

AGENDA
Council of the City of Lacombe
Monday, April 24, 2017 at 5:00 PM
in Council Chambers

Time Reference	Agenda Item
	<u>Regular Meeting of Council</u>
5:00	1. CALL TO ORDER
	2. ADOPTION OF AGENDA
	3. ADOPTION OF MINUTES
	<ul style="list-style-type: none"> • April 10, 2017
	4. INFORMATION
	<ul style="list-style-type: none"> • Council Mailbox
	5. PUBLIC HEARINGS
5:30	<u>Planning and Development Services</u> Bylaw 438 (Road Closure)
5:35	Bylaw 439 (Road Closure)
5:40	Land Use Bylaw 400.02
5:00	6. PRESENTATIONS
	<u>BDO</u> 2016 Audited Financial Statements (Daniel Luymes, Allan Litster, Ryan Wachter)
	7. BYLAWS
	<u>Planning and Development Services</u> Land Use Bylaw 400.02 (Second and Third Reading)
	Bylaw 432 (Heritage Designation) Cenotaph (First Reading)
	Bylaw 438 (Road Closure-Undeveloped Road) (Second and Third Reading)
	Bylaw 439 (Road Closure Undeveloped Road) (Second and Third Reading)

	<p align="center">Bylaw 441 (IDP) and Notice of Special Meeting (First Reading)</p> <p align="center">Bylaw 442 (Road Closure of Service Road Plan 792 0072) (First Reading)</p>
	8. UNFINISHED BUSINESS
	9. NEW BUSINESS
	<p align="center">Financial Services 2016 Audited Financial Statements</p> <p align="center"><u>Council & Legislative</u> Committee Meeting (May 1)</p>
	10. REPORTS
	<p align="center">Mayor and Council Christie; Armishaw; Bouwsema; Harder; Konnik; McQuesten; Rempel</p> <p align="center">Future Agenda Items</p> <p align="center">Quarterly Outcome Reports (1st)</p>
	11. IN CAMERA
	<p align="center">(1) – Land (West Area Servicing) (2) – Land (East Lacombe Industrial Outline Plan)</p>
	12. NOTICES OF MOTION
	13. ADJOURNMENT
	<p align="center"><u>Next Meetings</u></p> <ul style="list-style-type: none"> • Monday, May 8, 2017 – Regular Council Meeting • Tuesday, May 23, 2017 – Regular Council Meeting



CITY COUNCIL AGENDA REPORT

SUBJECT:	Bylaw 400.02 Land Use Bylaw – Proposed Amendments - Public Hearing & Second & Third Readings
PREPARED BY:	Deb Bonnett, Acting Planning & Development Manager
PRESENTED BY:	Deb Bonnett, Acting Planning & Development Manager
DATE:	April 24, 2017

PURPOSE:

The purpose of this report is to present ~~first~~ **second & third** reading to Bylaw 400.02, which includes a number of proposed amendments including:

- changes identified by Council during the adoption of Land Use Bylaw 400,
- a new Direct Control District (DC 2),
- amendments to the Airport District (AP),
- amendments to Flood Hazard Regulations and
- rezoning of properties which will bring them into compliance with the Land Use Bylaw 400. ~~Should first reading be obtained, a public hearing will be set for the bylaw.~~ First reading was given March 27, 2017.

This report provides background information on the proposed bylaw and the process that was undertaken to establish the proposed bylaw.

BACKGROUND:

Land Use Bylaw 400 received 3rd and final reading October 24, 2016. At that time, Council directed staff to begin a review of the bylaw for possible required amendments which would be considered post implementation of the Bylaw. Bylaw 400 came into effect as of January 1, 2017.

The Bylaw was amended on February 27, 2017 to rezone one property. This report provides information on proposed changes to Land Use Bylaw 400 as part of amendment 400.02. All proposed amendments are in red print in the attached LUB. A summary of the proposed amendments are also attached.

The required amendments have all been included in 400.02, and presented to Council on March 27, 2017, although there has been additional text added to the Direct Control District 2 to provide clarity on authority and delegation. Additional discretionary uses have also been added to reflect the general purpose of the district and to provide additional guidance to Council & staff. The most recent changes are shown in bold in the Land Use Bylaw.

ISSUE ANALYSIS:

Staff have been busy with reviews, discussion and analysis of possible amendments to the bylaw since it was passed in October, 2016. Many of the proposed changes were identified by Council, the public and staff prior to the adoption of LUB400. It was determined that as the public hearing had already occurred, the more transparent process would be to bring those suggested changes forward through an amendment to the document. In addition, staff has been using the Bylaw since January 1, 2017 and have identified a number of proposed changes.

There were a number of areas of the Land Use Bylaw that staff has been reviewing. There are number of areas of the bylaw that required further clarification, new definitions, changes to regulations, the addition of a new Direct Control District, changes to the Airport District, flood hazard regulations, and the re-zoning of a number of properties. Staff has now prepared the possible amendments for Bylaw 400.02.

A list of the proposed amendments is attached, both as a short summary and as a more detailed summary. A copy of Land Use Bylaw 400, along with proposed amendments in red text, is also included.

A bylaw amendment, LUB 400.01 to rezone a property has been approved and received 3rd & final reading processed.

FINANCIAL IMPLICATIONS:

As part of the 2017 work plan, the resource requirements of amending LUB400 were identified. Specifically budget was identified for required advertising.

LEGISLATIVE AUTHORITY:

City of Lacombe - Land Use Bylaw 400

- Part 5, Sections 5.1 and 5.2 – Land Use Bylaw 400 – Procedure to amend Land Use Bylaw & Notice to Amend Land Use Bylaw

Municipal Government Act, RSA 2000, c.M-26

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

SERVICE LEVEL IMPACT:

The updating of the Land Use Bylaw is considered part of the normal operations of the Department.

STRATEGIC/BUSINESS PLAN REFERENCE:

City of Lacombe Strategic Plan, 2014 – 2017



Strategic Pillar 2 – Land Resources and Acquisitions
Strategic Priority 5.5. – Complete Update of the Bylaw

PUBLIC CONSULTATION:

A total of 43 landowners were notified prior to 1st reading that their properties were being considered for rezoning. Five consents were received. No objections were submitted.

All landowners, adjacent landowners within 60 metres of the properties, the Flying Club, and Lacombe County were notified of the public hearing date and time and that all amendments were being considered for 2nd & 3rd reading.

All proposed amendments were advertised in the Lacombe Express April 13, 2017 and April 20, 2017.

ALTERNATIVES:

THAT Council give second & third reading to Bylaw 400.02 as presented March 27, 2017.

THAT Council give second & third reading to Bylaw 400.02 with changes attached to this report.

THAT Council not give second reading to Bylaw 400.02

ATTACHMENTS:

1. Summary of proposed amendments to LUB 400: Building Lacombe
2. Proposed amendments to LUB 400: Building Lacombe and rationale
3. City of Lacombe Land Use Bylaw: Building Lacombe with proposed amendments.
4. Bylaw 400.02
5. Maps (for reference) of lots proposed for rezone

ACTION/RECOMMENDATION:

That Council grant ~~first~~ second & third reading to Bylaw 400.02 amendments as attached to this report.





CITY COUNCIL AGENDA REPORT

SUBJECT:	Lacombe Cenotaph – Municipal Historic Resource Designation, Bylaw 432
PREPARED BY:	Jennifer Kirchner, Planner II
PRESENTED BY:	Jennifer Kirchner, Planner II

PURPOSE:

The City has applied to designate the Lacombe Cenotaph as a Municipal Historic Resource.

BACKGROUND:

Beginning in the summer of 2009, the City of Lacombe has worked toward documenting heritage resources in the community, through the creation of a Municipal Heritage Survey and a Municipal Heritage Inventory. The Lacombe Cenotaph, located in Lest We Forget Park, was earmarked by the Heritage Resources Committee as a site of heritage value in Lacombe. A Statement of Significance (SOS) was included in the 2012 Heritage Inventory.

With the assistance of the Municipal Heritage Partnership Program, the City developed a Heritage Management Plan, which provides the framework for preserving and promoting local heritage. A key aspect of the Heritage Management Plan is that it outlines the process for designating a site as a Municipal Historic Resource. This Plan was adopted by Council in May 2013.

Once a building or site is designated as a Municipal Historic Resource, that building or site will be preserved and protected. Specifically the key 'character defining elements', as outlined in the Statement of Significance (which describes the building and its key elements), are to be protected. Any alterations must be approved by the Heritage Resources Committee (appointed by Council) through a formal application process.

The Heritage Management Plan also identified, as a priority for implementing heritage conservation in the community, the distribution of local grants for properties designated as Municipal Historic Resources. While there is no guarantee that grant monies will be available, or that any one property or site will receive funds, designation opens the doors to such a possibility.

ISSUE ANALYSIS:

In the fall of 2016, the City of Lacombe administration submitted an application for the designation of the Lacombe Cenotaph, which is located in Lest We Forget Park.



Cenotaph and Lest We Forget Park circa 1940

Photo: Lacombe & District Historical Society

The Lacombe Cenotaph is located in Lest We Forget Park, which is at the corner of 50 Avenue and 53 Street, in the heart of Lacombe's historic downtown. The cenotaph was erected in 1924 by the "Lest We Forget" Club, as a memorial that honours the citizens of Lacombe who gave their lives in the Great War (1914-1918). In 1922, the "Lest We Forget" club established Lest We Forget Park when they received the land donation from the Lacombe School Board. The Club raised the money to create the park and McDonald Nurseries donated the plantings that originally surrounded the Cenotaph.

The Cenotaph was built at a cost of \$3500 and was comprised of a marble obelisk in the form of a soldier with weapon at ease. The Cenotaph was inscribed with the words "To the Glory of God. The Honour of the Armies of the Empire and in Proud Memory of our Dead who Fell in the Great War 1914-1918 and Whose Names are Here Recorded." Subsequent additions have been made to the Cenotaph to reflect the sacrifices of the Lacombe citizens during World War II, the Korean War, and the War in Afghanistan. The intent is for the Cenotaph to continue to be an evolving war memorial with names added as required. In 1955, the Park was donated to the City of Lacombe.



Cenotaph circa 2012



At the January 2017 Meeting of the Heritage Resource Committee the application was presented to the group for discussion. A motion was made that the Heritage Resources Committee approve the designation in principle.

A tour of the Cenotaph occurred on March 3, 2017, which allowed the Committee to assess the accuracy of the Statement of Significance (SOS). The Committee and City Administration have both reviewed and given their support of the SOS as included in the Bylaw.

Planning and Development Services is bringing the application to Council and requesting approval to continue the designation process. Should Council choose to support the designation process, the following steps will be required.

Notice of Intent: Council must issue a Notice of Intent. This document is provided to the property owner and indicates that after a 60-day period, Council will complete the designation of the site. The proposed date for designation to occur is July 10, 2017 at the Regular Meeting of Council. During this time period, the property owner can choose to withdraw their application for designation. This document has been used by other Municipalities and has been reviewed by the Province.

Waiver and Compensation Agreement: Since the City of Lacombe is the owner of the property, we will not be required to sign a Waiver and Compensation Agreement.

Bylaw and Registration on Title: If Council chooses to give 3rd Reading to the Designation Bylaw, this will designate the Lacombe Cenotaph as a Municipal Heritage Resource. This designation will be registered on Title and will require the owners to seek approval from the Heritage Resources Committee for all alterations to the structure.

The Planning and Development Department and the Heritage Resources Committee support the application to designate the Lacombe Cenotaph as a Municipal Historic Resource.

FINANCIAL IMPLICATIONS:

The 2017 budget provided funds for the Heritage Program and for the Grant Program. The Heritage Resources Committee has earmarked funds for the continuation of the plaque program for designated buildings and for a small plaque unveiling celebration.

Should the Lacombe Cenotaph receive municipal designation, it would be in a position to apply for some of the grant funding available. There is no guarantee that funding will be distributed despite being designated. The Lacombe Cenotaph, if designated, will become the sixth municipally designated building in the City.

SERVICES LEVEL IMPACT:

The Heritage Management Program is administered by the Planning and Development Services Department. Operation of the program, including the work required to undertake a Municipal Designation, is considered a part of the regular operations of the department.



ALTERNATIVES:

- That Council direct Staff to make changes to the Notice of Intent;
- That Council issue a revised Notice of Intent for the Lacombe Cenotaph.
- That Council not issue the Notice of Intent for the Lacombe Cenotaph.
- That Council give 1st Reading to Bylaw 432.

ATTACHMENTS:

- Bylaw 432
- Notice of Intent to Designate

ACTION/RECOMMENDATION:

That Council issue the Notice of Intent for the Lacombe Cenotaph designation; and
That Council give 1st Reading to Bylaw 432.

STRATEGIC/BUSINESS PLAN REFERENCE:

Municipal Sustainability Plan

Priority Goal – Preserve and Enhance Heritage and Culture

Strategy Area – Who we are: Culture, Education and Leisure

Desired Outcome Statement – Arts, culture and heritage offerings contribute to Lacombe’s identity and tourism economy, and are prominently showcased through public art, vibrant outdoor spaces and thriving performing arts and festivals

Strategy Area – Our Buildings and Sites

Key Direction – Preserve and enhance historic buildings, heritage and artworks

Desired Outcome Statement – Buildings and displays of art are preserved and enhanced to celebrate the community’s heritage; and Lacombe retains its small town feel through the character of its buildings and neighbourhoods, yet offers attractive development opportunities for growth

Strategy Area: Where We Live and Work: Our Homes and Neighbourhoods

Key Directions: Protect historic and heritage homes and neighbourhoods

Desired Outcome Statement: Historic and heritage homes and neighbourhoods are protected and contribute to the character of the community

Heritage Management Plan

Short Term Goal

Designate one to two buildings



2014 -2018 Strategic Plan

4.6 Heritage Resource Committee provides Council with Municipal Historic Resource Designation Bylaw

The bylaw will be prepared for Council over the coming months, and the designation of municipal historic resources aligns with the functions that will be attributed to the Heritage Resource Committee through the bylaw.

1.7 Municipal Sustainability Plan (MSP) Implementation Plan

The MSP identifies the preservation and enhancement of heritage and culture as a priority goal, and identifies a number of desired outcomes for the community to work towards achieving.

Downtown Area Redevelopment & Urban Design Plan

Guiding Principle:

Preserve, celebrate and adaptively reuse heritage structures.

Strategic Priority #8"

Develop an incentive program for the preservation and adaptive reuse of heritage structures.

Municipal Development Plan

Section 10 – Heritage: Our Buildings and Sites

- Goal: To support the preservation, maintenance and adaptive reuse of historic and culturally significant architecture and landmarks (including sites), recognizing their contribution to Lacombe’s community identity, pride and “small town feel”.
 - Objective A: To preserve and enhance Historic Buildings, sites, resources and other significant features for future generations.
 - Objective B: To protect, preserve and enhance Municipal and Provincial Historic Resources and local heritage sites.




CITY OF
LACOMBE
CITY COUNCIL
AGENDA REPORT

SUBJECT:	Bylaws 438 and 439 - Closure of Road Plan 8251ET and 3401R, located east of 46 Street
PREPARED BY:	Jennifer Kirchner, Planner II
PRESENTED BY:	Jennifer Kirchner, Planner II
DATE:	April 24, 2017

PURPOSE:

The City has received an application for the closure of two undeveloped roads located east of 46 Street. The road plans are adjacent to 5 lots which are all owned by the same individuals. The owners of the neighbouring lots wish to purchase the road plan areas and consolidate them into their existing land. ^{1st} Reading of these bylaws occurred on March 27, 2017.

BACKGROUND:

The City has received an application from an interested party to close two undeveloped road plans located east of 46 Street. These lands total 0.097 hectares. The road plans and the surrounding area are shown in the following aerial.

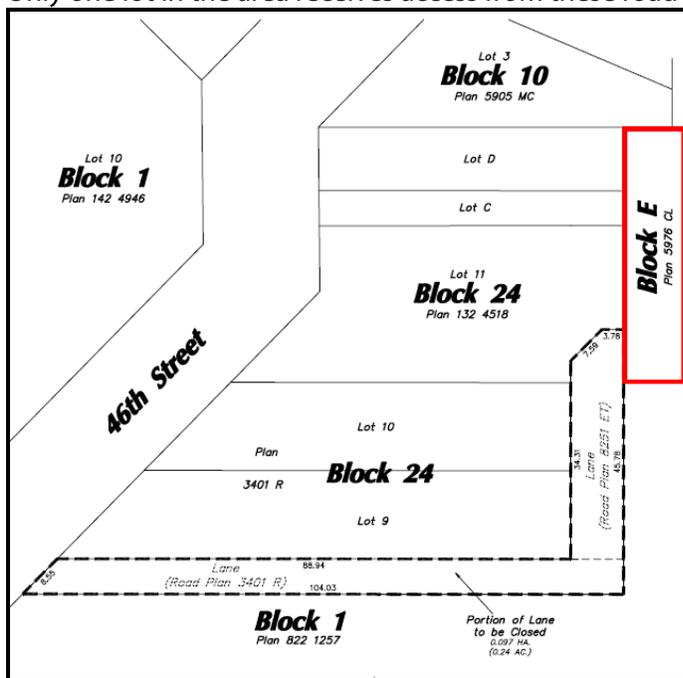


These road closures must be done in accordance with sections 22 and 606 of the Municipal Government Act and Part 5 of the City's Land Use Bylaw.

ISSUE ANALYSIS:

These road plans are undeveloped and not maintained by the City. There is no infrastructure located within these road plans. All physical infrastructure for the surrounding area is found within 46 Street.

Only one lot in the area receives access from these road plans. This lot is shown in the map below.



If approved, the applicant will be required to apply to subdivide and re-zone the closed roads so the newly created lot could be consolidated into an existing parcel once the land sale is finalized. This will include providing access to Block E through subdivision or a cross access agreement.

Administration notified all agencies of this application on February 8, 2017. The deadline for comments was March 1, 2017. Please see the following chart for their feedback:

Agency	Comments
Telus	No comments received
Fortis Alberta	No objections
ATCO Gas	No concerns
ATCO Gas - Pipelines	No objections
Shaw	No concerns
City Administration (Engineering, Infrastructure and Emergency Services)	No concerns



Administration supports the closure of these road plans as these roads are undeveloped and not maintained by the City. There is no physical infrastructure located within these road plans and access can be provided to Block E through subdivision or a cross access agreement.

PUBLIC CONSULTATION:

The applicant is the only neighbouring property of these road plans. As such, they were not sent a notification for this application. **Notice of the Public Hearings was posted on the Planning and Development 'What's New' portion of the City website and appeared in the April 13, 2017 and April 20, 2017 editions of the Lacombe Express.**

Next Steps

- 1) Prior to final reading of these bylaws, the applicant must ensure that legal access to the northern property known as 4887 46 Street (Lot E Plan 5976CL). This may be done through consolidating the property with the southern property known as 4887 46 Street (Lot 1 Plan 822-1257), through consolidating with 4913 or 4921 46 Street or through another means that the applicant may propose.
- 2) Upon final reading of these bylaws, the applicant must apply to subdivide and re-zone the newly closed road to align with the neighbouring industrial zoning.
- 3) During the subdivision and rezoning process, Administration will hire an appraiser to appraise the land to be considered in the land sale price.
- 4) Once the land has been appraised, Administration will draft up a land sales agreement. The land sales agreement shall include all costs incurred by the City to undertake this process along with the costs of the land.
- 5) Once the sales agreement has been signed by both parties the applicant can proceed with registering the subdivision with Land Titles.
- 6) Rezoning can be completed prior to subdivision.

FINANCIAL IMPLICATIONS:

The applicant has paid the \$1000 fee, which is used to cover the advertising costs associated with the notice required under the Municipal Act.

Future costs, such as rezoning and subdivision, will be paid by the applicant. The cost to appraise the land, as well as the land value, will be added to the sales price.

Costs to the City will include administration and legal costs to prepare the land sales agreement.

Once the land is subdivided and consolidated into the surrounding lands, the land will be subject to taxation and provide additional development opportunities.

LEGISLATIVE AUTHORITY:

Municipal Government Act:

- Section 22 - Road Closure



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

SERVICE LEVEL IMPACT:

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

STRATEGIC/BUSINESS PLAN REFERENCE:

None.

ALTERNATIVES:

- THAT Council delay second reading until legal access has been arranged for Lot E Plan 5976CL.

ATTACHMENTS:

- Bylaw 438
- Bylaw 439

ACTION/RECOMMENDATION:

- THAT Council give second reading to Bylaw 438.
- THAT Council give second reading to Bylaw 439.





CITY COUNCIL AGENDA REPORT

SUBJECT:	First Reading and Scheduling of the Public Hearing for the adoption of the Intermunicipal Development Plan
PREPARED BY:	Jennifer Kirchner, Planner II
PRESENTED BY:	Jennifer Kirchner, Planner II

PURPOSE:

Stantec Consulting, on behalf of the City of Lacombe and Lacombe County, prepared a new Intermunicipal Development Plan (IDP). This Bylaw is being presented to Council for 1st Reading and for the scheduling of a joint Public Hearing.

BACKGROUND:

As part of the City's Strategic Plan for 2014 – 2017, the completion of a new Intermunicipal Development Plan was identified as Strategic Priority 2.1 under the Pillar of Land Resources and Acquisitions). The City, along with Lacombe County, hired Stantec to lead the completion of the IDP.

The Intermunicipal Development Plan Committee, composed of Councillors from both the City and the County, and supported by City and County administration, have undertaken the development of the IDP. The draft before Council is supported by the Committee and administration.

At an April 13 meeting of Lacombe County their Council gave first reading to their bylaw to adopt the proposed Lacombe Intermunicipal Development Plan (IDP). A public hearing regarding this Bylaw will be held on May 16, 2017 commencing at 7:00 p.m. at the Lacombe County Administration Office.

ISSUE ANALYSIS:

In the fall of 2015, work began on the new IDP, which establishes cooperation and joint planning between the City of Lacombe and Lacombe County. The development of the IDP has occurred over the past 1.5 years and can be broken down into 4 phases:

- Phase 1 – Project Initiation
 - Start up meetings
 - Creating a Public Engagement Process
 - Determining Stakeholders
- Phase 2 – Current State Analysis – “Where are we now?”
 - Reviewing City and County plans and policies
 - Hosting the 1st Public Engagement event.
- Phase 3 – Principles, draft policies, and preliminary land use concept – “Where are we going?”
 - Preparing the draft IDP
 - Creating land use concepts with a focus on the West Barnett Area
 - Hosting the 2nd Public Engagement event.

- Phase 4 – Finalizing the IDP – “How will we get there?”
 - Taking the IDP to both City and County Councils for adoption.

The IDP was developed based on 6 principles:

- 1) Maintain positive and mutually beneficial relationship between municipalities.
- 2) Reduce potential conflicts and encourage dialogue to understand the needs, desires, and aspirations of both communities.
- 3) Confirm and support the continued future growth of the City, including allowing the efficient expansion of the City.
- 4) Promote and safeguard rural land uses and agriculture by maintaining areas for their continued use.
- 5) Support mutually beneficial coordination and delivery of infrastructure and services that provide economic development and growth for the two municipalities.
- 6) Maintain continued support for the Federal and Provincial Agricultural Research Facilities and Burman University.

These principles, agreed upon by both City and County, established a basic framework for developing the draft plan.

The development of the IDP was based on an assessment of City and County plans, policies and documents, as well as the feedback received during the first public engagement event. Information that determined the constraints and opportunities played a critical role in determining growth nodes and future land use concepts for the area. Some of these land use features included the reclaimed landfill site, water bodies including Whelp Brook and the area’s topography.

Three Future Growth Areas were established in the IDP. The Growth Areas represent the land within Lacombe County where the City is anticipated to grow and to eventually annex. The growth areas are visible on the map below. Only lands within these growth areas will be subject to additional policies outside of what is already provided within the County’s Municipal Development Plan, Land Use Bylaw and applicable Area Structure Plans.

The PUL #2 Growth Area includes the Airport Stormwater Pond and overland drainage channels which are owned by the City but are located within the County. This land (PUL #2) will be included in the next annexation to occur between the City and County.

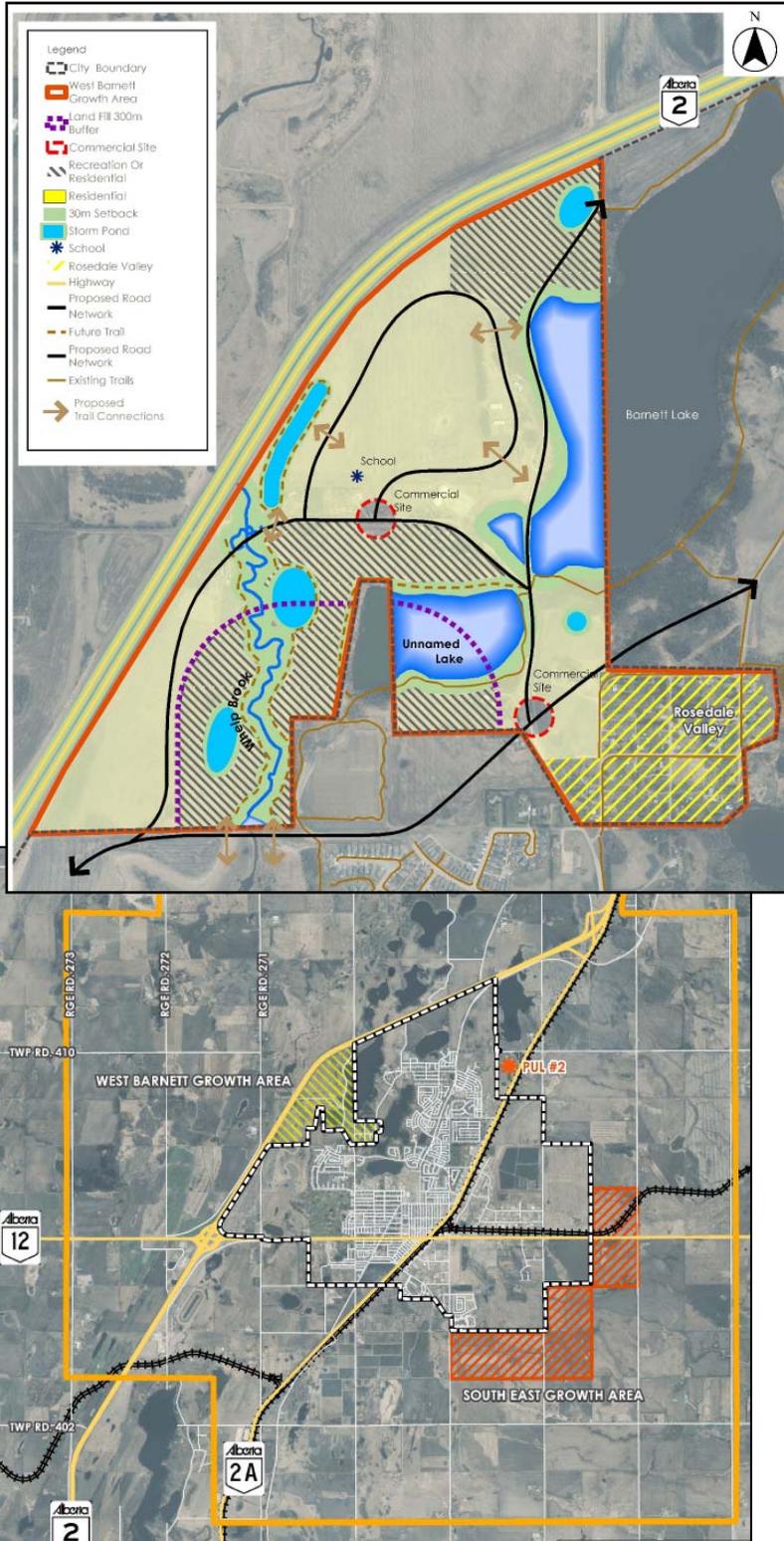
The South East Growth Area is located around the southeastern boundary of the City, which has been one of the City’s traditional growth areas. This area will include land for residential, commercial and industrial development which will complement the existing and planned development within the City.



The West Barnett Growth Area is the final growth area discussed in the IDP. This area includes the Hamlet of Rosedale Valley and all lands located between the City Boundary and Highway 2. The area has many defining features which will impact and direct future growth including: Whelp Brook, Barnett Lake, the Unnamed Lake, the Reclaimed Landfill and existing development. There was a demonstrated need to develop a Land Use Concept and detailed policies that are specific to this area. The Land Use Concept is shown below.

The Land Use Concept provides a basic design for the area. The area is proposed to be developed with primarily residential and recreational uses. These uses will be compatible with the existing and proposed uses in the area and will benefit from the natural features of the area. The lakes and brook will be protected and will have ample public access. 2 neighbourhood commercial sites are being proposed at key intersections and a future school site will be needed to serve the future population. In addition, the land use concept includes high level infrastructure locations. This includes proposed Road Networks, locations for trails and trail connections and locations for storm water facilities.

The plan includes area specific policies that will help support development prior to annexation and to ensure that this area can be integrated into the City. These policies include requirements for developments to be built to City standards and for the development of Outline Plans to be undertaken prior to subdivision and rezoning of any lands in the area.



The Hamlet of Rosedale Valley is included in the West Barnett Growth Area. Its annexation will occur in conjunction with the entire West Barnett area, and will occur once the annexation requirements (as outlined in 5.11.14 of the IDP) have been reached. There are a number of Rosedale Valley specific policies within the document which addresses items such as: annexation, infrastructure upgrades and infill development.

The draft IDP, as presented, has received support from the Intermunicipal Development Plan Committee. The document was prepared to align with the City and County's Municipal Development Plans, existing Area Structure Plans and their Land Use Bylaws. The IDP has also been reviewed for compliance with Bill 21 which would update Section 631 of the Municipal Government Act which deals with Intermunicipal Development Plans. A letter outlining this review is found as an attachment to the Council Report. Administration recommends that Council give first reading to this Bylaw, and to schedule the joint Public Hearing.

NOTIFICATION TO EXTERNAL AGENCIES:

A draft of the IDP was provided to applicable provincial departments and agencies, along with local service providers. Alberta Transportation and ATCO Pipelines submitted a response to our draft and did not have any concerns with the draft IDP. Please note that all applicable agencies will be given the opportunity to comment on subdivision applications, Outline Plans and Area Structure Plans.

PUBLIC CONSULTATION:

Two major Public Engagement events were undertaken as part of this project. An initial Open House was hosted on Tuesday, November 10, 2015 at the Lacombe Memorial Centre. The focus of this event was to determine the Opportunities and Constraints for the lands within the IDP boundary. An estimated 100+ people attended the Open House and 14 individuals filled out the Exit Survey. Topics ranged from environmental protection and trail networks to residential development and the use of green technologies. The information gathered in this Open House was used to develop a draft plan and future land use concepts.

A second Open House occurred on February 28, 2017 with 113 individuals signing in for the event. The Open House presented the IDP's draft policies and land use concepts. A question and answer session occurred and a 4 exit surveys were submitted. Topics ranged to clarification on policy and policy implementation to questions about future infrastructure development (eg. ring road) and future development costs (eg. servicing in Rosedale Valley).

Once the Public Hearing date has been set, all impacted property owners will be sent invitations to the event. Additional advertisement of the public hearing will occur in the local newspapers and on the City's website.

FINANCIAL IMPLICATIONS:

Funding for the development of the Intermunicipal Development Plan has been allocated in previous City Budgets.



SERVICE LEVEL IMPACT:

The Intermunicipal Development Plan Update was part of the City’s Strategic Plan and is part of the Planning and Development Department’s business plan for 2015. There is no additional service level impact with the appointing of a consultant.

LEGISLATIVE AUTHORITY:

The Municipal Government Act requires that Municipal Authorities develop an Intermunicipal Development Plan and ensure it is updated:

- Section 631 discusses the role of Intermunicipal Development Plans and their adoption
- Section 636 sets out the general provisions for the development of a Statutory Plan Preparation
- Section 191 identifies the process to amend and repeal a bylaw

STRATEGIC/BUSINESS PLAN REFERENCE:

Strategic Pillar 2 – Land Resources and Acquisitions
Strategic Priority 2.1 - Update the Intermunicipal Development Plan; including a focus on the Northwest Area Structure Plan

ALTERNATIVES:

As first reading has not been given, no alternatives are being proposed.

ATTACHMENTS:

- IDP Compliance with Bill 21
- Public Engagement Summary
- Bylaw 441 with the IDP as Attachment “A”

ACTION/RECOMMENDATION:

THAT Council give first reading to Bylaw 441.

THAT Council set a joint Public Hearing with Lacombe County Council for Tuesday, May 16 at 7 PM to be held at Lacombe County Council Chambers.





CITY COUNCIL AGENDA REPORT

SUBJECT:	Bylaw 442 - Closure of a portion of Service Road Plan 792 0072 and the repeal of Bylaws 422 and 433
PREPARED BY:	Jennifer Kirchner, Planner II
PRESENTED BY:	Debbie Bonnett, Acting Manager of Planning and Development
DATE:	April 24, 2017

PURPOSE:

The City previously undertook 2 road closure bylaws for a portion of Service Road Plan 792 0072. The land descriptions contained within the bylaws have been rejected by Land Titles. This new bylaw will repeal the ineffective bylaws and will close the portion of the Service Road Plan contained within Bylaws 422 and 433.

Administration requests first reading of Bylaw 442 and the scheduling of a Public Hearing.

BACKGROUND:

The City has previously undertaken 2 road closure bylaws (422 and 433) to close a portion of service road 792 0072. The location of this road closure can be viewed in the aerial photo below – with the



orange area reflecting Bylaw 422 and the pink area reflecting Bylaw 433.

Land Descriptions, rather than survey plans, are officially used by Land Titles when Road Plans are closed by Bylaw. If the land description used is unclear or does not accurately describe the land in

question, then the Bylaw will be rejected. The land descriptions are provided by the applicant and are prepared in conjunction with the survey plan.

The land descriptions used during these road closures were rejected by Land Titles because the description did not accurately reflect the area of the road plan being closed. In order to rectify this situation, the road plan needed to be closed with a bylaw that has an accurate legal description of the land. In this situation a new Bylaw is being undertaken to accurately close the road and to repeal the ineffective bylaws.

The land included in this road closure bylaw has been issued a decision letter for subdivision. The area in orange will be purchased and consolidated into the adjacent commercial parcel. The pink area will be consolidated with the adjacent Environmental Reserve parcel. This approval was granted by the Municipal Planning Commission on September 7, 2016.

In order to finalize the subdivision, this new road closure bylaw must be completed. This 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 and will support the operation of a local business. The current Environmental Reserve parcel will continue to be accessible through the remaining Service Road Plan 792 0072.

If approved, the applicant will be able to purchase the land and finalize the subdivision. Rezoning will also be required.

Administration notified all agencies for the prior road closures on April 25, 2016 and November 9, 2016. No concerns were raised by the agencies. The subdivision decision letter addresses the protection of infrastructure through the establishment of utility right-of-ways.



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 support the decision previously made by Council to close this portion of the road and will allow the completion of the approved subdivision.

PUBLIC CONSULTATION:

All adjacent property owners will be notified of the public hearing date. Additional advertisement will occur in the Lacombe Express and on the City's website.

FINANCIAL IMPLICATIONS:

As this road closure is rectifying a bylaw error, no payment has been taken. Subdivision costs will be covered by the applicant of Road Closure Bylaw 422. The future rezoning of these lands will be undertaken and paid for by the applicant.

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.



ATTACHMENTS:

- Bylaw 442

ACTION/RECOMMENDATION:

- THAT Council give first reading to Bylaw 442 authorizing the partial closure of the road plan 792 0072 and the repeal of Bylaw 422 and Bylaw 433.
- THAT Council schedule a Public Hearing for Bylaw 442 for May 23, 2017 at 5:30pm.





CITY COUNCIL AGENDA REPORT

SUBJECT:	Presentation of 2016 Audited Financial Statements
PREPARED BY:	Justin de Bresser, Financial Services Manager
PRESENTED BY:	Justin de Bresser, Financial Services Manager
DATE:	April 24, 2017

PURPOSE:

The City of Lacombe's 2016 audited financial statements are now complete and ready for Council's review and approval. The statements reflect the financial position for the City as of December 31, 2016 and have been prepared in accordance with the recommendations outlined CICA's Public Sector Accounting Board Handbook and in particular section 3150 of the Handbook. Administration is recommending that Council approve the statements as presented. **Note: a draft copy is being provided in advance of the meeting. Final copies for approval will be provided at the meeting for Council and will include the auditor's report.**

BACKGROUND:

The 2016 audited statements reflect the operating and capital activities of the municipality for 2016 as well as the financial position for the City of Lacombe as of December 31, 2016. Of particular note for 2016:

1. Financial Position Statement (commonly referred to as the Balance Sheet page 2):
 - The statements show the net financial position of the organization in 2015 and 2016. For 2016, the City decreased its overall net assets due to the increase in long term debt. In 2016, the City borrowed for these projects: Arena upgrades Phase 1 – 4, NE Lift Station and the final borrowing for the Len Thompson Industrial Park.
 - Cash balance decreased with the offsetting increase in accounts receivable.
2. Statement of Operations (page 3)

Revenue

- Government Transfers (Schedule 3) – Transfers were over budget for 2016. Grant funding for capital projects follows the capital project it funds. The majority of projects that didn't get completed in 2015 were funded in 2016. These included the police station as well as the 34st intersection.
- Contributed Assets and Development Levies are a non budgeted item. The developer contributed assets is a non-cash revenue source. This revenue is the

value of assets handed over from developments in the community. These assets show up as capital assets and are amortized like other assets. The statement of operations shows the surplus for capital and operations. Revenues (and surplus) for the year were substantial due in large part to contributed assets of the Shepherds Heights, Metcalf Ridge, Lacombe Market Square, Pentagon development.

- Fine revenue was also above budgeted amounts due to trailing photo radar revenue from the previous year.
- Other revenue was over budget due to outside donations for the Arena that were not budgeted for, Sale of street lights to Fortis and funds remaining from the Lacombe Day Care.

Expenses

- Note 13 in the financial statements reconcile the surplus identified in page 3 which is prepared in accordance with the CICA handbook and the surplus identified in the operating budget. Based on the operating budget, **the City had an operating Surplus of \$120,860 in 2016 and a Capital was balanced due to the current years borrowing.**
3. Change in Net Financial Asset (Debt) Statement (page 4)
 - This is a new statement and is intended to show the liquidity of the municipality. In 2016 the municipality decreased overall liquidity by \$7.0 million as a result of an increase in capital assets funded through increased borrowing.
 4. Statement of Cash Flows (page 5)
 - This statement shows the breakdown of where and how cash was used by the organization throughout the year. The restricted cash balance decreased during the year as the City used it to fund a major portion of its 2016 capital projects.
 5. Schedule of Property Taxes (page 7)
 - Net Municipal taxes were within 0.5% of budgeted amounts.
 6. Schedule of Consolidated Expenses by Object (page 9)
 - Transfers to local boards and agencies included the transfer for Habitat for Humanity affordable housing projects that was previously unbudgeted. This expense also had an offsetting grant
 - Wages were over budget, majority of the overage is in Police.
 - Materials, Goods and Services were under budget as a result of savings in fuel and water purchases.



7. Accumulated Surplus (page 23)

- The restricted surplus (Reserve accounts) also saw a decrease of \$946,000 due to a variety of transfers to and from the reserves which netted a reduction. The land held for resale saw a decrease as the reserve is funding the borrowing for the development of the lots. Police reserves were drawn down as a result of the new police station and the dispatch equipment.

ISSUE ANALYSIS:

Note 13 attempts to reconcile the surplus reported in the financial statements with the operating budget surplus outlined in the 2016 operating and capital budgets.

For 2016, the City had an operating Surplus of \$120,860. \$44,508 of this surplus came directly from the water utility. The remainder \$76,352 came from a variety of under and over budgeted amounts within the tax supported departments.

As of December 31, 2016 the City has used 32% of the statutory limit debt limit and 21% of the debt servicing limit. (See note 7) The total available debt limit increase by \$1.61 million over 2015 levels.

FINANCIAL IMPLICATIONS:

Direction on the surplus will be addressed at a future meeting of Council.

LEGISLATIVE AUTHORITY:

The statements are prepared in accordance with the following:

- The CICA's Public Sector Accounting Handbook.
- The Municipal Finance Clarification Regulation;
- The Debt Limit Regulations
- Section 276 of the Municipal Government Act.
- Section 244 of the Municipal Government Act.

STRATEGIC/BUSINESS PLAN REFERENCE:

Core Values

- Economic Prosperity
Ensure that resource constraints and opportunities are recognized.

ALTERNATIVES:

N/A

ATTACHMENTS:

- City of Lacombe 2016 Audited Financial Statements (Draft)



ACTION/RECOMMENDATION:

The Council approve the 2016 Audited Financial Statements as presented.





CITY COUNCIL AGENDA REPORT

SUBJECT:	Council Meeting Schedule
PREPARED BY:	Ross Pettibone, Executive Assistant/Legislative Coordinator
PRESENTED BY:	Matthew Goudy, Acting C.A.O.
DATE:	April 24, 2017

PURPOSE:

To request approval to cancel the Council Committee meeting scheduled for May 1, 2017.

BACKGROUND:

At the October 24, 2016 organizational meeting, Regular and Committee Council Meeting dates were confirmed by Council from November 2016 to October 2017 inclusive.

Administration recommends cancellation of the previously scheduled May 1 Committee meeting as it is not required.

ALTERNATIVES:

1. That Council cancel the May 1 2017 Council Committee meeting.
2. That Council provide additional direction or amendments to the meeting dates presented.

ATTACHMENTS:

- Regular / Committee Meeting Schedule November 2016 to October 2017.

ACTION/RECOMMENDATION:

THAT Council cancel the May 1, 2017 Council Committee meeting.



Regular / Committee Meeting Dates November 2016 to October 2017

November 2016	Regular – 14 th and 28 th
December 2016	Regular – 12 th
January 2017	Regular - 9 th and 23 rd
February	Regular - 13 th and 27 th Committee - 6 th
March	Regular – 13 th and 27 th
April	Regular - 10 th and 24 th
May	Regular - 8 th and 23 rd Committee – 1st
June	Regular - 12 th and 26 th
July	Regular - 10 th and 24 th
August	Regular - 14 th and 28 th
September	Regular - 11 th and 25 th Committee - 5 th
October	Regular –10 th and (Organizational) 23 rd

