AGENDA
Council of the City of Lacombe
Monday, February 6, 2017 at 5 PM
in Council Chambers

	Committee Meeting of Council February 6, 2017
	1. CALL TO ORDER
	2. ADOPTION OF AGENDA
	3. INFORMATION
	4. PRESENTATIONS
	5. UNFINISHED BUSINESS
	Transportation Services **Main Street Project Update**
	6. NEW BUSINESS
	Council & Legislative **Council Agenda Format Review** Planning and Development Services **Bylaw 400.01 Site Coverage Discussion** **(Floor Area Ratio and I1 and I2)**
	7. IN CAMERA
	(1) – CAO Recruitment - (Personnel)
	8. ADJOURNMENT
	Next Meetings: Monday, February 13, 2017 – Regular Council Meeting Monday, February 27, 2017 – Regular Council Meeting Monday, March 6, 2017 – Council Committee Meeting

CITY COUNCIL
AGENDA REPORT

SUBJECT: **Main Improvements Project Communications – Construction Staging Workshop**
PREPARED BY: **Jordan Thompson, Engineering Services Manager**
PRESENTED BY: **Jordan Thompson, Engineering Services Manager**
DATE: **February 6, 2016**

PURPOSE:

To summarize for Council the Main Improvements Project construction staging workshops hosted by the City January 16-18, 2017.

BACKGROUND:

The downtown business community is an important stakeholder group in the Main Improvements Project this year. It is paramount that this group has access to the critical construction information (staging, pedestrian access, timelines etc.) they need to adapt to the construction this summer. It is equally important that the project team understand the needs and concerns of the downtown business community to mitigate the impact of construction wherever possible. To this end, the City invited members of the downtown business community to 1 of 3 workshops hosted at the Lacombe Memorial Center the evenings of January 16-18, 2017. Workshop invitations were hand delivered at the end of December by Jordan Thompson to approximately 70% of the businesses a block north and a block south of 50th Avenue. Invitations to the remaining 30% of businesses were mailed in the first week of January. The City uploaded the workshop presentation and draft construction staging plans to its Main Improvements website on the week of January 9th and posted the invitation to its social media channels.

ISSUE ANALYSIS:

The agenda for each workshop included a presentation by the City, a presentation by Pidherney's ,and an interactive workshop with the attendees. The City's presentation highlighted the driving factors for the project and the approved scope. Pidherney's presentation thoroughly covered the draft construction staging plan, and highlighted the construction schedule. Other topics covered by Pidherney's presentation included discussion on: construction sequencing, pedestrian accessibility to businesses, parking impacts during construction, accommodating special circumstances (ie: deliveries,

busy periods, special events), and unique scenarios which may interrupt businesses. The feedback received out of the workshop included but was not limited to:
- clear direction from the City is required to highlight available parking for staff/patrons/contractor during construction,
- requests to replace rutted asphalt immediately west of 53rd Street,
- requests to review drainage in the 53rd Street intersection,
- requests for bylaw enforcement of the 2hour parking zones downtown,
- clear signage is required indicating businesses are open during construction, and
- general concerns regarding construction noise and vibrations.

Wherever possible, the construction staging plans will be amended to address the comments from the downtown business community.

A recording of the full presentation has been uploaded to the City's [YouTube channel here](). The video will also be a part of the City's communication strategy leading up to the start of construction. Administration has also created an interactive map showing highlights of the construction staging, which can be viewed [here]() (beta version).

At the February 27th meeting, Administration will bring forward, for Council's endorsement the updated design plan inclusive of the "minimal enhanced scope" option approved in the 2017 capital budget. The next steps in the project communication plan is to update the project website ([lacombe.ca/mainstreet]()), share the construction details with residents in the downtown area, and ask for feedback from the general public on the draft construction staging plan.

The detailed construction drawings and contract documents are scheduled to be completed by the end of March. At the first meeting in April, Administration will be seeking Councils approval to convert the construction documents to a unit rate construction contract. Construction is expected to commence immediately following Council's approval.

FINANCIAL IMPLICATIONS:
The project team's primary focus will be to formulate a plan to address the comments from the downtown business community within the approved budget for the project.

STRATEGIC/BUSINESS PLAN REFERENCE:
Completing the planning, and consultation with impacted businesses, in 2017 shows Council's recognition of Strategic Pillar #4 - Economic Prosperity.

Reviewed By CAO:

ATTACHMENTS:

- [Workshop invitations](#)
- [Workshop presentation](#)
- [Draft construction staging plans](#)

ACTION/RECOMMENDATION:

THAT Council accept this report for information.

Reviewed By CAO:

CITY COUNCIL
AGENDA REPORT

SUBJECT:	**COUNCIL AGENDA FORMAT REVIEW**
PREPARED BY:	**Diane Piche, Manager of Information Services**
PRESENTED BY:	**Matthew Goudy, A.CAO**
DATE:	**February 6, 2017**

PURPOSE:

To provide Council with Public Agenda assembly and presentation options for consideration.

BACKGROUND:

Over the years, Council's agenda format has changed several times, evolving to what it is today. In the early 2000's the organization used an html individual page based website with little ability for efficient file management. In the mid 2000's, the Town implemented a PHP Linux based content management system that contained all of the files, but ultimately the system's capabilities were inadequate for the growth of the municipality's record management needs.

For the last three years, Council agendas are compiled by Administration, as an aggregate of individual files. This generates a pdf document that contains all memos and background information in one, or sometimes more, file(s). Some of these files can be very large, making them difficult to print, email, or easily navigate on a mobile device. The July 25th, 2016 Council Agenda is over 850 pages, and 42 megabytes in size. Staff have been reviewing opportunities to improve the user experience by having more accessible links to specific agenda items, and host interactive background information such as dynamic maps, imagery and videos.

ISSUE ANALYSIS:

Many municipalities create and present their agendas using a dedicated software package. Lacombe currently creates the council agenda using Adobe Acrobat, and uploads it to the web server as a pdf file. Most municipalities make copies of their agendas in a pdf format, for storage and distribution, but how they deliver them is what changes the experience for the user.

The following are some examples of agenda software packages that other municipalities are using.

City of Lacombe - Adobe Acrobat Pro in correlation with our website, Vision Internet

Sturgeon County - software is Legistar (Grancius)

Strathcona County – software is eScribe

City of Spruce Grove – software is AgendaQuick

City of Calgary – software is SIRE

Town of Sylvan Lake – software is iCompass (CivicWeb)

Town of High River – software is Call2Order

County of Newell – software is AllNet Meetings

Other than a variety of user interfaces, one of the noticeable features that some of these software packages allow for is video playback of council meetings. Some of the video content is also bookmarked at the start time of each individual agenda item, for ease of access. Typically these videos are posted after the meeting is complete, although there are certainly opportunities available to broadcast Council meetings live via facebook or youTube. Additional audio and video equipment would be needed to provide this component.

On a trial basis, Administration has developed a secondary way that Council and the public can experience and access the information presented in an agenda. The 'executive summary' has garnered positive feedback, so staff propose to take this one-step further, by having a summary webpage with each item to link to the supporting memorandum and background information.

The interface will appear familiar, as a similar practice of direct linking was employed in the past. However, with a more well-established GIS and Communications program, the City is now able to generate more interactive supporting content, such as dynamic maps, videos, and provide links to external sources. The trial format would also allow for a more targeted search of agenda items, rather than the sometimes cumbersome 'general' search that is currently available. This additional functionality will continue Council's trend in recent years of fostering community engagement with the governance process.

The current agenda style has certain features that are not replaced by a more actively managed system. Once a pdf is created, and downloaded onto a device, it is relatively portable and does not require an ongoing internet connection. For records management purposes, an assembled document including all supporting information is required, and a compiled pdf provides this. For this reason, a compiled pdf will continue to be offered.

Reviewed By A-CAO, Matthew Goudy:

FINANCIAL IMPLICATIONS:

An Agenda Management software packages is not planned for 2017. These packages can range from a monthly subscription fee of $350 to over $25,000 with a support fee of $6,500 per year for maintenance, support and data storage (hosted by the software provider).

The proposed pilot project will only cost the City staff time. Using current technology, Administration will work to streamline the normal practice of agenda creation to minimize the service level impact.

LEGISLATIVE AUTHORITY:

- N/A

SERVICE LEVEL IMPACT:

- The service level impact will be the time it takes staff to create a webpage and hyperlink each agenda item. Once the process is developed, this will take approximately 1 to 2 hours per meeting.
- Interactive maps and imagery will be discussed prior to the agenda creation and depending on the level of detail, the staff will be given ample time to deliver the information. This will be an internal process, depending on the analysis required.

STRATEGIC/BUSINESS PLAN REFERENCE:

Improvements to the presentation and accessibility of Council's governance activities directly serves the Community Relations strategic pillar, specifically 6.2: Implementation of Marketing and Communication Strategy.

ACTION/RECOMMENDATION:

Presented for information and discussion.

Reviewed By A-CAO, Matthew Goudy:

CITY COUNCIL
AGENDA REPORT

SUBJECT:	**Site Coverage Requirements for Industrial Districts in LUB 400**
PREPARED BY:	**Deb Bonnett, Acting Planning & Development Manager**
PRESENTED BY:	**Matthew Goudy, Acting Chief Administrative Officer**
DATE:	**February 6, 2017**

PURPOSE:

To provide City Council with additional information regarding a proposed amendment to Land Use Bylaw 400, with respect to the specified minimum site coverages for the Light and Heavy Industrial Districts (I1 & I2).

BACKGROUND:

The previous Land Use Bylaw 300 did not require a minimum site coverage for either the I1 (Light Industrial) or the I2 (Heavy Industrial) Districts, only specifying a maximum coverage of 80% for each district.

In LUB 400, a minimum site coverage of 20% was incorporated into both districts.

 LUB 400 received 3rd and final reading October 24, 2016 and became effective January 1, 2017. Council directed staff to monitor the bylaw for possible required amendments, which would be considered in 2017.

ISSUE ANALYSIS:

During the development of LUB 400, a minimum site coverage was included. This was included to support the financial sustainability of the municipality – other things being equal, higher floor area ratios result in higher assessment values for a given property.

The City's Land Sale Agreement identifies a minimum of 5% site coverage for the Len Thompson Phase II lots. During recent sales efforts, the City's Real Estate Agent noted the 20% minimum was a deterrent to potential buyers.

In response, staff analysed existing development in the I1 and I2 districts within the City. An interactive map showing ratios of specific parcels was created. The map can be viewed at the hyperlink below:

[Site Coverage Map – Light and Heavy Industrial, Lacombe](#)

Analysis of the data shows that the minimums set in Bylaw 400 were overly aggressive. Fewer than 20% of existing I1 and I2 properties in the City would meet the new Bylaw requirements. Staff felt that setting a target that includes at least 90% of existing development would be more suitable. Reviewing the data suggests that setting the minimum site coverage at 6% would accomplish this goal. However, acknowledging the value of having a unified Land Use Bylaw, and Land Sales Agreement, Administration recommends consideration of a 5% minimum site parcel coverage for the I1 and I2 districts in Land Use Bylaw 400.01.

FINANCIAL IMPLICATIONS:

In a number of municipalities, industrial land can be a significant subsidizer of all other land uses, therefore, with improvements to the land, the assessed values and subsequent taxes are important to the municipality.

LEGISLATIVE AUTHORITY:

- Section 11.17 .2 Parcel Development Regulations – Land Use Bylaw 400
- Section 11.18. 2 Parcel Development Regulations – Land Use Bylaw 400

SERVICE LEVEL IMPACT:

- n/a

STRATEGIC/BUSINESS PLAN REFERENCE:

- n/a

ALTERNATIVES:

Alternatively, no minimum parcel coverage requirement could be included for the I1 and I2 districts. This is the standard practice in Alberta. None of the Land Use Bylaws of comparable municipalities that staff researched identify minimum site coverages for Light or Heavy Industrial:

- Town of Blackfalds
- Town of Sylvan Lake
- City of Camrose
- City of Wetaskiwin
- Town of Ft. Saskatchewan
- Town of Olds
- Town of Beaumont

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Reviewed By A-CAO, Matt Goudy:

- Town of High River
- Town of Stony Plain
- Town of Strathmore
- Town of Cochrane
- Town of Ponoka
- Town of Stettler
- City of Lloydminster
- City of Leduc
- City of Red Deer

When considering this alternative the concern is that with no minimum coverage, there is a possibility that no buildings would be constructed, and the lots could become storage yards. Storage lots do not enhance the esthetics of the districts, nor do they generate a great deal of taxes for the City.

ATTACHMENTS:

- 1. Industrial Zone Comparisons – I1 Light Industrial/I2 Heavy Industrial

ACTION/RECOMMENDATION:

Presented for information only.

Reviewed By A-CAO, Matt Goudy: