

The meeting of the City of Lacombe/Lacombe County Intermunicipal Development Plan and Intermunicipal Collaboration Framework Committee was called to order by Paula Law at 8:41 a.m. in the Lacombe County Administration Office, Joffre Room on Thursday, September 16, 2021.

The following were in attendance:

Grant Creasey	City of Lacombe Mayor
Thaila Hibbs	City of Lacombe Councillor
Matthew Goudy	City of Lacombe CAO (virtual)
Diane Piché	City of Lacombe Director of Corporate Services
Paula Law	Lacombe County Reeve
Ken Wigmore	Lacombe County Deputy Reeve
Tim Timmons	Lacombe County County Manager
Keith Boras	Lacombe County Director of Community Services
Donna Mae Grant	Lacombe County Recording Secretary

Review of Agenda

There were no additions to the agenda.

Approval of July 27, 2021 Minutes

The minutes for the July 27, 2021 meeting were accepted as presented.

Fire Services – Contract Services Delivery Model

A discussion took place around moving forward with the proposed contract services delivery model for City of Lacombe and Lacombe County fire services. The general concept for this model has been endorsed by both parties' administrative staff. A fee for service model would help clarify and simplify the service provision arrangement. Key points of the proposal are:

- The City would act as a contracted service provider to the County for fire response service. The County would provide the expected level of service and the City would resource appropriately to meet the needs of the County and City
- The City seeks cost recovery through two mechanisms:
 - Fixed cost recovery for costs of providing response ability
 - Variable cost specific to actual incidents in the County
- The County has proposed two options for consideration
 - The first, would involve the City responding only to motor vehicle collisions on Highway 2 (within a designated area of Lacombe County)
 - The second, would involve the City responding to all "calls for service" within the designated area of Lacombe County
- Simplifying of the reporting relationships between the City Fire Chief and the County Fire Chief
 - City Fire Chief is responsible for his equipment/staff at all times, regardless of response location
 - County Fire Chief would have no direct authority over personnel/equipment providing the on-scene response
- The standing (fixed) cost component is intended to cover costs to having a fire department at the ready (capital and operational costs of building, staffing costs, administrative support costs for department)

- The response cost should be the standard rates maintained by the province for various fire response equipment, intended to cover cost of staff, equipment operation, for actual responses within the County. This would be invoiced monthly based on actual calls for service within the County
- The agreement would be updated every five years
- Length of agreement would be 20 years, in five-year increments
- The parties currently share several pieces of equipment. The City is proposing to “purchase” the equipment through “response credits” to be applied towards future responses in the County
- There are several outstanding questions to be addressed

The Committee agreed that a recommendation be forwarded to both Councils that the municipalities move forward in developing this Fire Services - Contract Services Delivery Model.

Joint Process for Addressing Funding Requests for Community Groups

A revised Facilities Operational Cost-Sharing Agreement was presented with revisions to include facility capital and operating funding requests from community groups.

To ensure consistency in the information being provided to the City and County the following process could be used when considering proposals from community groups for projects having a capital cost of greater than \$500,000 and/or an annual operating cost of greater than \$75,000.

1. A joint public meeting of the City and County Councils will be held for the purpose of receiving the community group’s presentation and request.
2. Following this meeting, the City and County Councils will meet separately to discuss the request either publicly or in-camera. The Chief Administrative Officer (CAO) of each municipality will ensure that the CAO of the other municipality is advised of the date in which the respective Councils will be meeting to discuss the request. No formal resolutions regarding the community group request should be made by either Council at their respective meetings.
3. Once the City and County have deliberated separately, a second joint City and County public meeting will be held for the purpose of discussing the community group request and developing a recommendation on the request to be presented to the respective Councils. Though ideally each Council’s decision on the recommendation should align with the other’s, the independent decision-making authority of each Council must not be compromised. Although not concurrent, the decision of each Council should be well informed by fulsome discussion with the other Council.

Following discussion, the Committee agreed that the revised Facilities Operational Cost-Sharing Agreement that includes a process for handling community groups funding requests be presented to the respective Councils for consideration.

Lacombe Athletic Park Association (LAPA) Support Request

Mr. Timmons advised that a LAPA delegation attended a recent Council meeting to provide an update on the Field House Expansion project and a presentation in support of their request for County funding support for the Track and Field Expansion.

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The Association informed Council that they have made a CFIP grant application which requires matching grant funding in the amount of \$500,000 from the City of Lacombe and Lacombe County. The City has included \$250,000 for each of the 2022 and 2023 years in their 10-year capital plan. LAPA advised that they do not require County funding at this time but are looking for a funding commitment from the County.

County Council directed that this funding request be referred to the City/County IDP/ICF Committee meeting of September 16, 2021 for discussion of applying the newly proposed process for the City and County considering funding requests for community group projects.

Following discussion, the Committee agreed that a recommendation be forwarded to City and County Councils to have the LAPA request for support for the Track and Field Expansion be dealt with under the proposed process for funding requests received from community groups.

Next Meeting Date

The next meeting date will be established at the call of the two communities.

Mr. Creasey commented that it has been a pleasure working with both Mrs. Law and Mr. Wigmore and wished them the best in the future. He further commented the relationship that the City and County has is because of the people we work with.

Adjournment – Time: 9:47 a.m.