVICE LEVEL IMPACT:**

- No changes in services levels are proposed.

**ALTERNATIVES:**

1. Council accepts the Training review as information and approves the request to change the 1001 fire training payment schedule to a one-time payment
2. Council accepts the Training review as information and does not approve the request made keeping the three year payment schedule for 1001 training.

**ATTACHMENTS:**

- 2016 Lacombe Fire Department Training review

**ACTION/RECOMMENDATION:**

THAT Council accepts the Training review as information and approves the request to change the 1001 fire training payment schedule to a one-time payment.





## CITY COUNCIL AGENDA REPORT

<b>SUBJECT:</b>	<b>Proposed Form 21 Amendments</b>
<b>PREPARED BY:</b>	<b>Ross Pettibone, Legislative Coordinator</b>
<b>PRESENTED BY:</b>	<b>Matthew Goudy, Acting CAO</b>
<b>DATE:</b>	<b>January 23, 2017</b>

### **PURPOSE:**

On January 9, 2017 Councillor Armishaw brought forward a notice of motion that reads as follows:

*"I propose that Form 21 Campaign Disclosure Statement And Financial Statement be revised.*

#### *Revision #1*

*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."*

*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.*

#### *Revision #2*

*Assure that the FOIP Coordinator phone number is correct.*

### **BACKGROUND:**

Contribution limits, candidate registration, self-funded election campaigns, campaign disclosure statements, campaign surplus management requirements, duties of candidates, and offences and penalties for non-compliance are set out in Part 5.1 of the Local Authorities Election Act. Further amendments to the Act are expected prior to the 2017 Municipal Election.

The requirement for registration of candidates outlined in Local Authorities Election Act Section 147.21(1) (below) has not changed since the last election, however, it came into force January 1, 2014.

### **Form 3A**

Per section 147.21(1) of the Local Authorities Election Act, all candidates for municipal election must first complete Form 3A prior to accepting contributions from self or others. A candidate who contravenes this is guilty of an offence and liable to a fine of not more than \$1000 (147.21(5)).

Form 3A “Application for Registration of Notice of Intent to Become a Candidate” (68.1, 147.21) includes a check box beside the statement “My campaign for municipal office is entirely self-funded up to a limit of \$10,000.”

Candidate registration requirements help ensure campaign finance rules apply consistently and ensure accountability from those who collect contributions and incur expenses for the purposes of an election campaign.

The policy shift is to require all prospective candidates (self funded or otherwise) to register before or at the time of filing nomination papers, regardless of self-funding or receiving contributions from others.

### **Form 21**

Form 21 is a public document and is described in the Local Authorities Election Forms Regulation as the “Campaign Disclosure Statement and Financial Statement” (147.11, 147.3, 147.4). Section 160(1) of the Act provides for the Lieutenant Governor in Council to make regulations prescribing forms for use in connection with a system prescribed by the regulations and where matters are insufficiently provided for in the Act.

Form 21 is not required for those funding their own entire election campaign with \$10,000 or less and these candidates are not required to open and deposit funds into a campaign account. This presumes the candidate will not receive or accept any contribution from any other person, corporation, trade union or employee organization.

Should a mixture of contributions and self funding total under \$10,000, Form 21 is required.

The Municipality maintains a register of candidates and must include information on the names and addresses of the financial institutions to be used by or on behalf of the candidate as depositories for campaign contributions made to that candidate, and the names of the signing authorities for each depository (unless exclusively self funded to \$10,000 maximum).

Following a general election, on or before March 1, a candidate must file a public disclosure statement with the municipality (Form 21) and keep records of campaign contributions and expenses for two years. Form 21 does not yet require campaign expense to be itemized (reported by category).



**ISSUE ANALYSIS:**

Form 21 is set out for use in the Local Authorities Election Forms Alberta Regulation 106/2007 under the Local Authorities Election Act. As such, the City has no authority to modify the form.

Completion of a campaign statement is provided for within the existing legislation (either on Form 3A or on Form 21). Administration recommends utilizing the forms as-is, and per convention, have recommended a Motion in the affirmative for Council decision.

**FINANCIAL IMPLICATIONS:**

N/A

**LEGISLATIVE AUTHORITY:**

Local Authorities Election Act R.S.A. 2000, Ch. L-21, Part 5.1, May 14, 2014.  
Local Authorities Election Forms Regulation AR 106/2007  
Municipal Government Act, R.S.A. 2000., Ch. M-26, Mar 30, 2015.  
City of Lacombe Procedural Bylaw 370 (6.13 (10))

**SERVICE LEVEL IMPACT:**

N/A

**STRATEGIC/BUSINESS PLAN REFERENCE:**

- 5. Operational Excellence
- 6. Community Relations

**ALTERNATIVES:**

THAT Council recommend changes to Municipal Affairs on Form 21 pursuant to Section 160(1)(b) of the Act according to Councillor Armishaw’s Motion received January 9, 2016.

THAT Council direct Administration as to how they wish to proceed.

**ATTACHMENTS:**

Form 21  
Form 3A

**ACTION/RECOMMENDATION:**

That Council recommend changes to the Lieutenant Governor in Council (via Municipal Affairs) pursuant to Section 160(1)(b) of the Act on Form 21 according to Councillor Armishaw’s Motion received January 9, 2016.







## CITY COUNCIL AGENDA REPORT

<b>SUBJECT:</b>	<b>Committee Appointment for Citizens at Large</b>
<b>PREPARED BY:</b>	<b>Ross Pettibone, Executive Assistant/Legislative Coordinator</b>
<b>PRESENTED BY:</b>	<b>Matthew Goudy, Acting C.A.O.</b>
<b>DATE:</b>	<b>January 23, 2017</b>

### **PURPOSE:**

To bring to Council for final approval one proposed appointment for a Citizens-at-Large position on the Arts Endowment Committee as established by Lacombe City Council.

### **BACKGROUND:**

In accordance with administrative procedures positions are publically advertised, and members at large appointments are approved by the Mayor, forwarded to the receiving Board or Committee for information and endorsement, with appointments presented to City Council for ratification.

### **ISSUE ANALYSIS:**

The Arts Endowment Committee has four city and area members at large and one member of City Council. This appointment will fill one vacancy arising when one citizen term expired.

### **FINANCIAL IMPLICATIONS:**

N/A

### **LEGISLATIVE AUTHORITY:**

- Municipal Government Act, R.S.A. 2000, Part 5, Section 145,146
- Arts Endowment Committee Terms of Reference

### **SERVICE LEVEL IMPACT:**

- N/A

**STRATEGIC/BUSINESS PLAN REFERENCE:**

N/A

**ALTERNATIVES:**

1. That Council approve the Board appointment for the citizens-at-large as presented.
2. That Council not ratify the Board appointment and direct the administration on how they wish to proceed.

**ATTACHMENTS:**

- Citizen-at-Large Board/Committee/Commission Appointment

**ACTION/RECOMMENDATION:**

THAT Council approve the Board appointment of Ms. Janine Borger as Citizen-at-Large member to the Arts Endowment Committee for a term ending December 31, 2019.





## **CITY COUNCIL AGENDA REPORT**

<b>SUBJECT:</b>	<b>Mackenzie Ranch Phase 6 Subdivision – decision letter extension</b>
<b>PREPARED BY:</b>	<b>Jennifer Kirchner, Planner II</b>
<b>PRESENTED BY:</b>	<b>Lyla Peter, Acting Director of Planning and Operations</b>
<b>DATE:</b>	<b>January 23, 2017</b>

### **PURPOSE:**

The City has received a written request for an extension to the January 26, 2015 Decision Letter for the subdivision of Phase 6 of Mackenzie Ranch. A decision of subdivision is valid for one year, at which point the application expires, unless an extension is granted, as it was in this case. The previously granted extension will expire on January 26, 2017.

### **BACKGROUND:**

The City received an application on behalf of the landowner and developer for the subdivision of the land described as part of SW 20-40-26 W4. This application will facilitate the future development of Phase 6 of the Mackenzie Ranch Development. These lands are contained within the Mackenzie Ranch Outline Plan, which was adopted May 2000 and amended in January 2015. The subdivision aligns with the adopted Outline Plan.

On January 26, 2016, the decision of the subdivision expired. However, a clause as part of that decision letter stated:

This decision is valid for a period of one year from the latest of the following dates:

- (a) the date of this decision;
- (b) if there is an appeal, the date of the appeal board's decision or the date on which the appeal is discontinued;
- (c) if there is an appeal to the Court of Appeal, the date on which the Court's judgement is entered or the date on which the appeal is discontinued.

Upon application the City of Lacombe may extend that period. Administration authorized an initial one year extension, which will be expiring on January 26, 2017.

In January 2017, the applicant approached City of Lacombe Administration and requested that an additional extension be granted to the decision letter.

### **ISSUE ANALYSIS:**

In considering the request to carry forward the application, a number of factors must be considered.

City of Lacombe practice has been for Administration to authorize an initial one year extension to all subdivision decision letters. Since this extension will be for an additional one year, Administration has presented the application for Council consideration. In reviewing the conditions of the subdivision application, Administration has not identified any areas of concern with extending the application and decision letter. The applicant has already paid the required \$50 extension fee and the future payment of all outstanding fees (including the endorsement fees) shall align with the adopted Fee Schedule. Administration supports the extension of this decision letter.

As a decision letter has been issued by the Development Authority, there can legally be no changes to the actual conditions of the subdivision approval. Should the applicant wish to have a condition changed, a new application for subdivision would be required.

Administration recommends that Council approve the extension of the subdivision.

**FINANCIAL IMPLICATIONS:**

The applicant has paid the \$50 fee. Additional fees and charges, pursuant to entering into a Development Agreement, such as securities for infrastructure, offsite levies, endeavours to assist, etc are applicable at the time of signing the Development Agreement.

**LEGISLATIVE AUTHORITY:**

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

SECTION 657 – SUBDIVISION REGISTRATION

**SERVICE LEVEL IMPACT:**

As a member of the public made this application, it is a part of the standard operations for the Planning and Development Department. This process and the outcome of the amendment will not affect 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:**

1. THAT Council approve the subdivision Extension request for Mackenzie Ranch – Phase 6 for a further period of 1 year.



2. THAT Council deny the extension of the subdivision decision letter for Phase 6 of Mackenzie Ranch – Phase 6, and direct the applicant to re-apply for the subdivision approval.

**ATTACHMENTS:**

- Attached Initial Subdivision Plan

**ACTION/RECOMMENDATION:**

THAT Council provide an extension to subdivision decision letter for Phase 6 of Mackenzie Ranch, with a deadline date of January 26, 2018.

