

<b>Governance Code</b>	<b>Council Policy Title</b>
CC-01	Policy Development, Implementation & Evaluation
CC-02	Financial Services
CC-03	Human Resources
CC-04	Information & Technology
CC-05	Procurement
CC-06	Risk Management
CC-07	City Council Orientation
CC-10	City Council Remuneration & Benefits
CC-11	Technology for Council Members
CC-13	Per Diem and Travel Expenses
CC-14	City Council Members Reporting to Council
CC-15	Attendance at Political Functions
CC-16	Reimbursement or Indemnification for Action or Judgement
CC-17	City Manager Performance Review
CC-18	Use of Registered City of Lethbridge Crest & Flag
CC-19	Distribution of Promotional Items
CC-20	Use of City Funds to Purchase Alcohol
CC-22	Facilities Capital Investment Recognition
CC-23	Parkland & Roadway Special Event
CC-25	Courtesy Use of Facilities and Services
CC-26	Community Capital Project Grant
CC-27	Monuments
CC-28	Community Events Support Program
CC-30	Public Art
CC-31	Sport and Recreation
CC-32	Affordable Housing and Homeless
CC-33	Historic Places
CC-34	Snow and Ice Control
CC-38	Signing Authority
CC-39	Social Policy
CC-40	Twin/Friendship/Sister City
CC-41	Upgrading Pre-Existing Secondary Suites
CC-42	Protective Plumbing Program

<b>Governance Code</b>	<b>Council Policy Title</b>
CC-44	Investments
CC-47	Community Not-For-Profit Emergency Funding
CC-48	Recordings of Legislative Meetings
CC-49	Affordable Housing Capital Project Grant
CC-50	Flag Protocol
CC-51	Environment
CC-52	Heart of Our City Housing Incentive Program
CC-53	Targeted Redevelopment Incentive
CC-54	Waste Diversion
CC-55	Major Community Event Hosting
CC-57	Encroachment
CC-58	Key to the City
CC-59	Request for Letter of Support
CC-60	Public Participation
CC-61	Urban Core Property Improvement Grant Program
CC-62	Facility Divestiture
CC-63	Deferral Request Framework
CC-64	Industrial Municipal Tax Incentive
CC-65	Financial Reserves
CC-66	Joint Ventures
CC-67	Honorariums for Boards Committees Commissions
CC-70	Sponsorship, Naming Rights, and Advertising
CC-72	Customer Code of Conduct

# COUNCIL POLICY

## POLICY DEVELOPMENT, IMPLEMENTATION, AND EVALUATION



CITY OF  
*Lethbridge*

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Policy Number: CC-01  
 Approved by: City Council  
 Effective Date: May 12, 2014  
 Next Revision Date: May 12, 2018  
 Policy Owner: Treasury and Financial Services

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### PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community. Policies are essential in providing substance to this mandate. The purpose of this policy is to clarify the roles and responsibilities of City Council, City Administration and Special Purpose Bodies with respect to policy development, implementation of policies, and evaluation of policy effectiveness and to establish a consistent approach, through an established format and clearly articulated definitions and procedures.

### DEFINITIONS

Term	Description
<u>Approved</u>	Identified by the policy number and date on which final approval was given by City Council or the City Manager
<u>Definitions</u>	Further explanation for clarity or setting of boundaries regarding what is included or excluded
<u>Policy</u>	Statement of intent that provides clear and authoritative direction
<u>Procedures</u>	Instructions on how to carry out the intent of City Policy
<u>Purpose</u>	Explanation of the issue or need that resulted in the formulation of the policy
<u>References</u>	Any relevant Bylaw, Collective Agreement or City of Lethbridge policies or documents
<u>Responsibilities</u>	Identification of who is responsible for the development, approval, implementation, training, monitoring and may include the delegation of responsibilities to the City Manager, or designate, or to City Council Committees
<u>Revised</u>	Tracking system of the dates on which revisions to the policy were approved

# COUNCIL POLICY

## POLICY DEVELOPMENT, IMPLEMENTATION, AND EVALUATION



CITY OF  
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<p><u>Special Purpose Body</u></p>	<p>A committee, board, or commission which is established under the legislated powers of the City but has their own constitution or bylaws, current ones being Galt Museum &amp; Archives, Library, and Regional Police Commission</p>
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### POLICY STATEMENT

The City of Lethbridge will have well-articulated and understandable policies and related procedures. Policies and procedures will be maintained centrally and accessible.

#### Council Policies

1. City Council, approves policies in the following categories:
  - Policies of broad public importance that deal with long term issues on matters concerning the goals and priorities of the community (Strategic Policies)
  - Policies that generally describe the approaches and outcomes City Council expects Administration to achieve (Framework Policies)
  - Policies that articulate the manner in which City Council, Administration and Special Purpose Bodies will perform their functions (Procedural Policies)
2. City Council shall establish a consistent approach to, and a philosophical framework for the development, implementation and evaluation of City Council policies.
3. Council policies are to be followed by all City Council members and employees.
4. Special Purpose Bodies are subject to these policies unless specifically exempted. While Special Purpose Bodies may create policies applicable to their own area of operation, these policies must be consistent with Council policies.

#### Administrative Policies

# COUNCIL POLICY

## POLICY DEVELOPMENT, IMPLEMENTATION, AND EVALUATION

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CITY OF  
*Lethbridge*

1. The City Manager approves and maintains broad based Administrative Policies that are operational in nature. Each group of Administrative Policies will be supported by a Framework Policy in which City Council sets overall direction for the applicable area.
2. Administrative policies are to be followed by all employees.
3. Special Purpose Bodies are subject to these policies unless specifically exempted. While Special Purpose Bodies may create policies applicable to their own area of operation, these policies must be consistent with Administrative Policies.

### RESPONSIBILITIES

City Council shall:

- a) Consider key issues for City Council policies and direction action to create policy recommendations
- b) Ensure policies address issues within the realm of governance, such as but not restricted to legal liability, financial accountability, functions of City Council, and the public image of the City of Lethbridge and its City Council
- c) Approve new City Council policies
- d) Review existing City Council policies once a term

City Manager shall:

- a) Consider key issues for Administrative Policies and direction action to create policy recommendations
- b) Approve administrative policies consistent with City Council policies
- c) Review administrative policies on a regular basis and receive feedback from those affected to ensure continued relevance and effective implementation
- d) Implement or delegate the implementation of Council and administrative policies to those best suited to undertake the implementation
- e) Consider key issues for City Council policies and prepare options/recommendations for City Council to review

# COUNCIL POLICY

## POLICY DEVELOPMENT, IMPLEMENTATION, AND EVALUATION

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CITY OF  
*Lethbridge*

Directors/Business Unit Managers shall:

- a) Implement policies
- b) Periodically review all policies and procedures, in area of responsibility, to ensure that they are current and prepare amendments when required
- c) Require research on the policy issue to be conducted, including initial consultation with affected groups, as required, to address issues such as, but not restricted to, legal and cost implications
- d) Determine need, prepare draft policy and circulate to affected stakeholders
- e) Advise City Clerk's Office of proposed new amended policies
- f) Submit proposed or amended policies to the City Manager for submission to City Council for their review, approval and/or information
- g) Consult with Special Purpose Bodies that will be affected by a City of Lethbridge policy

City Clerk's Office shall:

- a) Facilitate the creation, discussion and research of policies
- b) Provide initial direction, assistance and advice with regard to the policy format
- c) Ensure proposed or amended policies are in conformance to a common format (See Appendix A)
- d) Establish, maintain and control the numbering, indexing and distribution system
- e) Ensure policies receive either City Council or City Manager approval
- f) Distribute, post to the web and ensure a copy of the policy manual is available in the City Clerk's Office
- g) Maintain corporate policy manual
- h) Within six months after a municipal election, initiate a review of the City Council policies

Special Purpose Bodies shall:

- a) Unless specifically exempted from the operation of policy, adopt the City of Lethbridge policy; with such amendments as are necessary to reflect the organizational structure of the Special Purpose Body

### PROCEDURES

1. City Council or City Manager may initiate suggestions for policy development

# COUNCIL POLICY

## POLICY DEVELOPMENT, IMPLEMENTATION, AND EVALUATION

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CITY OF  
*Lethbridge*

2. Business Units shall prepare proposed policies and amendments to existing policies, when they recognize a need in accordance with the specifications and formats prescribed herein
3. City Clerk shall ensure that policies adhere to format and receive City Manager or City Council approval
4. City Clerk to ensure appropriate distribution of policies and shall maintain policy records
5. City Clerk shall make copies available to City Council, Employees, Special Purpose Bodies and the Public

### POLICY REVIEW

Council policies are to be reviewed by City Council, once per term, as per City Council Policy CC-01: Policy Development, Implementation, and Evaluation. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### SUPPORTING REFERENCES AND RESOURCES

- Appendix A (Policy Template)

### REVISION HISTORY

Review Date	Description
Mar. 8, 2004	New Document (Policy Development)
Jun. 9, 2008	Revised & Renamed
May 12, 2014	Described City Council and Administrative Policies processes and applied new definition of Special Purpose Body

# COUNCIL POLICY



CITY OF  
*Lethbridge*

## POLICY TITLE

Policy Number: CC-XX  
Approved by: City Council  
Effective Date: [DATE APPROVAL IS GRANTED]  
Next Revision Date: [DATE APPROVAL IS GRANTED + 4 YEARS]  
Policy Owner: DEPARTMENT RESPONSIBLE FOR POLICY

## PURPOSE

[Describe the reason for the policy including any specific needs being addressed. Two or three sentences are adequate. For example, the purpose statement might begin with the phrase, "this policy establishes."]

## POLICY STATEMENT

[Provide a clear and authoritative expression of direction. This is a good place to show the tie to mission, vision, values and goals. The opening phrase for this section could be, for example, "It is the policy of the City of Lethbridge to..."]

## DEFINITIONS

[Provide an explanation of any abbreviations, acronyms, technical terms, and words infrequently used or not consistently understood.]

TERM	DEFINITION
<u>Example Term:</u>	An example of a definition in this table formatting on a council policy template.

## RESPONSIBILITIES

[Provide a short summary of the responsibilities of the individuals involved with the policy and procedure. The specific title of the position is generally used although "Employee" can be used when necessary.]

## PROCEDURES

[Define and outline the specific actions to be taken to ensure orderly implementation of the policy. The process should be described from start to finish.]



# COUNCIL POLICY



CITY OF  
*Lethbridge*

## POLICY TITLE

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### CONSEQUENCES OF NON-COMPLIANCE (if applicable)

[Provide a short summary of potential risks that can occur by not complying with this policy. Additionally what consequences will be enforced in the event of a policy breach, and to whom the consequences apply to.]

### POLICY REVIEW

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### SUPPORTING REFERENCES AND RESOURCES

[Refer to any closely related policies, collective agreement provisions, legislation or other documents that may assist in understanding or applying this policy.]

If this policy is based on legislation, please quote the legislation

- Where possible, they will be hyperlinked
- Procedures and guidelines will be listed as an appendix and attached to the policy so that the link is not lost

### REVISION HISTORY

Review Date	Description
Mon. DD, YYYY	[Provide a history of document changes whether they are minor typographical alterations or major amendments.]

# COUNCIL POLICY

**POLICY TITLE**



CITY OF  
*Lethbridge*

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APPENDIX (if applicable)

TEMPLATE

# COUNCIL POLICY

## FINANCIAL SERVICES



CITY OF  
*Lethbridge*

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Policy Number:	CC-02
Approved by:	City Council
Last Review Date:	July 9, 2024
Next Revision Date:	July 9, 2028
Policy Owner:	Treasury and Financial Services

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### PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community and to supply desirable and/or necessary services to the community. Policies are essential in providing substance to mandate. The purpose of this policy is to provide a framework for corporate financial services policies.

### DEFINITIONS

Term	Description
<u>Special Purpose Body</u>	A City Council Committee or a Board, Commission or other body established under the legislative powers of the City of Lethbridge and includes any employees or volunteers of the Special Purpose Body.

### POLICY STATEMENT

It is the policy of the City of Lethbridge to ensure effective stewardship of the City's financial resources. Therefore, Administration will implement effective financial systems, controls, and strategies to meet operational and legislative requirements and develop financial policies and procedures to ensure the long-term viability of the corporation.

### CONSEQUENCES OF NON-COMPLIANCE

N/A.

### POLICY REVIEW

Council policies are to be reviewed by City Council, once per term, as per City Council Policy CC-01: Policy Development, Implementation, and Evaluation. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

# COUNCIL POLICY

## FINANCIAL SERVICES

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CITY OF  
*Lethbridge*

### SUPPORTING REFERENCES AND RESOURCES

- *Municipal Government Act*

### REVISION HISTORY

Review Date	Description
June 9, 2008	New Policy – Effective Date.
July 9, 2024	Last review date and next revision date updated.

# COUNCIL POLICY

## HUMAN RESOURCES



CITY OF  
*Lethbridge*

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Policy Number:	CC-03
Approved by:	City Council
Last Review Date:	July 9, 2024
Next Revision Date:	July 9, 2028
Policy Owner:	People and Partner Services

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### PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community and to supply desirable and/or necessary services to the community. Policies are essential in providing substance to this mandate. The purpose of this policy is to provide a framework for corporate human resources policies.

### DEFINITIONS

Term	Description
<u>Special Purpose Body</u>	A City Council Committee or a Board, Commission or other body established under the legislative powers of the City of Lethbridge and includes any employees or volunteers of the Special Purpose Body.

### POLICY STATEMENT

It is the policy of the City of Lethbridge to effectively attract and retain exemplary employees, to support and develop these employees, and to hold them accountable for maintaining acceptable standards of behaviour and achieving corporate outcomes.

### POLICY REVIEW

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### SUPPORTING REFERENCES AND RESOURCES

- *Municipal Government Act*

### REVISION HISTORY

Review Date	Description
May 15, 2006	New Policy – Effective Date
July 9, 2024	Last review date and next revision date updated.

# COUNCIL POLICY

## INFORMATION AND TECHNOLOGY



CITY OF  
*Lethbridge*

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Policy Number: CC-04  
Approved by: City Council  
Last Review Date: July 9, 2024  
Next Revision Date: July 9, 2028  
Policy Owner: Information Technology

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### PURPOSE

A secure, sustainable, and stable work environment requires information and technological standards that are both enabling and responsible. The purpose of this policy is to provide a framework for corporate information and technology policies in support of this goal.

### DEFINITIONS

Term	Description
<u>Special Purpose Body</u>	A City Council Committee or a Board, Commission or other body established under the legislative powers of the City of Lethbridge and includes any employees or volunteers of the Special Purpose Body.

### POLICY STATEMENT

It is the policy of the City of Lethbridge that appropriate, secure and functional access to corporate information and technology is provided to those who require it to deliver their services in an effective and efficient manner. To ensure appropriate use of corporate information and technology, administration will develop policies to meet operational and legislative requirements.

### POLICY REVIEW

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### SUPPORTING REFERENCES AND RESOURCES

- *Municipal Government Act*
- *Freedom of Information and Protection of Privacy Act*

# COUNCIL POLICY

## INFORMATION AND TECHNOLOGY



CITY OF  
*Lethbridge*

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### REVISION HISTORY

Review Date	Description
June 14, 2004	New Policy – Effective Date
July 9, 2024	Last review date and next revision date updated.

# COUNCIL POLICY

## PROCUREMENT



CITY OF  
*Lethbridge*

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Policy Number:	CC-05
Approved by:	City Council
Last Review Date	July 9, 2024
Next Revision Date:	July 9, 2028
Policy Owner:	Procurement

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### PURPOSE

The purpose of this policy is to provide framework for administrative purchasing policies for expenditures that are included in approved budgets or otherwise authorized by City Council.

### DEFINITIONS

Term	Description
<u>Special Purpose Body</u>	A City Council Committee or a Board, Commission or other body established under the legislative powers of the City of Lethbridge and includes any employees or volunteers of the Special Purpose Body.

### POLICY STATEMENT

The City of Lethbridge is committed to achieving best value through robust, open, and transparent procurement processes. Therefore, Administration will establish robust procurement systems, controls, and strategies. Additionally, they will formulate procurement policies and procedures aimed at safeguarding the corporation's long-term sustainability.

### POLICY REVIEW

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### SUPPORTING REFERENCES AND RESOURCES

- *Municipal Government Act*
- City Manager Bylaw

### REVISION HISTORY

Review Date	Description
Mar. 8, 2004	New Policy – Effective Date
July 9, 2024	Reference to administration was added to policy statement. Last review date and next revision date updated.



# COUNCIL POLICY

## RISK MANAGEMENT



CITY OF  
*Lethbridge*

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Policy Number:	CC-06
Approved by:	City Council
Effective Date:	March 8, 2004
Next Revision Date:	March 8, 2008
Policy Owner:	People and Culture

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### PURPOSE

The presence of a Risk Management Program that seeks to manage risk, promote the health and wellbeing of our citizens, customers and employees, and avoid damage to property and the interruption of services is an ongoing corporate priority. The purpose of this policy is to provide framework for administrative Risk Management policies in support of this goal.

### DEFINITIONS

TERM	DEFINITION
<u>Special Purpose Body</u>	A City Council Committee or a Board, Commission or other body established under the legislative powers of the City of Lethbridge and includes any employees or volunteers of the Special Purpose Body.

### POLICY STATEMENT

It is the policy of the City of Lethbridge to proactively reduce the risk of loss to people, property and processes. Therefore, administration will develop policies to ensure the obligations of government legislation are met and that systems and practices designed to assess and manage risk are established.

### POLICY REVIEW

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### SUPPORTING REFERENCES AND RESOURCES

- *Municipal Government Act*
- *Occupational Health and Safety Act*
- City Manager By-law #2915

# COUNCIL POLICY

## RISK MANAGEMENT

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CITY OF  
*Lethbridge*

### REVISION HISTORY

Review Date	Description
Mar. 8, 2004	New Policy – Effective Date.

# COUNCIL POLICY

## CITY COUNCIL ORIENTATION



CITY OF  
*Lethbridge*

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Policy Number:	CC-07
Approved by:	City Council
Last Review Date:	July 9, 2024
Next Revision Date:	July 9, 2028
Policy Owner:	City Clerk

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### **PURPOSE**

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community. The purpose of this policy is to provide Council members with information to understand the roles and responsibilities of the office to which they have been elected.

### **DEFINITIONS**

Not applicable.

### **POLICY STATEMENT**

It is the policy of the City of Lethbridge to orient all members of City Council within one month of a municipal election. The content of the orientation may include, but will not be limited to:

- their roles, responsibilities, and duties under the Municipal Government Act
- working relationships with Administration and the City's governance structure
- City bylaws, policies, and strategic plans
- a framework to begin strategic planning in order to set direction, priorities, and corporate objectives for the term.

Additional orientation will occur on an as needed basis.

Administration will present a Council orientation and training plan to Council for its approval before every general municipal election.

### **RESPONSIBILITIES**

City Council Members shall:

- a) approve the proposed City Council orientation and training plan prior to the general municipal election.
- b) attend and participate in the orientation after the general municipal election.

# COUNCIL POLICY

## CITY COUNCIL ORIENTATION



CITY OF  
*Lethbridge*

City Manager shall:

- a) Set the agenda and work with the City Clerk to prepare the orientation program and package.

City Clerk shall:

- a) Work with the City Manager to prepare the orientation program and package.

### **POLICY REVIEW**

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### **SUPPORTING REFERENCES AND RESOURCES**

- *Municipal Government Act*

### **REVISION HISTORY**

<b>Review Date</b>	<b>Description</b>
Mar. 8, 2004	New Policy – Effective Date
July 21, 2014	Revised to include council approval of the council orientation and training plan before the general municipal election
July 9, 2024	Last review date and next revision date updated.

# COUNCIL POLICY

## CITY COUNCIL REMUNERATION AND BENEFITS



CITY OF  
*Lethbridge*

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Policy Number:	CC-10
Approved by:	City Council
Last Review Date	July 9, 2024
Next Revision Date:	July 9, 2028
Policy Owner:	City Clerk

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### PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community. The purpose of this policy is to establish a framework for Council remuneration to ensure that the total compensation package:

- Provides compensation and benefits that will enable a broad range of citizens from all walks of life to seek public office;
- Reflects the responsibilities, time commitments and accountability associated with the position;
- Enables compensation adjustments to be made in an objective manner and on a prudent and regular basis; and
- Ensures the compensation paid is congruent with other municipalities within Alberta.

### DEFINITIONS

Non-applicable.

### POLICY STATEMENT

#### Compensation

It is the policy of the City of Lethbridge to compensate Members of City Council and adjust this compensation on an annual basis, unless directed otherwise by a unanimous resolution of Council (administered effective January 1st) in accordance with the formula established by The Citizen Committee for Council Remuneration, June 2002. City Council compensation will be paid on a biweekly basis.

The compensation paid to Members of City Council is intended to cover a wide range of work related expenses, that include but are not limited to:

- a) Travel expenses incurred to meet with individual residents and with representations of community organizations. It also covers travel costs while representing the municipality at meetings and other community events and travel costs incurred by elected officials to

# COUNCIL POLICY

## CITY COUNCIL REMUNERATION AND BENEFITS

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CITY OF  
*Lethbridge*

attend to municipal business matters in their capacity as elected officials of the municipality (within the municipality)

- b) Travel expenses would include vehicle expenses (fuel, insurance, vehicle repairs and maintenance and other expenses) and other travel costs incurred to travel to and from meetings within the municipality (excluding regularly scheduled Council and legislative committee meetings) as an elected representative of the municipality.
- c) The allowance also covers various costs including those for phone landlines, phone calls, home internet, copying, open house expenses, hospitality expenses, and other relevant expenses.

When a Councillor serves in the role of Deputy Mayor their compensation is increased by 10.6% for the period they are serving in the role.

When a Councillor serves in the role of Acting Mayor their compensation is increased by 5.3% for the period they are serving in the role.

City Council Members who travel on City business outside City limits may be paid a per diem of \$200.00/day for each full day of absence or \$100.00/day for half day (four hours or less) of absence, providing that they are not being paid by another body.

It is the policy of City of Lethbridge that City Council Members receive the following benefits:

### Compensation

#### Group Life Insurance

- \$30,000 basic coverage
- premiums paid by Council Member
- commences after three months of service
- optional group coverage available

#### Accidental Death and Dismemberment

- \$100,000 basic coverage
- premiums paid by Council Member
- commences after three months of services
- optional group coverage available

#### Alternative Benefit Choices

- for Extended Health Care and Dental Coverage
- commences on the first day of the month following election
- flex-credits

# COUNCIL POLICY

## CITY COUNCIL REMUNERATION AND BENEFITS



CITY OF  
*Lethbridge*

### RESPONSIBILITIES

People and Culture to:

- a) Administer benefits in accordance with this policy
- b) Every five years, calculate the average annual rate of change in the income of Lethbridge citizens by using the average income of the most recent Statistics Canada census comparing with the prior Statistics Canada census. The five-year average rate of change will remain constant until the relevant data release of the subsequent federal census (typically at five year intervals)
- c) Add to the five year average rate of change, the rate of change in the Alberta Consumer Price Index (CPI) for the previous years and divide by two numbers to determine the average. This amount becomes the compensation adjustment for the current year
- d) Adjust the current base salaries of Mayor, Deputy Mayor and Councilor by the percent factor resulting from this calculation. See example below.

#### EXAMPLE – 2014 ADJUSTMENT

2010 Lethbridge Average Total Income	40,106	
2005 Lethbridge Average Total Income	33,194	
2005 – 2010 Change in Average Total Income	6,912	
2005 – 2010 Average Annual % Rate of Change	A.	4.16%
2013 Increase in Alberta Consumer Price Index	B.	1.42%
2014 Adjustment Factor [(A+B) / 2 = C]	C.	2.79%

- e) Conduct a comparison of City Council remuneration and benefits in the first and third years following a general election using the following criteria:
  - Consider the base salary, car allowance and pension contribution using the Cities or Airdrie, Grande Prairie, Medicine Hat, Red Deer and St. Albert as well as the Regional Municipality of Wood Buffalo and Strathcona County as comparators
  - Determine the average remuneration and benefits, excluding the lowest and highest of the comparators
  - Adjust the base salaries of the Mayor, Deputy Mayor, and Councilor by the difference between the average remuneration and benefits and the current base salary for the City of Lethbridge effective January 1<sup>st</sup> of the following year. The

# COUNCIL POLICY

## CITY COUNCIL REMUNERATION AND BENEFITS



CITY OF  
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recommended remuneration will be subject to the salary adjustment outlines in responsibility d).

- If the comparison shows the average remuneration of the other municipalities is above that paid by the City of Lethbridge the salary for that City of Lethbridge position will be determined as per policy, and if the comparison shows the average remuneration of the other municipalities is below that paid by the City of Lethbridge, the salary for that City of Lethbridge position will be frozen until either the annual adjustment process in point d) allows the comparison results to exceed the remuneration paid by the City of Lethbridge, or the next comparison takes place, whichever occurs first.

### POLICY REVIEW

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### SUPPORTING REFERENCES AND RESOURCES

- *Municipal Government Act, Section 275.1(1)*
- *City Council resolution, March 22, 1999*
- *Review of Council Remuneration by The Citizen Committee for Council Remuneration, June 2002*

### REVISION HISTORY

Review Date	Description
Aug. 12, 1980	New Policy – Effective Date (City Council Remuneration, Council #41)
Oct. 15, 1986	Revised and re-issued
Mar. 22, 1999	Council resolution to per diem passed
May 17, 1999	Re-issued
Jul. 29, 2002	Council resolution to amend policy passed
Oct. 4, 2004	Significant revision to make policy consistent with Council resolutions and to make reference to benefits
May 12, 2008	Council resolution to amend per diem passed
Jul. 27, 2009	Council resolution to adjust the base salary
Oct. 29, 2012	Council resolution to adjust the base salary



# COUNCIL POLICY

## CITY COUNCIL REMUNERATION AND BENEFITS



CITY OF  
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Jul. 21, 2014	Added section on comparison to be done in the first and third year following a general election; for example, a comparison to be done in 2014, to take effect in 2015
Nov. 2021	Policy updated to reflect removal of the exemption under the income tax act, the addition of a process to address situations where the external comparison indicated a salary reduction is required, a change to the frequency of the external comparison and various administrative adjustments, and addition of compensation for the Acting Mayor
July 9, 2024	Last review date and next revision date updated.

# COUNCIL POLICY

## TECHNOLOGY FOR COUNCIL MEMBERS



CITY OF  
*Lethbridge*

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Policy Number:	CC-11
Approved by:	City Council
Effective Date:	July 21, 2014
Next Revision Date:	July 21, 2018
Policy Owner:	Information Technology

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### PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community. The purpose of this policy is to ensure that each Member of City Council, during their term of office, has access to the technology needed to perform their official functions.

### POLICY STATEMENT

It is the policy of the City of Lethbridge to provide each Member of City Council with technology resources for business use and provide support, training, and upgrades for this equipment and business processes as required.

### DEFINITIONS

Term	Description
<u>Cellular Devices</u>	Cellular phones, smart phones, mobile devices with cellular connectivity
<u>Evergreening</u>	The process of regularly updating technology to common standards
<u>Technology resources</u>	Hardware, software, telecommunications, corporate network access, internet connectivity, related peripheral devices, corporate network printing, fax systems, and City e-mail accounts

### RESPONSIBILITIES

City Clerk shall:

- a. In discussion with City Council, determine the business requirements for City Council technology which includes hardware, software, telecommunications, corporate network access, internet connectivity and related peripheral devices
- b. Provide initial operational support for City Council technology in conjunction with Corporate Information Technology Business Unit
- c. Identify the changing technological needs of Members of City Council

# COUNCIL POLICY

## TECHNOLOGY FOR COUNCIL MEMBERS

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CITY OF  
*Lethbridge*

Corporate Information Technology Business Unit shall:

- a. Work with City Clerk's Office to understand requirements and delivery of appropriate technology resources for City Council
- b. Provide operational support for City Council technology in conjunction with City Clerk's Office
- c. Upon request, provide additional resources to each City Council member as follows but not limited to:
  - o International coverage capabilities for mobile and cellular devices
  - o Pilot new devices as a potential means to improve business processes for Council
- d. Distribute, support, maintain and reclaim all technology resources issued to Members of City Council

City Council Shall:

- a. Contact City Clerk's Office for initial operational support for technology in conjunction with the Corporate Information Technology Business Unit
- b. Secure and protect the technology during their term
- c. Return or purchase the technology after the conclusion of their term
- d. Provide the equipment to the Corporate Information Technology Business Unit for scheduled maintenance and support

### PROCEDURES

1. Access to training on the use of the technological equipment will be provided from the Corporate Information Technology Business Unit and coordinated through the City Clerk's Office.
2. The Mayor and City Council Members have the option to purchase their mobile device and/or cellular device at the end of their term at the depreciated value as determined by Corporate Information Technology Business Unit
3. Upon the completion of a term in office the Corporate Information Technology Business Unit will destroy all personal data and secure the technology equipment unless the equipment is purchased by a Member of City Council.
4. All City Council technology will be upgraded based on City Council terms and/or upgrade cycles.
5. A Member of City Council may request a review of this policy, different technology, or technology upgrade upon request to the Mayor.
6. Technology desired by a Member of City Council that is not identified within the scope of this policy must be purchased privately by the Member of City Council and will not be supported nor integrated with corporate technology.

# COUNCIL POLICY

## TECHNOLOGY FOR COUNCIL MEMBERS



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7. Portable technology for temporary use will be checked in and out from the Corporate Information Technology Business Unit through the City Clerk's Office.
8. Portable technology for temporary use will be checked in and out from the Corporate Information Technology Business Unit through the City Clerk's Office.

### POLICY REVIEW

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### SUPPORTING REFERENCES AND RESOURCES

- Corporate Technology Standards, IT4
- Corporate Technology Access, IT5
- Corporate Technology Use, IT6

### REVISION HISTORY

Review Date	Description
Nov. 17, 2003	City Council resolution passed – New Policy Effective Date.
Jan. 1, 2004	New document (City Council Technology Standards)
Oct. 4, 2004	Numbered and re-issued (Technology Council Members, CC11)
Oct. 29, 2007	Added Blackberry cellular with International coverage capabilities according to City Council resolution
Apr. 30, 2012	Revised policy to follow current practices
Feb. 3, 2014	Deleted provision to provide internet access at home
Jul. 21, 2014	Changed title of Policy to Technology Resources for Council Members

# COUNCIL POLICY

## COUNCIL PROFESSIONAL DEVELOPMENT AND ADVOCACY OPPORTUNITIES



CITY OF  
*Lethbridge*

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Policy Number: CC-13  
 Approved by: City Council  
 Effective Date: April 9, 2024  
 Next Revision Date: April 9, 2028  
 Policy Owner: Finance and Corporate Performance

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### PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community.

This policy shall:

- Provide City Council with the flexibility to allocate resources in the most targeted and economical way to meet advocacy goals, optimizing impact.
- Maximize the cost-effective utilization of taxpayer funds by pooling resources for City Council activities, while ensuring strategic alignment with advocacy priorities.
- Encourage City Council to prioritize advocacy impact in event selection, balancing the number of attendees with cost considerations.
- Maintain a norm of attendance at events unless budget constraints dictate otherwise, ensuring alignment with strategic goals and avoiding overallocation.
- Support City Council in developing their professional skills and fostering strategic advocacy efforts in line with the City of Lethbridge Advocacy Plan.
- Promote the strategic advocacy efforts of City Council within the community and beyond.
- Enable City Council members to attend events for both Professional Development and community support purposes.

### DEFINITIONS

Term	Description
<u>Advocacy and Intergovernmental Business Travel</u>	Travel related to promoting community interests and engaging with other levels of government, allocated as 80% of the Travel Budget.

# COUNCIL POLICY

## COUNCIL PROFESSIONAL DEVELOPMENT AND ADVOCACY OPPORTUNITIES



CITY OF  
*Lethbridge*

<u>Advocacy Categories</u>	Classifications of advocacy efforts into High, Medium and Low Priority based on community impact and complexity.
<u>Advocacy Events</u>	Conferences, Committees, and official forums related to advocacy priorities and community interests.
<u>Advocacy Plans</u>	Strategies and plans developed by City Council to prioritize and guide advocacy efforts based on their impact on the community.
<u>City of Lethbridge Advocacy Framework</u>	A document providing a broader context and framework for advocacy efforts in the City of Lethbridge.
<u>Committee Budget</u>	The allocated funds specifically designated for travel related to Committee activities.
<u>Exceptions/Exclusions</u>	Instances or scenarios that fall outside the scope of the policy, specifying what is not covered or considered.
<u>Travel Expenses</u>	Costs associated with attending a conference or similar professional event. These expenses typically comprise various components, including transportation costs incurred while traveling to the conference venue, which may involve airfare, train tickets, or other modes of transportation.
<u>Local Travel</u>	Movement within the city or nearby areas, typically for events or purposes directly related to the local community.
<u>Mayor and Councillor Attendance Protocols</u>	Guidelines specifying the criteria for selecting representatives from City Council to attend and represent the city at Advocacy Events, in accordance with the Municipal Government Act (MGA).
<u>Non-local Travel</u>	Travel outside the local area, encompassing conferences, events, or advocacy trips at the provincial, federal, or inter-city levels.
<u>Professional Development</u>	Activities aimed at enhancing the skills and knowledge of City Council members to improve their effectiveness in governance.
<u>Travel Budget Allocation</u>	The distribution and assignment of funds to different categories, such as Advocacy and Intergovernmental business travel, as well as Council travel for local events and Professional Development.

# COUNCIL POLICY

## COUNCIL PROFESSIONAL DEVELOPMENT AND ADVOCACY OPPORTUNITIES

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### **POLICY STATEMENT**

It is the policy of the City of Lethbridge to recognize the crucial role of advocacy in advancing community interests and concerns. This policy aligns City Council's Travel Budget with a strategic and coordinated approach to advocacy, ensuring transparency, accountability, and the effective utilization of resources for the benefit of the City of Lethbridge.

### **Expense Categories**

City Council acknowledges the significance of categorizing advocacy efforts to prioritize initiatives with high community impact. Eligible events under these Advocacy Categories are:

- a) Advocacy Travel including but not limited to:
  - a. Provincial Advocacy
    - i. Alberta Municipalities (ABMunis) conference
  - b. Federal Advocacy
    - i. Federations of Canadian Municipalities (FCM) conference
  - c. Intergovernmental Relations
  - d. Mid-Sized Cities Mayors Caucus meetings
  
- b) Local travel including but not limited to:
  - a. Council Events Hosting
  - b. Tickets for Local or Community Events
  
- c) Board or Committee Opportunities
  - a. If traveling for the purpose of a board or Committee to which a Councillor is appointed, those expenses must be covered by the Committee/board budget.
  
- d) Professional Development
  
- e) Exceptions/Exclusions
  - a. Travel for the Lethbridge/Saint- Laurent exchange will be covered under a separate budget.
  - b. This policy will comply with City Council Policy CC-15: Attendance at Political Functions, this policy will not cover expenses such as paying for tickets, registration

# COUNCIL POLICY

## COUNCIL PROFESSIONAL DEVELOPMENT AND ADVOCACY OPPORTUNITIES

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CITY OF  
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- fees, or donations for political parties, constituent associations, political candidates, or the events organized by political candidates.
- c. This policy will comply with City Council Policy CC-20: Use of City Funds to Purchase Alcohol.
    - i. Purchase of Cannabis is not permissible.

### **Travel Budget Allocation and Per-Diem Amounts**

- The annual allocation of Council's Travel Budget shall include:
  - Advocacy and Intergovernmental Business Travel (Approximately 80%) and;
  - Council travel for local events, Professional Development, etc. (Approximately 20%)
- This policy will comply with City Council Policy CC-10: City Council Remunerations and Benefits.

### **Mayor and Councillor Attendance at Advocacy Events**

- Bylaw no 6125, the Council Code of Conduct Bylaw, and City of Lethbridge Advocacy Framework, both confirm the Mayor is the main spokesperson for the municipality unless delegation is expressly granted to another member of council.
  - The distinction between presenting the official position of the city and exerting influence should be made clear during interactions.
  - The decision on which representatives of City Council will attend and represent the City of Lethbridge must be compliant with the protocols section of the City of Lethbridge's Advocacy Plan.
    - Care should be taken to ensure that attendance and representation align with the designated roles and responsibilities of Councillors and the Mayor.

### **Mayor and Councillor Professional Development**

- Participation in relevant Professional Development opportunities is essential to enhance governance skills and knowledge.
- Attendance at workshops, seminars, and training sessions focused on areas including but not limited to leadership, public policy, community engagement, and municipal governance is encouraged.



# COUNCIL POLICY

## COUNCIL PROFESSIONAL DEVELOPMENT AND ADVOCACY OPPORTUNITIES

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- Councillors are encouraged to attend a Professional Development session at least once per year of their term to ensure ongoing learning and skill development.

### **Reporting**

- Travel budget and expenditures will be published on the City website on a quarterly basis to enhance public confidence through improved accountability and transparency.
- Reporting of Travel Budget will be broken down by advocacy topics and Professional Development to reflect the varied purposes of the trips.
- This policy will comply with City Council Policy CC-14: City Council Members Reporting to Council.

### **RESPONSIBILITIES**

The responsible parties with respect to this policy are as follows:

City Council must:

- a) Develop and approve Advocacy Plans, prioritizing initiatives with high community impact.
- b) Determine eligibility for Advocacy Categories and oversee strategic advocacy efforts.
- c) Review and approve changes to the Travel Budget Allocation.
- d) Report on their activities at meetings and events.

Finance and Corporate Performance Department must:

- a) Implement changes to the Travel Budget allocation in accordance with City Council approvals.
- b) Provide financial expertise and support for the effective utilization of the Travel Budget.

Communications Department must:

- a) Facilitate the publication of Travel Budget and expenditure information on the City's website quarterly.
- b) Ensure unified messaging and positive relations in advocacy communications.

### **PROCEDURE(S)**

#### **Booking Expense Claims & Reporting**

# COUNCIL POLICY

## COUNCIL PROFESSIONAL DEVELOPMENT AND ADVOCACY OPPORTUNITIES

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CITY OF  
*Lethbridge*

- Booking, expense claims and reimbursement for travel will follow where applicable City of Lethbridge Administrative Policy and Administrative Procedure FS-05 and FS-05PR: Travel

### **Selection of Delegates**

- Attendance decisions are subject to Mayoral approval and aligned with the provisions outlined in the Council Code of Conduct Bylaw.
  - Decisions are to be made in consultation with Council, will determine attendance at specific conferences based on interest and relevance to advocacy priorities.
  - For the Alberta Municipalities Conference and Federation of Canadian Municipalities Conference, attendance will be communicated by the Mayor at a Governance SPC meeting prior to the conference registration deadline, with consideration given to the input provided by Council members.
  - Council will establish a minimum number of attendees required for each conference, encouraging active participation and accountability among Councillors.
  - Depending on registration costs, the budget may allow flexibility even if all Councillors attend; however, prudent budgeting practices should be maintained.

### **CONSEQUENCES OF NON-COMPLIANCE**

Non-compliance with this policy may result in a review of approvals, adjustments to plans, and appropriate actions to ensure adherence to guidelines. Consequences may include reallocations, training, or other measures as deemed necessary. Failure to adhere may lead to actions under the Council Code of Conduct Bylaw, impacting delegate selection and the withholding of discretionary benefits, at City Council's discretion.

### **SUPPORTING REFERENCES AND RESOURCES**

- Administrative Policy FS-05: Travel
- Administrative Procedure FS-05PR: Travel
- [Bylaw No. 6125 Council Code of Conduct Bylaw \(or any updated version or successor bylaw\)](#)
- [City Council Policy CC-10: City Council Remuneration & Benefits](#)

# COUNCIL POLICY

## COUNCIL PROFESSIONAL DEVELOPMENT AND ADVOCACY OPPORTUNITIES



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- [City Council Policy CC-14: City Council Members Reporting to Council](#)
- [City Council Policy CC-15: Attendance at Political Functions](#)
- [City Council Policy CC-20: Use of City Funds to Purchase Alcohol](#)
- [City of Lethbridge Advocacy Framework](#)
- [Municipal Government Act](#)

### POLICY REVIEW

Council policies are to be reviewed by City Council, once per term, as per City Council Policy CC-01: Policy Development, Implementation, and Evaluation. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### REVISION HISTORY

Review Date	Description
Dec. 9, 2013	New Document
July 21, 2014	City Council resolution passed
April 9, 2024	City Council Policy CC-13, now titled "Council Professional Development and Advocacy Opportunities," has been updated to prioritize flexibility, impact maximization, and alignment with advocacy priorities. The Travel Budget has been allocated with 80% for Advocacy and Intergovernmental business travel, and 20% for local events and Professional Development, aligning with per-diem amounts from Policy CC-10.

# COUNCIL POLICY

## CITY COUNCIL MEMBERS REPORTING TO COUNCIL



CITY OF  
*Lethbridge*

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Policy Number:	CC-14
Approved by:	City Council
Effective Date:	July 21, 2014
Next Revision Date:	July 21, 2018
Policy Owner:	City Clerk

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### **PURPOSE**

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community. The purpose of this policy is to ensure that all City Council Members have equal access to all information on meetings and events.

### **DEFINITIONS**

Not applicable.

### **POLICY STATEMENT**

It is the policy of the City of Lethbridge that the Mayor or City Councillors who represent City Council at meetings and events shall regularly report on these activities to other members of City Council.

### **RESPONSIBILITIES**

Not applicable.

### **POLICY REVIEW**

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

# COUNCIL POLICY

## CITY COUNCIL MEMBERS REPORTING TO COUNCIL

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CITY OF  
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### REVISION HISTORY

Review Date	Description
May 21, 1974:	New Document (Alderman Reporting to Council, Council #2)
Dec. 16, 1974:	New Document (Reporting Major Developments to Council policy, Council #1)
Oct. 15, 1986:	Council #1 and Council #2 re-issued
Oct. 4, 2004:	Merged Council #1 and Council #2 (CC14)
July 21, 2014:	Deleted references to reporting on major developments

# COUNCIL POLICY

## ATTENDANCE AT POLITICAL FUNCTIONS



CITY OF  
*Lethbridge*

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Policy Number:	CC-15
Approved by:	City Council
Effective Date:	July 21, 2014
Next Revision Date:	July 21, 2018
Policy Owner:	City Clerk

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### **PURPOSE**

It is the policy of the City of Lethbridge to not fund or make any direct or indirect contributions to a registered political party, registered constituency association or registered candidate. Accordingly, the City will not pay for any tickets, registration fees or donations for political parties, constituency associations, candidates or their events.

### **DEFINITIONS**

Not applicable.

### **POLICY STATEMENT**

It is the policy of the City of Lethbridge to not fund or make any direct or indirect contributions to a registered political party, registered constituency association or registered candidate. Accordingly, the City will not pay for any tickets, registration fees or donations for political parties, constituency associations, candidates, or their events.

### **PROCEDURES**

Not applicable.

### **RESPONSIBILITIES**

Not applicable.

### **POLICY REVIEW**

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### **SUPPORTING REFERENCES AND RESOURCES**

- *Municipal Government Act*

# COUNCIL POLICY

## ATTENDANCE AT POLITICAL FUNCTIONS

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CITY OF  
*Lethbridge*

- *Election Finances and Contributions Disclosure Act*

### REVISION HISTORY

Review Date	Description
Nov. 9, 1981	New Document (Expenditure of City Funds Associated with Political Contributions, Council #31)
Oct. 15, 1986	Re-issued
Oct. 4, 2004	Re-issued (CC15)
Nov. 13, 2007	Revised as per Council Resolution
Sept 15, 2008	Revised to reflect Election Finances and Contributions Disclosure Act
July 21, 2014	Revised to expand it to Employees and Special Purpose Bodies

# COUNCIL POLICY

## REIMBURSEMENT OR INDEMNIFICATION FOR ACTION OR JUDGEMENT



CITY OF  
*Lethbridge*

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Policy Number:	CC-16
Approved by:	City Council
Effective Date:	February 5, 2007
Next Revision Date:	February 5, 2011
Policy Owner:	Legal Services

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### **PURPOSE**

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community and to supply desirable and/or necessary services to the community. The purpose of this policy is to give Members of City Council, Employees, Volunteers and Appointees by Council to various Boards, Commissions and Committees protection from financial penalties resulting from actions or judgments against them while performing their duties to the City of Lethbridge and to set parameters on when the City will reimburse such costs incurred.

### **DEFINITIONS**

Not applicable.

### **POLICY STATEMENT**

It is the policy of the City of Lethbridge to provide legal defense and pay all reasonable expenses and costs with respect to any criminal or civil action taken against an Affected Person during the performance of their duties which are within the scope of the Affected Person's duties.

The City of Lethbridge will indemnify and save harmless any Affected Person from any action, claim, cause or demand, that may be made or arise from the carrying out of the duties of the position.

### **RESPONSIBILITIES**

An Affected Person shall:

- a) Notify the City Solicitor upon being advised that legal action is being commenced or a claim is being made against the Affected Person, arising out of their duties.



# COUNCIL POLICY

## REIMBURSEMENT OR INDEMNIFICATION FOR ACTION OR JUDGEMENT

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CITY OF  
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### PROCEDURES

1. Any Affected Person is to notify the City Solicitor upon being informed that any legal action is being commenced or a claim is being made against them.
2. A committee consisting of a member of the Leaders Team (excluding the City Manager), or as per Police Services Collective Agreement. The City Solicitor and the Human Resource Manager shall determine if an action against an Affected Person is eligible for protection or indemnification under this policy.
3. The Affected Person or his/her designate, as well as the appropriate Business Unit Manager, shall be afforded an opportunity to present his/her case for protection or indemnification before the Committee.
4. The Affected Person may appeal the decision of the Committee to the City Manager.
5. Except where limited by the City's Insurance Agreements, where outside legal assistance is deemed necessary, the appointment of a Solicitor will be mutually agreeable to the Affected Person and to the City Solicitor.

### POLICY REVIEW

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### REVISION HISTORY

Review Date	Description
June 30, 1981	New Document – Policy Effective Date.
Oct. 15, 1986, 2006	Re-issued (City Council Policy #29)
Feb. 15, 2007	Re-issued (CC16)

# COUNCIL POLICY

## CITY MANAGER PERFORMANCE REVIEW



CITY OF  
*Lethbridge*

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Policy Number:	CC-17
Approved by:	City Council
Last Review Date:	July 9, 2024
Next Revision Date:	July 9, 2028
Policy Owner:	People and Culture

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### PURPOSE

The purpose of this policy is to establish an appropriate and timely process to review the City Manager's performance.

### DEFINITIONS

Not applicable.

### POLICY STATEMENT

The *Municipal Government Act* requires City Council to provide an annual written review of the City Manager. It is the policy of City Council to provide periodic and formal reviews to the City Manager to ensure the fair and transparent operation of the municipality. Results of the annual review are reported in confidence to City Council with due respect for privacy, fairness, and dignity.

### RESPONSIBILITIES

City Council shall:

- a) On an annual basis, conduct quarterly check-ins with the City Manager during a Closed Session of Council in the months of February, June and December
  - On an annual basis, conduct quarterly check-ins with the City Manager during a Closed Session of Council in the months of February, June and December
- b) On an annual basis, prepare and deliver a formal written evaluation of the City Manager in September, considering:
  - Manager and leadership practices;
  - Relationship with Council;
  - Relationship with Staff;
  - Relationship with public and media;
  - Objectives and accomplishments; and
  - Areas for improvement/suggested training

# COUNCIL POLICY

## CITY MANAGER PERFORMANCE REVIEW

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CITY OF  
*Lethbridge*

- c) Utilize a 360-degree leadership and management review practice, ensuring to include the City Manager, Administration and a sampling of community organizations that the City has worked with in the preceding calendar year.
- d) Identify and approve four-year goals at a reasonable time following the year when a municipal election is held.
- e) Review and accept, with modifications if necessary, the work plan prepared by the City Manager.
- f) Review the City Manager's work plan in September of each year as part of the annual formal written evaluation.

City Manager shall:

- a) Prepare a work plan of objectives and anticipated results based on the four-year goals identified by City Council following the year when a municipal election is held and present the plan to City Council at a time mutually agreed upon with Council for approval and/or amendments.
- b) Bring forward to City Council for approval any changes to the work plan as they arise.

### PROCEDURES

#### Performance Review

1. The Mayor, in consultation with the Chair of the Governance Standing Policy Committee, shall initiate the quarterly check-in process by scheduling a Closed Meeting of City Council for a discussion with the City Manager.
2. The Mayor, in consultation with the Chair of the Governance Standing Policy Committee, shall initiate the annual review process by distributing to City Council performance review forms and collecting said forms from City Council not less than 2 weeks prior to be the scheduled formal review. The performance review forms will be in substantial conformance to Appendix A of this Policy.
3. The Mayor and Chair of the Governance Standing Policy Committee, aggregates feedback from the forms and prepares a report of the results. In the first three years of Council, this will be a progress report, and in the third year it is a final report. The aggregated reports are to be provided to City Council members in advance of each quarterly check-in and annual review.
4. The Mayor and Chair of the Governance Standing Policy Committee arranges the quarterly check-ins and annual review in consultation with City Council and the City Manager. The whole of City Council participates in each quarterly check-in and annual review meeting.

# COUNCIL POLICY

## CITY MANAGER PERFORMANCE REVIEW



CITY OF  
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5. The results of the quarterly check-in and annual review documents will be shared with the City Manager.
6. The quarterly check-in reports and final reports will be kept by People and Culture as part of the Personnel File of the City Manager.
7. The final report will be made available to the newly elected City Council during the City Council orientation.
8. Any changes to the scheduled review will be reported to City Council by September 1.

### POLICY REVIEW

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### SUPPORTING REFERENCES AND RESOURCES

- *Municipal Government Act*
- City Manager Bylaw
- Procedure Bylaw

### REVISION HISTORY

Review Date	Description
Nov. 17, 2003	New Policy – Effective Date
Oct. 4, 2004	Numbered and re-issued
July 7, 2014	Outlined the sharing of the reporting and changed the date for initiating the review from September to June
Dec. 13, 2022	Added quarterly check-ins with the City Manager; utilize 360-degree leadership and management review practice; involve the Governance Standing Policy Committee
July 9, 2024	Last review date and next revision date updated.



CITY OF  
*Lethbridge*

**City Manager  
Performance Evaluation Form**

**Name:**

**Appraisal Period:**

**Overview:**

The purpose of this form is to provide a common reference from which all City Council Members will evaluate the City Manager's job performance. A set of indicators should not be interpreted to represent all possible behaviours for a specific area of responsibility, but rather as key examples of expected behaviours. Based on cumulative performance information, evaluate the City Manager's effectiveness in meeting each performance competency. Place a check mark in the boxes in Section A which most closely fit your judgement. Space for written comments in each area is provided, however, the City Council Member has the option of attaching an additional page to support the rating.

**Rating Scale:**

1. **Unsatisfactory:** Performance in a competency is consistently unacceptable.
2. **Below Expectations:** Performance in a competency is consistently below expectations and significant problems exist.
3. **Meets Expectations:** Performance in a competency meets expectation and there is no significant problem.
4. **Exceeds Expectations:** Performance in a competency indicates increased proficiency and is consistently above expectations.
5. **Clearly Outstanding:** Performance in a competency is consistent and superior to that which is normally expected.

**Section A**  
**Council Member's Evaluation of City Manager**

**1. The City Manager effectively plans City programs and services to meet the identified needs of the City.**

Indicators:

- a. Recommends appropriate goals and objectives for the City.
- b. Develops effective long and short-range plans for City goals and improvement programs.
- c. Evaluates the progress of established program goals on a systemic basis.
- d. Organizes resources, personnel, and facilities to provide for the effective implementation of goals.

Comments:

Unsatisfactory to Outstanding				
1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**2. The City Manager effectively delegates authority and responsibility.**

Indicators:

- a. Clearly communicates performance expectations to staff.
- b. Provides those responsible for delegated tasks with ample authority and support.
- c. Effectively monitors progress of delegated tasks.

Comments:

Unsatisfactory to Outstanding				
1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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**3. The City Manager makes sound decisions and exhibits good judgement.**

Indicators:

- a. Identifies important issues or problems; responds to decision-making situations in a timely and mature manner.
- b. Makes decisions based on objective information, appropriate input from other parties, and logical interpretation of the facts available.
- c. Keeps decisions consistent with the philosophy, goals and policies of the City.
- d. Clearly communicates decisions to those affected.
- e. Pays sufficient attention to detail to avoid error or “slipping through the cracks”.
- f.

Unsatisfactory to Outstanding

1      2      3      4      5  
           

Comments:

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**4. The City manager maintains a positive and productive working relationship with City Council Members**

Indicators:

- a. Understands and respects the role and authority of City Council.
- b. Abides by imposed limits to executive authority.
- c. Keeps Council adequately informed, in a timely and equal manner, on issues, needs and operations of the municipal system.
- d. Presents pertinent and objective facts and explanations necessary to assist the Council in its policy decisions.
- e. Is responsive to the concerns of City Council Members.
- f. Supports Council policy and action in a positive manner.
- g. Ensures staff are suitably informed of Council decisions as appropriate.

Unsatisfactory to Outstanding

1      2      3      4      5  
           

Comments:

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**5. The City Manager assists in the development of and effectively administers policy.**

Indicators:

- a. Recommends effective policies on organization, finance, municipal projects, personnel, City municipal infrastructure, and related functions of the City.
- b. Communicates and interprets Council administrative procedures necessary to implement Council policy.
- c. Effectively and promptly initiates administrative procedures necessary to implement Council policy.
- d. Ensures compliance with all laws, municipal policies and procedures.

Unsatisfactory to Outstanding

1      2      3      4      5  
           

Comments:

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**6. The City Manager uses a systemic approach to management which supports the philosophy and goals of City Council.**

Indicators:

- a. Keeps informed regarding all aspects of the municipal system.
- b. Recommends appropriate municipal goals for the City.
- c. Communicates high expectations for employee achievement.
- d. Involves appropriate groups in the City.
- e. Initiates planning process for the development and evaluation of projects and services designed to achieve specific municipal goals and objectives.

Unsatisfactory to Outstanding

1      2      3      4      5  
           

Comments:

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**7. The City Manager directs the preparation and expenditures of the budget within the City's fiscal capabilities.**

Indicators:

- a. Anticipates and plans for long-range financial needs.
- b. Prepares sound recommendations and priorities for the annual budget.
- c. Provides for effective management of financial accounting and investment systems.
- d. Ensures that funds are expended in accordance with the approved budget.

Unsatisfactory to Outstanding

1      2      3      4      5  
           

Comments:

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**8. The City Manager plans for the effective provision and utilization of facilities and other material needs for the City.**

Indicators:

- a. Keeps informed on physical needs of municipal programs including facilities, equipment and supplies.
- b. Anticipates facility needs and administers building projects effectively and efficiently.
- c. Ensures that municipal infrastructure and facilities meets the needs of the City's population and are efficiently maintained.
- d. Effective in controlling costs through economical utilization of human resources, materials and equipment.
- e. Ensures employees have a safe environment to work in and are provided with the necessary tools and training.

Unsatisfactory to Outstanding

1      2      3      4      5  
           

Comments:

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**9. The City Manager promotes positive community relations through effective communication and involvement of community members.**

Indicators:

- a. Develops and implements a planned program for communication between the City and the community.
- b. Promotes community support and involvement with the City.
- c. Represents the City in activities involving other municipal systems, institutions, agencies, and professional or community groups.
- d. Maintains a cooperative relationship with the news media.

Unsatisfactory to Outstanding

1      2      3      4      5  
           

Comments:

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**10. The City Manager provides for effective personnel practices that promote high quality staffing, job performance and retention.**

Indicators:

- a. Anticipates and recommends the number, types and organization of positions needed to effectively and efficiently implement City operational goals.
- b. Maintains employment practices that provide for high quality staff.
- c. Recommends equitable pay systems and appropriate pay increases for personnel.
- d. Effectively evaluates the performance of the City's Leadership Team.
- e. Willing to face up to disciplinary problems and take action as warranted.

Unsatisfactory to Outstanding

1      2      3      4      5  
           

Comments:

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**11. The City Manager initiates and promotes an effective employee relations program.**

Indicators:

- a. Provides for the development and execution of fair and effective personnel procedures and practices.
- b. Provides for clear lines of authority and communications in City administrative organization.
- c. Displays sensitivity to the needs and concerns of staff.
- d. Promotes a positive work environment that supports high staff morale.
- e. Supports the professional development of all personnel through a well-planned comprehensive training program.
- f. Effective at ensuring staff makes a positive impression on citizens.

Unsatisfactory to Outstanding

1      2      3      4      5  
           

Comments:

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**12. The City manager displays effective personal leadership attributes.**

Indicators:

- a. Demonstrates ability to gain staff support and commitment to City goals and objectives.
- b. Maintains poise and emotional stability in the full range of professional activities.
- c. Demonstrates ability to work well with individuals and groups.
- d. Demonstrates ability to speak and write effectively.
- e. Maintains high standards of ethics, honesty, and integrity in all personal and professional matters.
- f. Pursues continuing professional development through reading, attending conferences and involvement with related agencies.
- g. Accepts responsibility for own actions.
- h. Demonstrates interest and enthusiasm in performing duties.
- i. Open to new ideas and suggestions for change.
- j. Changes approach to fit new situations.

Unsatisfactory to Outstanding

1      2      3      4      5  
           

Comments on Leadership:

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**Narrative Evaluation**

What were the City Manager's most notable accomplishments during the past year?

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Which of the City Manager's qualities were most instrumental in fulfilling the role this past year?

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What does the City Manager do that you would like continued?

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What would you like done differently?

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In what areas should the City Manager focus his attention in this coming year?

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Do you have any general comments to share with the City Manager?

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\_\_\_\_\_  
Council Member Signature

\_\_\_\_\_  
Date



# COUNCIL POLICY

## USE OF REGISTERED CITY OF LETHBRIDGE CREST AND FLAG



CITY OF  
*Lethbridge*

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Policy Number: CC-18  
Approved by: City Council  
Effective Date: July 7, 2014  
Next Revision Date: July 7, 2018  
Policy Owner: City Clerk

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### PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community. The purpose of this policy is to govern the use of the City of Lethbridge Crest and Flag.

### DEFINITIONS

Term	Description
Official City Business	<ol style="list-style-type: none"><li>1. correspondence from City Council and all City departments</li><li>2. business cards and name tags of City employees and City Council</li><li>3. Bylaws</li><li>4. press releases</li><li>5. policies</li><li>6. signage on City office buildings and vehicles</li><li>7. official staff security identification tags</li><li>8. any other media conveying information in an official capacity</li><li>9. partnering &amp; promoting</li><li>10. City reports and projects</li></ol>

### POLICY STATEMENT

It is the policy of the City of Lethbridge that employees use the City of Lethbridge Crest and Flag only for official City business and that the use and/or sale by anyone other than the City of Lethbridge shall be subject to approval of the City Manager. The City of Lethbridge Crest and Flag are registered trademarks of the City of Lethbridge and are protected under copyright law.

### RESPONSIBILITIES

City Manager shall:

- a. Authorize other persons or organizations to use the Crest and Flag
- b. Maintain the guidelines on the usage of the Crest and Flag

# COUNCIL POLICY

## USE OF REGISTERED CITY OF LETHBRIDGE CREST AND FLAG

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CITY OF  
*Lethbridge*

### PROCEDURES

Guidelines on the usage of the Crest and Flag are to be maintained by the City Manager or their delegate.

### POLICY REVIEW

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### SUPPORTING REFERENCES AND RESOURCES

- History of the City of Lethbridge Crest, Logo and Flag
- Guidelines on the Use of the Crest and Flag
- Flag Policy CC50

### REVISION HISTORY

Review Date	Description
Oct. 15, 1986	New Document (City Council Policy #39) – Policy Effective Date
Feb. 5, 2007	Re-issued (CC18)
Jul. 7, 2014	Added sentence on copyright and provided City Manager the authority to approve usage of the Crest and Flag

# COUNCIL POLICY

## DISTRIBUTION OF PROMOTIONAL ITEMS



CITY OF  
*Lethbridge*

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Policy Number:	CC-19
Approved by:	City Council
Effective Date:	July 7, 2014
Next Revision Date:	July 7, 2018
Policy Owner:	City Clerk

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### **PURPOSE**

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community. The purpose of this policy is to promote the City of Lethbridge through the provision of souvenirs and mementos to our residents.

### **DEFINITIONS**

Not applicable.

### **POLICY STATEMENT**

It is the policy of the City of Lethbridge that souvenirs and mementos are issued in controlled quantities by the Mayor's and City Clerk's Offices.

### **RESPONSIBILITIES**

The administration of City Council promotional items shall be the responsibility of the Mayor's and City Clerk's Offices. This will include the ordering and distribution of such items.

### **PROCEDURES**

Distribution of promotional items will be restricted to:

- Any group representing the City in a formal competition or event where the exchange of some promotional items is customary
- School, youth, or cultural groups that are hosting groups from outside the City of Lethbridge
- School, youth, or cultural groups that are visiting groups from outside the City of Lethbridge
- Delegations visiting the City of Lethbridge
- Delegations representing the City out of town
- City residents traveling



# COUNCIL POLICY

## DISTRIBUTION OF PROMOTIONAL ITEMS

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CITY OF  
*Lethbridge*

These items are intended to promote the City of Lethbridge and shall be provided free of charge and are only available in limited quantities.

The Mayor and City Council have the discretion to distribute the promotional items as they see fit.

### **POLICY REVIEW**

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### **SUPPORTING REFERENCES AND RESOURCES**

- Pin Distribution Guidelines

### **REVISION HISTORY**

<b>Review Date</b>	<b>Description</b>
Oct. 15, 1986	New Document (City Council Policy #40)
Feb. 5, 2007	Re-issued (CC19)
Jul. 7, 2014	Revised to add clause that the Mayor and City Council have the discretion to distribute the promotional items

# COUNCIL POLICY

## USE OF CITY FUNDS TO PURCHASE ALCOHOL



CITY OF  
*Lethbridge*

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Policy Number:	CC-20
Approved by:	City Council
Effective Date:	July 7, 2014
Next Revision Date:	July 7, 2018
Policy Owner:	Treasury and Financial Services

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### PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community. The purpose of this policy is to control the use of City funds to purchases alcoholic beverages at functions sponsored by City Council.

### DEFINITIONS

Term	Description
Alcohol	Beverages including but not limited to, spirits, wine, and beer.

### POLICY STATEMENT

It is the policy of the City of Lethbridge to prohibit the use of City funds to purchase alcoholic beverages except at functions sponsored by City Council, or except under special circumstances when approved by the Mayor or the City Manager.

### RESPONSIBILITIES

Employees shall:

- a) Seek approval of the City Manager or the Mayor when responsible for hosting delegation which entails extending citizen hospitality. Written approval is required to advance of the function as well as obtaining any necessary liquor license.

### POLICY REVIEW

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

# OUNCIL POLICY

## USE OF CITY FUNDS TO PURCHASE ALCOHOL

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CITY OF  
*Lethbridge*

### REVISION HISTORY

Review Date	Description
Aug. 18, 1980	Council Policy #28 issued
Oct. 15, 1986	Re-issued
Feb. 5, 2007	Re-issued (CC20)
Jul. 7, 2014	Revised to require written approval and a liquor license. Reference to public functions removed.

# COUNCIL POLICY

## FACILITIES CAPITAL INVESTMENT RECOGNITION



CITY OF  
*Lethbridge*

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Policy Number: CC-22  
Approved by: City Council  
Last Review Date: July 9, 2024  
Next Revision Date: July 9, 2028  
Policy Owner: City Clerk

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### PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community and to supply desirable and/or necessary services to the community. The purpose of this policy is to guide the acquisition and placement of dedication features recognizing substantial capital investment by the City in the construction, updating, or expansion of municipal or community facilities.

### DEFINITIONS

<b>Term</b>	<b>Description</b>
<u>Dedication Feature</u>	Any agreed upon plaque, sign, cairn, artwork, symbol or amenity that meet the requirements of this policy and associated guidelines.
<u>Facility</u>	Any City of Lethbridge park, building, structure or infrastructure.
<u>Protocol</u>	a code of ceremonial, diplomatic, military or religious etiquette and precedence.

### POLICY STATEMENT

It is the policy of the City of Lethbridge to ensure that the requirements for recognition of the City's significant financial investment in capital projects can be recognized in a highly visible, and architecturally appropriate location on/at these facilities.

### RESPONSIBILITIES

City Council shall:

- a) If it varies from the standard design, give final approval to the design, and placement of recognition feature such as plaques, signs, cairns, artwork, or other amenities for new facilities, or the re-dedication of existing or expanded facilities

Office of the Mayor shall:

- a) Act as a resource on inter-governmental protocol in regard to the development of dedication features and provides advice as required
- b) Oversee the organization and conduct of dedication ceremonies

# COUNCIL POLICY

## FACILITIES CAPITAL INVESTMENT RECOGNITION

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CITY OF  
*Lethbridge*

City Clerk's Business Unit shall:

- a) Prepare, maintain and advise on guidelines associated with this Council policy

Project Manager shall:

- a) Ensure that the project budget includes funding for a dedication feature
- b) Arrange for preparation, hanging or construction at a highly visible and architecturally appropriate location on/at the facility
- c) At least three months in advance of project completion, initiate the preparation of a dedication feature that complies with the Facilities Capital Investment Recognition Policy Guidelines and Procedures

Corporate Communications Business Unit shall:

- a) Act as a resource providing media management for the dedication ceremony
- b) Promote public awareness of the dedication features program and provide information on its processes and activities as required

City Solicitor shall:

- a) Ensure that the requirement for a dedication feature is included as a standard clause in contractual agreements for capital projects.
- b) Responsible for the overall responsibility for the dedication feature

Facility Services shall:

- a) Act as a resource for the project
- b) Responsible for the fabrication and installation of the dedication feature
- c) Provide advice on the placement or mounting of dedication features at facilities in compliance with architectural standards and building codes, taking into account the planned use and lifecycle of the facility, and any ongoing maintenance and operations cost
- d) Recommend to City Council the disposal, replacement or relocation of dedication features as may be required over time
- e) Responsible for upkeep of the dedication feature(s) associated with these facilities throughout their lifecycle

### **PROCEDURES**

Departments obtain Guidelines and Procedures for the Facilities Capital Investment Recognition Policy from the Office of the City Clerk.

# COUNCIL POLICY

## FACILITIES CAPITAL INVESTMENT RECOGNITION



CITY OF  
*Lethbridge*

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### POLICY REVIEW

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### REVISION HISTORY

Review Date	Description
Feb. 5, 2007	New Policy – Effective Date
Sep. 28, 2015	Revised to reflect current practices; deletion of Oversight Committee; include more than one City Council on dedication feature
July 9, 2024	Last review date and next revision date updated.

## **FACILITIES CAPITAL INVESTMENT RECOGNITION POLICY GUIDELINES AND PROCEDURES**

Dedication features recognizing significant capital investment in facilities by the City of Lethbridge will be developed according to the following Guidelines and Procedures:

### **GUIDING PRINCIPLES**

The guiding principles of the Facilities Capital Investment Recognition Policy shall be that dedication features shall:

- Be integral to the municipal planning, engineering and development process
- Embrace good design principles (i.e. engineering, structural, aesthetic, and safety) and comply with City Bylaws
- Create a process for acquiring and locating a dedication feature that is fair and equitable
- Determine a location that respects the integrity of the surrounding environment
- Meet Facilities Services requirements for ongoing maintenance and/or operation
- Ensure that the requirement for a dedication feature is included as a standard clause in contractual agreements for capital projects
- Provide policy information to all contributors to the project, and information about any constraints on its design and construction
- Assign a location or location options based on the type, style, features and purpose of the dedication item
- Solicit public input where required
- Advise City Council on any issues or sensitive situations surrounding dedication features

## **RESPONSIBILITIES**

Each City Business Unit/Department will be responsible for coordinating the wording and design of all plaques. Work on the development of the feature and dedication ceremony should begin at least 3 months in advance of the project completion date. Once the dedication feature has been mounted on/at the facility an official unveiling ceremony will be held.

The design, content and production of the feature will be led by the Business Unit responsible for the project in consultation with Facility Services and the City Manager.

## **PROTOCOL**

The following suggested guidelines are for dedication features created for or by the City of Lethbridge. They are intended to be broad enough to allow for creativity and diversity but are restrictive enough to ensure compliance with tradition and protocol.

It is recognized that as the City works in partnership with the community there may be circumstances where a less formal dedication feature focused on the services offered to citizens, or the facility's contribution to the quality of life of the community may be preferred,

1. Dedication Features may include:

- a. Corporate name: "City of Lethbridge" and City Crest
- b. Facility's name
- c. Prior to listing the names of the Mayor and Council insert the statement "Representing the Citizens of Lethbridge"
- d. Mayor's name
- e. Councillors' names
- f. City Manager's name
- g. Date of the official opening or dedication - if the exact date is known it should be put on the feature, otherwise the month and year are appropriate

More than one City Council should be highlighted, depending on the scope of the project.



2. Lists should follow this order from the top down if applicable:

- a. Facility's name
- b. Dedication
- c. Date of the official opening or dedication
- d. Federal Minister
- e. Provincial Minister
- f. Mayor
- g. Councillors in alphabetical order
- h. Officials of Community Organizations
- i. City Manager

3. Official Titles:

Officials from organizations, federal and provincial ministers should have their full titles on the feature. The person's name should precede their official title by the use of a dash or by the placement of the official title below the person's name, i.e.:

The Honourable Rob Renner - Minister of Environment

*OR*

The Honourable Rob Renner  
Minister of Environment

In addition, the government represented should be acknowledged after the Minister's name and title by the use of "Province of Alberta" or "Government of Canada".

If an official from an organization or a Federal or Provincial Minister is on the plaque, the Mayor should have their full title "His Worship Robert Tarleck - Mayor" followed by the "City of Lethbridge". If an official from an organization or a Minister is not on the plaque, the Mayor will have their full name placed beside the abbreviated title "Mayor", i.e.: Robert Tarleck - Mayor.

### **TEMPORARY CONSTRUCTION SIGNS**

Where the City of Lethbridge has made a significant contribution to the construction or improvement of facilities the City may also be recognized on

temporary construction signs along with partner agencies, other orders of government and other donors according to the guidelines set out in this policy, and its associated procedures and protocols.

### **REDEDICATIONS**

Where the City of Lethbridge has made a significant capital investment in the expansion or redevelopment of existing municipal or community facilities, a rededication feature may be developed following the guidelines set out in this policy and procedure.

If any existing City of Lethbridge facility lacks a dedication feature that recognizes past capital investment by the City, Council may wish to consider the application of a dedication feature, and at City Council's direction a feature could be developed following the guidelines set out in this policy.

### **FINANCIAL CONSIDERATIONS**

The City of Lethbridge will bear the cost of erecting a dedication feature on/at facilities solely funded by the City.

The City may elect to pay the full cost of erecting a dedication feature on/at jointly funded facilities, or may negotiate paying a portion of the costs associated with erecting a feature on jointly funded facilities. Partnership and Funding Agreements may set out who is responsible for bearing the cost.

City funded capital projects will include a dedication feature recognizing the City's investment as part of the project budget, and architectural requirements

# COUNCIL POLICY

## PARKLAND & ROADWAY SPECIAL EVENT



CITY OF  
*Lethbridge*

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Policy Number: CC-23  
 Approved by: City Council  
 Last Review Date: July 9, 2024  
 Next Revision Date: July 9, 2028  
 Policy Owner: Recreation & Culture

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### PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community and to supply desirable and/or necessary services to the community. The purpose of this policy is to recognize the importance of outdoor parkland and roadway special events contributions to the quality of life, as contributing to the cultural richness of the community, as affordable entertainment and as providing economic benefit to the City.

### DEFINITIONS

TERM	DEFINITION
<u>Special Event</u>	a. A pre-planned event with a distinctive purpose or theme b. A special event that is being held on municipally owned land or property c. An event that generally takes place on an annual basis or less frequently with predetermined opening and closing parameters and location d. Event that is open to the general public or is a private function
<u>Parkland</u>	Parkland is City of Lethbridge property which has been deemed parkland. These public lands may be booked for public or private events with the understanding that public have access.
<u>Roadways</u>	The City of Lethbridge roads (streets, alleys, and public parking locations) are public property for use by motorists. If the roads are booked for another purpose that is approved by the city for a special event, then it is recognized and legitimate.

### POLICY STATEMENT

It is the policy of the City of Lethbridge to provide balanced use of public parkland and roadway spaces with consideration to the impact on community while supporting community enrichment through support of community groups and organizations in the implementation of special events.

### RESPONSIBILITIES

# COUNCIL POLICY

## PARKLAND AND ROADWAY SPECIAL EVENT



CITY OF  
*Lethbridge*

City Council shall:

- a) Approve provision of funding resources for support within established budget guidelines

Recreation and Culture Department shall:

- a) Coordinate the community special events application process and approval process

Parks Operations shall:

- a) Organize and provide services to assist the community deliver successful events

Transportation Services shall:

- a) Review all roadway usage and closure requests and provides final approvals

Integrated Risk Management shall:

- a) Establish City of Lethbridge insurance requirements

### **POLICY REVIEW**

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### **SUPPORTING REFERENCES AND RESOURCES**

Not applicable.

### **REVISION HISTORY**

<b>Review Date</b>	<b>Description</b>
Feb. 5, 2007	New Policy — Effective Date.
July 20, 2015	Editorial Changes
July 9, 2024	Last review date and next revision date updated.

# COUNCIL POLICY

## COURTESY USE OF FACILITIES AND SERVICES



CITY OF  
*Lethbridge*

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Policy Number:	CC-25
Approved by:	City Council
Effective Date:	July 20, 2015
Next Revision Date:	July 20, 2019
Policy Owner:	Recreation & Culture

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### **PURPOSE**

The City of Lethbridge has identified the need to provide a consistent and equitable framework for support of courtesy use of city facilities to not-for-profit organizations and groups wishing to sponsor fundraising events/ special events/ conferences/ conventions/ meetings/ cultural events/ sports events.

This policy establishes a strategy for contributing to the social and economic well-being of our community, by helping Lethbridge organizations hold events and functions.

### **DEFINITIONS**

Not applicable.

### **POLICY STATEMENT**

It is the policy of the City of Lethbridge to encourage social and economic well-being, thereby contributing to the quality of life, by assisting community not-for-profit organizations with courtesy use of transit buses or rental of city facilities.

### **RESPONSIBILITIES**

City Council shall:

- a. Approve provision of funding resources for support within established budget guidelines

Community Services shall:

- a. Coordinate the application, booking and approval
- b. Determine the costs associated with the facilities and services request

### **PROCEDURES**

1. Applicant apply for a permit for the use of the facilities and/or services
2. Fees are determined by Community Services

# COUNCIL POLICY

## COURTESY USE OF FACILITIES AND SERVICES

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CITY OF  
*Lethbridge*

3. Written Applications must be directed to the City Manager
4. City Manager to evaluate and approve request
5. If the request is viewed to be extraordinary, the City Manager may direct the Applicant to make a presentation at City Council

### **POLICY REVIEW**

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### **SUPPORTING REFERENCES AND RESOURCES**

- Courtesy Use of Facilities, July 30, 1985

### **REVISION HISTORY**

<b>Review Date</b>	<b>Description</b>
Oct. 15, 1986	Re-issued
Apr. 15, 2008	Re-formatted
July 20, 2015	Procedures changed and title of policy changed

# COUNCIL POLICY

## COMMUNITY CAPITAL PROJECT GRANT



CITY OF  
*Lethbridge*

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Policy Number:	CC-26
Approved by:	City Council
Effective Date:	Dec. 12, 2023
Next Revision Date:	Dec. 12, 2027
Policy Owner:	Community Social Development

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### PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community. The City of Lethbridge partners with not-for-profit organizations to improve quality of life for the citizens of Lethbridge. The purpose of this policy is to establish the framework for the allocation and administration of community capital project grant funding that assists in the development of community facilities.

### DEFINITIONS

Term	Description
<u>Eligible Facilities:</u>	Indoor and outdoor facilities, technology and major equipment used for sports and recreation, arts and culture, family and community services and located within Lethbridge city limits. The facility and/or area must be under the organization's jurisdiction and be accessible to the general public through land ownership, long-term lease or another instrument of occupation.
<u>Eligible Not-for-Profit Organization:</u>	A registered community not-for-profit organization where the primary mandate is to provide sports, recreation, arts, cultural, family, economic development, environmental, tourism and/or community services.
<u>Eligible Projects:</u>	<p>Stream A: Planning Assistance</p> <ul style="list-style-type: none"> <li>○ Professional assistance in planning and designing capital construction projects, such as consultant fees for environmental site analysis, geotechnical reports, preliminary design, preliminary financial feasibility, or other consultant fees as approved by Administration for proposed or existing facilities, which are eligible projects under Stream B of this policy.</li> </ul> <p>Stream B: Capital Assistance</p> <ul style="list-style-type: none"> <li>○ <b>New facility construction</b> - facility for provision of a new service or a facility to replace an existing facility.</li> <li>○ <b>Facility expansion</b> - expansion of an existing facility beyond the existing footprint.</li> </ul>

# COUNCIL POLICY

## COMMUNITY CAPITAL PROJECT GRANT



CITY OF  
*Lethbridge*

	<ul style="list-style-type: none"> <li>○ <b>Retrofit existing facility space</b> - redevelop existing space for a new use or purpose.</li> <li>○ <b>Renovate existing facility space</b> - remodel or restore condition of space.</li> <li>○ <b>Facility technology upgrade</b> - upgrade facility mechanical, security and other systems.</li> <li>○ <b>Major equipment</b> - replacement or addition of major equipment supporting program and maintenance programs and services which have a lifespan of five years or greater.</li> <li>○ <b>Furniture, Fixtures, and Equipment (FF&amp;E)</b>- movable furniture, fixtures, or other equipment which have no permanent connection to the structure of a building (I.e.- desks, chairs, computers, electronic equipment, etc.). FF&amp;E expenses are restricted to 10% of eligible project budget, unless otherwise authorized in writing by Administration.</li> </ul>
<u>Good Standing:</u>	An organization that can demonstrate all its obligations existing or past to the City of Lethbridge, have been or will be met by time of submission of grant (e.g. of obligations include but are not limited to, non-compliance of previous or current agreement terms, currently in or expected to be past due, history of violation of development permits, etc.)
<u>Not-for-Profit Organization:</u>	<p>A not-for-profit organization legally registered (and in good standing) under one of the following:</p> <ul style="list-style-type: none"> <li>○ Societies Act of Alberta; Companies Act of Alberta, Part 9</li> <li>○ Business Corporations Act of Alberta, Part 21</li> <li>○ Special Act of the Parliament of Canada (e.g. service club)</li> </ul> <p>Special Act of the Alberta Legislature</p>

### POLICY STATEMENT

It is the policy of the City of Lethbridge to partner with eligible not-for-profit organizations and provide financial support through the Community Capital Project Grant (CCPG) for eligible facilities and projects in pursuit of the following goals:

- Support not-for-profit organizations in the development of their strengths and capacities to provide services for their members and community;
- Provide financial assistance for not-for-profit organizations in their efforts to construct, renovate or retrofit facilities, or to purchase major equipment required for effective operation of community facilities and services to enable service provision for their members and the community; and



# COUNCIL POLICY

## COMMUNITY CAPITAL PROJECT GRANT



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- Maximize the use of funds from other sources for investment and reinvestment in community facilities in a timely and efficient manner; and
- Prioritize planning and capital development support of proposed projects that increase the inclusivity, diversity, equity and/or accessibility of recreational, educational and wellbeing opportunities for community members.

### **Grant Allocation:**

#### Stream A: Planning Assistance

- Applicants are not permitted to apply for both Stream A and Stream B funding during the same intake period, for the same project.
- Administration will facilitate and manage regular intake period(s) and the evaluation of submitted applications.
- Each application will be assessed against the evaluation criteria. A minimum threshold score must be obtained to qualify for any funding.
- Approved applications will be funded by CCPG on a matching basis of total cost of consultant fees- up to ½ CCPG, ½ other sources.
- The maximum amount of CCPG contribution for planning assistance is \$25,000 per project.
- Other City of Lethbridge capital or operating budgets funds cannot be used for matching.
- An applicant may only receive funding approval for planning assistance once per calendar year.

#### Stream B: Capital Assistance

- Applicants are not permitted to apply for both Stream A and Stream B funding during the same intake period, for the same project.
- Applicants with an uncompleted Capital Assistance project are not eligible to apply for Stream B funding, unless otherwise authorized in writing by Administration.
- Applicants are not permitted to apply for Stream B funding for a project if an existing Stream A grant exists with an outstanding receipt and approval of a final report, for the same project.
- Administration will facilitate and manage regular intake period(s) and the evaluation of submitted applications.
- Each application will be assessed against the evaluation criteria approved by Administration. A minimum threshold score must be obtained to qualify for any funding.

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- Approved applications will be funded by CCPG on a matching basis- up to 1/3 CCPG, 2/3 other sources.
- The maximum amount of CCPG contribution for capital assistance is \$200,000 per project.
- Other City of Lethbridge capital budget funds cannot be used for matching
- An applicant may only receive funding approval for capital assistance once every other calendar year.

### RESPONSIBILITIES

City Council shall:

- a. Approve funding available for the grant prior to each budget cycle.
- b. Consider funding for grant allocation recommendations brought forward by Administration if/when available funding does not sufficiently meet the request.

Administration shall:

- a. Promote the use of the CCPG to community stakeholders.
- b. Establish an interdepartmental grant review committee to evaluate and prioritize grant applications in a consistent manner.
- c. Coordinate, administer, maintain and when necessary, update the processes, evaluation criteria, application and reporting for CCPG, at Administration's discretion.
- d. Approve and award grant allocations annually within the approved CCPG budget.
- e. Recommend to City Council project(s) for grant funding allocation if/when available funding does not sufficiently meet the Administration recommended requests.
- f. Enforce the terms and conditions of the grant agreements and outcome reporting.

Applicant shall:

- a. Provide a complete application, and all documentation required by the application form, in alignment with intake period timelines.
- b. Attest at time of submitting the application, that the organization is in good standing, as defined by this policy.
- c. Following execution of a CCPG grant agreement with the City, provide evidence, satisfactory to Administration, of matching funding for the balance of the project prior to initial disbursement.
- d. Following completion of the project, submit a final project report as outlined by the executed CCPG grant agreement.

City Manager shall:

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## COMMUNITY CAPITAL PROJECT GRANT



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- a. Review and sign all approved CCPG grant funding agreements.

### PROCEDURES

The grant administration procedures include the following:

- a. Eligible not-for-profit organizations submit applications for CCPG.
- b. Administration reviews each organization's status and verifies project details and completeness of application.
- c. The interdepartmental grant review committee evaluates completed applications and makes recommendations to Administration regarding the prioritization of scored project applications.
- d. Administration, at its own discretion, may recommend to City Council that additional funding be provided if prioritized project allocations exceed the budgeted amount.
- e. Administration writes, executes, and manages CPPG grant funding agreements with each successful proponent. CCPG grant funding agreements include required reporting, disbursement schedules, and project timelines.

### POLICY REVIEW

This policy shall be reviewed by City Council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### REVISION HISTORY

Review Date	Description
Feb. 11, 2008	New document
March 3, 2008	Revised
July 20, 2015	Added minimum threshold score requirement; City Council's role revised, and applicant may only receive funding approval once every two years.
Oct. 19, 2023	Split Planning and capital assistance into two separate streams, remove approval of evaluation criteria from City Council Responsibilities, increase planning assistance maximum funding amount, etc.

**COUNCIL POLICY  
COMMUNITY CAPITAL PROJECT  
GRANT**

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CITY OF  
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# COUNCIL POLICY

## MONUMENTS



CITY OF  
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Policy Number:	CC-27
Approved by:	City Council
Effective Date:	July 9, 2024
Next Revision Date:	July 9, 2028
Policy Owner:	Recreation and Culture

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### PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community to supply desirable and/or necessary services to the community. The purpose of this policy is to guide the acquisition and placement of all monuments located on municipal property. The intent of this policy is to ensure a fair and consistent selection and approval process.

### POLICY STATEMENT

- Ensure the respect for the intended purpose of municipal property while supporting community culture through the installation of appropriate monuments
- To incorporate and integrate the monument program into the planning, design, and development process on municipal property

### DEFINITIONS

Term	Description
Disposing	Indoor and outdoor facilities and major equipment used for sports and recreation, arts and culture, family and community services and located within Lethbridge city limits. The facility and/or area must be under the organization's jurisdiction and be accessible to the general public through land ownership, long-term lease or another instrument of occupation.
Monument	A structure erected to commemorate a famous or notable person or event. Specifically, monument refers to visual works, which are displayed in public areas including, but not limited to: <ul style="list-style-type: none"> <li>• Sculptures – free standing, wall supported or suspended, kinetic electronic in any material or combination of materials;</li> <li>• Architectural embellishments, street inlays, or landscaping features with community intent;</li> <li>• Memorial gardens, fountains or park accessories.</li> <li>• Materials constructed to recognize significant accomplishments of person, persons, groups, or events</li> <li>• Plaques or commemorative tablets;</li> </ul>

# COUNCIL POLICY MONUMENTS



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	<ul style="list-style-type: none"><li>• Exclusion to Monuments:<ul style="list-style-type: none"><li>○ Structures for informational, directional, descriptive, or interpretive information</li><li>○ Structures with purely artistic intent</li></ul></li></ul>
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## POLICY PRINCIPLES

The guiding principles of the Monument Policy shall be that monuments:

- Be accessible and encourage a diversity of artwork
- Be integral to the municipal planning, engineering and development process
- Embrace good design principles (i.e. engineering, structural, aesthetic, and safety) and comply with City Bylaws
- Create a process for acquiring and locating a monument that is fair and equitable
- Determine locations that respect the integrity of the surrounding environment

## RESPONSIBILITIES

City Council shall:

- a) Accept and approve and confirm the placement of donated Monuments

Community Services shall:

- a) Provide to donators of monuments any constraints on the design and construction
- b) Assign a location or location options based on the type, style, features, and purpose of the monument
- c) Recommend to Council disposal or relocation of individual monument works
- d) Provide advice regarding contracts, public exhibition rights, and copyright legislation
- e) Solicit public input where required
- f) Promote public awareness of the monument program and provide information on its processes and activities
- g) Review and make recommendations to Council, on all proposed monument projects, and ensure the application established procedures and guidelines on a project-by-project basis in consultation with appropriate municipal departments
- h) Advise City Council on any issues or sensitive situations surrounding donated monuments

# COUNCIL POLICY MONUMENTS



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## PROCEDURES

### Administration Procedure

1. Formal application made to Community Services Administration.
2. Demonstration of financial capacity for monument construction and the maintenance process.
3. Preparation of design concept including a schematic illustration, size, weight, timetable, preferred location, organization accountabilities and key contacts.
4. Site options are reviewed which are deemed appropriate for the monument and its long term relationship with the surrounding environment and community.
5. Advise or negotiate with applicant any health and safety issues that impact installation, repair or maintenance.
6. City Administration reviews application and makes recommendation to City Council.
7. City Council reviews formal application and determines if permission is granted.

### Disposal Procedure

1. Disposal includes both the process of removal of material from the collection and its subsequent disposal or physical removal. No monument will be disposed of without consultation and approval from City Council.
2. Criteria for disposing of monuments include:
  - Condition of monument and/or cost of maintenance/conservation
  - Current location of monument is no longer suitable or available
  - Nominated "life span" has expired
  - Monument does not meet the terms of the policy;
  - Loss of community values or integrity
  - Long term implications including legal ramifications;
  - Endangers public safety
  - Compromises public works projects
  - Extensive or un-repairable vandalism
  - Overwhelming public objection
3. Disposal of monuments can include any one of the following:
  - Return to the donor or community organization, or offered to the family if donor is deceased or community organization disbanded
  - Offer of gift or trade

# COUNCIL POLICY MONUMENTS



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- Demolition of the work with appropriate notification

## POLICY REVIEW

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

## SUPPORTING REFERENCES AND RESOURCES

Not applicable.

## REVISION HISTORY

Review Date	Description
Nov. 14, 2005	New Document
July 20, 2015	Changed monument definition
July 9, 2024	Last review date and next revision date updated.



# COUNCIL POLICY

## COMMUNITY EVENT SUPPORT PROGRAM



CITY OF  
*Lethbridge*

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Policy Number:	CC-28
Approved by:	City Council
Last Review Date:	July 9, 2024
Next Revision Date:	July 9, 2028
Policy Owner:	Community Social Development

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### **PURPOSE**

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community and to supply desirable and/or necessary services to the community. The purpose of this policy is to establish a program to provide funding support, investing in non-profit community organizations that organize and deliver events which enhance the quality of life for the citizens of Lethbridge, contribute to the culture richness of the community, and create affordable entertainment and provide economic benefit to the City.

The City of Lethbridge has identified the need to provide a consistent and equitable framework for support funding. This includes information transfer, an application process, support and an approval process.

### **DEFINITIONS**

Not applicable.

### **POLICY STATEMENT**

It is the policy of the City of Lethbridge to assist community not-for-profit organizations initiate and develop events that encourage social and economic well-being, thereby contributing to the quality of life, by providing event organizers with funding support.

#### Funding:

Funding may be applied to such items as city services, facility or equipment rentals, event marketing and communication, bidding costs, event supplies, volunteer expenses, professional and technical fees, safety, and event infrastructure such as venue rental, stages, and lighting. It may also be used for minor capital expenditures or for the operations of the event.

Examples of Ineligible expenses would include salaries, prizes, alcohol, and merchandise for resale.

# COUNCIL POLICY

## COMMUNITY EVENT SUPPORT PROGRAM



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All grant applications exceeding \$1,000 require the organization to provide 50% matching funds.

### Eligibility:

- Events qualifying for assistance must be held within the City, be organized for the purpose of building and celebrating a sense of community and be held primarily for the benefit of Lethbridge residents. Eligible events are:
  - Community Festivals
  - Participant Events
  - Other Community Special Events
  - Events which attract spectators and/or participants from outside Lethbridge

Applicant must be incorporated as a not-for-profit entity and in good standing, or be affiliated with a not for profit entity. They may not be a public institution or related foundation.

### **RESPONSIBILITIES**

City Council shall:

- a) Approve provision of funding resources for support within established budget guidelines

Administration shall:

- a) Review all applications for eligibility
- b) Coordinate the application, approval and reporting process
- c) Evaluate and review the grant program outcomes, reporting to City Council, prior to each four-year budget cycle

Financial Services Department Shall:

- a) Establish with the Financial and Administration Manager, financial processes and requirements for grant management

Applicants shall:

- a) Complete the application and provide all requested information

Successful Applications shall:

- a) File a financial accounting statement of event expenditures and revenues in accordance with the principle of full financial disclosure
- b) Report on the outcomes as described in the grant application
- c) File the reports in a and b above upon completion of the event

# COUNCIL POLICY

## COMMUNITY EVENT SUPPORT PROGRAM



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- d) Acknowledge the contribution of the City of Lethbridge in promotion/publicity of the event

### POLICY REVIEW

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### SUPPORTING REFERENCES AND RESOURCES

- Community Event Support Program Application Form
- City of Lethbridge Parkland and Roadway Special Events Policy
- Major Community Event Hosting Policy CC55

### REVISION HISTORY

Review Date	Description
Mar. 19, 2007	New Policy – Effective Date
Feb. 27, 2017	Combined with Civic Hosting Policy CC24; modeled after the Major Community Event Hosting Policy CC55
July 9, 2024	Last review date and next revision date updated.

# COUNCIL POLICY

## PUBLIC ART



CITY OF  
*Lethbridge*

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Policy Number: CC-30  
Approved by: City Council  
Last Review Date: July 9, 2024  
Next Revision Date: July 9, 2024  
Policy Owner: Recreation and Culture

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### PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop a safe and viable community and to supply desirable and/or necessary services to the community. The purpose of this policy is to establish the framework for the acquisition of public art.

### DEFINITIONS

Term	Description
<u>Public Art</u>	Defined as that which: <ul style="list-style-type: none"><li>• Builds a visually rich environment</li><li>• Provides art that is accessible to the community at large</li><li>• Reflects our diverse culture and celebrates our living heritage</li><li>• Demonstrates diverse expressions of art</li><li>• Prompts viewers to explore, challenge and question the work and its meaning</li><li>• Creates pride and achievement in the community</li><li>• Ensures a lasting legacy</li><li>• Provides an opportunity for business to participate in a public art program</li><li>• Applies only to visual art in any media</li></ul> Public Art includes the City of Lethbridge Fine Art Collection.

### POLICY STATEMENT

It is the policy of the City of Lethbridge to support the acquisition of public art. Public art is a vital ingredient in the cultural fabric of Lethbridge. This policy provides a framework for developing public art that:

- Builds a visually rich environment
- Plays a role in attracting creative businesses and workers.
- Provides arts opportunities that are freely accessible to all.
- Encourages the growth of a culturally informed public.

The outcome will be a distinct and vibrant artistic legacy for citizens of Lethbridge.

# COUNCIL POLICY

## PUBLIC ART

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CITY OF  
*Lethbridge*

### RESPONSIBILITIES

City Council shall:

- a) Provide an additional 1% of total cost of all Community Services capital projects within each 4-year Capital Improvement Program for projects and administrative resources
- b) Allocate 10% of each year's public art fund to a maintenance reserve
- c) Utilize a volunteer advisory body called the City of Lethbridge Public Art Committee
- d) Following Capital Improvement Program approval, approve a four-year project plan and budget as presented by the City of Lethbridge Public Art Committee, with annual updates provided.

Recreation and Culture Department shall:

- a) Coordinate the implementation of the Public Art Master Plan and oversee its periodic review
- b) Liaise with the various stakeholders involved in the planning and development of public art
- c) Manage the Public Art Fund
- d) Manage an ongoing maintenance program
- e) Coordinate the installation of public art projects
- f) Promote awareness and understanding of the importance of public art
- g) Develop and implement a communications framework

The City of Lethbridge Public Art Committee shall:

- h) Advise the City on public art policies and guidelines
- a) Develop a four-year project plan and budget to be approved by City Council following Capital Improvement Program approval, and report back on an annual basis
- b) Participate in the periodic review of the Public Art Master Plan
- c) Advise the City on adjudication processes for commissioning and acquiring public art
- d) Advise the City on maintenance and management of the Public Art Collection
- e) Evaluate and advise the City on proposed public art donations
- f) Provide advice on the decommissioning of public art

### POLICY REVIEW

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### SUPPORTING REFERENCES AND RESOURCES

- Public Art Master Plan

# COUNCIL POLICY

## PUBLIC ART

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### REVISION HISTORY

Review Date	Description
Oct 15, 1986	New Policy – Effective Date. Replaces City Council Policy #24 reissued Oct 15, 1986- The City of Lethbridge Art Acquisition Program
Oct. 1, 2007	Re-issued (CC30)
July 23, 2012	Revised
May 12, 2014	Art Committee is the final approving body for projects up to and including \$15,000
Sep. 21, 2020	Public Art Committee to establish a four-year project plan and budget; delete that Committee is the final approving body for projects up to and including \$15,000
July 9, 2024	Last review date and next revision date updated.

# COUNCIL POLICY

## SPORT & RECREATION



CITY OF  
*Lethbridge*

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Policy Number: CC-31  
Approved by: City Council  
Last Review Date: July 9, 2024  
Next Revision Date: July 9, 2028  
Policy Owner: Recreation and Culture

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### PURPOSE

Lethbridge City Council has a vision to work together with the community to ensure that Lethbridge demonstrates active leadership in environmental stewardship and innovation, and is recognized as being a safe, healthy, vibrant, prosperous, economically viable place where all people can fully participate in community life. The purpose of this policy is to recognize the significant personal and community benefits derived from a vibrant sport and recreation delivery system and the integral role that sport and recreation play in achieving our vision for the future.

The City of Lethbridge has identified the need to ensure that the citizens of Lethbridge have access to adequate sport and recreation facilities, services and programs.

### DEFINITIONS

Term	Description
<u>Recreation</u>	All those things that a person or group chooses to do in order to make leisure time more interesting, more enjoyable and more personally satisfying (National Recreation Statement, 1987 adopted by Alberta Recreation and Parks Association 1993). For the purpose of this policy these are physical activities that may or may not involve competition and/or the intention of improving personal performance (for example, activities such as jogging and biking for exercise would be included, as would a pick up game of 3 on 3 basketball)
<u>Sport</u>	An activity requiring physical ability, physical fitness, or technique and strategy and a set of rules, which usually, but not always, involves competition between two or more people. In this policy, the word sport will primarily mean amateur sport, but due to the nature of sport, there will be the understanding that professional sport is in the continuum

### POLICY STATEMENT

It is the policy of the City of Lethbridge to support and maintain a healthy and sustainable sport and recreation delivery system. Accordingly, the City will:

# COUNCIL POLICY

## SPORT AND RECREATION

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- a) Support community-based initiatives that promote wellness and facilitate accessibility to sport and recreation services for all citizens of Lethbridge
- b) Encourage and support sport and recreation partnerships at all levels within the community, including school districts, post-secondary institutions, health care providers, the private sector, community agencies and other levels of government
- c) Consult with the Lethbridge Sport Council, an independent body advocating on behalf of sport
- d) Align local sport and recreation initiatives with regional, provincial and federal programs to maximize community benefits
- e) Support and promote the organizational effectiveness of sport and recreation service providers and develop opportunities to recognize the contributions of volunteers
- f) Plan for and develop infrastructure at all levels that can readily adapt to changing trends

### RESPONSIBILITIES

City Council shall:

- a) ensure adequate lands are reserved for sport and recreation infrastructure development
- b) through the capital and operating program, review funding requests and recommendations
- c) approve related policies and practices for access to sport and recreation facilities, where required
- d) approve fee assistance structure and programs
- e) approve partnering/cooperative agreements

Administration shall:

- a) Facilitate implementation of the Sport and Recreation Policy mandate
- b) Coordinate long term sport and recreation planning
- c) Be community leaders in the provision of sport and recreation services, particularly in the areas of inclusion, diversity, climate change and promoting the benefits of sport and recreation.
- d) Develop, negotiate and manage contractual agreements and partnerships
- e) Coordinate space allocation and facility booking processes for the use of sport and recreation facilities
- f) Manage the operation and maintenance, including life cycle requirements, of sport and recreation facilities
- g) Facilitate business development support to sport and recreation organizations
- h) Facilitate and/or coordinate sport and recreation marketing, when applicable
- i) coordinate municipal sport and recreation funding/grant initiatives



# COUNCIL POLICY

## SPORT AND RECREATION



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- j) consult with the Lethbridge Sport Council

Lethbridge Sport Council shall:

- a) Provide leadership for the enhancements and development of sports in Lethbridge
- b) Advocate and promote sport and active recreation in Lethbridge
- c) Provide leadership in and assist organizations in efforts leading to enhanced accessibility, inclusivity and diversity
- d) Assist in attracting and promoting sports events that have economic and other benefits to Lethbridge and region
- e) Assist sport organizations and individuals by linking them to, or providing them with, sport-related education, support services and business development opportunities
- f) Provide benefits to our community, including but not limited to, opportunities in Training, Volunteer Organization Assistance, Research and Information Sharing, and Media Awareness
- g) Provide input to the Municipal Capital Improvement Program and the Operating Budget when required by assessing sport needs
- h) Communicate to City Council and/or Administration any issues, challenges or initiatives on an as required basis
- i) Support community sport and recreation organizations regarding climate resiliency and their ability to deal with change

### POLICY REVIEW

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### SUPPORTING REFERENCES AND RESOURCES

- Lethbridge Sport Council Strategic Plan 2019 - 2022
- Recreation and Culture Master Plan 2021

### REVISION HISTORY

Review Date	Description
Oct. 1, 2007	New Policy – Effective Date
July 20, 2015	Changed the definition of recreation
May 10, 2022	Realigned responsibilities to reflect updated division of labour between City of Lethbridge and Lethbridge Sport Council.
July 9, 2024	Last review date and next revision date updated.

# COUNCIL POLICY

## AFFORDABLE HOUSING AND HOMELESS



CITY OF  
*Lethbridge*

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Policy Number:	CC-32
Approved by:	City Council
Effective Date:	July 20, 2015
Next Revision Date:	July 20, 2019
Policy Owner:	Community Social Development

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### PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe viable community, and to provide services to the community. The primary responsibility for the funding of affordable housing and homeless initiatives rests with the federal and provincial governments. Access to safe and affordable housing is essential for the well-being of individuals and the community. The purpose of this policy is to provide a framework and guidelines to facilitate the development of an adequate supply of affordable housing opportunities in Lethbridge. Specifically, the policy serves to define the City's roles in this area.

### DEFINITIONS

Term	Description
<u>Affordable Housing</u>	Housing which adequately suits the needs of low and moderate income households at costs below those generally found in the Lethbridge market. It may take a number of forms that exist along a continuum, from emergency shelters, to transitional housing, to non-market rentals (also known as subsidized housing), to formal and informal rental, and ending with attainable home-ownership. For housing to be affordable, the Canada Mortgage and Housing Corporation have defined that a household should not spend more than 30% of its gross income on shelter costs. Highest priority for affordable housing is "core need households" that spend more than 50% of their income on shelter.
<u>Community Advisory Board</u>	A board that ideally comprises community service providers, funders, and academics. The Board provides recommendations to the Community Entity/Community Based Organization (CBO). This board is a requirement of funding agreements with the Government of Canada and the Social Housing in Action Standing Committee performs this role.
<u>Community Entity/Community</u>	The organization that receives funding from other orders of government; ensures that community planning occurs and that

# COUNCIL POLICY

## AFFORDABLE HOUSING AND HOMELESS



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<p><u>Based Organization (CBO)</u></p>	<p>decision-making mechanisms and administrative practices based on transparency and financial probity are in place. The Community Entity/CBO will work with the contracted agencies to ensure the expectations of the funders and the Service Providers are being met.</p>
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### POLICY STATEMENT

The provision of affordable housing and supports to end homelessness is a joint responsibility of the individual, all orders of government, the private sector, and the community.

The City of Lethbridge will facilitate the development of affordable housing by leveraging dedicated resources to increase the supply of affordable housing units within the City. The City's roles include:

**Administration:** The City coordinates and administers Federal, Provincial and Municipal housing programs and support services that relate to affordable housing and homelessness as requested by the other orders of government and in accordance with the agreements.

**Planning and regulation:** The City encourages the provision of safe and affordable housing through its regulatory and policy framework. Regulatory tools including land use policies, assessment policies, and rates structures to facilitate the creation of new affordable accommodation.

**Direct funding and development:** The City strategically contributes to the development of affordable housing options for all residents. In doing so, the City increases the supply of safe and affordable housing which is a key long term solution to homelessness. The City contributes municipal resources to the development of new affordable housing projects leveraging investments from various sources (other orders of government/private/non-profit and joint ventures). The City will leverage its role in land development to foster the development of affordable housing opportunities.

**Research and monitoring:** The City commits to the continuous monitoring and reporting of both supply and demand for affordable accommodation. This includes tracking external factors that influence supply and demand recognizing the dynamic nature of housing and the marketplace.

# COUNCIL POLICY

## AFFORDABLE HOUSING AND HOMELESS

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### RESPONSIBILITIES

City Council shall:

- a. Ensure that local housing priorities are identified in local planning documents including the Municipal Development Plan and Area Structure Plans
- b. Perform the function of the Community Entity/Community Based Organization (CBO) ensuring community planning occurs, transparency of decision making, administration, and financial practices for all projects
- c. Actively participate in advocacy for local housing challenges with other orders of government and through its municipal associations (AUMA and FCM)
- d. Receive information and recommendations from the Social Housing in Action Standing Committee of Council on issues that impact access to safe and affordable housing and homelessness
- e. Review available research and information to identify changing needs and priorities
- f. Set priorities for investments in affordable housing consistent with local needs
- g. Maintain an Affordable Housing Fund to be used for capital affordable housing projects
- h. Ensure City commitments are met with respect to funding agreements with other orders of government
- i. Provide direction to and receives recommendations from SHIA to support the development of affordable, social and special needs housing initiatives

Social Housing in Action Standing Committee shall:

- a. Perform the function of the Community Advisory Board
- b. Collaborate with the City of Lethbridge and the community to establish community priorities, develop funding criteria and the funding allocation process
- c. Identify the housing and program needs and support the development of affordable, social and special needs housing initiatives
- d. Solicit and receives stakeholders' input
- e. Provide input to the strategic community action plan development with respect to the community's access to safe and affordable housing and it's role to end homelessness
- f. Preview potential land development sites and locations for affordable housing developments
- g. Provide recommendations to City Council on policy, affordable housing projects and ending homelessness
- h. File and seek approval of community plans in support of affordable housing and homelessness

# COUNCIL POLICY

## AFFORDABLE HOUSING AND HOMELESS

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CITY OF  
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- i. Identify and communicate the housing and support needs of the community to City Council and other orders of government

Administration shall:

- a. In accordance with the contribution agreements, coordinate and administer programs and support services
- b. Receive direction from and provide reports to City Council on issues related to housing and homelessness
- c. Support and respond to direction from City Council
- d. Communicate corporate housing policies and issues to affected Business Units
- e. Communicate relevant corporate initiatives to relevant stakeholders
- f. Make recommendations to the Social Housing in Action Standing Committee
- g. Monitor emerging issues and the implications for policy and the implementation of the community plan
- h. Actively disseminate information about housing and homelessness as directed by City Council and Social Housing in Action Standing Committee
- i. Administer agreements and work with the contracted agencies to ensure the expectations of the funders and the Service Providers are met

### **PROCEDURE(S)**

N/A.

### **CONSEQUENCES OF NON-COMPLIANCE**

N/A.

### **POLICY REVIEW**

Council policies are to be reviewed by City Council, once per term, as per City Council Policy CC-01: Policy Development, Implementation, and Evaluation. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### **SUPPORTING REFERENCES AND RESOURCES**

- City of Lethbridge Municipal Development Plan

# COUNCIL POLICY

## AFFORDABLE HOUSING AND HOMELESS

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CITY OF  
*Lethbridge*

- Bringing Lethbridge Home: A 5 Year Plan to End Homelessness 2009 – 2014
- Homeless Partnering Strategy, Service Canada
- Human Services, Government of Alberta

### REVISION HISTORY

Review Date	Description
Oct. 1, 2007	New Document – Effective Date.
Dec. 2008	Review
Sep. 30, 2013	Changed name of policy
Jul. 20, 2015	Reviewed

# COUNCIL POLICY

## HISTORIC PLACES



CITY OF  
*Lethbridge*

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Policy Number: CC-33  
Approved by: City Council  
Last Review Date: July 9, 2024  
Next Revision Date: July 9, 2028  
Policy Owner: Planning and Design

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### PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to provide services to the community. Historic places have economic, cultural, and aesthetic value, and the preservation of historic places enriches the community. Historic Places are at risk due to redevelopment. The purpose of this policy is to recognize and protect the community's historically important properties.

### DEFINITIONS

<b>Term</b>	<b>Description</b>
<u>Historic Place</u>	A site or structure that meets minimum requirements for Significance and Integrity
<u>Mandatory Documentation</u>	The locational data of the property, and a Statement of Significance, a document that describes what the historic property consists of, why it is significant, and which features must be retained in order to preserve its historic value
<u>The Lethbridge Register of Historic Places</u>	A list of historic places that have been designated by the municipality. The Lethbridge Register of Historic Places is linked with the provincial and national registers; as a result, properties listed on the Lethbridge Register of Historic Places must meet the requirements established by the Province of Alberta

### POLICY STATEMENT

It is the policy of the City of Lethbridge to identify those places that have significant historical value to the City of Lethbridge and support the respective owners in the preservation and conservation of those places.

### RESPONSIBILITIES

City Council shall:

- a. Establish and maintain a committee, called the Historic Places Advisory Committee, by:
  - i. developing a Terms of Reference for the committee
  - ii. appointing committee members
- b. Consider Bylaw recommendations of the Historic Places Advisory Committee

# COUNCIL POLICY

## HISTORIC PLACES

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CITY OF  
*Lethbridge*

Applicants shall:

- a. Apply to the City of Lethbridge for Municipal Historic Resources Designation
- b. Sign a waiver agreement absolving the City of Lethbridge of liability due to any decrease in economic value that results from Municipal Historic Resources Designation
- c. Maintain and preserve their Historic Place in accordance with the respective Municipal Historic Resource Bylaw

Administration shall:

- a. Establish and maintain a process by which citizens can apply to have their property designated as a Municipal Historic Place. This includes:
  - i. establishing an application process for owners of potential historic properties
  - ii. ensuring all applicants have submitted the Mandatory Documentation to the City, as set out by the province,
  - iii. providing ongoing support to the Historic Places Advisory Committee
  - iv. preparing Designation Bylaws for City Council
  - v. establishing and maintaining the Lethbridge Register of Historic Places
  - vi. applying to the Province of Alberta to have the City's municipally designated sites listed on the Alberta Register of Historic Places
  - vii. cause a certified copy of the Bylaw to be registered at the appropriate land titles office
- b. Notify the owners of property listed in the City of Lethbridge: Inventory of Historic Places
- c. Notify the community of the Historic Places Policy

Historic Places Advisory Committee shall:

- a. Evaluate and make recommendations to City Council regarding the potential designation of Historical properties. The Historic Places Advisory Committee's recommendations are made in the form of a Bylaw, and are limited to:
  - i. the historical significance of a property
  - ii. the integrity of the property's historically significant features
- b. Advocate and to advise City Council and Administration on matters relating to locally important historic sites

### **POLICY REVIEW**

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### **SUPPORTING REFERENCES AND RESOURCES**



# COUNCIL POLICY

## HISTORIC PLACES

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CITY OF  
*Lethbridge*

- *Historical Resources Act*
- Standards and Guidelines for the Conservation of Historic Places in Canada
- City of Lethbridge: Inventory of Historical Places

### REVISION HISTORY

Review Date	Description
Sep. 17, 2007	New Policy – Effective Date.
July 20, 2015	Changed name of policy to Historic Places; references to “heritage” changed to “historic”
July 9, 2024	Last review date and next revision date updated.

# COUNCIL POLICY

## SNOW AND ICE CONTROL



CITY OF  
*Lethbridge*

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Policy Number: CC-34  
 Approved by: City Council  
 Last Review Date: July 9, 2024  
 Next Revision Date: July 9, 2024  
 Policy Owner: Transportation

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### PURPOSE

The City Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the Community. The Snow and Ice Control Policy is necessary to make a clear statement of the intent of the City of Lethbridge winter maintenance operations and establish the priorities, standards and service levels of the snow and ice control program. An effective and efficient snow and ice control program is necessary to allow the municipality to function under normal winter weather conditions, to reduce snow and ice hazards, to maintain a safe community and to provide the public adequate mobility on City controlled roadways, sidewalks and pathways.

### DEFINITIONS

<b>Term</b>	<b>Description</b>
<u>Arterial Roads</u>	Major roadways that carry high volumes of traffic. They are generally four lane roadways at a one mile spacing within City limits.
<u>Bus Routes</u>	The routes of the City Transit services, updated from time to time.
<u>Collector Roads</u>	The roadways that connect local roadways to arterial roadways and carry moderate volumes of traffic.
<u>Community Core Parks</u>	Any park which is not a Regional Park
<u>Extreme Winter Conditions</u>	The immediate demand for snow and ice control services will exceed the available resources
<u>Ice Control</u>	The application of abrasives and/or chemical de-icers to the surface of roads, sidewalks, and pathways to improve traction and to control or eliminate the formation of ice.
<u>Local Roads</u>	Roadways that typically serve residential neighbourhoods. Local roads carry low volumes of traffic.
<u>Lanes</u>	Access to the rear of properties, also known as back alleys.
<u>Pathway</u>	A route used by pedestrians and other recreational users that typically has an asphalt surface.
<u>Regional Parks</u>	Includes Henderson Lake Park, Nicholas Sheran Park, and Legacy Park.
<u>Regional Trails</u>	The main transportation corridor pathways running through the City.

# COUNCIL POLICY

## SNOW AND ICE CONTROL



CITY OF  
*Lethbridge*

<u>Sidewalk</u>	That part of a highway (roadway) intended for the use of pedestrians and includes the part lying between the curb line or edge of the roadway and the adjacent property line.
<u>Sidewalks and Pathways Priority Snow Removal Map</u>	Map as shown on the City of Lethbridge website.
<u>Snow Drifting</u>	The deposit of wind blown snow that may block roads, sidewalks, or pathways.
<u>Snow Plowing</u>	The act of pushing accumulated snow from road, sidewalk, or pathway surfaces in order to maintain traffic flow and pedestrian travel.
<u>Snow Plowing Priority Map</u>	Map as shown on the City of Lethbridge website.
<u>Snow Removal</u>	The removal of plowed and accumulated snow that is impeding the flow of traffic and pedestrians.
<u>Snow Routes</u>	Areas designated by the City for designated “No Parking” routes for snow plowing of the roadway into the parking lane.

### POLICY STATEMENT

The City will manage Snow and Ice Control operations on City controlled roads, lanes, sidewalks and pathways within City of Lethbridge Right of Ways and Park areas, in accordance with the established service level priorities, relevant City Bylaws and the Municipal Government Act. The intent of the snow and ice control program is to minimize the economic loss to the community, reduce the inconvenience and hazards of winter conditions for motorists and pedestrians, and facilitate the operation of Transit and Emergency Service vehicles.

The intent of the Snow and Ice Control Policy for roads and lanes is to create acceptable winter driving conditions for vehicles that are properly equipped for winter driving and are operated in a manner consistent with good winter driving habits. The intent is also to maintain reasonable walking conditions along City controlled sidewalks and pathways for pedestrians under normal winter conditions.

It is expected that there will be Extreme Winter Conditions where the immediate demand for snow and ice control services will exceed the available resources. Public Service Announcements will be issued at these times to provide information and to encourage safe driving practices in these poor driving conditions.

Any annual surplus/deficit from sanding, snow and ice removal operations be funded from the Municipal Revenue Stabilization Reserve (MRSR). Future operational budgets will be adjusted to reflect experience, growth in the road system, current costs and/or changes in service levels.

# COUNCIL POLICY

## SNOW AND ICE CONTROL



CITY OF  
*Lethbridge*

If the event of extreme winter snowfall is classified as an emergency/disaster, then the overall response to the event may be coordinated under the direction of the City's Director of Disaster Services as per the Municipal Emergency/Disaster Plan.

The City may activate Snow Routes for regular operations and/or extreme events as required by winter conditions. Snow Routes are generally Priority 2 Routes in residential areas and are identified on the City of Lethbridge website. Driveways would not be cleared after plowing of snow to the parking lane.

### RESPONSIBILITIES

City Council shall:

- a. Approve the Snow and Ice Control Policy and levels of service annually
- b. Be notified when an Extreme Winter Condition or an emergency/disaster is declared.

City Manager (or City Manager's designate) shall:

- a. Declare an Extreme Winter Condition to allow administration the ability to obtain additional resources to perform snow and ice control.
- b. Report to City Council on expenditures associated with Extreme Weather Conditions

Transportation Manager/Parks Manager shall:

- a. Periodically review and update the Snow and Ice Control Policy in accordance with City Council defined service levels. Detailed work procedures and methods necessary to implement this policy are contained within the "Snow and Ice Control Procedures" as approved by the Transportation Manager and the Parks Manager

Transportation Operations Manager/Parks Operations Manager shall:

- a. Develop and initiate procedures relating to the day-to-day implementation of the Snow and Ice Control Policy
- b. Manage the day-to-day operations to ensure compliance with the Snow and Ice Control Policy

### PROCEDURES

#### SERVICE LEVELS

Levels of Service are established for City controlled roadways and pedestrian facilities according to their priority ranking. The Snow and Ice Control priorities are based upon the following criteria: traffic speed, topography and traffic/pedestrian volumes. These priorities are reviewed, updated annually, and shown on our Snow and Ice Control Priority maps for both Roadways and Sidewalk/Pathways on the City of Lethbridge website.

# COUNCIL POLICY

## SNOW AND ICE CONTROL

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CITY OF  
*Lethbridge*

Operations generally begin November 1 and end March 31 of each year dictated by weather conditions and determined by Public Operations. Ice Control is conducted as necessary to improve traction and is based on pavement temperature and atmospheric conditions. Snow plowing will commence when snow fall accumulation begins to impede the flow of pedestrian and vehicular traffic.

### Ice Control & Snow Plowing Service Levels

In order to maximize the effectiveness of the available resources, snow and ice control forces will be allocated as per the following priorities:

Roadways:

- Priority 1 - Designated Arterial Roadways
  - Service Level; complete ice control and snow plowing within 24 hours of snowfall ending
- Priority 2 - Remaining Arterials and designated collectors
  - Service Level; complete ice control and snow plowing within 24 hours of Priority 1 completion
- Priority 3 - Remaining Collectors, controlled intersections (stops and yields) and bus routes
  - Service Level; complete ice control and snow plowing within 24 hours of Priority 2 completion
- Priority 4 - All other City controlled roadways and laneways
  - Service Level; to ensure that they are passable to emergency services and general public, as necessary upon completion of Priorities 1 through 3

### Sidewalks\Pathways

- Priority 1 - Includes sidewalks/pathways adjacent to all City of Lethbridge owned facilities located within the Central Business District
  - Service Level; complete snow plowing within 24 hours of snowfall ending
- Priority 2 - Public and Separate Schools and Regional Parks
  - Service Level; complete snow plowing within 24 hours of Priority 1 completion
- Priority 3 - Regional Trails and Community Core Parks
  - Service Level; complete snow plowing within 24 hours of Priority 2 completion
- Priority 4 – Neighbourhood sidewalks that don't front residential or commercial properties
  - Service Level; as necessary upon completion of Priorities 1 through 3

### Snow Removal, Snow Plowing & Drifting

Snow Removal is commenced when required due to heavy accumulation of snow to allow for vehicle passage and parking. Removed snow is trucked to a designated snow storage facility

# COUNCIL POLICY

## SNOW AND ICE CONTROL



CITY OF  
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approved by Alberta Environment. Snow removal (and loadout) is done on a priority basis with three priorities identified for snow removal during normal winter conditions as shown on the Road Snow Plowing and Removal Priority Map on the City of Lethbridge website. Snow Plowing is also identified on the Road Snow Plowing and Removal Priority Map, consisting of plowing snow to the boulevard or parking lanes as required relative to the same priority map.

There may be Extreme Winter Conditions that create impassible conditions on other roadways. If this occurs, all remaining roadways and laneways would be cleared on a case by case, area by area basis under Priority 4 (Emergency snow removal).

Drifting snow will be controlled via roadway design where practical, and by the strategic placement of snow fencing. Snow drifts that render roads, sidewalks, or pathways impassible will be cleared per the above mentioned priorities.

### POLICY REVIEW

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### SUPPORTING REFERENCES AND RESOURCES

- Snow and Removal Bylaw
- Snow Plowing Priority Map
- Sidewalks and Pathways Priority Snow Removal Map
- Snow and Ice Control Procedures

### REVISION HISTORY

Review Date	Description
Oct. 30, 2006	New Policy – Effective Date
Oct. 19, 2009	Revised to include snow routes in residential areas and provide for extreme weather conditions
July 17, 2017	Revised to add definitions, to reference the MRSR
July 9, 2024	Last review date and next revision date updated.

# COUNCIL POLICY

## SIGNING AUTHORITY



CITY OF  
*Lethbridge*

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Policy Number:	CC-38
Approved by:	City Council
Effective Date:	January 7, 2019
Next Revision Date:	January 7, 2023
Policy Owner:	Treasury and Financial Services

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### PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community. The purpose of this policy is to establish signing authorities and procedures for bylaws, minutes, and agreements binding the City of Lethbridge.

### POLICY STATEMENT

It is the policy of the City of Lethbridge that the signing authorities and procedures be established for bylaws, minutes, and any agreements binding the City of Lethbridge.

### DEFINITIONS

Term	Description
<u>Mutual Aid Agreement</u>	A written agreement between agencies, organizations, or jurisdictions to lend assistance across jurisdictional boundaries

### RESPONSIBILITIES

City Council shall:

- a. Approve the signing authority policy
- b. Approve the signing authority for banking and investments

Mayor and City Clerk or their designates shall:

- a. Sign Bylaws
- b. Sign City Council and Council Committee Minutes
- c. Sign Mutual aid agreements, agreements for grant funding for other organizations or groups, and grant agreements from other levels of government
- d. Sign Collective agreements
- e. Sign City Manager employment agreement
- f. And sign other agreements or documents required by legislation or directed by City Council to be signed by the Mayor and City Clerk

City Manager or their designate shall:

# COUNCIL POLICY

## SIGNING AUTHORITY



CITY OF  
*Lethbridge*

- a. Be the person authorized by City Council to sign (alone or with others) all agreements or documents that are not signed by the Mayor and City Clerk

City Clerk or their designate shall:

- a. Establish procedures so that one copy of all agreements and documents signed by the City Clerk are retained as the official City record

### PROCEDURES

1. The signing authority for investments is outlined in City Council Policy CC-44: Investments
2. The signing authority for banking is established by City Council resolution

### POLICY REVIEW

This policy shall be reviewed by city council, once per term, as stipulated in *CC-01 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### SUPPORTING REFERENCES AND RESOURCES

- Administrative Policy FS-26: Administrative Signing Authority
- City Clerk Bylaw
- City Council Policy CC-44: Investments
- City Manager Bylaw
- *Municipal Government Act*

### REVISION HISTORY

Review Date	Description
Oct. 27, 2008	New Document
Oct. 1, 2012	Renumbered reference to investment Policy
Jan. 7, 2019	Retain elected official signing authority for certain agreements; authority City Manager or designate to sign some agreements



# COUNCIL POLICY

## SOCIAL POLICY



CITY OF  
*Lethbridge*

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Policy Number:	CC-39
Approved by:	City Council
Effective Date:	July 20, 2015
Next Revision Date:	July 20, 2019
Policy Owner:	Community Social Development

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### **PURPOSE**

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community. The purpose of this policy is to provide a framework and guidelines to facilitate the development of a social framework that meets the needs of the residents of Lethbridge.

The quality of life in a community depends on both its physical and social infrastructure. Residents must have genuine opportunities to participate in society, develop their potential and enjoy fair access to income, education, services and resources.

### **DEFINITIONS**

Not applicable.

### **POLICY STATEMENT**

The City of Lethbridge envisions a city in which all individuals, families and communities have opportunities for healthy development leading to social well-being. The City believes that healthy development and social well-being occurs when:

- All residents are treated with dignity and respect
- Diversity is recognized and viewed as an asset that enriches every aspect of people's lives
- Disparities between groups are reduced such that all residents have access to the basic necessities of life
- All people have opportunity to participate in community life, contribute to society and develop their potential, irrespective of their age, race, religion, gender, sexual orientation or socio-economic position
- Residents experience a sense of belonging, acceptance and recognition
- All residents share in the responsibility of ensuring the quality of life within a community

### **GUIDING PRINCIPLES**

- People are one of a community's most valuable resource. Investments made in the development and support of people enhances the quality of community life in all its aspects

# COUNCIL POLICY

## SOCIAL POLICY



CITY OF  
*Lethbridge*

- The City of Lethbridge and its residents are able to recognize and build upon community strengths. Similarly, service priorities can best be identified at the local level
- Partnerships and collaboration between people, associations, institutions and government are fundamental to creating the momentum required for social change
- Investment in prevention and early intervention enhances the well-being of individuals, strengthens families and benefits the community as a whole
- Volunteerism is linked to positive outcomes for individuals and the community
- The primary responsibility for the funding of social programs rests with the federal and provincial governments
- Sustainable social framework depends on effective consultation and cooperation between all three orders of governments

### LONG TERM COMMUNITY OUTCOME

The long term vision is strong, healthy families and a safe, viable community. This will be achieved by:

- Participation and Social Inclusion – adequate opportunity for all residents to participate in community life and experience a sense of belonging and identity
- Respect for Diversity – all people are treated equally, respected and supported in the community without discrimination based on race, national or ethnic origin, color, religion, sex, sexual orientation, age or mental or physical disability
- Shared Responsibility – there is a sense of shared responsibility within the community for the social well-being of all residents
- Strategic Resource Allocation - resources are strategically allocated based on social need and identified service priorities
- Collaboration and Coordination of Services –a high level of collaboration exists between the various services and sectors within the community (public, private and volunteer)

### **RESPONSIBILITIES**

City Council shall:

- a. Advocate and lobby for action to address the social needs of our residents that are the responsibility of other jurisdictions
- b. Provide resources to support agencies to address community needs. This may include public education, information sharing, community engagement processes, and funding
- c. Measure the impact of the work towards the long term vision, communicating it to the community
- d. Act on issues relating to Social Policy, services and social program funding as presented and recommended by the Community & Social Development Committee

# COUNCIL POLICY

## SOCIAL POLICY



CITY OF  
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Community & Social Development Committee shall:

- a. Act as an advisory board to City Council on issues relating to Social Policy, services and program funding impacting the social well-being of the community of Lethbridge
- b. Develop and maintain a current Social Policy, forwarding recommendations to City Council
- c. Identify trends related to social policy
- d. Establish community priorities based on community consultation, assessment, and outcome evaluation

Administration shall:

- a. Work with the community to identify and build upon community strengths and priority needs
- b. Bring the key players together to build a plan to address these community needs as well as build capacity in the community
- c. Measure the impact of the work towards the long term vision, communicating it to the Community & Social Development Committee, City Council, and community
- d. Support the Community & Social Development Committee and City Council with social policies

### **POLICY REVIEW**

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### **SUPPORTING REFERENCES AND RESOURCES**

- *Municipal Government Act*
- *Family and Community Support Services Act* and Regulations
- Community & Social Development Committee Terms of Reference
- *Towards a Brighter Future: A Framework for Social Policy and the Priorities for 2009-11* (Approved by City Council July 21, 2008)
- *Progress Towards a Brighter Future: A Review of Community Accomplishments, New & Persistent Social Issues & The Way Forward for the City of Lethbridge*, July 2008

### **REVISION HISTORY**

<b>Review Date</b>	<b>Description</b>
Oct. 27, 2008	New Document (Social Policy)
Jul. 20, 2015	Changed the word citizens to residents

# COUNCIL POLICY

## TWIN/FRIENDSHIP/SISTER CITY



CITY OF  
*Lethbridge*

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Policy Number: CC-40  
Approved by: City Council  
Effective Date: August 5, 2014  
Next Revision Date: August 5, 2018  
Policy Owner: City Clerk

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### PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community. The purpose of this policy is to provide the selection and evaluation process for establishing and reviewing Twin/Friendship/Sister City relationships.

### DEFINITIONS

Term	Description
<u>Twin City</u>	When City Councils of two communities have entered into a formal city-to-city agreement to promote social, cultural, tourism, sports, economic and educational linkages.
<u>Friendship or Sister City</u>	When organizations of two communities have entered into a formal relationship of agreement between the organizations to create an atmosphere of goodwill and such relationship is endorsed by City Council at Council's discretion.

### POLICY STATEMENT

#### Twin City

It is the policy of the City of Lethbridge to encourage and develop relationships with cities that have similar interests in international linkages. Twin City relationships may be established based on the following criteria:

- Inventory of existing and potential future social, cultural, tourism, sports, economic and educational linkages
  - Social linkages including civic organizations such as service clubs, youth organizations, social service organizations, community associations, and non governmental organizations
  - Cultural linkages including cultural institutions such as museums, theatres, orchestras, libraries, galleries, performing arts, visual arts, festivals
  - Tourism linkages including tourism opportunities
  - Sport linkages including both amateur and professional teams
  - Economic linkages including

# COUNCIL POLICY

## TWIN/FRIENDSHIP/SISTER CITY



CITY OF  
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- business environment - economic conditions, language and cultural impediments, diplomatic presence, diplomatic relations history, and level of foreign investment
- government interest, activities and involvement on both sides - federal, provincial, regional, or municipal
- industry cluster analysis - similarities, differences, level of export activity, and investment opportunities
- business and industry associations
- Educational linkages including educational institutions and programs
- Level of commitment to existing Twin Cities
  - Number and location of existing Twin Cities
  - Level of involvement with each existing Twin City
  - Mechanism in place to support an additional relationship
- Financial support for maintenance of the relationship and any exchanges
- Corporate, community, and political long-term interest from the host and potential Twin City

### Friendship/Sister City

The City of Lethbridge acknowledges the Lethbridge Twinning Society's (and other similar organizations) mandate to promote friendship and understanding between Lethbridge and other municipalities. Although these organizations are not an extension of the City of Lethbridge and do not speak on behalf of the City of Lethbridge, City Council may choose to endorse the organization's relationships and participate in some activities. The relationships with such municipalities, should Council choose to endorse the relationship, shall be referred to as a Friendship or Sister City. There is no designated budget for Friendship/Sister City relationships.

City Council is responsible for budgeting for hosting of official delegations. Official travel for the Mayor and Members of City Council and Administration regarding twinning shall come from their individual travel and convention accounts.

### **RESPONSIBILITIES**

City Council shall:

- a. Initiate suggestions for establishment of a new Twin City
- b. Determine if further consideration should be given to initial requests
- c. Pass a resolution for official municipal endorsement
- d. Be responsible for the allocation of funding to support all Twin City activities and events

Mayor's Office shall:

# COUNCIL POLICY

## TWIN/FRIENDSHIP/SISTER CITY



CITY OF  
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- a. Maintain documentation and records as it relates to Twin City relationships
- b. Management of funding allocation submissions
- c. Complete the criteria evaluation and budget for the potential Twin City
- d. Recommend to City Council to proceed with the endorsement
- e. Review the role of the Twin Cities every five years

Economic Development Lethbridge shall:

- a. Assist Mayor's Office with the criteria evaluation of any potential Twin City

### PROCEDURES

1. Mayor, City Council, City Manager or a community organization may initiate suggestions for establishment of a new Twin City
2. Request to be forwarded to City Council to determine if it should be given further consideration
3. Mayor's Office to complete the criteria evaluation and budget for the potential Twin City with possible input from Economic Development Lethbridge
4. Mayor's Office to provide a recommendation to City Council based on the criteria evaluation and budget
5. City Council to pass a resolution for official municipal endorsement
6. Both City Councils from each of the Twin Cities are required to endorse and act as patrons of the relationship
7. Role of Twin Cities to be reviewed every five years by the Mayor's Office

### POLICY REVIEW

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### SUPPORTING REFERENCES AND RESOURCES

- Status of Twin and Friendship/Sister City Relationships

### REVISION HISTORY

Review Date	Description
Apr. 06, 2009	New Document (Twinning/Sister City Policy)
Aug. 05, 2014	Policy renamed to Twin/Friendship/Sister City Policy, established definitions for a Twin City and a Friendship or Sister City and deleted reference to Twinning Committee

**COUNCIL POLICY**  
**TWIN/FRIENDSHIP/SISTER CITY**

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CITY OF  
*Lethbridge*

## **Status of Twin and Sister City Relationships As of December 2016**

### **Current Twin City:**

#### **SAINT-LAURENT, QUEBEC**

Saint-Laurent is the first official twin city of Lethbridge. The two communities entered into a formal city-to-city twinning arrangement in 1967 as a part of a Canadian Centennial project to promote cultural and social relationships. The exchange has played a positive role in cementing relations between Eastern and Western Canadian. Each year a citizen exchange takes place, generally alternating between senior citizens and students. To mark special events in either city, an exchange is held between City Councils. Costs are the responsibility of the two cities, with each paying their own citizen's airfare and the costs of tours and activities in their cities. On January 2, 2002 Ville de Saint-Laurent and other municipalities amalgamated with the City of Montreal to establish a mega-city. Saint-Laurent is now known as a borough of that city, however, their commitment to the sister city relationships remains.

### **Friendship Cities:**

#### **HAEBARU, OKINAWA, JAPAN**

At a regular meeting of Lethbridge City Council held on April 7, 2003, a resolution was passed with formalized an expression of friendship between Lethbridge and Haebaru based largely on the continued exchange activities of students. This friendship was intended to have a minimal financial impact on both cities, however signified the strong bond of friendship between the two communities. The relationship between Okinawa and Lethbridge goes back a century when the first immigrant from Okinawa settled in the area. Current student exchanges have been facilitated in large measure thanks to Lethbridge resident Mr. Yoshitaka Kinjo. The formalization as Friendship Cities was encouraged by Lethbridge West MLA Clint Dunford.

#### **ANYANG, HENAN PROVINCE, PEOPLE'S REPUBLIC OF CHINA**

In May of 2005, during a visit to Lethbridge by a delegation of high-ranking Anyang officials, a series of agreements were signed with many Lethbridge organizations such as the City of Lethbridge, Economic Development Lethbridge, The University of Lethbridge, the Lethbridge Community College and the Chinook Health Region. The City of Lethbridge Agreement stated a wish to enhance mutual understanding and friendship between the Chinese and Canadian peoples. It established a friendship protocol which encouraged exchanges and cooperation in various fields to promote common prosperity and development. A Lethbridge delegation made a return visit to Anyang in October of 2005.

On August 9, 2004 City Council passed a resolution to form a Standing Committee called the Lethbridge Anyang Committee. Their purpose is to ensure an effective and appropriate process for exploring opportunities with the Anyang twinning. Since that



time, Mayor Tarleck has asked the committee to consider twinning offers from other international communities.

### **GREAT FALLS, MONTANA, U.S.A.**

At the August 18, 2014 Meeting, City Council resolves to establish a Friendship City relationship with the City of Great Falls, Montana that would serve to promote and foster beneficial activities. This could include economic development, educational opportunities, cultural exchanges, and increasing tourism.

### **Cities Promoted by the Lethbridge Twinning Society:**

#### **CULVER CITY, CALIFORNIA**

By resolution of City Council dated January 9, 1989, The Lethbridge Twinning Society established a sister city relationship with Culver City, California. The Lethbridge Twinning Society is a non-profit, grass-roots citizen's organization dedicated to promoting friendship and understanding between Lethbridge and other cities. It is not an extension of the City of Lethbridge, but it does receive their endorsement.

#### **TIMASHEVSK, RUSSIA**

During the height of World War II, efforts were made in Canada to assist the plight of millions of Russians who were suffering from the horrors of the Nazi invasion of their country. Lethbridge provided support to Timashevsk with financial assistance and friendship. That generosity has not been forgotten. Formal twinning and exchanges has not been possible, but Lethbridge individuals have travelled to Russia, including representatives of The Lethbridge Herald who wrote a series of articles about the city. The Twinning Society has visited the city and sent clothing, food, medical supplies and Christmas shoe box gifts.

#### **TOWADA CITY, JAPAN**

In August of 2004, the Twinning Society welcomed the Mayor of Towada City and a delegation of ten. The Mayor brought with him a formal "Friendship Agreement between the Towada Association for International Relations and the Lethbridge Twinning Society". Many personal visits have ensued between the two cities.

### **Other Local Twinning:**

#### **PROVINCE OF ALBERTA**

The Province of Alberta twinned with the Province of Hokkaido in Japan in 1980. At that time, Lethbridge was identified as a sister city of Sapporo, Japan, but no formal exchanges have been made.

#### **HOKKAI GAKUEN UNIVERSITY, JAPAN**

In 1981, the Province of Alberta and Hokkaido entered into a sister institution agreement with the University of Lethbridge and Hokkai Gakuen University. Every other year, students from both institutions visit during an exchange.

# COUNCIL POLICY

## UPGRADING PRE-EXISTING SECONDARY SUITES



CITY OF  
*Lethbridge*

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Policy Number: CC-41  
 Approved by: City Council  
 Effective Date: March 2, 2015  
 Next Revision Date: March 2, 2019  
 Policy Owner: Planning and Design

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### PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community. The purpose of this policy is to encourage the retention of the community supply of safe existing secondary suites.

### DEFINITIONS

<b>Term</b>	<b>Description</b>
<u>Property Owner</u>	Demonstrated ownership in the property as evidenced by the certificate of title or having a valid offer to purchase
<u>Secondary Suite, Pre-Existing</u>	Second, self-contained dwelling unit that is located within a previously approved single detached dwelling where both dwelling units are registered under the same land title and where the suite has been in existence prior to December 31, 2006, which can be verified by the owner to the satisfaction of the Development Services. Methods of verification can include existing City of Lethbridge records, rental receipts or income tax records. The Secondary Suite must have been inspected by Fire Safety officials and deemed to be eligible for Fire Code upgrades or already be upgraded to Fire Code requirements
<u>Upgrade</u>	For the purposes of the grant, only those items as noted in the inspection letter from the Fire Prevention Office which are required to bring the suite into compliance with the Alberta Fire Code.

### POLICY STATEMENT

The provision of safe and affordable housing is a joint responsibility of the individual, all orders of government, the private sector and the community.

The City will provide a financial incentive to encourage owners of non-conforming secondary suites to upgrade them to the Alberta Fire Code. Existing secondary suites that have not been built to Alberta Building Code requirements may present significant health and safety risks to the residents and the community.

# COUNCIL POLICY

## UPGRADING PRE-EXISTING SECONDARY SUITES

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CITY OF  
*Lethbridge*

By upgrading to City zoning and Provincial safety code requirements under the Alberta Fire Code, these upgrades will help reduce health and safety concerns and extend the life of existing secondary suites as an affordable housing option for lower income households in Lethbridge.

### RESPONSIBILITIES

City Council shall:

- a. Approve appropriate funding for the program
- b. Review and evaluate the program outcomes

Social Housing in Action Committee of Council shall:

- a. Approve grant application process
- b. Monitor program participation and effectiveness

Fire prevention office shall:

- a. Promote and assist property owners in accessing the grant
- b. Coordinate the administration, application and reporting processes
- c. Summarize and prepare documentation for evaluation of the program
- d. Produce an inspection report and provide a copy to the owner. The inspection report will outline the upgrades required to meet compliance with minimum Alberta Fire Code requirements
- e. Do a final inspection report including a verification of work completed

Development Services shall:

- a. Determine if secondary suites comply with the Land Use Bylaw prior to being considered for funding

Applicant shall:

- a. Have an ownership interest in the property to be renovated
- b. Ensure property for renovation meets land use and zoning requirements
- c. Must agree to allow the appropriate Inspectors to enter the premises to assess the secondary suite both pre and post renovation
- d. Collect and submit original invoices of eligible costs including: required servicing, building materials, and qualified labor for renovation to meet minimum Alberta Fire Code requirements for secondary suites

# COUNCIL POLICY

## UPGRADING PRE-EXISTING SECONDARY SUITES



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### PROCEDURES

1. The Upgrading Secondary Suites Program is designed to provide a grant on a first-come-first-served basis to assist a property owner with the upgrading of an existing secondary suite **FOR WHICH THE RENOVATION HAS NOT BEGUN.**
2. Program funding will be provided to eligible and successful applicants as determined by City Council. An applicant must contribute at least fifty percent (50%) of the total cost of the upgrade that will go toward elements that are eligible as determined by the Fire Prevention Office.
3. All approved program funds will be applied to those repairs required to bring the suite into compliance with the Alberta Fire Code. Any renovation costs beyond the scope of the program will be borne solely by the building owner. Pre and post renovation inspections will be involved in the funding determination.
4. Secondary suites must comply with the Land Use Bylaw prior to being considered for funding.
5. City funding commitments to this program would be conditional on program budget availability.

### POLICY REVIEW

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### SUPPORTING REFERENCES AND RESOURCES

- Affordable Housing and Homeless Policy (CC32)
- Alberta Building Code
- Alberta Fire Code
- Pre-Existing Secondary Suites Program Application Form

### REVISION HISTORY

Review Date	Description
Mar. 23, 2009	New Document (Upgrading Existing Secondary Suites Policy)
Mar. 2, 2015	Revisions to include eligibility requirements

# COUNCIL POLICY

## PROTECTIVE PLUMBING PROGRAM



CITY OF  
*Lethbridge*

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Policy Number: CC-42  
Approved by: City Council  
Last Review Date: July 20, 2015  
Next Revision Date: July 20, 2019  
Policy Owner: Waste Water and Storm Water

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### PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community. The purpose of this policy is to reduce the risk of sewer backup in homes.

### DEFINITIONS

Term	Description
<u>Property Owner</u>	Demonstrated ownership in the property as evidenced by the certificate of title or having a valid offer to purchase
<u>Protective Plumbing</u>	Backwater valves and pop-up valves

### POLICY STATEMENT

It is the policy of the City of Lethbridge to support an installation program for protective plumbing in areas of the City affected by sewer backup. This policy provides a framework for administering the program. The program will provide protection for homes subject to sewer backup.

### RESPONSIBILITIES

City Council shall:

- a. Approve funding for the program
- b. Review and evaluate the program outcomes

Infrastructure Services shall:

- a. Administer the program
- b. Monitor program participation and effectiveness

Building Safety & Inspection Services shall:

- a. Inspect protective plumbing to ensure proper installation

Applicant shall:

# COUNCIL POLICY

## PROTECTIVE PLUMBING PROGRAM



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- a. Have an ownership interest in the property to be protected
- b. Have been affected by sewer backup

### PROCEDURES

The Protective Plumbing Incentive Program is available for the installation of protective plumbing in homes affected by sewer backup.

Funding under the program will be provided to a maximum of \$2,500 per home to eligible applicants. Eligible applicants are homeowners that the City has record of, or who can demonstrate being affected by sewer backup. The scope of work for the program will be limited to:

- a. Installation of one or more backwater valves
- b. Replacement of concrete floor slab removed to install protective plumbing fixtures.

Any restoration costs beyond that stated in b. above will be borne solely and entirely by the homeowner.

For protective plumbing installed by a homeowner before the start of the program, reimbursement for costs incurred for installation of protective plumbing fixtures and replacement of concrete floor slab will be made if:

- a. A plumbing permit was issued for the work
- b. The installed protective plumbing passed inspection by a Safety Codes Officer
- c. Copies of invoices for the work are provided
- d. The cost of installation was not previously reimbursed by an insurer or under this program

### POLICY REVIEW

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

# COUNCIL POLICY

## PROTECTIVE PLUMBING PROGRAM



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### SUPPORTING REFERENCES AND RESOURCES

- Alberta Building Code
- City of Lethbridge Plumbing Bylaw

### REVISION HISTORY

Review Date	Description
Apr. 6, 2009	New Policy – Effective Date
Aug. 5, 2014	Amended to limit the scope to installation of backwater valves and extend eligibility to any home affected by sewer backup
Jul. 20, 2015	Removed the word "original" from "copies of original invoices"

# COUNCIL POLICY

## INVESTMENTS



CITY OF  
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Policy Number:	CC-44
Approved by:	City Council
Last Review Date:	Sept. 17, 2024
Next Revision Date:	Sept. 17, 2028
Policy Owner:	Finance and Corporate Performance

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### PURPOSE

Strong financial leadership and planning ensures the long-term viability of the corporation. The purpose of this policy is to establish general investment principles, rules, and delegated authority for managing and monitoring the investments of the City of Lethbridge. This includes General funds, Utility funds, Capital Project funds, and all other funds entrusted to the City of Lethbridge. Adherence to the Investment Policy will ensure compliant and effective investment management and assist in achieving the strategic goals and growth objectives of the City of Lethbridge.

### DEFINITIONS

Term	Description
<u>Agency Crown Corporation:</u>	Government owned corporations whose debt is backed by the related level of government; (e.g., Canada Housing Trust; Farm Credit Canada; Hydro-Quebec. etc.)
<u>Chief Financial Officer &amp; Treasurer Designate:</u>	For the purposes of this policy, designates of the Chief Financial Officer & Treasurer include the Deputy Treasurer, the Acting Treasurer or any other employee specifically assigned by the Chief Financial Officer & Treasurer.
<u>Credit Risk:</u>	The risk of loss due to the failure of the security issuer or backer.
<u>Dealing Representative:</u>	A person that buys or sells investment products on your behalf based on your instructions.
<u>Financial Institution:</u>	includes Canadian banks that are rated by at least two of the major rating agencies.
<u>Institution Type:</u>	Categorization of issuers - i.e., Government of Canada (e.g. Farm Credit Canada), Provinces of Canada (e.g. Province of Alberta), Municipalities (e.g. Toronto), Credit Unions (e.g. Servus Credit Union), Financial Institutions (e.g. Bank of Montreal).



# COUNCIL POLICY

## INVESTMENTS



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<u>Interest Rate Risk:</u>	The risk that the market value of securities in the portfolio will decline due to changes in market interest rates.
<u>Investments:</u>	See definition under "Securities".
<u>Issuer:</u>	refers to an entity that develops, registers, and sells securities such as Canadian banks, Credit Unions, individual Provinces, individual municipalities and Agency Crown Corporations.
<u>Liquidity:</u>	A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value.
<u>Operating Bank Accounts:</u>	Cash balances held with the City of Lethbridge Financial Institution for banking services (e.g., General Bank Account, Payroll Bank Account)
<u>Registered Representative:</u>	An employee or agent of an investment dealer who is approved by IIROC to trade and advise in securities with the public in Canada. The proficiency requirements for a Registered Representatives (RR) vary according to the Products and/or Customer types that the RR deals with.
<u>Secondary Market:</u>	A market made for the purchase and sale of outstanding issues following the initial distribution.
<u>Securities:</u>	<p>Include:</p> <ul style="list-style-type: none"> <li>i. <u>Bonds:</u> These instruments are interest-bearing debt, which are secured by the assets of the issuer. These securities generally have a maturity which is greater than one year and form a part of the money markets only when the long-term debt approaches maturity. These instruments are actively traded within the markets and do have some degree of liquidity. <ul style="list-style-type: none"> <li>a. <u>Callable Bonds:</u> A bond that the issuer may redeem before it reaches the stated maturity date. Callable bonds benefit investors as they typically offer an attractive interest rate or coupon rate due to their callable nature.</li> <li>b. <u>Principal Protected Notes (PPNs):</u> A bond guaranteed by a Canadian bank with a maturity date whereby the issuer agrees to repay investors the amount originally invested plus interest. The interest is tied to the performance of an underlying asset, such as a market</li> </ul> </li> </ul>

# COUNCIL POLICY

## INVESTMENTS



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	<p>index. PPNs guarantee the return of the principal invested.</p> <ul style="list-style-type: none"> <li>ii. <u>Debentures</u>: These are like bonds and represent interest bearing debt. However, debentures are secured only by the general credit of the issuing organization. Typically, these instruments are offered by organizations that have exhausted their ability to issue bonds or by organizations that have a high enough credit standing that they are not required to pledge any specific assets. These instruments have a reasonable degree of liquidity and usually have a yield that is higher than similar bonds.</li> <li>iii. <u>Guaranteed Investment Certificates (GICs)</u>: Provide a guarantee on the principal and interest and offer a fixed rate of interest for a specified term. GICs can be redeemable or non-redeemable.</li> <li>iv. <u>High Interest Savings Accounts (HISAs)</u>: A savings account with chartered banks that provide a higher interest rate than standard savings accounts.</li> <li>v. <u>Term Deposits</u>: Provide a guaranteed rate of return for a short-term deposit with a typical maturity of less than a year. Term deposits will incur penalties if the funds are withdrawn before the end of the term or a certain period of time.</li> <li>vi. <u>Treasury Bills</u>: Short-term Government of Canada obligations with maturities up to one year. They are sold at a discount and pay full face value at maturity. The difference between the face value and the purchase price represents the return on investment.</li> </ul>
<p><u>Social Responsibility Investing</u>:</p>	<p>An investment strategy which seeks to consider both financial return and social/environmental good to bring about social change regarded as positive. Alternatively known as green or ethical investing;</p>
<p><u>Trust Corporation</u>:</p>	<p>Federally and provincially incorporated trust companies who offer a wide range of Finance and Corporate Performance which in many cases overlap services of the chartered banks including the issuing of term deposits and GICs. The government of Alberta's Treasury Board</p>

# COUNCIL POLICY

## INVESTMENTS



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	and Finance Ministry provides a listing of the Trust corporations registered in Alberta.
<u>Units of Pooled Funds:</u>	Also known as Mutual Funds. Pooled funds exist to combine or pool the funds of several investors to purchase securities. The types of securities the fund will purchase, and the investment objectives are set out in the fund prospectus. Units of the fund are purchased and sold at prices based on the net assets of the fund.

### POLICY STATEMENT

It is the policy of the City of Lethbridge to conform to all provincial statutes and regulations governing the investment of municipal funds. All those involved with the management of the City of Lethbridge investments are required to comply with the contents of this policy.

It is also City of Lethbridge policy that the Chief Financial Officer & Treasurer or designate who exercises due diligence and acts in accordance with this policy shall be relieved of personal responsibility for market price changes or the credit risk of any investment, provided that appropriate action is taken to control adverse developments and that such developments are reported on a timely basis.

Municipal funds shall be invested in a manner that will meet the following objectives, listed in order of importance:

- Maintain the safety of investment principal.
- Meet daily cash flow requirements.
- Provide competitive investment returns.

### RESPONSIBILITIES

City Council shall:

- a) Delegate responsibility to the Chief Financial Officer & Treasurer or designate to establish and/or modify practices and internal controls for its investment operations consistent with this policy.
- b) Approve, by Resolution, the City of Lethbridge investment policy as may be amended from time to time.

# COUNCIL POLICY

## INVESTMENTS

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Audit Committee shall:

- a) Review the policy annually and make recommendations regarding any changes that may be appropriate.

Mayor and City Clerk shall:

- a) Execute resolutions relating to the establishment and maintenance of accounts with investment brokers and qualifying issuers.

Chief Financial Officer & Treasurer or Designate shall:

- a) Transact investments on behalf of the City of Lethbridge in accordance with this policy.
- b) Establish and/or modify procedures and internal controls for investment operations consistent with this policy.
- c) Establish an annual process of independent review by an external auditor.
  - a. With the purpose of the review being to provide internal control by ensuring compliance with policies and procedures.
- d) Execute documents relating to the establishment and maintenance of investment accounts with investment brokers and qualifying issuers.
- e) Refrain from personal business transactions which may hinder the proper execution of the City's investment procedures, or which may prevent them from making impartial investment decisions.
- f) Sign an independence declaration annually.
- g) Report annually to City Council on investment activities which will include the following:
  - a. Details of investments held
  - b. Effective rate of return of the investments held
  - c. Comparison of the effective rate of return to the Government of Canada 3-year benchmark bond yield
  - d. Evaluation of the performance of investments

### **PROCEDURE(S)**

#### **1. Maintain the Safety of the Investment Principal**

Safety of principal is the primary objective of the investment program. Investments of the City are undertaken in a manner that seeks to maintain the safety of investment principal by mitigating credit risk and interest rate risk.

# COUNCIL POLICY

## INVESTMENTS

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CITY OF  
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### Allowable Investments:

- In order to mitigate risk, the City of Lethbridge invests only in the securities which are Authorized Investments as defined and described by sections 250(1) and (2)(a)–(d) of the Municipal Government Act (MGA) RSA 2000 Chapter M-26 (as amended).

The allowable investments are as follows:

1. Securities issued or guaranteed by
  - the Crown in right of Canada or an agent of the Crown, or,
  - the Crown in right of a Province or Territory or an agent of a province or territory (Section 250(2)(a) MGA);
2. Canadian securities of a municipality, school division, school district, hospital district, health region under the Regional Health Authorities Act or regional services commission in Alberta (Section 250(2)(b) MGA);
3. Canadian Securities that are issued or guaranteed by a bank, treasury branch, credit union or trust corporation (Section 250(2)(c) MGA);
4. Units in pooled funds of all or any of the investments described in (1 -3) above (Section 250(2)(d) MGA);

The allowable investments shall not include Asset Backed Securities or similar instruments whereby the underlying collateral for the security may include assets such as car loans, mortgages, lines of credit, credit card receivable and/or collateralized debt obligations, whether or not if the security is sponsored by an eligible issuer.

### Issuer Limits:

- Each issuer invested in to be rated by at least two of the major rating agencies. At least one rating must be A- (or its equivalent) or higher.
- Each institution type shall comprise no more than the identified percentage of the total portfolio at time of purchase:

# COUNCIL POLICY

## INVESTMENTS



CITY OF  
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Institution Type	Portfolio Limit
Government of Canada <sup>1</sup>	100%
Provinces of Canada <sup>2</sup>	100%
Municipalities, Schools, Health	40%
Credit Unions <sup>3</sup>	60%
Financial Institutions	80%

<sup>1</sup>Includes Agency Crown Corporations.

<sup>2</sup>Includes Agency Crown Corporations. Alberta Treasury Branch is considered to be a provincial institution.

<sup>3</sup>Credit Unions that are guaranteed by either the Crown in right of the Province or Territory or an agent of the province or territory are rated to their respective provincial institution.

### Credit Quality

- Investments in the portfolio will adhere to the following credit quality restrictions:

Debt Rating Category <sup>1</sup>	Minimum	Maximum
"BBB+" or lower	0%	0%
"A-" to "A+"	0%	75%
"AA-" or higher	25%	100%

<sup>1</sup>Refers to the highest of the ratings for the issuer. Standard and Poors ratings are used for this table. The limits apply to all equivalent ratings.

### Portfolio Diversification and Restraints

- The following constraints shall apply to the portfolio. All percentages used below are based on market value:
  - Not more than 10% of the portfolio shall be invested in any single security.
  - Not more than 25% of Long Term Investments (maturities one year or greater) shall be invested in any single issuer (including Credit Unions), except for securities of or fully guaranteed or issued by the Government of Canada or a province of Canada having at least an "AA-" rating.
  - Not more than 25% of Short Term Investments (maturities less than one year) shall be invested in any single issuer (including Credit Unions), except for securities of or fully guaranteed or issued by the Government of Canada or a province of Canada having at least an "AA-" rating.

# COUNCIL POLICY

## INVESTMENTS

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- d. If the investment/investment portfolio becomes non-compliant as investments mature over time, the percentage at the time when the investments were purchased shall be used for purpose of evaluating compliance to policy.
- e. Cash amounts held within the City's operating bank accounts are not included within the constraints that apply to issuer type or portfolio diversification/restraints of this policy.

### Risk Mitigation

- In order to mitigate risk, the City of Lethbridge:
  - a. Limits the term of any single investment to 20 years. For callable bonds, such as fixed-to-float bonds, the call date will be used to determine the investment's term, as per industry convention.
  - b. Limits the overall average term of the portfolio to 5 years.
  - c. Sells any investments which no longer qualifies under this Policy with any sale to take place over a reasonable period giving due consideration to financial market conditions and the liquidity of the investment.

## **2. Meet Daily Cash Flow Requirements**

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. In order to meet daily cash flow requirements, the City of Lethbridge:

- a. Structures the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- b. Long-term investments are primarily in securities with active secondary markets which allows the security to be sold to meet any unanticipated cash flow requirements.

## **3. Provide Competitive Investment Returns**

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and

# COUNCIL POLICY

## INVESTMENTS

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liquidity objectives described above. In order to provide competitive investment returns, the City of Lethbridge:

- a. Purchases investments that provide the highest return available given risk and cash flow restrictions of this policy.
  - When multiple instruments are available that have similar return, risk, and cash flow restrictions; a preference will be given to the issuer that demonstrates the highest level of social responsibility.
- b. Shall not sell securities prior to maturity with the following exceptions:
  - A security may be sold to meet cash flow requirements.
  - A security with declining credit may be sold early to minimize loss of principal.
  - A security swap may be made where it would improve the quality, yield, or target average term in the portfolio.

#### **4. Criteria For Selection and Approval of Investment Firms and Representatives**

The City of Lethbridge will maintain a listing of investment firms and representatives authorized to provide investment services and/or advice. This authorization will be determined by the Chief Financial Officer & Treasurer or designate.

The approval of investment firms and representatives for investment transactions will be determined after reviewing information such as the following:

##### Investment firms\*:

- Audited financial statements.
- Proof of the Investment Dealer registration in Alberta through the Canadian Securities Administrators national registration search.
- Proof of provincial and/or federal registration membership in the Canadian Investor Protection Fund (CIPF) or guaranteed/insured by an applicable provincial credit union corporation.
- Confirmation of membership in good standing in the Investment Industry Regulatory Organization of Canada (IIROC)
- References from public and private sector organizations



# COUNCIL POLICY

## INVESTMENTS

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To remain active as an investment firm representative\*:

- Verification of the Investment Dealer representative's registration through the Canadian Securities Administrators national registration search as a Dealing Representative.
- Confirmation of the individual being a registered representative in good standing in the Investment Industry Regulatory Organization of Canada (IIROC)
- Confirmation of having read and understood and agreeing to comply with the City of Lethbridge's Investment policy.

*\*Credit Unions that are guaranteed by either the Crown in right of a Province or Territory or the Alberta Treasury Branch are not required by the City of Lethbridge to be registered.*

### **5. Safekeeping and Custody**

All investment certificates must be issued to the City of Lethbridge or held in the name of the City of Lethbridge.

All investments will be held by a third-party custodian as evidenced by safekeeping receipts and monthly reporting.

### **CONSEQUENCES OF NON-COMPLIANCE**

N/A.

### **POLICY REVIEW**

Council policies are to be reviewed by City Council, once per term, as per City Council Policy CC-01: Policy Development, Implementation, and Evaluation. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### **SUPPORTING REFERENCES AND RESOURCES**

- National Instrument 31-103 Part 7: Section 7.1 & 7.2
- Municipal Government Act 250(1)

# COUNCIL POLICY

## INVESTMENTS



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### REVISION HISTORY

Review Date	Description
April 21, 1986	New Policy – Effective Date
Nov. 18, 1996	Amended
Oct. 4, 2004	Minor changes and reformatting
Sept. 18, 2006	Amended
June 21, 2010	Amended. Changed from FS 3 to CC 44
April 2, 2013	Amended. Added criteria for selection and approval of investment brokers as well as section as section on safekeeping and criteria
April 28, 2014	Amended. Added sections on Credit Unions, Alberta Treasury Branch, new definitions for securities and trust corporation, and revised criteria for selection and approval of investment firms and representatives
March 23, 2020	Revisions to increasing the maximum portfolio limit for financial institutions, changing credit quality restrictions based on overall portfolio rather than by issuer, changing the portfolio diversification percentages for issuers and adding limits on the amount for any one single investment and adding the concept of social responsibility investing; added definitions of registered and dealing representative

# COUNCIL POLICY

## COMMUNITY NOT-FOR-PROFIT EMERGENCY FUNDING



CITY OF  
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Policy Number:	CC-47
Approved by:	City Council
Last Review Date:	July 9, 2024
Next Revision Date:	July 9, 2028
Policy Owner:	Community Social Development

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### **PURPOSE**

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community. The purpose of this policy is to provide a process for emergency funding of community groups and organizations requesting financial assistance from City Council. It is to be used as a short-term bridging funding only, pending more secure or ongoing funding.

### **DEFINITIONS**

Not applicable.

### **POLICY STATEMENT**

It is the policy of City of Lethbridge to encourage social and economic well-being, thereby contributing to the quality of life, by assisting community not-for-profit organizations with emergency funding support.

### **ELIGIBILITY**

In order to apply, conditions based on criteria set out by City Council must be met:

1. The Applicant/sponsoring organization must be incorporated as a not-for-profit entity and be in existence for more than five years
2. Funding will be used to assist in the operation and delivery of existing programs and not for capital purposes
3. The Applicant must demonstrate broad community support and access
4. The Applicant is not a public institution or related foundation

# COUNCIL POLICY

## COMMUNITY NOT-FOR-PROFIT EMERGENCY FUNDING

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5. The Applicant's membership and beneficiaries of its programs and services must be predominantly residents of the City of Lethbridge
6. The Applicant shall have an open membership to its organization, except for valid program factors (e.g. age)
7. Funding under this program is only available where funding is not available to the organization under other City programs
8. Requests from individuals will not be considered
9. An Applicant may not access this fund more than once in a five year period
10. Extraordinary events that are deemed to be beyond the scope of this policy will be addressed on a case-specific basis by City Council.
11. NOTE: Meeting all eligible requirements does not guarantee funding.

### FUNDING

1. In general, an Applicant will only receive up to a maximum of 25% of its annual operating expenditures as reported in its most recent financial statements
2. The source for funding under this policy will be Contingencies

### **RESPONSIBILITIES**

City Council shall:

- a) Consider provisions of emergency funding for community groups and organizations

Administration shall:

- a) Coordinate the application process
- b) Coordinate the financial and reporting processes

Applicants shall:

- a) Submit an application, budget, business plan and include financial statements for the past two years
- b) Provide a plan for securing more permanent sources of funding to resolve the temporary funding crisis

# COUNCIL POLICY

## COMMUNITY NOT-FOR-PROFIT EMERGENCY FUNDING



CITY OF  
*Lethbridge*

- c) Supply a final report within 90 days of the year end of the organization indicating how the money was spent and what action was taken to secure more permanent funding from other sources

### PROCEDURES

1. Application forms are available through the Community Services Department
2. Applications are considered by City Council on an individual basis
3. Successful applicant to receive the approved funding within two weeks of City Council's decision

### POLICY REVIEW

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### SUPPORTING REFERENCES AND RESOURCES

- Alberta Building Code
- City of Lethbridge Plumbing Bylaw

### REVISION HISTORY

Review Date	Description
Sept. 19, 2011	New Policy – Effective Date
July 20, 2015	Reviewed
July 9, 2024	Last review date and next revision date updated.

# COUNCIL POLICY

## RECORDINGS OF LEGISLATIVE MEETINGS



CITY OF  
*Lethbridge*

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Policy Number:	CC-48
Approved by:	City Council
Effective Date:	April 24, 2017
Next Revision Date:	April 24, 2021
Policy Owner:	City Clerk

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### **PURPOSE**

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community. The purpose of this policy is to administer audio-visual recordings of public City Council Meetings.

### **DEFINITIONS**

Not applicable.

### **POLICY STATEMENT**

City Council shall provide audio-visual recordings of City Council meetings that are held in the City Council Chambers in order to provide another opportunity to engage the community with City Council providing open and transparent communication to the public.

City Council shall make audio-visual recordings of City Council meetings available to the public on the Internet for a period of four (4) years from the date of the meeting.

The official record of the meetings shall be the written Minutes. The keeping of a audio-video record of legislative meetings in no way detracts or undermines the position of approved minutes as the official record of decision.

Signage shall be posted to ensure that presenters and members of the public are aware that all public meetings proceedings are being broadcast, recorded, and made available over the Internet.

The meeting may not be recorded should City Council meetings be held in a location other than the City Council Chambers or if there is unforeseen technical difficulties.

### **RESPONSIBILITIES**

City Council shall:

# COUNCIL POLICY

## RECORDINGS OF LEGISLATIVE MEETINGS



CITY OF  
*Lethbridge*

- a. Consider provisions of emergency funding for community groups and organizations

Administration shall:

- a. Utilize the City Council Chambers for all public meetings where possible. Exceptions would be when a larger venue is required because of the anticipated number of citizens in attendance or a meeting is held with another public body
- b. Approve policies regarding recordings of legislative meetings

City Clerk's Office shall:

- a. Record all City Council meetings held in the City Council Chambers
- b. Provide for the disposal of the recordings in keeping with the Retention and Disposition of City Records Bylaw

### PROCEDURES

1. Once the four (4) years have elapsed, the recorded audio-video shall be disposed of according to the Retention and Disposition of City Records Bylaw.

### POLICY REVIEW

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### SUPPORTING REFERENCES AND RESOURCES

- Video Surveillance Information Collection Policy (IT3)
- Retention and Disposition of City Records Bylaw

### REVISION HISTORY

Review Date	Description
Aug. 8, 2011	New Document (Recordings of Legislative Meetings)
Apr. 24, 2017	Changed in from three to four years to store on the internet audio-visual recordings

# COUNCIL POLICY

## AFFORDABLE HOUSING CAPITAL PROJECT GRANT



CITY OF  
*Lethbridge*

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Policy Number:	CC-49
Approved by:	City Council
Effective Date:	June 29, 2021
Next Revision Date:	June 29, 2025
Policy Owner:	Community Social Development

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### **PURPOSE**

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe viable community, and to provide services to the community.

The City of Lethbridge strategically contributes to the development of affordable and social housing options for all residents, and the policy services to define the City's roles in this area. This policy follows the action-oriented framework established by The Municipal Housing Strategy to facilitate the allocation and administration of an affordable and social housing capital project grant.

### **DEFINITIONS**

Not applicable.

### **POLICY STATEMENT**

The City of Lethbridge Administration will support the development of affordable and social housing needed in the community by providing financial support for eligible projects in pursuit of the following goals:

1. Support not-for-profit and for-profit organizations in the development of an adequate supply of affordable and social housing in Lethbridge
2. Provide financial assistance for these organizations in their effort to purchase, construct, renovate or retrofit affordable and social housing units.
3. Maximize the use of funds from other sources for investment in affordable and social housing



# COUNCIL POLICY

## AFFORDABLE AND SOCIAL HOUSING CAPITAL PROJECT GRANT



CITY OF  
*Lethbridge*

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4. Funding for the grant may be from multiple sources including the City of Lethbridge Housing Fund, other levels of government and other external sources such as philanthropic donations

### RESPONSIBILITIES

City Council shall:

- a. Approve funding in excess of \$300,000 to support the Affordable and Social Housing Project Grant Policy;
- b. Evaluate the grant program prior to each budget cycle

Administration shall:

- a. Promote the City's Affordable and Social Housing Grant
- b. Assist organizations in applying for the grant
- c. Coordinate the project application review process
- d. Review all grant applications and approve projects that meet the Eligible Criteria
- e. Administer the grant agreements including monitoring and reporting on results
- f. Submit annual reports to the City Council
- g. Approve funding of \$300,000 or less to support the Affordable and Social Housing Project Grant policy.

Applicants shall:

- a. Ensure the project will be operated as social or affordable housing for a twenty (20) year term
- b. Be responsible for all operating, maintenance and management costs of the project
- c. Providing to the City of Lethbridge Administration upon the City of Lethbridge's request such information, materials and reports relating to the Applicant's spending or use of the funds, in addition to such other requirements as may be set out in the Grant Agreement.

### POLICY REVIEW

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### SUPPORTING REFERENCES AND RESOURCES

# COUNCIL POLICY

## AFFORDABLE AND SOCIAL HOUSING CAPITAL PROJECT GRANT



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- Municipal Housing Strategy 2019-2025
- Affordable Housing and Homeless Policy (CC32)
- City of Lethbridge Municipal Development Plan

### REVISION HISTORY

Review Date	Description
Sep. 30, 2013	New Document (Affordable Housing Capital Project Grant)
Oct. 5, 2020	Name changed to Affordable/Social Housing Capital Project Grant, deletion of references to Social Housing in Action Committee, and eligible projects extended to social housing
June 17, 2021	Name changed to Affordable and Social Housing Capital Projects Grant

# COUNCIL POLICY

## FLAG PROTOCOL



CITY OF  
*Lethbridge*

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Policy Number:	CC-50
Approved by:	City Council
Effective Date:	July 7, 2014
Next Revision Date:	July 7, 2018
Policy Owner:	City Clerk

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### **PURPOSE**

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community.

The purpose of this policy is to provide flag protocol for the City of Lethbridge.

### **DEFINITIONS**

N/A.

### **POLICY STATEMENT**

The purpose of this policy is to ensure that the flags at City Hall and other City of Lethbridge properties and buildings are flown and displayed in a consistent and appropriate manner.

#### General

- a. The City will only fly flags of nations recognized by the Federal department of Foreign Affairs and International Trade Canada.
- b. The Mayor's Office consults with the Government of Alberta Protocol Office in situations requiring advice regarding flags and protocol.
- c. The Mayor's Office will consult with the Mayor, the Deputy Mayor and the Acting Mayor in situations requiring flags and protocol. Following consultation with the Mayor, the Deputy Mayor and the Acting Mayor, if the situation warrants, the Mayor's Office may consult with the Government of Alberta Protocol Office.

### **RESPONSIBILITIES**

City Council shall:

- a. Create, amend, and approve the policy

Mayor's office shall:

- a. Advise on flag protocol

# COUNCIL POLICY

## FLAG PROTOCOL

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CITY OF  
*Lethbridge*

- b. Send out notices on flag raising and lowering to the appropriate City Departments
- c. Notify the Mayor, Deputy Mayor, and Acting Mayor if there are any flag requests that vary from the policy or require further discussion and decisions.
- d. Coordinate the request with the Community Services Department ensuring that the Special Event Permit process is completed

City Clerk's Office shall:

- a. Create and amend the process to receive flag or banner requests from the community
- b. Receive applications for a flag or banner raising, and forward requests to the Mayor's Office
- c. When requested, assist the Mayor's Office if there are any flag requests that vary from the policy or require further discussion

### PROCEDURES

a. Displaying the Flags

The flag order of precedence is as follows:

- I. The Governor General's Flag (Standard) takes precedence over all flags in Canada, except The Queen's Personal Canadian Flag and the flag of the Lieutenant Governor when the Lieutenant Governor is performing their duties as The Queen's representative in the province.
  - II. The Lieutenant Governor's Flag (Standard) takes precedence over all flags except The Queen's Personal Canadian Flag.
  - III. The National Flag takes precedence over all other flags. When flown with other provincial, territorial and municipal flags, the National Flag occupies the position of honour as defined by Canadian Heritage, Government of Alberta.
  - IV. When provincial and territorial flags are flown with the National Flag, the order is determined by the date of entry into Confederation of the provinces and the creation of the territories.
  - V. The provincial and territorial flags shall be displayed from left to right: Canada, Ontario, Quebec, Nova Scotia, New Brunswick, Manitoba, British Columbia, Prince Edward Island, Saskatchewan, Alberta, Newfoundland, Northwest Territories, Yukon Territory, and Nunavut.
  - VI. When representing Canada's membership in the Commonwealth or allegiance to the Crown, the Union Jack takes precedence after a provincial / territorial flag.
  - VII. The City of Lethbridge Flag takes precedence over all community and/or ethnic flags.
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- b. All flags are to be flown on separate poles.
  - c. All flags are to be flown at the same height.

# COUNCIL POLICY

## FLAG PROTOCOL

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CITY OF  
*Lethbridge*

- d. All flags flown in a group are to be the same size.
- e. There are three (3) flag poles in front of City Hall. The City of Lethbridge will display the following flags on a daily basis:
  - I. Government of Canada Flag: on the middle pole
  - II. Province of Alberta Flag: to the left when facing the flag poles
  - III. City of Lethbridge Flag: to the right when facing the flag poles
- f. When a flag becomes worn, noticeably faded or otherwise unfit to be flown, it will be disposed of in a respectful manner and immediately replaced.

### Flag Raisings or Ceremonies for Flags and Banners of Organizations

- a. Ethnic and/or community groups or organizations must request in writing to the Mayor's Office for authorization to fly a flag in front of City Hall, specifying the date and time they are requesting along with the reason for the flag raising. If the request meets the guidelines of The City of Lethbridge Flag Policy, the Mayor's Office shall proceed with implementation of the flag raising. The requesting group will be contacted by the Mayor's Office to confirm timelines for flag delivery and pick up, ceremony location, time, date and other support required. Typical examples of banners that are flown are for National Volunteer Week, United Way, Scouts, Metis Week, and Remembrance Day.
- b. The written request must be received in the Mayor's Office a minimum of 14 days prior to the proposed date of flying the flag or banner.
- c. It is the responsibility of the ethnic, cultural or community organization to request a flag be flown at City Hall or to have a flag raising ceremony as well as provide the flag.
- d. Flags shall be flown for one day from sunrise to sunset unless other arrangements have been approved.
- e. Flags must be in excellent condition with no holes or torn fringe.
- f. One request per organization per calendar year will be permitted.
- g. The City will not fly the flag or banner of an organization or group which are deemed to be inappropriate, offensive in nature, or those supporting discrimination, prejudice, violence, hatred, political, commercial entities, or religious movements. The Mayor, Deputy Mayor, and Acting Mayor will make the decision when a flag or banner is potentially seen as promoting racism, violence, or hatred. The City reserves the right to decide whether or not to fly the flag of a recognized nation when there is political unrest or conflict in that country. In these instances, the City will consult with Government of Alberta Protocol and/or the Department of Foreign Affairs, and will base its decision on their recommendations.

# COUNCIL POLICY

## FLAG PROTOCOL

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CITY OF  
*Lethbridge*

- h. When there are requests for flags of other organizations, countries or community banners to be flown, the City of Lethbridge flag is removed and the new flag is put in its place.
- i. Flag of our twin or sister cities will not be flown on a permanent basis. They may be flown on the occasion of an official delegation visiting Lethbridge or other significant event.

### Flags at Half-Staff

- a. The City of Lethbridge will fly flags at half-staff or lower flags to half-staff on specific occasions to commemorate a solemn occasion.
- b. All requests to fly the flags at half-mast must be in writing to the Mayor's Office.
- c. Flags may be lowered to half-staff from the time of notification of death until sunset the day of the funeral or only from sunrise to sunset on the day designated as the day of the funeral or memorial service. This will depend on the circumstance.
- d. Flags shall be lowered following notification by e-mail from the Mayor's Office to the affected areas outlining the duration (effective date for lowering as well as the date to raise the flags). Depending on the circumstance flags may be lowered only at specific City locations (i.e. City Hall) or lowered at all City properties and buildings.
- e. The lowering of flags to half-staff is at the directive of:
  - I.the Prime Minister's Office acting through Canadian Heritage or
  - II.the Premier's Office acting through Alberta Protocol or
  - III.the Mayor's Office, in consultation with the Deputy Mayor and Acting Mayor
- f. Flags may be flown at half-staff on all City of Lethbridge properties and buildings from the time of notification of death until sunset the day of the funeral or the memorial service for the following individuals:
  - I.Sovereign
  - II.Member of the immediate Royal Family
  - III.Governor General of Canada or former Governor General
  - IV.Prime Minister of Canada or former Prime Minister
  - V.Lieutenant Governor of Alberta or former Lieutenant Governor
  - VI.Premier of Alberta or former Premier
  - VII.Mayor of Lethbridge or former Mayor
  - VIII.Members of Council (current)
  - IX.A City employee that dies in the line of duty or
  - X.otherwise directed by the Prime Minister's Office or the Premier's Office

### **POLICY REVIEW**

# COUNCIL POLICY

## FLAG PROTOCOL

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CITY OF  
*Lethbridge*

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### SUPPORTING REFERENCES AND RESOURCES

- Canadian Heritage, Government of Canada
- Alberta Protocol Office, Government of Alberta

### REVISION HISTORY

Review Date	Description
Apr. 28, 2014	New Document (Flag Policy)
May 12, 2014,	Revisions to process
Jul. 7, 2014	Change to policy variance process

# COUNCIL POLICY

## ENVIRONMENT



CITY OF  
*Lethbridge*

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Policy Number: CC-51  
Approved by: City Council  
Last Review Date: July 9, 2024  
Next Revision Date: July 9, 2024  
Policy Owner: Waste Utility and Environment

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### PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community. The purpose of this policy is to minimize Lethbridge's ecological footprint. The purpose of this policy is to provide flag protocol for the City of Lethbridge.

### DEFINITIONS

Term	Description
<u>Special Purpose Body</u>	A City Council Committee or a Board, Commission or other body established under the legislative powers of the City of Lethbridge and includes any employees or volunteers of the Special Purpose Body.
<u>Natural Resources</u>	Resources including water, renewable and non-renewable energy sources, air quality, land, and natural environment.

### POLICY STATEMENT

The City is committed to taking a responsible leadership role in the efficient use of natural resources.

### RESPONSIBILITIES

City Council shall:

- a) Approve City Council governance policies regarding environmental stewardship
- b) Inspire, lead, and support actions to conserve, protect and enhance the environment for the Lethbridge community
- c) Encourage and promote continuous improvement with respect to environmental goals and targets
- d) Increase public awareness of environmental issues and the actions the community can take
- e) Support efforts to minimize Lethbridge's ecological footprint by using natural resources efficiently
- f) Support efforts to conserve and enhance the unique character of the Oldman River Valley



# COUNCIL POLICY

## ENVIRONMENT



CITY OF  
*Lethbridge*

- g) Recognize the importance of water to Lethbridge and the broader region, and the need to be involved in all aspects of watershed management and water conservation

City Manager shall:

- a) Implement all City Council governance policies regarding environmental stewardship
- b) Create, review and approve any administrative policies regarding environmental stewardship
- c) Integrate environmental principles and performance objectives into all decision-making processes to enhance environmental sustainability
- d) Develop and implement strategies to mitigate impacts, promote conservation and minimize consumption of resources
- e) Seek out new ways to improve environmental performance by setting and reviewing environmental objectives and targets
- f) Ensure City operations, including work of contractors, meet or exceed environmental legislation standards as well as environmental objectives and targets

### POLICY REVIEW

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### REVISION HISTORY

Review Date	Description
May 11, 2015	New Policy – Effective Date.
July 9, 2024	Last review date and next revision date updated.

# COUNCIL POLICY

## URBAN CORE HOUSING INCENTIVE PROGRAM



CITY OF  
*Lethbridge*

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Policy Number: CC-52  
Approved by: City Council  
Effective Date: October 19, 2020  
Next Revision Date: October 19, 2024  
Policy Owner: Opportunity Lethbridge

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### PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community.

The purpose of the program is to financially support the development of attractive, self-contained market-rate dwelling units within the urban core of Lethbridge.

### DEFINITIONS

Term	Description
13 Street North	The area of the City of Lethbridge that includes all properties that front on 13 Street North between 1 Ave North and 9 Ave North.
Downtown	The area of the City of Lethbridge bounded by the following: Stafford Drive on the east, 6 Avenue South to the south, the Crowsnest Trail to the north, and the Oldman River Valley top-of-bank setback line to the west.
Warehouse District	The area of the City of Lethbridge bounded by the following: Stafford Drive to the west; 3 Avenue to the south (including all properties front on 3 Avenue); Mayor Magrath Drive to the east; and Crowsnest Trail to the north.

### POLICY STATEMENT

It is the policy of the City of Lethbridge to financially assist qualified property owners and investors to construct attractive, self-contained market-rate dwelling units within the urban core of Lethbridge.

### ELIGIBILITY CRITERIA

In order to qualify for funding, a project shall meet the following criteria:

- a. Qualified projects shall be located within the Downtown Core Area

# COUNCIL POLICY

## URBAN CORE HOUSING INCENTIVE PROGRAM

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CITY OF  
*Lethbridge*

- b. Projects shall consist of the construction of new self-contained residential dwelling units
- c. Self-contained dwelling units may be created in new buildings or existing buildings provided that the incentive is only for additional new dwelling units
- d. Renovations to dwelling units that were in existence prior to adoption of this policy are ineligible
- e. Projects where rent or sale value is subsidized by any government entity, a non-profit organization or a cooperative are ineligible for this program.
- f. Funding will not be granted for projects which have commenced prior to being approved by the Grant Administrator
- g. Self-contained dwelling units must be townhouse or apartment units with a minimum area of 600 ft<sup>2</sup> (55.7m<sup>2</sup>) and an average area of 800 ft<sup>2</sup> (74.3 m<sup>2</sup>) within the project
- h. Projects must receive development permit and applicable construction permits approvals

### Awarding of Funding:

- a. Project funding is limited to \$30,000 per new qualified dwelling unit
- b. Applications will be placed in the queue upon receiving pre-approval of their initial and complete application by the Grant Administrator
- c. Applications will be rejected if they do not adhere to established funding criteria
- d. Should there be inadequate funding to meet demand, applications will be held in a queue and processed in chronological order of their submission date if additional funding becomes available.
- e. Self-contained residential dwelling units must be completed and in receipt of a City of Lethbridge Occupancy permit
- f. Residential dwelling units must not be in arrears in taxes, municipal utilities or any other municipal charge
- g. If any Development or Building Safety Code Permit lapses, project eligibility for funding will cease and will lose its place in the projects queue. A proponent may re-apply for the program but would have to re-qualify and re-queue.

### **RESPONSIBILITIES**

City Council shall:

- a. Approve the Urban Core Housing Incentive Program Policy
- b. Approve the appropriate budget for the incentive program
- c. Review and evaluate program outcomes

City Manager or delegate shall:

- a. Provide administration of the grant program including individual application approvals

# COUNCIL POLICY

## URBAN CORE HOUSING INCENTIVE PROGRAM

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CITY OF  
*Lethbridge*

- b. Consult with the necessary expertise required to make informed decisions on the program including but not limited to other city departments, committees (e.g. Historic Places Advisory Committee and Heart of Our City Committee), and external resources (e.g. Province of Alberta).
- c. Report program outcomes and disposition of the funding annually to City Council

Applicant shall:

- a. Meet all requirements and conditions of the program;
- b. Have an ownership interest in the property to be constructed.

### POLICY REVIEW

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### SUPPORTING REFERENCES AND RESOURCES

- Heart of Our City Master Plan
- Integrated Community Sustainability Plan/ Municipal Development Plan

### REVISION HISTORY

Review Date	Description
Mar. 16, 2015	New Policy (Heart of Our City Housing Incentive Program Policy)
Oct. 19, 2020	Revised to remove role of Heart of Our City Committee: enhanced role for City Manager; lowering of per unit amount from \$30,000 to \$12,000 for mixed use and \$7,000 for resident; and maximum of funding for 24 units; renamed

# COUNCIL POLICY

## TARGETED REDEVELOPMENT INCENTIVE PROGRAM



CITY OF  
*Lethbridge*

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Policy Number: CC-53  
 Approved by: City Council  
 Effective Date: October 19, 2020  
 Next Revision Date: October 19, 2024  
 Policy Owner: Opportunity Lethbridge

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### PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community and supply desirable and/or necessary services to the community.

The purpose of this policy is to provide an incentive for targeted redevelopment projects by reducing the effect of an increase in municipal taxes attributable to the differential between the pre-renovation assessment and the post-renovation assessment.

### DEFINITIONS

Term	Description
<u>13 Street North</u>	The area of the City of Lethbridge that includes all properties that front on 13 Street North between 1 Ave North and 9 Ave North.
<u>Area Redevelopment Plan</u>	A detailed long range plan adopted by City Council as statutory plan by by-law that coordinated the conservation of older neighborhoods from unsympathetic development proposals, and sets out the policies for the redevelopment of vacant and underutilized parcels of land and buildings.
<u>Brownfield Property</u>	A property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.
<u>Comprehensive Site Plan</u>	A detailed plan that includes the surrounding area of the project of at least one-city block including but not limited to location of buildings and structures, building envelopes, setbacks, common areas, parking, landscaping, etc. Details are at the discretion of the City Manager or designate.
<u>Downtown</u>	The area of the City of Lethbridge bounded by the following: Stafford Drive on the east, 6 Avenue South to the south, the Crownsnest Trail to the north, and the Oldman River Valley top-of-bank setback line to the west.

# COUNCIL POLICY

## TARGET REDEVELOPMENT INCENTIVE PROGRAM



CITY OF  
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Warehouse District	The area of the City of Lethbridge bounded by the following: Stafford Drive to the west; 3 Avenue to the south (including all properties front on 3 Avenue); Mayor Magrath Drive to the east; and Crowsnest Trail to the north.
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### **POLICY STATEMENT**

It is the policy of the City of Lethbridge to establish an incentive for targeted redevelopment projects located in Lethbridge’s Urban Core districts, and/or classified as a brownfield property. The incentive is offered as a tax cancellation OR grant based on the increase in municipal taxes attributable to the differential between the pre-renovation assessment and the post-renovation assessment.

### **APPLICATION INFORMATION**

- a) Applicants must ensure that the application form is complete including required supporting documents. Additional requirements and/or supporting documents may be required on a case by case basis at the discretion of the City Manager or delegate based on the nature of the work proposed. Incomplete applications will be returned to applicant.
- b) Once an application is deemed complete by the City Manager or delegate, the application will be time stamped and application will be presented to City Council for approval.

### **ELIGIBILITY CRITERIA**

In order to qualify for funding under this policy, a project shall be subject to the following criteria:

- a) Qualified projects shall include developing, redeveloping, or renovating residential/commercial lands and buildings that are:
  - i. Located within one of Lethbridge’s urban core districts including Downtown, Warehouse District, or 13 Street North as defined; and/or
  - ii. Classified as a brownfield property.
- b) Projects shall consist of either new building construction or significant renovation construction in accordance with the following table:

Table 1: Incentive Table

# COUNCIL POLICY

## TARGET REDEVELOPMENT INCENTIVE PROGRAM



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Verified Minimum Construction Value	Incentive Period	Maximum Annual Municipal Incentive	Maximum Total Municipal Incentive
\$500,000 - \$999,999	5 years	\$60,000	\$300,000
\$ 1,000,000 - \$3,999,999	6 years	\$83,333.33	\$500,000
\$4,000,000 - \$5,999,999	7 years	\$128,571.43	\$900,000
\$6,000,000 - \$7,999,999	8 years	\$159,375.00	\$1,275,000
\$8,000,000 - \$9,999,999	9 years	\$222,222.22	\$2,000,000
\$10,000,000 - \$11,999,999	10 years	\$250,000.00	\$2,500,000
\$12,000,000+	11 years	\$363,636.36	\$4,000,000

- c) Projects funded through the Targeted Redevelopment Program are eligible to access other City of Lethbridge incentives, however total combined City incentive funding for a project shall not exceed the total maximums outlined in Table 1, based on which incentive period they qualify for under. This condition is void 10 years after incentive period is complete.
- i. Example 1: If Project A is eligible for a 5 year incentive of \$30,000 annually (\$150,000 total), the project would be eligible for up to *\$150,000 in other incentive program funding*
  - ii. Example 2: If Project B is eligible for a 5 year incentive of \$60,000 annually (\$300,000 total), the project will have reached its maximums and would not be eligible for any additional incentive program funding.

### RESPONSIBILITIES

City Council shall:

- a. Approve the Targeted Redevelopment Incentive Program Policy;
- b. Approve the appropriate budget for the incentive program;
- c. Receive and approve/deny individual applications including appropriate funding source and level of funding;
- d. Review and evaluate the program outcomes

City Manager or delegate shall:

- a. Coordinate policy administration, application and reporting processes;
- b. Identify funding source and establish a separate budget item in each year's budget to show the municipal tax cancellations and grants approved under this policy.

Applicant shall:

- a. Have an ownership interest in the property to be constructed;
- b. Submit an application to City Manager or designate including construction cost budget;

# COUNCIL POLICY

## TARGET REDEVELOPMENT INCENTIVE PROGRAM

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CITY OF  
*Lethbridge*

- c. Submit actual construction costs to City Manager or designate no later than January 31 of the year in which the incentive commences.

### PROCEDURES

- a. The value of the incentive is based on the increase in municipal taxes attributable to the differential between the pre-renovation assessment and the post-renovation assessment in alignment with Table 1.
- b. The incentive will be offered in two streams, which must be identified in the application prior to project approval.
  - I. Stream A: For projects where ownership will be retained through application, construction, and incentive period. The incentive is offered as a municipal tax cancellation and only the registered owner(s) at the time of commencement of the project are eligible for the tax cancellation. If the subject property is subdivided by a registered plan, the municipal tax cancellation shall cease.
  - II. Stream B: For projects where ownership will be subdivided by registered plan, set up as a condominium with multiple owners or where registered ownership is planned to change during development or incentive period. The incentive is offered as a grant. If project transfers ownership, the initial registered owner(s) are afforded the opportunity for a limited assignment of the grant under the terms of the program to the initial purchases of each unit within a project. The assignment of the grant shall not apply to any subsequent sale of unit(s).
- c. The incentive period for an eligible property will commence on the first full tax year after the building has been approved for occupancy and shall cease at the end of applicable term.
- d. The incentive calculation is only applicable to the municipal portion of the tax, not to requisitioning bodies and special charges including BIA levies. Further, supplementary assessment and supplementary taxation of new improvements and excluded from any incentive calculations.
- e. Projects are required to be in compliance with the relevant City of Lethbridge statutory and non-statutory plans, bylaws, policies, permits, and approvals. If in an area where an approved Are Redevelopment Plan (ARP) is not in place, a comprehensive site plan must be provided with application



# COUNCIL POLICY

## TARGET REDEVELOPMENT INCENTIVE PROGRAM

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CITY OF  
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- f. To be eligible, a property must not be in arrears in taxes, municipal utilities or any other municipal charge at any point during pre-construction, construction, or post-construction within the incentive period. Prior to any grant based payment all municipal charges outlines must be paid in full.
- g. Projects(s) must commence no longer than two years following approval of the incentive of the incentive will be cancelled. The two-year period may be extended by the City Council at its absolute discretion
- h. Approval of the grant application is at the absolute discretion of the City and subject to the availability of funds. Should there be inadequate funding to meet demand, applications will be held in a queue and processed in chronological order as funding becomes available
- i. The City may terminate the grant at any time, if the applicant/owner breaches or does not fully satisfy any of the obligations and conditions of this policy, as determined by the City.
- j. In the event that the Property Owner does not meet the obligations of this policy, the incentive is void in its entirety.

### POLICY REVIEW

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### SUPPORTING REFERENCES AND RESOURCES

- Municipal Government Act, RSA 2000 Chapter M-26
- Heart of Our City Master Plan
- Integrated Community Sustainability Plan/Municipal Development Plan
- Heritage Management Plan

### REVISION HISTORY

Review Date	Description
Mar. 16, 2015	New Policy (Targeted Redevelopment Incentive Policy)

# COUNCIL POLICY

## TARGET REDEVELOPMENT INCENTIVE PROGRAM

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Jul. 31, 2017	Revised to expand criteria, lower the minimum construction value, increase the total municipal tax cancellation benefit to \$4 million, and lower the minimum 3 storey requirement to 2 FAR
Aug. 20, 2018	Revised to change 2.0 FAR requirements to be a requirement for a minimum height of 2 storeys and to provide clarity on the procedure of incremental tax cancellation
Oct. 19, 2020	Revised to expand areas of eligible areas and brownfield sites; addition of lower construction value; ability to stack multiple grants

# COUNCIL POLICY

## WASTE DIVERSION



CITY OF  
*Lethbridge*

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Policy Number:	CC-54
Approved by:	City Council
Last Review Date:	July 9, 2024
Next Revision Date:	July 9, 2028
Policy Owner:	Waste Utility and Environment

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### **PURPOSE**

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community. The purpose of this policy is to provide guidelines to encourage the efficient use of natural resources.

### **DEFINITIONS**

Not applicable.

### **POLICY STATEMENT**

It is the policy of the City of Lethbridge to:

- a. Protect and conserve resources
- b. Utilize resources efficiently to their fullest extent
- c. Maximize diversion and reduce per capita waste disposal
- d. Mitigate the long term liability of landfill sites
- e. Increase public awareness of environmental issues and resource conservation
- f. Citizen engagement and meeting customer expectations in the design & delivery of programs

### Policy Principles

The guiding principles for the program development are:

- a. Treat the waste stream as a waste with potential value
- b. Waste management hierarchy
- c. Financial sustainability
- d. Fully costed waste disposal
- e. Environmental Sustainability

### **RESPONSIBILITIES**

City Council shall:

# COUNCIL POLICY

## WASTE DIVERSION

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- a) Approve the waste diversion and waste disposal targets for the residential sector, construction and demolition sector, and industrial, commercial and institutional sector as outlined in Schedule "A"
- b) Annually review and evaluate the program outcomes

Waste Utility and Environment shall:

- a) Develop waste diversion and waste disposal targets for the residential sector, construction and demolition sector, and industrial, commercial and institutional sector
- b) Adopt the Triple Bottom Line (TBL) approach as a decision making tool that considers social, economic and environmental impacts in daily decisions and actions of the City
- c) Develop waste prevention practices to reduce the amount of waste generated
- d) Maximize diversion of recyclable and compostable materials
- e) Ensure fiscal sustainability by reducing the future need for waste disposal facilities
- f) Engage and inform customers in the community with education, outreach, recycling and clean up events and develop a community partnership network.
- g) Develop a Corporate Environmental Plan to reduce negative environmental impacts that result from daily business operations of the City of Lethbridge
- h) Create targeted programming for all sectors in guidance with the Waste Diversion/Waste Prevention Master Plan
- i) Develop programming in the voluntary, economic, and regulatory phases:
- j) Voluntary: programs focus on the education and awareness of waste diversion and encourages participation
- k) Economic: programs incorporate infrastructure enhancements and provide financial incentives or disincentives
- l) Regulatory: programs, often in the form of mandatory recycling and landfill bans, mandate participation and achieve the highest rate of diversion
- m) Report program outcomes to City Council annually

### **POLICY REVIEW**

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### **SUPPORTING REFERENCES AND RESOURCES**

- Environment Policy CC-51
- Integrated Community Sustainability Plan/Municipal Development Plan
- Waste Diversion/ Waste Prevention Master Plan

### **REVISION HISTORY**

# COUNCIL POLICY

## WASTE DIVERSION



CITY OF  
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Review Date	Description
July 20, 2015	New Policy – Effective Date
June 25, 2018	Changed Schedule "A"
July 9, 2024	Last review date and next revision date updated.

# COUNCIL POLICY

## WASTE DIVERSION



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Schedule "A"

<b>Waste Disposal Targets</b>			
	<b>2013</b>	<b>2021</b>	<b>2030</b>
Residential	330 kg/capita	180 kg/capita	140 kg/capita
Waste Diversion %	20	50	65
<b>Industrial / Commercial / Institutional</b>			
Industrial / Commercial / Institutional	580 kg/capita	430 kg/capita	320 kg/capita
Construction Demolition	280 kg/capita	210 kg/capita	150 kg/capita
Waste Reduction %	0	25	45
<b>Total</b>			
Total	1,190 kg/capita	820 kg/capita	610 kg/capita
Waste Reduction %	0	30	50

# COUNCIL POLICY

## MAJOR COMMUNITY EVENT HOSTING



CITY OF  
*Lethbridge*

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Policy Number:	CC-55
Approved by:	City Council
Last Review Date:	July 9, 2024
Next Revision Date:	July 9, 2028
Policy Owner:	Opportunity Lethbridge

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### PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community. The City of Lethbridge has identified the need to provide a framework for support funding for hosting major provincial, interprovincial, national and international events which attract attention and bring Lethbridge recognition.

### DEFINITIONS

Term	Description
<u>Extraordinary Grant Application</u>	An application for an event that may not meet the general criteria for the grant, and/or requires significant funding.

### POLICY STATEMENT

It is the policy of the City of Lethbridge to enhance the profile and visibility of Lethbridge, thereby contributing to the quality of life, by assisting with funding and in-kind services support to host major provincial, interprovincial, national and international events.

### Policy Principles

The event must:

- a. Enhance the profile and visibility of Lethbridge
- b. Be open to the general public
- c. Attract spectators and/or participants from outside Lethbridge
- d. Engage with corporate community and/or other funding sources
- e. Be organized in conjunction with a local committee

Considerations for events are:

1. Eligible events include: Major provincial, interprovincial, national and international events.
2. The applicant must:

# COUNCIL POLICY

## MAJOR COMMUNITY EVENT HOSTING

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- a. Be legally registered and in good standing as a not-for-profit organization,  
Or  
Be an organizing committee under the auspices of an affiliate or sponsoring organization with not-for-profit status.
- b. Not have received assistance for the same purposes under any other program or policy of the City.
3. Only events that have an operational budget greater than \$100,000 will be considered for funding.
4. Assistance provided will be in the form of a grant or in-kind services or both.
5. Funds provided may be used for preparing bid proposals.
6. All requests for confidentiality made by the Applicant with regard to the request funding, the event or aspects of the event will be honoured to the extent possible within the City's obligations under privacy legislation and subject to the requirement for City Council to publicly approve any funding granted under this policy.
7. City Council must receive the application no later than two (2) months prior to the bid submission deadline.
8. City Council will not consider any request for funding from the Major Event Hosting Grant if the Applicant has already submitted an application or bid to host an event.

### RESPONSIBILITIES

City Council shall:

- a) Approve funding available for the grant
- b) Approve grant allocation(s)

Administration shall:

- a) Review all applications for eligibility
- b) Coordinate the application, approval and reporting process
- c) Report to City Council on all applications received
- d) Report extraordinary grant applications to City Council



# COUNCIL POLICY

## MAJOR COMMUNITY EVENT HOSTING



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- e) Evaluate and review the grant program outcomes, reporting to City Council, prior to each four-year budget cycle

Applicants shall:

- a) Complete the application and provide all requested information
- b) Submit a 'fundraising strategy' with the application

Successful applicants shall:

- a) File a financial accounting statement of event expenditures and revenues in accordance with the principle of full financial disclosure
- b) Report on the outcomes as described in the grant application
- c) File the reports in a and b above upon completion of the event or within 8 months of receiving the initial grant cheque
- d) Acknowledge the contribution of the City of Lethbridge in promotion/publicity of the event

### POLICY REVIEW

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### REVISION HISTORY

Review Date	Description
Nov. 9, 2015	New Policy – Effective Date
Apr. 16, 2018	Revisions include requirement for a fundraising strategy and application to be received 2 months prior to the bid submission deadline
July 9, 2024	Last review date and next revision date updated.

# COUNCIL POLICY

## ENCROACHMENT



CITY OF  
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Policy Number:	CC-57
Approved by:	City Council
Effective Date:	June 25, 2018
Next Revision Date:	June 25, 2022
Policy Owner:	Regulatory Services

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### PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community and to supply desirable and/or necessary services to the community. The City of Lethbridge recognizes that from time to time encroachments may occur. This policy is to establish a means for approving encroachments on to City owned parcels, reserve parcels, roads, rights of way, and easements.

### POLICY STATEMENT

The purpose of this policy is to establish the process to approve encroachments on to City owned parcels, reserve parcels, roads, rights of way, and easements.

### DEFINITIONS

<b>Term</b>	<b>Description</b>
<u>City</u>	The municipal corporation of the City of Lethbridge, or the area contained within the City boundaries, as the context requires.
<u>City-owned Parcel</u>	Any land owned by the City for which a certificate of title has been issued in accordance with the Land Titles Act, excluding Reserve Parcels and Roads.
<u>Council</u>	The Municipal Council for the City of Lethbridge.
<u>Easement</u>	Any Utility Right of Way or other right of way on privately owned property established for the installation, construction, repair and maintenance of Utilities, or for the access and passage of the general public, identified by a registered plan or by description, and documented by a registered caveat or easement agreement at the South Alberta Land Titles Office.
<u>Encroachment</u>	Anything placed, constructed or erected below, on or above the ground or attached to something placed, constructed or erected below, on or above the ground that extends on, over or under Municipal Lands including, but not limited to the following: a. Buildings, including all projections, including eaves, footings, foundations, weeping tiles, cantilevers, etc., and siding

# COUNCIL POLICY

## ENCROACHMENT



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	<ul style="list-style-type: none"> <li>b. Structures, including sheds (including those attached to a dwelling and/or fence), retaining walls, decks, stairs, patios, gazebos, satellite dishes, antennas, decorative walls, planters</li> <li>c. Fences</li> <li>d. Sidewalks, curbs, parking pads, aprons or driveways</li> <li>e. Swimming pools and hot tubs</li> <li>f. Shrubs, trees or other organic landscape materials planted in Reserve Parcels or City-owned Parcels</li> <li>g. Extensions of adjacent lands by fill or any deposit of fill</li> <li>h. Light standards</li> <li>i. Permanent signs</li> <li>j. Underground electrical wiring (excluding Utilities authorized by the City)</li> <li>k. Underground irrigation systems (excluding Utilities authorized by the City and located within Municipal Lands)</li> </ul> <p>Encroachments do not include sound attenuation structures or fences for City purposes.</p>
<u>Encroachment Agreement</u>	An agreement or the amendment of an existing encroachment agreement between an applicant and the City authorizing an Encroachment.
<u>Encroachment Guidelines</u>	Includes a listing of encroachments not requiring an agreement, encroachments into roads or easements that require an Encroachment Agreement, Encroachment Agreement Application Form, Application and Review Process, Letter of Consent, and Encroachment Agreement Template
<u>Fence</u>	Any enclosing barrier, wall or structure such as a chain link fence, wooden fence, or brick or stucco wall, usually located along a property line.
<u>Land Titles Act</u>	The Land Titles Act, RSA 2000, c.L-04 as amended or replaced.
<u>Letter of Consent</u>	A letter from the City agreeing to the Encroachment.
<u>Municipal Government Act</u>	The Municipal Government Act, RSA 2000, c.M-26 as amended or replaced.
<u>Municipal Lands</u>	Collectively or individually, Roads, Easements, Reserve Parcels and City-owned Parcels.
<u>Owner</u>	The person or persons registered under the Land Titles Act as the owner of the fee simple estate in the land.
<u>Reserve Parcel</u>	A parcel that is municipal reserve, environmental reserve, municipal and school reserve, community services reserve, conservation reserve, or school reserve, as defined in the Municipal Government Act.

# COUNCIL POLICY

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<u>Road</u>	Land shown as a road on a plan of survey that has been filed or registered in a land titles office, or land used as a public road, and includes a bridge forming part of a public road and any structure incidental to a public road.
<u>Utilities</u>	any system or works used to provide one or more of the following for public consumption, benefit, convenience or use: <ul style="list-style-type: none"> <li>a. Water;</li> <li>b. Sewage disposal;</li> <li>c. Irrigation or drainage, including drainage, collection, treatment, movement or disposal of storm sewer water;</li> <li>d. Electric power;</li> <li>e. Telecommunications;</li> <li>f. Fuel; or</li> <li>g. the applicable Utility departments of the City or other owners of Utilities, as the context requires.</li> </ul>
<u>Utility Right of Way</u>	A utility right of way granted pursuant to the Land Titles Act

### RESPONSIBILITIES

City Council shall:

- a. Approve the encroachment policy

Planning and Development Services Shall:

- a. Decide on the acceptability of Encroachments through consultation with the affected City Departments and Utilities.
- b. Administer and enforce adherence to these Procedures, including the issuing of orders for the removal of unacceptable Encroachments.
- c. Communicate these Procedures to affected City departments and Utilities.

City Solicitor shall:

- a. Prepare a standard Encroachment Agreement for use by the City.
- b. Consider and initiate legal action, if considered advisable, against Owners of property encroaching on Municipal Lands who do not comply with written orders issued by the City to rectify or remove any Encroachment determined to be unacceptable by the City.

City Manager or Designate shall:

- a. Review and decide on any appeals arising from the application of the encroachment policy and procedures.

### PROCEDURES

# COUNCIL POLICY

## ENCROACHMENT

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1. The Planning and Development Services Department is responsible for the review, administration, circulation, and coordination of all applications for Encroachment authorization to the relevant City departments and Utilities in accordance with this Procedure.
2. Unless an Encroachment is authorized by the City pursuant to these Procedures, the Encroachment shall be removed from the affected Municipal Lands.
3. Encroachments into Municipal Lands that are intended for or may be used as an emergency access shall be removed from the affected lands.
4. Where an Encroachment has been authorized by the City, an Owner of an Encroachment shall, if required by the City, execute an Encroachment Agreement prepared by the City and pay any applicable fees outlined in the Development Fees and Charges Bylaw, or the Encroachment shall be removed from the Municipal Lands.
5. An Encroachment Agreement shall include:
  - a. The location and identification of the Encroachment;
  - b. The Owner's responsibilities to maintain the Encroachment
  - c. Term or conditions under which the Agreement may be terminated;
  - d. The City's right to have access to the Municipal Lands; and
  - e. Indemnification of the City, its agent and licensees.
6. An Encroachment Agreement between the City and the Owner shall be registered at the South Alberta Land Titles Office by caveat, upon the Owner paying the applicable fees as set out in the Development Fees and Charges Bylaw.
7. Subject to paragraph 8, unless an Encroachment Agreement states otherwise, an Encroachment once authorized by the City may continue to be used providing that the size of the Encroachment is not increased, and the Encroachment is not added to, rebuilt or structurally altered.
8. An encroachment may not be rebuilt or structurally altered except:
  - a. As may be necessary to remove the Encroachment, or
  - b. As may be necessary for the routine maintenance of the Encroachment.
9. If an Encroachment or the structure benefiting from the Encroachment is damaged or destroyed to the extent of more than 75% of the replacement value of the Encroachment or such structure, the Encroachment shall not be repaired or reconstructed and shall be removed from the Municipal Lands unless the repair or reconstruction has been authorized in writing by the City.

# COUNCIL POLICY

## ENCROACHMENT

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10. Any Encroachment existing prior to January 1, 2018 which has been authorized by an Encroachment Agreement, or any other existing agreement with the City, or otherwise granted permission by the City, shall be deemed to be an authorized Encroachment under this Procedure, subject to the terms of the authorizing agreement.
11. An authorized Encroachment does not relieve an Owner from the responsibility to comply with all applicable federal, provincial and municipal statutes, regulations, orders, by-laws and policies.

### Guidelines for Encroachments into Reserve Parcels

1. An Encroachment into a Reserve Parcel is not permitted and shall be removed, unless it is permitted through the provisions of any other City policy, by bylaw or in accordance with the *Municipal Government Act*.

### Guidelines for Encroachments into City-owned Parcels:

1. Encroachments less than 0.05 metres into City-owned Parcels are authorized and do not require an Encroachment Agreement. At the request of the Owner, the Planning and Development Services Department shall prepare a Letter of Consent in substantially the same form as set out in the Encroachment Guidelines, subject to the Owner paying the applicable fee as set out in the Development Fees and Charges Bylaw.
2. Where an Encroachment extends into a City-owned Parcel 0.05 metres or more, the Owner may apply to the Planning and Development Services Department for an Encroachment Agreement and the Encroachment will be considered on its own merit in consultation with the relevant City departments and Utilities.
3. The Owner shall remove an Encroachment from a City-owned Parcel if the Planning and Development Services Department determines that the Encroachment is not acceptable.

### Guidelines for Encroachments into Roads and Easements:

1. Encroachments into Roads or Easements which are less than 0.05 metres, or fall within the Encroachment Guidelines, are authorized by the City and do not require an Encroachment Agreement. At the request of the Owner, the Planning and Development Services Department shall prepare a Letter of Consent, subject to the Owner paying the applicable fee as set out in the Development Fees and Charges Bylaw.

# COUNCIL POLICY

## ENCROACHMENT

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2. Encroachments into Roads or Easements which fall within the Encroachment Guidelines are eligible to enter an Encroachment Agreement from the Planning and Development Services Department without circulation, subject to the Owner paying the applicable fees as set out in the Development Fees and Charges Bylaw.
3. Encroachments into Roads or Easements which are not within the guidelines, and that were in existence prior to January 1, 2018, will be reviewed by the Planning and Development Services Department and circulated to relevant City departments and Utilities. If it is determined that the Encroachment is acceptable, the Owner is eligible to enter an Encroachment Agreement, subject to the Owner paying the applicable fees as set out in the Development Fees and Charges Bylaw. If the Encroachment is not acceptable to the City, the Owner will be required to remove the Encroachment.
4. Notwithstanding any other provision of these Procedures, Encroachments affecting Roads or Easements containing high pressure gas distribution lines, surface mounted electrical equipment or overhead electrical lines shall be considered on their own merit and are not subject to the guidelines set out in these Procedures.
5. Notwithstanding any other provision of these Procedures, an Encroachment shall not interfere with access to or use of Utilities, Easements or Roads by the City, by owners of Utilities, or by users of the Utilities, Easements or Roads. Nothing in these Procedures is intended to restrict or limit any rights in relation to the access to, or use of, Utilities, Easements and Roads affected by an Encroachment.
6. Notwithstanding any other provision of these Procedures, the City reserves the right to limit the term of an Encroachment Agreement, Letter of Consent or other authorization, or provide for the termination of an Encroachment Agreement, Letter of Consent or other authorization in the event that the Encroachment could be affected by future plans for Utilities, Road widening, or other requirements.

### Enforcement and Appeals

1. If, under the provisions of these Procedures, an Encroachment has not been authorized or an application for an Encroachment Agreement has not been made, the Owner shall remove the Encroachment at no cost to the City.
2. If the Owner refuses to remove the Encroachment or fails to apply for authorization, the City may take action to remove the Encroachment or relocate the utility (as the case may be) and seek reimbursement from the Owner for all such costs in accordance with the applicable City bylaws and policies and in accordance with the *Municipal Government Act*.

# COUNCIL POLICY

## ENCROACHMENT



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3. The Owner shall also be subject to any and all applicable federal, provincial and municipal statutes, regulations, orders, bylaws and policies beyond the scope of this Policy.
4. Appeals by the Owner arising from the application of this Policy and Procedures shall be submitted to, reviewed and decided upon by the City Manager or his designate.
5. The decision of the City Manager, or designate, is final and binding.

### POLICY REVIEW

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### SUPPORTING REFERENCES AND RESOURCES

- Encroachment Guidelines

### REVISION HISTORY

Review Date	Description
April 3, 2018	April 3, 2018 New Document (Encroachment Policy)





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## APPENDIX

### Encroachment Guidelines

#### **Encroachments Not Requiring an Encroachment Agreement**

##### Encroachments into Roads Not Requiring an Encroachment Agreement

- 1) Driveways or sidewalks which provide access to a residential dwelling or commercial business, excluding retaining walls or landscape structures that, in the opinion of the Planning and Development Services Department, are considered to be features not directly benefiting the access or which may adversely affect access to or use of the Road.
- 2) Fence sections that encroach less than 0.3 metres from a property line into a Road providing no Utilities are located within the fence sections.
- 3) Concrete garage aprons encroaching less than 0.3 metres into lanes.
- 4) Steps which do not interfere with public sidewalks or trails and do not decrease the usable width of a lane.
- 5) Retaining walls less than 0.2 metres in height, encroaching less than 0.3 metres into a Road, except where the retaining wall is located adjacent to a City of Lethbridge Electric System or other above ground surface utility facilities.
- 6) Non-permanent surface improvements within a boulevard area, including landscaping features, ground cover, driveways, and irrigation systems, which extend beyond a property line to a sidewalk, curb or edge of pavement.
- 7) Signs, awnings or canopies projecting into a Road providing any portion thereof:
  - a) Do not project more than 2.4 metres measured horizontally over the Road, and
  - b) Are not located closer than 0.6 metres measured horizontally to the portion of the road used for the passage of motor vehicles, and
  - c) Are not less than 2.4 metres measured vertically above the surface of the Road.

# COUNCIL POLICY

## ENCROACHMENT

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### Encroachments into Easements Not Requiring an Encroachment Agreement

1. Driveways or sidewalks which provide access to a residential dwelling or commercial business excluding retaining walls or landscape structures that, in the opinion of the Planning and Development Services Department, are considered to be features not directly benefiting the access or which may adversely affect access to or use of the Easement.
2. Fence sections that span an Easement or encroach less than 0.3 metres into an Easement.
3. Portable sheds under 10 sq. m. not constructed on a permanent foundation nor connected to utility services.
4. Retaining walls less than 0.2 metres in height and encroaching less than 0.3 metres into an Easement except where the retaining wall is located adjacent to a City of Lethbridge Electric System or other above ground surface utility facilities.
5. Non-permanent surface improvements including landscaping features, ground cover, driveways and irrigation systems.
6. Eaves encroaching less than 0.1 metres into an Easement.



### **Encroachments into Roads or Easements that Require an Encroachment Agreement (No Circulation Required)**

- 1) Notwithstanding items 2 through 8 in this Schedule, Encroachments affecting Roads and Easements containing high pressure gas distribution lines, shall be considered on their own merit.
- 2) Residential footings for buildings or structures encroaching 0.3 metres or less into an Easement at a depth of more than 2.0 metres below grade, where the building or structure is not encroaching.
- 3) Eaves into an Easement or Road for developments which have received a development permit or building permit allowing the Encroachment of the eaves.
- 4) Hard landscaping or retaining walls less than or equal to 0.6 metres in height encroaching less than 0.3 metres into a Road will be approved, except where adjacent to or located on lands with an overhead electrical line or high pressure gas line.
- 5) Where an Encroachment is created by an Owner granting land to the City for a Road or an Easement, the City shall, without charge, permit an Encroachment agreement to be entered into with the Owner, the removal period to be negotiated as part of the purchase or dedication (and would be related to the life of the Encroachment, and the timing of road widening, if applicable).
- 6) Subject to any other restrictions, an Encroachment of less than 0.3 metres into an Easement (not within the guidelines set out in Schedule A), will be authorized.
- 7) An Encroachment that separates an Easement from the nearest Road or City-owned Parcel that:
  - a) Forms a barrier (which includes, but is not limited to development features such as entrance features, walls and decorative fences), and
  - b) Prevents direct access by the City, will be permitted provided the following conditions are met:
    - i) It has easily removable and replaceable sections,
    - ii) The length of the sections are greater than 2.4 metres on each affected lot, and
    - iii) The support pillars encroach no more than 0.6 metres into the Easement.
- 1) A barrier which includes, but is not limited to, development features such as an entrance feature, wall and decorative fence, that crosses an Easement will be accepted providing:
  - a) It has easily removable and replaceable sections,
  - b) The length of the sections are greater than 2.4 metres on each affected lot, and
  - c) The access to and use of the Easement is not adversely affected.

# COUNCIL POLICY

## ENCROACHMENT

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### **Application and Review Process**

#### Planning and Development Services Department

##### **Applications:**

An application for an Encroachment Agreement shall be made to the Planning and Development Services Department, where the Encroachment is not within the guidelines set out in Schedule A, or is greater than 0.05 metres and shall include the following:

- a) A hard copy (preferably an original) or digital version or both of a current Real Property Report detailing the property and the extent of the Encroachment.
- b) A current copy of the certificate of title for the parcel.
- c) The application fee, as set out in the Development Fees and Charges Bylaw.
- d) Photographs of the Encroachment, if required.

##### **Complaints:**

Encroachments identified by public complaints or by City personnel shall be referred to the Planning and Development Services Department.

# COUNCIL POLICY ENCROACHMENT



CITY OF  
*Lethbridge*

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## Letter of Consent

**(Date)**

**(Address of Applicant)**

**Subject: (Description of Encroachment and Legal Description of Property)**

The City of Lethbridge consents to the captioned Encroachment as outlined on the enclosed Alberta Land Surveyor's Real Property Report prepared by the firm of **(name of firm)**, dated **(date of Real Property Report)**, and does not require an Encroachment Agreement, subject to the terms and conditions set out in this letter.

This consent does not restrict or limit the City of Lethbridge's right to construct, install, replace, remove, repair or maintain any Utilities or Roads and does not relieve the Owner of the Encroachment from any liability arising from the Encroachment. Any and all costs resulting from modification, relocation and/or removal of City facilities and services, or any damages or repairs to City facilities and services resulting from the Encroachment, shall be borne by the Owner. The City shall not be liable for any damage whatsoever to the Encroachment arising from the City's use of or operations in relation to the (utility right of way/Easement/Road/City-owned Parcel). This consent shall terminate at such time as the Encroachment is removed from the above property. The City retains the right to require the Owner of the Encroachment to remove the Encroachment upon 30 (thirty) days' notice.

If you require further information with respect to this matter, please contact the Planning and Development Services Department at 403-320-3920.

Sincerely,

**(name)** Title

Planning and Development Services

# COUNCIL POLICY

## KEY TO THE CITY



CITY OF  
*Lethbridge*

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Policy Number: CC-58  
Approved by: City Council  
Last Review Date: July 9, 2024  
Next Revision Date: July 9, 2024  
Policy Owner: City Clerk

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### PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community and to supply desirable and/or necessary services to the community. This policy is to establish a means for the City of Lethbridge to recognize individuals or groups for unique and significant contributions or accomplishments. Awarding a "Key to the City" permits the City to recognize individuals or groups for unique and significant contributions or accomplishments. This symbolic gesture allows City Council to recognize such individuals or groups in a formal manner.

### DEFINITIONS

Term	Description
Other Individuals or Groups	Any individual or group who no longer, or who has never, resided in Lethbridge, yet whose work or contributions locally, provincially, nationally or internationally deserves recognition by the City of Lethbridge. Such individuals or groups could include (but not be limited to) visiting head of state or government, significant individual or group who effected positive national or international change in areas of society, environment, economy or politics
Public Event	A non-City hosted event at which the recipient is a member or is recognized as a leader within that community, such as (but not limited to) an event hosted by another order of government or community organization. This could also include a public event specifically convened for the purpose of recognizing the recipient
Regular Meeting	A regularly scheduled meeting of City Council, open to the public, where City Council passes formal resolutions

### POLICY STATEMENT

The purpose of this policy is to:

1. Establish the process to approve the awarding of a Key to the City; and
2. Identify the information required to determine eligibility for such formal public recognition.

Eligibility Requirements

# COUNCIL POLICY

## KEY TO THE CITY

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CITY OF  
*Lethbridge*

To be eligible to receive a Key to the City under this policy the recipient must meet all of the following eligibility requirements:

- 1) Must be an individual resident in the City of Lethbridge or a group located within the City of Lethbridge
- 2) The individual or group must have exhibited accomplishments and/or contributions:
  - i) with national or international significance, and / or
  - ii) that made significant contributions to the city of Lethbridge, and / or
  - iii) brought positive recognition to the city of Lethbridge
- 3) City Council may, by resolution, award a Key to the City to other individuals or groups who they believe otherwise merit this honour but do not meet the eligibility criteria set out in this policy.

### **RESPONSIBILITIES**

City Council shall:

- a) Members of City council shall submit a Letter of Recommendation and Support to the Priorities and Agenda Committee, when they wish to nominate a deserving recipient.

Priorities and Agenda Committee shall:

- a) Review applications submitted by Members of City Council wishing to award a Key.

### **PROCEDURES**

#### Nominations

1. Where a Member of City Council wishes to award a Key, they must submit a Letter of Recommendation and Support to the Priorities and Agenda Committee.
2. The Priorities and Agenda Committee will refer the Letter to an Incamera Meeting of City Council for discussion.
3. After such Incamera discussion the Mayor, Deputy Mayor and Acting Mayor shall determine if the Key shall be awarded.
4. City Council shall be advised of the decision of the Mayor, Deputy Mayor and Acting Mayor at an Incamera meeting of City Council prior to the Key being awarded.

# COUNCIL POLICY

## KEY TO THE CITY



CITY OF  
*Lethbridge*

### Presentation

- 1) The Key to the City shall be presented by the Mayor at either a Regular Meeting of Council or at a public event at which the presentation would be considered suitable.
- 2) A Key to the City award may include:
  - a) a plaque with a mounted key and citation
  - b) a presentation copy of the Letters of Recommendation and Support;
  - c) any supporting documents and subsequent Council resolution;
  - d) a framed copy of a letter from City Council awarding a Key to the City with details

The Mayor, Deputy Mayor and Acting Mayor shall, by majority, determine which of the above options, or any variation thereof, is deemed appropriate for the recipient.

### **POLICY REVIEW**

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### **REVISION HISTORY**

Review Date	Description
Dec. 7, 2015	New Policy – Effective Date
July 9, 2024	Last review date and next revision date updated.



# COUNCIL POLICY

## REQUEST FOR LETTER OF SUPPORT



CITY OF  
*Lethbridge*

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Policy Number:	CC-59
Approved by:	City Council
Last Review Date:	July 9, 2024
Next Revision Date:	July 9, 2028
Policy Owner:	City Clerk

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### **PURPOSE**

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community. The purpose of this policy is to provide a process when the City of Lethbridge receives requests for a Letter of Support.

### **DEFINITIONS**

Not applicable.

### **POLICY STATEMENT**

It is the policy of the City of Lethbridge to provide a clear, consistent and appropriate direction when requests for a Letter of Support are received from community organizations.

Consideration will be given to organizations requesting Letter of Support for worthwhile causes. Commercial or political overtones or requests from individuals will not be considered, nor will requests to recognize a cause/event which is contentious or divisive.

### **RESPONSIBILITIES**

Mayor's Office shall:

- a) Provide the appropriate Letter of Support

City Clerk's Office shall:

- a) Receive requests for Letter of Support from the organization
- b) Refer any requests which may be considered contentious, divisive or inappropriate to the Priorities and Agenda Committee

City Council shall:

- a) Provide recommendation through resolution when a group is requesting funding

# COUNCIL POLICY

## REQUEST FOR LETTER OF SUPPORT



CITY OF  
*Lethbridge*

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### PROCEDURES

1. No Funding Requested from the City of Lethbridge
  - a. Request for Letter of Support should include:
    - i. Requestor name,
    - ii. Purpose of request,
    - iii. Name of Grant (if applicable), and
    - iv. Contact and Address for the appropriate body
  - b. A draft letter of support must be provided
  - c. Request to be provided to the Office of the City Clerk
  - d. Mayor's Office writes the appropriate letter of support
  - e. Draft letter to be shared by Mayor's office with Deputy and Acting Mayor, prior to disbursement
  - f. Copy of the Letter of Request and Mayor's letter is provided to City Clerk to be shared with City Council
2. Funding Requested from the City of Lethbridge
  - a. Presentation to City Council is required
  - b. The group is required to contact the Office of the City Clerk to obtain the appropriate Council submission form
  - c. The completed form must be returned to the Office of the City Clerk within prescribed timelines for proposed City Council Meeting
  - d. If approved by Council, the Mayor's Office will provide the letter of support to the requesting organization
3. Exceptions to this policy:
  - City Owned Facility
    - If the letter of support is for an external grant for organizations operating within a City owned facility, the group must meet with Community Services prior to presenting to City Council
  - Organizations Previously Approved for Letter of Support
    - Organizations previously approved for a letter of support by resolution of Council are not required to return to resubmit a request. The Mayor's Office will write the appropriate letter of support.

### POLICY REVIEW

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

# COUNCIL POLICY

## REQUEST FOR LETTER OF SUPPORT



CITY OF  
*Lethbridge*

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### REVISION HISTORY

Review Date	Description
May 23, 2017	New Policy – Effective Date.
July 9, 2024	Last review date and next revision date updated.

# COUNCIL POLICY

## PUBLIC PARTICIPATION



CITY OF  
*Lethbridge*

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Policy Number:	CC-60
Approved by:	City Council
Effective Date:	June 25, 2018
Next Revision Date:	June 25, 2022
Policy Owner:	Communications and Engagement

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### PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government through encouraging and enhancing the public engagement.

In accordance with Section 216.1 of the *Municipal Government Act*, this Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation.

The policy provides a foundation that ensures consistent and effective approaches to stakeholder and public involvement across the Corporation that sets a standard of excellence for public participation processes in the city.

This policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

### DEFINITIONS

<b>Term</b>	<b>Description</b>
<u>City Manager</u>	Chief Administrative Officer of the City or their designate.
<u>City</u>	Municipal corporation of the City of Lethbridge
<u>Stakeholders</u>	The public of the city of Lethbridge, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the City of Lethbridge.
<u>Public</u>	All people living, working and visiting the city of Lethbridge.
<u>Public Participation</u>	A variety of non-statutory opportunities where municipal stakeholders receive information and/or provide input to the City.
<u>Public Participation Plan</u>	A plan which identifies which public participation tools to be used to obtain public input in a particular circumstance.

# COUNCIL POLICY

## PUBLIC PARTICIPATION



CITY OF  
*Lethbridge*

<u>Public Participation Tools</u>	<p>“Public Participation Tools” means the tools that may be used, alone or in combination, to create public participation opportunities including, but not limited to:</p> <ul style="list-style-type: none"><li>• in-person participation which may include face-to-face interactions, door-knocking, interviews, meetings, round-tables, town halls, open houses and workshops;</li><li>• digital participation which may include online engagement tools, chat groups, webinars, message boards/discussion forums, and online polls or surveys;</li><li>• written participation which may include written submissions, email, and mail-in surveys, polls and workbooks; and</li><li>• representative participation which may include being appointed to a committee, commissions, or boards.</li></ul>
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### POLICY STATEMENT

The City of Lethbridge envisions a city in which the public are informed on City activities in a timely manner and have the opportunity to share their ideas about the needs of our City.

The City of Lethbridge recognizes that outcomes are improved by engaging stakeholders and the public.

The City of Lethbridge is committed to inclusive, welcoming, and accessible processes that are transparent and responsive, and within the Corporations’ ability to finance and resource.

The City of Lethbridge assigns a high priority to involving the public and stakeholders early on and throughout engagement processes for the purpose of good governance.

The City of Lethbridge Scale of Public Engagement (Appendix A) outlines the level of information, interaction and engagement that may be used in City hosted public processes.

# COUNCIL POLICY

## PUBLIC PARTICIPATION

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CITY OF  
*Lethbridge*

### Policy Principles

Council recognizes that good governance includes engaging Stakeholders in public participation by:

- a. Creating opportunities for stakeholders to participate in public conversations;
- b. Recognizing diverse stakeholder interests;
- c. Providing stakeholders with the appropriate information and tools to engage in meaningful participation; and
- d. Recognizing that although not always statutorily required, public participation may enrich the decision making process

### Policy Expectations

1. Legislative and Policy Implications
  - a. All public participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation.
  - b. All Public participation will be undertaken in accordance with all existing municipal policies.
  - c. This Policy shall be available for public inspection and will be posted to the City's website.
  - d. This Policy will be reviewed at least once every four years.

### Public Participation Standards

- a. Public participation will be conducted in an inclusive manner having regard to different levels of accessibility and mobility.
- b. Public participation plans will consider early, ongoing and diverse opportunities to provide input.
- c. Public participation planning activities will be conducted in a professional and respectful manner.
- d. Stakeholders who participate in any manner of public participation are required to be respectful and constructive in their participation.
- e. The results of public participation will be made available to Council and public in a timely manner.

## **RESPONSIBILITIES**

City Council shall:

# COUNCIL POLICY

## PUBLIC PARTICIPATION

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CITY OF  
*Lethbridge*

- a. consider input obtained through public participation; and
- b. review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of public participation.

City Manager or their designate shall:

- a. in accordance with this policy or as directed by Council, develop public participation plans;
- b. implement public participation plans;
- c. report the findings of the public participation to Council;
- d. assess this policy and make recommendations to Council about the public participation and resourcing

The City Manager is responsible for the oversight of engagement activities with stakeholders and the public.

### **PROCEDURE(S)**

#### Public Participation Opportunities

When so directed by this policy or Council, the City Manager or their designate will develop and implement related public participation plans and activities in the following circumstances:

- a. when new programs or services are being established;
- b. when existing programs and services are being reviewed;
- c. when gathering input or formulating recommendations with respect to the operating or capital budgets;
- d. when directed by Council on budget amendments;
- e. when gathering input or formulating recommendations with respect to the City's master plans;
- f. when developing statutory plans; or
- g. as otherwise directed by Council.

#### Public Participation Planning

1. When so directed by this Policy or Council, the City Manager or their designate shall develop public participation plans which may consider the following:
  - a. the nature of the matter for which public participation is being sought;
  - b. the impact of the matter on Stakeholders;
  - c. the demographics of potential Stakeholders in respect of which public participation Tools to utilize, level of engagement and time for input;
  - d. the timing of the decision and time required to gather input;

# COUNCIL POLICY

## PUBLIC PARTICIPATION



CITY OF  
*Lethbridge*

- e. what information is required, if any, to participate; and
  - f. resources required.
2. Public participation planning will consider the following:
- a. a communication plan to inform the public about the public participation plan and opportunities to provide input;
  - b. identification of which public participation tools will be utilized;
  - c. timelines for participation;
  - d. information about how input will be used;
  - e. information that is required to provide to the public; and
  - f. the location or tool required for the specific public participation.

### REPORTING AND EVALUATION

1. Information obtained in public participation processes will be reviewed by Administration and Council, and made available to the public.
2. Reports to Council shall include:
  - a. a summary of the input obtained;
  - b. an overview of the public participation planning and how it was developed;
  - c. an assessment of the effectiveness of the plan based on the level of engagement and the quality of input; and
  - d. recommendations for future public participation plans if identified.

### **POLICY REVIEW**

Council policies are to be reviewed by City Council, once per term, as per City Council Policy CC-01: Policy Development, Implementation, and Evaluation. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### **SUPPORTING REFERENCES AND RESOURCES**

- *Municipal Government Act*
- *Freedom of Information and Protection of Privacy Act*
- City Council Strategic Plan
- City of Lethbridge Scale of Public Engagement – Appendix A

### **REVISION HISTORY**

<b>Review Date</b>	<b>Description</b>
June 25, 2018	New Document (Public Participation) -- Effective Date



# COUNCIL POLICY

## URBAN CORE PROPERTY IMPROVEMENT GRANT PROGRAM



CITY OF  
*Lethbridge*

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Policy Number: CC-61  
 Approved by: City Council  
 Effective Date: October 19, 2020  
 Next Revision Date: October 19, 2024  
 Policy Owner: Opportunity Lethbridge

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### PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community.

The purpose of the program is to financially support property owners and business owners with improvements that spur the preservation, revitalization and reinvestment of properties within the urban core of Lethbridge; including quality façade improvements, permanent interior and exterior space improvements, rehabilitation of key aspects that support the functionality and re-use of buildings, and barrier-free/ accessibility improvements.

### DEFINITIONS

Term	Description
<u>13 Street North</u>	The area of the City of Lethbridge that includes all properties that front on 13 Street North between 1 Ave North and 9 Ave North.
<u>Downtown</u>	The area of the City of Lethbridge bounded by the following: Stafford Drive on the east, 6 Avenue South to the south, the Crowsnest Trail to the north, and the Oldman River Valley top-of-bank setback line to the west.
<u>Preservation</u>	The action or process of protecting, maintain and/or stabilizing the existing materials, form, and integrity of the building.
<u>Rehabilitation</u>	The action or process of making possible a continuing or compatible contemporary use of a building.
<u>Restoration</u>	The action or process of accurately revealing, recovering or representing the states of a building, or of an individual component, as it appeared at a particular period in its history
<u>Warehouse District</u>	The area of the City of Lethbridge bounded by the following: Stafford Drive to the west; 3 Avenue to the south (including all properties fronting on 3 Avenue); Mayor Magrath Drive to the east; and Crowsnest Trail to the north.

# COUNCIL POLICY

## URBAN CORE PROPERTY IMPROVEMENT GRANT PROGRAM

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CITY OF  
*Lethbridge*

### **POLICY STATEMENT**

It is the policy of the City of Lethbridge to financially assist qualified property owners and business owners to spur preservation, revitalization, and reinvestment of properties within the urban core of Lethbridge.

### **RESPONSIBILITIES**

City Council shall:

- a. Approve the Urban Core Property Improvement Program Policy
- b. Approve the appropriate budget for the incentive program
- c. Review and evaluate the program outcomes

City Manager or delegate shall:

- a. Provide administration of the grant program including individual application approvals.
- b. Consults the necessary expertise required to make informed decisions on the program including but not limited to other city departments, committees (e.g. Historic Places Advisory Committee and Heart of Our City Committee), and external resources (e.g. Province of Alberta).
- c. Report program outcomes and disposition of the funding annually to City Council

Applicant shall:

- a. Meet all requirement and conditions of the program.

### **POLICY REVIEW**

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### **SUPPORTING REFERENCES AND RESOURCES**

- Heart of Our City Master Plan
- Integrated Community Sustainability Plan/Municipal Development Plan
- Heritage Management Plan

# COUNCIL POLICY

## URBAN CORE PROPERTY IMPROVEMENT GRANT PROGRAM

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CITY OF  
*Lethbridge*

### REVISION HISTORY

Review Date	Description
Aug. 6, 2019	New Document (Adaptive Reuse Incentive Program Policy)
Oct. 19, 2020	Program extended to both property and business owner; maximum grant raised from \$100,000 to \$175,000; Urban Core definition expanded beyond Downtown, Warehouse District, and 13 Street North

# COUNCIL POLICY

## FACILITY DIVESTITURE



CITY OF  
*Lethbridge*

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Policy Number:	CC-62
Approved by:	City Council
Last Review Date:	July 9, 2024
Next Revision Date:	July 9, 2028
Policy Owner:	Opportunity Lethbridge

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### PURPOSE

Strong financial leadership and planning ensure the long-term viability of the corporation. The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and supply desirable and/or necessary services to the community. Policies are essential in providing substance to this mandate. The purpose of this policy is to establish the appropriate methods and authorization for divesting of City facilities.

### DEFINITIONS

<b>Term</b>	<b>Description</b>
<u>Asset Rationalization Framework Procedure</u>	The process and template used to evaluate divestiture potential of City facilities.
<u>Business Unit Manager</u>	An employee who is directly accountable for the performance of a declared business unit.
<u>City Council</u>	The elected municipal council for the City.
<u>City Facility</u>	A building owned by the City.
<u>City Manager</u>	The Chief Administrative Officer of the City.
<u>Designate</u>	The person who may be directed to carry out specific duties or responsibilities.
<u>Senior Management Team</u>	The group of senior managers employed by the City and designated by the City Manager as the Senior Management Team.

### POLICY STATEMENT

It is the policy of the City of Lethbridge that City facilities are reviewed and evaluated in accordance with the Asset Rationalization Framework to identify City Facilities that are suitable for divestiture. This will help the City maintain a portfolio of City facilities that supports City staff and the Community. Use of the Asset Rationalization Framework will ensure that decisions are made in a manner that is open and transparent and with integrity and fairness.

# COUNCIL POLICY

## FACILITY DIVESTITURE

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CITY OF  
*Lethbridge*

### RESPONSIBILITIES

Facility Services Business Unit Manager or Designate shall:

- a) Receive requests and assist in identifying City owned facilities that could potentially be divested by using the facility Asset Rationalization Framework Procedure
- b) Engage stakeholders as required in the rationalization process
- c) Identify any existing grant obligations to specific facilities
- d) Present information, recommendations, and options to Senior Management Team

Senior Management Team shall:

- a) Review information and confirm or revise recommendations and options for divestiture
- b) Designate a City representative to present recommendations and options to City Council

City Council shall:

- a) Review information, recommendations, and options for potential building divestiture
- b) Make decisions on proceeding with the attempt to sell City facilities
- c) Approve pricing of all City facilities

City Manager or Designate shall:

- a) Recommend market value of City facility to City Council for consideration
- b) Market appropriate City facility
- a) Approve City facility sales
- b) Approve the Asset Rationalization Framework

### POLICY REVIEW

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### SUPPORTING REFERENCES AND RESOURCES

- Administrative Policy PUR-06: Disposal of Surplus and Obsolete Material
- Asset Rationalization Framework Procedure
- City Manager Bylaw

# COUNCIL POLICY

## FACILITY DIVESTITURE

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CITY OF  
*Lethbridge*

### REVISION HISTORY

Review Date	Description
Jul. 27, 2020	New Policy – Effective Date
July 9, 2024	Removed reference to CC-45 Real Estate Sales replaced with City Manager Bylaw. Last review date and next revision date updated.

# COUNCIL POLICY

## DEFERRAL REQUEST

### FRAMEWORK



CITY OF  
*Lethbridge*

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Policy Number: CC-63  
Approved by: City Council  
Effective Date: July 27, 2020  
Next Revision Date: July 27, 2024  
Policy Owner: Recreation and Culture

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### PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safer and viable community and to supply desirable and/or necessary services to the community. This policy is to establish a means for the City of Lethbridge to determine when an organization's scheduled payment may be deferred.

### DEFINITIONS

Term	Description
<u>Deferral</u>	A request for a payment scheduled to be paid to the City of Lethbridge be made at a future point in time other than originally agreed.

### POLICY STATEMENT

The purpose of this policy is to:

1. Establish the process for the granting of a request for a deferral of a payment by an organization;
2. Identify the information required to determine eligibility for the program; and
3. Help determine the Impact of the deferral on the community and the future economic benefit to the entity and to the City.

#### Eligibility

In order to be eligible to receive a deferral under this policy the recipient must meet all of the following eligibility requirements:

1. The applicant must be an organization based in the City of Lethbridge that has a formal agreement or contract with the City.

The following are not eligible under this program:

1. Utility or property tax payments
2. Requests from individuals

# COUNCIL POLICY

## DEFERRAL REQUEST FRAMEWORK

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CITY OF  
*Lethbridge*

### RESPONSIBILITIES

N/A.

### PROCEDURES

1. The applicant will be asked to provide information on the impact of the deferral on the community, the future economic benefit to the entity and to the City.
2. The applicant must provide information to the City that addresses the following:
  - a. The entity's financial situation leading to the deferral request
  - b. Alternative's to deferral
  - c. Economic impact of deferral on the City
  - d. Lost opportunity, ie interest
  - e. Existing service agreement terms and conditions including consideration of deferral payments
  - f. Unique factors to be considered
  - g. Access to alternative funding that the entity may have in order to make the payment and has that funding been contemplated
  - h. Status of the entity (profit or not for profit)
  - i. Risks of unintended consequences
3. The application should initially go to the Contract Manager for review.
4. Upon receipt of a completed application, the information will be forwarded to City Council for consideration.
5. City Council may choose to grant a deferral request up to a maximum of six months.
6. This policy will expire December 31, 2020. It will be reviewed by City Council before its expiry date.

### POLICY REVIEW

Council policies are to be reviewed by City Council, once per term, as per City Council Policy CC-01: Policy Development, Implementation, and Evaluation. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.



# COUNCIL POLICY

## DEFERRAL REQUEST

### FRAMEWORK

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CITY OF  
*Lethbridge*

#### SUPPORTING REFERENCES AND RESOURCES

N/A.

#### REVISION HISTORY

Review Date	Description
Jul. 27, 2020	New Document (Deferral Request Framework)

**COUNCIL POLICY  
DEFERRAL REQUEST  
FRAMEWORK**

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CITY OF  
*Lethbridge*

APPENDIX (if applicable)

# COUNCIL POLICY

## INDUSTRIAL MUNICIPAL TAX INCENTIVE



CITY OF  
*Lethbridge*

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Policy Number:	CC-64
Approved by:	City Council
Effective Date:	October 19, 2020
Next Revision Date:	October 19, 2024
Policy Owner:	Opportunity Lethbridge

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### PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and supply desirable and/or necessary services to the community. Policies are essential in providing substance to this mandate. The purpose of this policy is to attract new industry thereby creating new employment opportunities for local residents. The *Municipal Government Act, RSA 2000 Chapter M-26, Section 347 (1) (c)* allows Council to cancel a portion of a tax, with or without conditions. Council has chosen to adopt this policy with conditions so herein described.

### DEFINITIONS

Term	Description
<u>Base Line Assessment</u>	Assessment of the property at the time of application.
<u>Tax Cancellation</u>	25% of the difference between the annual taxable assessment and the base line taxable assessment multiplied by the annual tax rate for each year of the agreement.
<u>Requisitioning Bodies</u>	The Alberta School Fund Foundation, the Green Acres Foundation, the preparation of designated industrial property requisition and any other provincial enactment that come to be that requisition to the municipality.

### POLICY STATEMENT

It is the policy of the City of Lethbridge to establish a municipal tax cancellation policy to provide an incentive to attract new industry to Lethbridge and facilitate long-term job creation on a case by case basis.

# COUNCIL POLICY

## INDUSTRIAL MUNICIPAL TAX INCENTIVE

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CITY OF  
*Lethbridge*

### Application Information

- a) Applicants must ensure that the application form is complete including required supporting documents. Additional requirements and/or supporting documents may be required on a case by case basis at the discretion of the City Manager or delegate based on the nature of the work propose d. Incomplete applications will be returned to applicant.
- b) Once an application is deemed complete by the City Manager or delegate, the application will be time stamped and application will be presented to City Council for approval.

### Eligibility Criteria

- a) In order to qualify for funding, an applicant shall meet the following general criteria:
  - a. Be a legally incorporated entity;
  - b. Be involved in manufacturing and processing;
  - c. Be the legal owner; and
  - d. Be the leasee of the property and provide a copy of the lease agreement upon application.
  - e. Be a property within the jurisdiction of the City of Lethbridge that has an industrial zoning as defined in the City of Lethbridge's land use bylaw.
- b) Project shall consist of either new building construction or significant renovation/expansion in accordance with the following:
  - a. 5-year Tax Cancellation Criteria:
    - i. A minimum investment of \$50,000,000 in plant, land and/or leasehold improvements.
      1. 5 year tax cancellation term
  - b. 3-year Tax Cancellation Criteria:
    - i. A minimum investment of \$20,000,000 in plant, land and/or leasehold improvements.
      1. 3 year tax cancellation term
  - c. 2-year Tax Cancellation Criteria:
    - i. Up to an investment of \$19,999,999 in plant, land and/or leasehold improvements.
      1. 2 year tax cancellation term

# COUNCIL POLICY

## INDUSTRIAL MUNICIPAL TAX INCENTIVE

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CITY OF  
*Lethbridge*

### RESPONSIBILITIES

City Council shall:

- a) Approve the Industrial Municipal Tax Incentive Policy;
- b) Receive and approve/deny individual applications including appropriate level of funding;
- c) Review and evaluate the program outcomes

City Administration shall:

- a) Coordinate policy administration, application and reporting processes;
- b) City to identify eligible development opportunities.

Applicant shall:

- a) Have an ownership interest in the property to be constructed;
- b) Submit an application to City Council including construction cost budget;
- c) Submit actual construction costs to Assessment and Taxation no later than January 31 of the year in which the municipal tax cancellation commences;
- d) Make application on approval of development permit

### PROCEDURE(S)

- a) The municipal tax cancellation for an eligible property will commence on the first full tax year after the building has been approved for occupancy and shall cease at the end of applicable term.
- b) In the event that the Property Owner does not meet the obligations of this policy, the tax cancellation agreement is void in its entirety. The tax account must remain in good standing to receive the tax cancellation.
- c) Supplementary assessment and supplementary taxation on new improvements are excluded from this policy and subject to full taxation.
- d) The tax cancellation is only applicable to the municipal portion of the tax, not to requisitioning bodies.
- e) If the subject property remains eligible for municipal tax cancellation as long as the registered owner(s) at the time of commencement of the building construction does not change. Upon transfer of ownership, the municipal tax cancellation shall cease.

# COUNCIL POLICY

## INDUSTRIAL MUNICIPAL TAX INCENTIVE



CITY OF  
*Lethbridge*

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### POLICY REVIEW

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### SUPPORTING REFERENCES AND RESOURCES

- *Municipal Government Act, RSA 2000 Chapter M-26*

### REVISION HISTORY

Review Date	Description
Oct. 20, 2020	New Policy (Industrial Municipal Tax Incentive Policy)

# COUNCIL POLICY

## FINANCIAL RESERVES



CITY OF  
*Lethbridge*

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Policy Number: CC-65  
Approved by: City Council  
Effective Date: October 19, 2020  
Next Revision Date: October 19, 2024  
Policy Owner: Treasury and Financial Services

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### PURPOSE

This policy established the guidelines and standards of financial reserves for the City of Lethbridge as approved by City Council. This policy will promote strong financial leadership and planning to ensure the long-term viability of the corporation.

### DEFINITIONS

<b>Term</b>	<b>Description</b>
<u>Capital Budget</u>	The approved financial plan covering large capital expenditures such as roads, facilities and utility construction (also referred to as the Capital Improvement Program or CIP).
<u>City Council</u>	The elected municipal council for the City.
<u>City Manager</u>	The Chief Administrative Officer of the City.
<u>Designate</u>	The person who may be directed to carry out specific duties or responsibilities.
<u>Operating Budget</u>	The approved financial plan covering annual operating expenditures such as wages, supplies and equipment.
<u>Reserve</u>	A fund used to account for the proceeds of specific revenue sources to meet specific future expenditure requirements.
<u>Reserve Transaction</u>	Contributions to the reserve from internal or external sources or allocations from the reserve to fund an approved expenditure.

### POLICY STATEMENT

It is the policy of the City of Lethbridge to provide consistent guidelines and standards for the management of existing reserves and the establishment of new reserves.

### RESPONSIBILITIES

City Council shall:

- a. Authorize the creation and purpose of a reserve, including source and use of funds.
- b. Authorize the amendment or closure of an existing reserve.

# COUNCIL POLICY

## FINANCIAL RESERVES

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CITY OF  
*Lethbridge*

City Manager or Designate shall:

- a. Seek City Council approval for all reserve transactions in the form of the annual operating or capital budget approval or by a Council resolution.
- b. Request City Council approval for the creation of a new reserve.

City Treasurer or Designate shall:

- a. Administer reserves in accordance with current policy
- b. Present periodically to City Council an analysis of the reserves.
- c. Recommend appropriate source and use of funds for each reserve.
- d. To ensure that reserves are not overdrawn and to report to City Council any reserve fund emerging issues.

### PROCEDURES

- a) All allocations from a reserve will be approved by Council through the budgetary process or by a Council resolution.
- b) All reserves will be administered in accordance with current municipal policies, Public Sector Accounting Standards, the Municipal Government Act (MGA) or other legal requirements and as directed by the City Treasurer and City Council.
- c) The establishment of a new reserve, must be approved by Council and will require a new reserve description detail.
- d) Reserves will be funded from internal or external sources as approved by Council and defined in the reserve description details.
- e) Interest earnings will be applied to the reserves which have been deemed interest bearing as indicated in the reserve description details.
- f) The operating and capital budget should include reserve activity where applicable.
- g) Reporting
  - i. Documentation of reserve activity will be accurate, completed and maintained.
  - ii. Periodic reporting on the reserves will occur through the Reserve Analysis in the Operating Forecast and the Unaudited Report. This report will include the opening balance, reserve transactions, the ending balance and any future committed funds.
  - iii. The City of Lethbridge Consolidated Financial Statements includes a note on Reserve balances, a note on the transactions going through the Municipal Revenue Stabilization Reserve during the year and a Five Year Summary of Reserves within the Statistical Information section. Reserves (along with accumulated surplus, equity in tangible capital assets and unrestricted balances) are included within the Municipal Equity section of the Consolidated Statement of Financial Position.



# COUNCIL POLICY

## FINANCIAL RESERVES

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CITY OF  
*Lethbridge*

### POLICY REVIEW

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### SUPPORTING REFERENCES AND RESOURCES

- Appendix – Reserve Description Details

### REVISION HISTORY

Review Date	Description
Oct. 19, 2020	New Document (Financial Reserves Policy)

# COUNCIL POLICY

## FINANCIAL RESERVES



CITY OF  
*Lethbridge*

### APPENDIX

#### Reserve Description Details

<b>FINANCIAL RESERVE – ACQUIRE OFF STREET PARKING</b>	
Account Number:	1.3970.100
Year Established:	1978
Purpose:	To provide funding necessary to develop additional off-street parking and fund other parking related expenditures.
Source of Funding:	Budgeted transfers as approved by Council and other sources as approved by Council.
Type of Expenditures:	Capital and operating expenditures relating to parking and parking debenture payments.
Duration:	Ongoing
Interest Bearing:	No
Significant changes made to the reserve and approved by Council:	<p>05.15.1978 – Revenue from parking meters be directed to reserve fund.</p> <p>12.08.2008 – Amend the 2009-11 Operating Budget to eliminate the proposed \$5.00 increase in parking ticket fines and 100% of the parking ticket revenue generated from the downtown remain in the MRSR.</p> <p>2012-14 Operating Budget (Regulatory Services) for parking tickets (revenue from \$4 increase is allocated to the Off Street Parking Reserve).</p>

# COUNCIL POLICY

## FINANCIAL RESERVES



CITY OF  
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<b>FINANCIAL RESERVE – AIRPORT</b>	
Account Number:	1.3970.110
Year Established:	2018 – This reserve was established on July 1, 2018 when the City of Lethbridge acquired ownership of the airport.
Purpose:	To provide capital financing of airport projects and support the general operations of the airport.
Source of Funding:	All Airport operation surpluses.
Type of Expenditures:	Any Airport operation deficits and capital financing of airport projects.
Duration:	Ongoing
Interest Bearing:	No
Significant changes made to the reserve and approved by Council:	07.19.2018 – City Council approved the creation of the Airport Reserve, effective July 1, 2018

# COUNCIL POLICY

## FINANCIAL RESERVES



CITY OF  
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FINANCIAL RESERVE – CEMETERIES	
Account Number:	1.3961.103
Year Established:	1961
Legislation:	Alberta Cemeteries Act (1980) Section 4, Chapter C-2 RSA – the Council of the City of Lethbridge may authorize the purchase, maintenance and controls of cemeteries.  Cemetery Bylaw.
Purpose:	To provide for and make provision for the improvement, maintenance, management, control and operation of public cemeteries.
Source of Funding:	All Cemetery operation surpluses.
Type of Expenditures:	All Cemetery operation deficits, annual cemetery operating projects and special maintenance projects.
Duration:	Ongoing
Interest Bearing:	Yes  12.11.2000 – When City Council approved the Cemetery Bylaw, one of the amendments made was that interest earned on the Cemetery Reserve funds accrue to the Cemetery Reserve.
Significant changes made to the reserve and approved by Council:	

# COUNCIL POLICY

## FINANCIAL RESERVES



CITY OF  
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<b>FINANCIAL RESERVE – CENTRAL BUSINESS DISTRICT LAND ACQUISITION</b>	
Account Number:	1.3970.108
Year Established:	1976
Purpose:	To establish a source of funding for parcels of land in the Central Business District (CBD). Note: the CBD is between Highway 3, Stafford Dr, 6 Ave South and the coulee setback line to the west (along Scenic Dr).
Source of Funding:	Sales of land in the CBD.
Type of Expenditures:	Purchase of land in the CBD.
Duration:	Ongoing
Interest Bearing:	No
Significant changes made to the reserve and approved by Council:	<p>06.07.1976 (Sale of Land) – That proceeds from the sale of any City owned land in the Central Business District II area be allocated to a Reserve for purchase of other parcels in the C.B.D. II area.</p> <p>10.12.2010 (CC45 Real Estate Sales) – It is the policy of the City of Lethbridge that all real estate sales transactions are properly authorized. City Council may delegate approval authority of real estate sales transactions. The City Manager or their designate is authorized to administer the sale of all City of Lethbridge owned real estate in accordance with the policy CC45.</p>

# COUNCIL POLICY

## FINANCIAL RESERVES



CITY OF  
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<b>FINANCIAL RESERVE – COMMUNITY LIGHTING</b>	
Account Number:	1.3970.106
Year Established:	1997
Purpose:	To fund the replacement of community lighting assets.
Source of Funding:	Any annual surpluses pertaining to street lighting operations.
Type of Expenditures:	Replacement of community lighting infrastructure & any annual deficits pertaining to street light operations.
Duration:	Ongoing
Interest Bearing:	No
Significant changes made to the reserve and approved by Council:	<p>11.20.1997 – That the City of Lethbridge create a “Municipal Lighting Reserve” for the purpose of funding on-going maintenance of the street lighting infrastructure and any annual deficit pertaining to street light operations; and also any annual surpluses pertaining to street lighting operations be credited to the reserve.</p> <p>11.24.1997 (Reserve Name Change) – That the previously created Municipal Lighting Reserve be renamed to the Community Lighting Reserve.</p>

# COUNCIL POLICY

## FINANCIAL RESERVES



CITY OF  
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<b>FINANCIAL RESERVE – MUNICIPAL RESERVE FUND</b>	
Account Number:	1.3970.101
Year Established:	1980
Legislation:	<p>MGA Act 666(1) – A subdivision authority may require the owner of a parcel of land that is the subject of a proposed subdivision (a) to provide part of that parcel of land as municipal reserve, school reserve or municipal and school reserve (b) to provide money in place of municipal reserve, school reserve or municipal and school reserve, or (c) to provide any combination of land or money referred to in clauses (a) and (b).</p> <p>MGA Act 666(2) – The aggregate amount of land that may be required under subsection (1) may not exceed the percentage set out in the municipal development plan, which may not exceed 10% of the parcel of land less all land required to be provided as conservation reserve or environmental reserve or made subject to an environmental reserve easement.</p> <p>MGA Act 668(3) – The additional land that may be required may not exceed the equivalent of 5% of the developable land or lesser percentage as prescribed in the subdivision and development regulations.</p> <p>MGA Act 671(2) – Municipal reserve, a school reserve or municipal and school reserve may be used by a municipality or school board or by them jointly only for any or all of the following purposes: (a) a public park; (b) a public recreation area; (c) school board purposes; (d) to separate area of land that are used for different purposes.</p> <p>MGA Act 671(4)(a) – Money provided in place of municipal reserve, school reserve or municipal and school reserve and the interest earned on that money must be accounted for separately.</p>
Purpose:	The Municipal Reserve fund can only be used for prescribed purpose such as public parks and public recreation areas.
Source of Funding:	Developers – up to 10% of the appraised market value of the area

# COUNCIL POLICY

## FINANCIAL RESERVES



CITY OF  
*Lethbridge*

	of the parcel payable upon final approval of the development.
Type of Expenditures:	Public park, public recreation area (MGA Act 671(2)).
Duration:	Ongoing
Interest Bearing:	Yes  06.19.1972 – Council to annually credit the Community Reserve Fund of its earned investment income retroactive January 1, 1971 and that the average interest rate on investments that prevail at the time be used in calculating this credit. Note: this is now referred to as the Municipal Reserve.
Significant changes made to the reserve and approved by Council:	10.19.2020 (Reserve Name Change) – City Council changed the name of the Community Reserve to the Municipal Reserve.



# COUNCIL POLICY

## FINANCIAL RESERVES



CITY OF  
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<b>FINANCIAL RESERVE – ELECTRIC</b>	
Account Number:	5.3970.109
Year Established:	2016
Purpose:	To provide capital financing of Electric Utility projects and to stabilize the effects of fluctuating operation surpluses and deficits.
Source of Funding and Type of Expenditures:	Electric Utility related reserve transactions will include return on equity, capital related transfer from operations (amortization), rate revenue stabilization transfers, customer capital contributions, debt proceeds/repayment, short term internal financing, operating surpluses/deficits, capital expenditures, return on investment to the General Fund, developer rebates, and other one-time allocations and expenditures;
Other:	01.01.2016 – FS 17 Electric Utility Financial Policy
Duration:	Ongoing
Interest Bearing:	No
Significant changes made to the reserve and approved by Council:	10.17.2016 – THAT City Council approve the creation of the Electric Reserve, effective January 1, 2016.

# COUNCIL POLICY

## FINANCIAL RESERVES



CITY OF  
*Lethbridge*

<b>FINANCIAL RESERVE – FLEET SERVICES</b>	
Account Number:	1.3970.102
Year Established:	1976
Purpose:	To provide for a self-sufficient pool of funds to allow for the ongoing replacement of fleet assets.
Source of Funding and Type of Expenditures:	Contributions to/from the fleet reserve include the initial purchase/upsizing contribution from approved budget and corresponding purchase of equipment, replacement component within the annual charge, any surplus/deficit from fleet operations, net proceeds from equipment disposals and internal loan advances and repayments (interest accrues to the MRSR).
Other	<p>The Fleet Reserve encompasses all City vehicles and equipment except:</p> <ul style="list-style-type: none"> <li>• Electric Utility – owns all their fleet and is responsible for funding purchases and replacements. (Fleet Services provides maintenance, tendering/procurement).</li> <li>• Transit Buses – use of grants for purchases.</li> </ul>
Duration:	Ongoing
Interest Bearing:	No
Significant changes made to the reserve and approved by Council:	<p>02.23.1976 – THAT letter from the Engineering Director dated February 18, submitting the final report of the Equipment Pool Study with recommendations for implementation in conjunction with the 1976 operating budget and which is contingent upon the creation of a reserve account in lieu of non-retained depreciation allowances which is established at \$648,000.00, be filed and FURTHER THAT this matter be referred to the Budget Committee for further consideration and recommendation.</p> <p>09.07.1976 (Establish a Reserve to replace obsolete equipment Bylaw #3359) – Equipment rental rates provide for operating costs and a reserve for replacement of the equipment. Each year's operation will result in monies to the equipment reserve to cover</p>

# COUNCIL POLICY

## FINANCIAL RESERVES

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CITY OF  
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	<p>depreciated equipment values. It is advisable that this reserve be established by bylaw in order that the replacement funds are available when required, thus allowing the Equipment Pool to become financially independent.</p> <p>11.28.1977 (Establish a Reserve to replace obsolete equipment Bylaw #3420 (amend bylaw 3359)) – All funds received from the sale of obsolete equipment, from the equipment pool, shall accrue to the Equipment Pool Reserve.</p>
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# COUNCIL POLICY

## FINANCIAL RESERVES



CITY OF  
*Lethbridge*

FINANCIAL RESERVE – INSURANCE	
Account Number:	1.3961.105
Year Established:	1985
Purpose:	To stabilize the effects of rising and unpredictable insurance premiums.
Source of Funding:	Any annual surpluses pertaining to insurance operations.
Type of Expenditures:	Any portion of the annual insurance program in excess of the annual budget.
Duration:	Ongoing
Interest Bearing:	No
Significant changes made to the reserve and approved by Council:	

# COUNCIL POLICY

## FINANCIAL RESERVES



CITY OF  
*Lethbridge*

<b>FINANCIAL RESERVE – MAJOR CAPITAL PROJECTS</b>	
Account Number:	1.3970.105
Year Established:	1989
Purpose:	To fund capital projects and buffer the effects of the short-term fluctuations in debt payments and capital expenditures on the Pay-As-You-Go plan.
Source of Funding:	Pay-As-You-Go program.
Type of Expenditures:	One-time expenditures, capital purchases i.e. Capital Improvement Program (CIP) or down payments on major capital projects. This is not intended for ongoing budget expenditures.
Duration:	Ongoing
Interest Bearing:	Yes  12.12.1988 – that the interest earned by the Capital Expenditure Reserve be retained in that reserve.
Significant changes made to the reserve and approved by Council:	<p>12.12.1988 – That the City of Lethbridge commence in 1989 for the 1989, 1990, 1991 and 1992 budget years a Capital Expenditure Reserve, and further that the amount of the annual transfer to the Capital Expenditure Reserve be set as follows: 1989 - \$175,000, 1990 - \$525,000, 1991 - \$875,000, 1992 - \$1,225,000, 1993 &amp; subsequent – Nil. And further it be resolved that the amount of the annual transfer to the Capital Expenditure Reserve be charged to the Operating Budget and further be it resolved that the funds so generated by used for major capital projects.</p> <p>03.22.1990 (Reserve Name Change) – The Administrative Services Manager will change the name of the Capital Expenditure Reserve to the Major Capital Projects (this was decided at the Audit Committee meeting not by a Council resolution).</p> <p>11.30.2002 (Lifecycle) – that the Life Cycle requirements of the Leisure and Community portion of the Capital Improvement Program (CIP) be transferred from the CIP to the Operating Budget (historically, the allocation of the annual lifecycle</p>

# COUNCIL POLICY

## FINANCIAL RESERVES

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CITY OF  
*Lethbridge*

	<p>maintenance costs of \$750,000 was in the capital budget). Then in the 2006-2008 Operating Budget, the Major Capital Projects Reserve (MCPR) funded \$500,000 in 2006 and \$250,000 in 2007 for annual lifecycle maintenance costs (it was sourced solely from taxation in 2008).</p>
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# COUNCIL POLICY

## FINANCIAL RESERVES



CITY OF  
*Lethbridge*

<b>FINANCIAL RESERVE – MAYOR MAGRATH DRIVE BEAUTIFICATION</b>	
Account Number:	1.3961.101
Year Established:	1984
Purpose:	To provide funds to allow for beautification of Mayor Magrath Drive.
Source of Funding:	The lease portions of Mayor Magrath Drive.
Type of Expenditures:	Annual maintenance (beautification) and necessary capital expenditures of Mayor Magrath Drive.
Duration:	Ongoing
Interest Bearing:	No
Significant changes made to the reserve and approved by Council:	01.30.1984 – That the leases of portions of MMDR be approved on the basis of 48% of existing parking stall rentals in the Central Business District and that the funds received from these leases be set aside in a reserve for the beautification of Mayor Magrath Drive.

# COUNCIL POLICY

## FINANCIAL RESERVES



CITY OF  
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<b>FINANCIAL RESERVE – MUNICIPAL REVENUE STABILIZATION</b>	
Account Number:	1.3961.107
Year Established:	1985
Purpose:	The purpose of this reserve is to stabilize the effects of fluctuating interest revenue and General Operation surpluses and deficits on annual taxation requirements.
Source of Funding:	All General Operation surpluses of prior years, return on investments, municipal consent and access fee/franchise fee and by-law enforcement revenue surpluses, internal financing recoveries, and other allocations from General Operations are added to the reserve.
Type of Expenditures:	a) Budgeted allocations to General Operations are charged to the reserve and include municipal consent and access fee/franchise fee and by-law enforcement revenue shortfalls, and return on investments. Other charges to the reserve include one-time expenses, internal financing advances and other allocations to General Operations.
Duration:	Ongoing
Interest Bearing:	Yes
Significant changes made to the reserve and approved by Council:	<p>12.16.1985 – City Council approved the Mill Rate Stabilization Reserve (the Future Taxation Relief, Heritage Fund and Debt Stabilization were amalgamated into one reserve (MRSR))</p> <p>12.16.1985 (Operating Surpluses/Deficits) – All operating surpluses or deficits be charged or credited to the reserve.</p> <p>12.16.1985 (Interest Revenues) – All interest revenues be credited to the reserve.</p> <p>12.16.1985 (One Time Allocations) – City Council approved an amount not exceeding \$500,000 be annually set aside to fund one-time expenditures which could drastically affect taxation in any one year.</p> <p>12.16.1985 (CentreSite) – all costs of CentreSite are paid from or</p>



# COUNCIL POLICY

## FINANCIAL RESERVES



CITY OF  
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	<p>credited to the reserve. Note: this is now referred to as commercial land and includes lease revenue and debenture payments.</p> <p>10.02.1989 (Internal Borrowing) – The costs of financing through debenture borrowing and through an “integral” borrowing from the MRSR, the analysis revealed financing through and “internal” borrowing as most cost effective.</p> <p>11.29.1993 (One Time Allocations) – City Council approved one-time allocations from the MRSR be limited to a maximum of 50% of previous year’s operating surplus (effective for the 1995 operating budget).</p> <p>11.27.2006 (Reserve Name Change) – City Council changed the name of the Mill Rate Stabilization Reserve to the Municipal Revenue Stabilization Reserve.</p> <p>01.01.2000 (Return on Investments (Electric)) – Earnings (ROI) on electric utility capital investments are returned to the MRSR.</p> <p>08.05.2008: Beginning in 2008, any annual surplus/deficits from sanding, snow and ice removal operations be funded from the MRSR.</p>
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# COUNCIL POLICY

## FINANCIAL RESERVES



CITY OF  
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<b>FINANCIAL RESERVE – REAL ESTATE HOLDINGS</b>	
Account Number:	1.3970.107
Year Established:	1929
Purpose:	To provide a source of funding for land acquisitions within the city but outside of the Central Business District (CBD) area.
Source of Funding:	Proceeds from sale of City owned lands.
Type of Expenditures:	Land to be used for City purposes and subdivision development.
Duration:	Ongoing
Interest Bearing:	No
Significant changes made to the reserve and approved by Council:	<p>05.13.1929 – The amount of \$500,000 be transferred to an account to be known as Reserve for Real Estate Holdings.</p> <p>10.12.2010 (CC45 Real Estate Sales) – It is the policy of the City of Lethbridge that all real estate sales transactions are properly authorized. City Council may delegate approval authority of real estate sales transactions. The City Manager or his designate is authorized to administer the sale of all City of Lethbridge owned real estate in accordance with the following procedures.</p>

# COUNCIL POLICY

## FINANCIAL RESERVES



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FINANCIAL RESERVE – TRANSIT BUS	
Account Number:	1.3970.104
Year Established:	1985
Purpose:	To provide funding for the City portion of new transit equipment including maintenance and replacement of Lethbridge Transit and ACCESS-A-Ride (AAR) technology and equipment.
Source of Funding:	Operating budget.
Type of Expenditures:	Purchase of new transit and ACCESS-A-Ride (AAR) technology & equipment.
Duration:	Ongoing
Interest Bearing:	No
Significant changes made to the reserve and approved by Council:	

# COUNCIL POLICY

## FINANCIAL RESERVES



CITY OF  
*Lethbridge*

FINANCIAL RESERVE – URBAN PARKS	
Account Number:	1.3961.104
Year Established:	1983
Purpose:	To provide funds for the ongoing operation and maintenance of the Urban Parks system.
Source of Funding:	Operating Budget.
Type of Expenditures:	To upgrade existing park space and to develop new park space and one time operating or capital expenditures.
Other	This reserve was established in preparation for the Provincial Government's announcement of discontinuation of the Urban Parks grants in 2012. The grant agreement term was from Jan 1982 to Dec 2011.
Duration:	Ongoing
Interest Bearing:	No
Significant changes made to the reserve and approved by Council:	

# COUNCIL POLICY

## JOINT VENTURES



CITY OF  
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Policy Number:	CC-66
Approved by:	City Council
Last Review Date:	July 9, 2024
Next Revision Date:	July 9, 2028
Policy Owner:	Opportunity Lethbridge

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### PURPOSE

The purpose of this policy is to establish that City Council is the sole approval authority of all joint ventures. City Council will consider joint venture opportunities that add value to the community by reducing cost and/or generating financial revenue for the City of Lethbridge.

### DEFINITIONS

Term	Description
<u>Joint Venture</u>	An arrangement between two or more partners to co-operate together to achieve a common set of goals, outcomes or objectives.

### POLICY STATEMENT

It is the policy of the City of Lethbridge that City Council will consider joint venture opportunities that are limited to land development. A joint venture will demonstrate that the opportunity adds value to the community by reducing costs and/or generating revenue in greenfield, brownfield, redevelopment or social/affordable housing projects.

Joint Ventures are important as they:

- Provide community and economic benefit,
- Allow for innovative and value-added development opportunities,
- Share the risk with partners,
- Are aligned with provincial government policy related to expanding public-private partnerships; and
- Guarantee short and long-term cash flow for the City.

### RESPONSIBILITIES

City Council shall:

- a) Consider joint venture proposals and provide governance oversight if approved.
- b) Provide direction to City Manager or Designate.

City Manager or Designate shall:

- a) Collect and assess all information in line with the above listed considerations.
- b) Present information to City Council for consideration and direction. Information must consist of the following:

# COUNCIL POLICY

## JOINT VENTURES



CITY OF  
*Lethbridge*

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- i. Executive summary;
  - ii. Project description;
  - iii. Strategic alignment;
  - iv. Business and operational impacts to the City of Lethbridge;
  - v. Project risk assessment;
  - vi. Value analysis – both quantitative and qualitative;
  - vii. Conclusions and recommendations;
  - viii. Implementation strategy; and
  - ix. To submit status report to City Council of joint venture(s) agreements on a semi-annual basis or as otherwise approved in a joint venture proposal.

### PROCEDURES

Joint ventures must be evaluated using reasonable commercial and public sector considerations, including but not limited to the following:

#### 1. Vision and Objectives

Is there a shared vision between the parties? Are both parents on the same page for expected objectives and outcomes? Is there a clear opportunity for both parties to “win”?

#### 2. Counterparty Risks

- a. How is the potential partner likely to behave in difficult situations?
- b. What is their history and standing in the community?
- c. Are they solution and partnership oriented or litigious?
- d. Do they have sufficient financial stability and resources required relative to the project being undertaken?
- e. What do people who have had previous deals with the potential partner say about them?

#### 3. Rights and Obligations

The rights and obligations of each party should be clearly defined.

#### 4. Management and Control

The structure of rules, practices, and processes used to direct and manage the joint venture should be clearly defined. Especially, issues that require approval of all parties and the issues which individual parties may act on without the approval of all the parties.

#### 5. Profit Sharing

# COUNCIL POLICY

## JOINT VENTURES



CITY OF  
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The participants' share in any cash flows arising from the development should be clearly specified and even clearly illustrated.

6. Exit Mechanism

A device or procedure for liquidating an investment in the joint venture and ending a venture's involvement should be clear.

7. Dispute Resolution

It should be clear how disputes are resolved.

### POLICY REVIEW

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### SUPPORTING REFERENCES AND RESOURCES

- *Municipal Government Act*

### REVISION HISTORY

Review Date	Description
July 13, 2021	New Policy – Effective Date
July 9, 2024	Last review date and next revision date updated.

# COUNCIL POLICY

## HONORARIUMS FOR BOARDS, COMMITTEES, AND COMMISSIONS



CITY OF  
*Lethbridge*

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Policy Number: CC-67  
Approved by: City Council  
Last Review Date: July 9, 2024  
Next Revision Date: July 9, 2028  
Policy Owner: City Clerk

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### PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community. The purpose of this policy is to establish honorariums for public member volunteers serving on the City of Lethbridge Boards, Committees, and Commissions.

### DEFINITIONS

TERM	DEFINITION
<u>Boards, Committees, and Commissions</u>	As defined by the Procedure Bylaw
<u>Joint or External Committees</u>	As defined by the Procedure Bylaw

### POLICY STATEMENT

It is the policy of the City of Lethbridge to provide an honorarium to public member volunteers in recognition of the time and the effort for members of Boards, Committees, and Commissions to carry out the mandate of the respective Board, Committee or Commission of Council.

Honorariums reflect the level of responsibility, the necessary qualifications, the frequency of meetings, and amount of preparation required as a member serving on Council's various Boards, Committees and Commissions. Public service is implied in any public member appointment and therefore any honorarium provided is not expected to be competitive with the marketplace.



# COUNCIL POLICY

## HONORARIUMS FOR BOARDS, COMMITTEES, AND COMMISSIONS

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### Eligibility Criteria

- a) Honorariums will be provided only to Council appointed public member volunteers.
- b) Volunteers serving on Council established Boards, Committees, and Commissions
- c) Honorariums will not be provided to those already provided compensation by their employer to serve on the Boards, Committees, and Commissions including:
  - a. Members of City Council,
  - b. Administration; or
  - c. Organizational representatives.
- d) Chairs are recognized for the extra time and work they contribute.
- e) Honorariums are only provided for attendance at regularly scheduled meetings, hearings, and required training.
- f) Honorariums are not provided for attendance at sub-committee meetings, or events with the exception of the Combative Sports Commission who will receive compensation for events.
- g) Honorariums are not provided for preparation, or any other work performed outside of meetings.
- h) Honorariums are not provided to joint or external Boards, Committees, or Commissions as either public members are not appointed or they are not established by Council.
- i) Chairs and Members must attend meetings, hearings, and trainings either in person or virtually with their camera on, as noted by the Boards, Committees, or Commissions adopted minutes, to receive an honorarium for that meeting. Members are responsible for ensuring the minutes correctly record their attendance at a meeting.
- j) Attendance at a meeting/hearing/training for the purpose of receiving an honorarium assumes the entire or the majority of the meeting. Any discrepancies to be decided by the Chair in consultation with the City Clerk.
- k) Public member volunteers must attend more than 50% of their regularly scheduled meetings for the calendar year to receive the year's honorarium.
- l) At end of each year, the City Clerk's Office will total the meetings, hearings, and trainings attended by the volunteer public members for each Boards, Committees, and Commissions, as per the approved minutes, and provide the information to People & Partner Services to process and distribute the honorariums, taking into consideration any required statutory deductions and Canada Revenue Agency Requirements.

# COUNCIL POLICY

## HONORARIUMS FOR BOARDS, COMMITTEES, AND COMMISSIONS

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### Honorarium Amounts

The honorariums will be as follows:

- a. Standing or Adhoc Advisory Committee Regular Meetings:
  - i. Member - \$25
  - ii. Chair - \$50
- b. Standing or Adhoc Boards and Commissions Regular Meetings:
  - i. Member - \$100
  - ii. Chair - \$125
- c. Tribunal Hearings:
  - i. Member - \$164
  - ii. Chair - \$219
- d. Trainings
  - i. New Member City Clerk's Board Governance - \$50
  - ii. Tribunal Mandatory Training (new member or recertification and examination) - \$100/day
- e. Combative Sports Commission Events
  - i. Major Events:
    - i. Member - \$100/day
    - ii. Chair - \$125/day
    - iii. Vice Chair - \$125/day
    - iv. Medical Coordinator - \$125/day
  - ii. Wrestling Events:
    - i. \$50

Bylaws containing alternate honorariums will supersede this Policy.

### Funding

- \$48,000 annually from the 2023-2026 Operating Budget, approved November 2022, retroactive to January 1, 2023.

### **RESPONSIBILITIES**

City Council shall:

- a) Establish a budget to recognize the public member volunteers on the Boards, Committees, and Commissions

# COUNCIL POLICY

## HONORARIUMS FOR BOARDS, COMMITTEES, AND COMISSIONS



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City Clerk shall:

- a) Communicate with the Members and obtain information required for payment of honorariums
- b) Coordinate and track the Member honorarium information
- c) Submit honorarium information to People and Partner Services

People and Partner Services shall:

- a) Provide honorarium payments to the Members.

### **POLICY REVIEW**

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### **SUPPORTING REFERENCES AND RESOURCES**

- *Municipal Government Act*
- Procedure Bylaw

### **REVISION HISTORY**

<b>Review Date</b>	<b>Description</b>
July 11, 2023	New Policy – Effective Date

# COUNCIL POLICY

## SPONSORSHIP, NAMING RIGHTS, & ADVERTISING



CITY OF  
*Lethbridge*

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Policy Number: CC-70  
 Approved by: City Council  
 Effective Date: Dec. 12, 2023  
 Next Revision Date: Dec. 12, 2027  
 Policy Owner: ENMAX Centre

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### PURPOSE

The City of Lethbridge is committed to providing high quality programs and services for residents. To enrich the lives of residents by enhancing projects, programs and services, the City welcomes sponsorship and advertising from qualified businesses and organizations whose support aligns to the City’s values and priorities.

### DEFINITIONS

The following definitions are provided for the exclusive purpose of this policy and shall not be construed to apply to any other document or context.

TERM	DEFINITION
<u>Advertising</u>	A license or lease of City owned property and space and is universally accepted as a commodity transaction rather than a partnership. Unlike sponsorship, there are no additional benefits and the commercial use and or lease of City space is based on predetermined rates.
<u>Category Exclusivity</u>	Category Exclusivity gives a sponsor the rights to be the only company within its business category (product or service) associated with a property being sponsored. A property can have more than one area of exclusivity and a business may be required to have more than one category of exclusivity such as Telus internet, cellular, home security, TV etc. to cover all their lines of business. The category does not necessarily reflect a title sponsor, but is significant.
<u>Commercial Naming Rights</u>	A type and level of sponsorship whereby a company or organization purchases the <u>exclusive rights in their industry</u> to name a physical structure such as a facility or event with a commercial name, typically for a defined period of time under specific contractual terms.
<u>Donation</u>	Donation is a direct payment or gift in kind to support an organization and its activities with the donor not receiving a benefit. Donations are not sponsorships and not part of this policy.

# COUNCIL POLICY

## SPONSORSHIP, NAMING RIGHTS, & ADVERTISING



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<u>Operating Party</u>	City owned facilities that are leased or operated by a third party for which there are provisions in such lease or operating agreements that this Policy shall apply.
<u>Pouring and Product Rights</u>	Where applicable pouring or product rights is a type of sponsorship in which a corporation, an organization or an individual purchases the exclusive right to supply beverages or products at a City facility in exchange for financial contribution and/ or other considerations (i.e. providing dispensing equipment) over a long-term agreement.
<u>Recognition</u>	Recognition of a person is not considered sponsorship, or advertising, and is a different program entirely. While this program is important to the community, it will remain with the respective departments that provide a service of recognition for the life of the product, and that asset, will be removed from inventory. Examples of recognition are a meeting room dedicated in memory of a respected colleague, or a family that would like a park bench in honour of a particular passed family member. However, in the case of naming a major asset for the purpose that goes beyond recognition, for a period of time that involves payment, then that becomes more than recognition and is considered to be in the realm of a unique sponsorship.
<u>Sponsorship</u>	A mutually beneficial business relationship where a corporation or organization provides a rights fee in cash or in a value in kind arrangement for the right to commercial potential associated with an asset (property) owned by the City.
<u>Sponsorship Asset</u>	A sponsorship asset, also referred to as a 'property', has a broad application which includes but is not limited to real property (buildings/facilities/green space), events, communications (i.e. leisure guide, web site and social media) programs and services, special projects (i.e. volunteer program), features (i.e. rooms, ice pads, playgrounds), pouring assets, and other relevant properties.
<u>Sponsorship Program</u>	A City-wide initiative that will focus on the selling of sponsorship assets determined by departments and sponsorship representatives in a joint effort to generate additional revenue and reduce tax support or enhance services. The policy and guidelines assist in continuity of sponsorships with organizations that operate city facilities separate from the City programs.
<u>Title Sponsorship</u>	The highest level of sponsorship on a property such as an event or program. This level is typically the largest contributor for a property and includes rights to name the property.

# COUNCIL POLICY

## SPONSORSHIP, NAMING RIGHTS, & ADVERTISING



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<u>Value In-kind Sponsorship</u>	A payment (full or partial) of a sponsorship rights fee in goods or services equal to a cash amount and provided in lieu of cash. Other terms: In kind, VIK, Contra.
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### POLICY STATEMENT

The purpose of the Sponsorship, Naming Rights, & Advertising Policy is to create an authorized environment and city-wide program for sponsorship and advertising that establishes the principles and conditions under which the City will pursue and accept sponsorship and advertising agreements and that:

- a) Safeguards the City's image, values, priorities, assets and interests;
- b) Aligns with City projects, programs and services;
- c) Provides the City with Guidelines based on recognized industry standards that can be adjusted by the City Manager
- d) Provides guidelines and procedures which facilitate opportunities for sustainable revenue generation.
- e) Provides a base for Operating Parties that have contracted rights to sponsorship of City facilities.

### Applications and Exemptions

This policy applies to:

- a) All City business units, departments and divisions;
- b) All City-owned and managed assets including but not limited to built and natural infrastructure, transportation, facilities, events, communications, programs and services, special projects, features (i.e. rooms, ice pads, playgrounds) and other relevant properties;
- c) Commercial naming rights within City owned facilities unless allocated such by dedication;
- d) Paid advertising on City property, at City events and in City publications, unless otherwise assigned to a third party for a specific purpose within a department;
- e) City owned facilities that are leased or operated by a third party for which there are provisions in such lease or operating agreements that this Policy shall apply ("Operating Party").

This policy does not apply to:

# COUNCIL POLICY

## SPONSORSHIP, NAMING RIGHTS, & ADVERTISING

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- a) Private-public partnerships (P3s);
- b) Philanthropic contributions, gifts or donations;
- c) The City of Lethbridge Naming Authority;
- d) Outgoing grants or sponsorships given by the City;
- e) External grant requirements;
- f) City of Lethbridge Streets, Parks, and areas the City Naming Committee addresses;

### General

- a) The City does not endorse the products, services or ideas of any sponsor or advertiser; therefore, any advertising or sponsorship must not communicate the City's endorsement.
- b) Sponsorship and advertising sales are a revenue generation activity intended to provide, net of expenses, additional financial support and/or tax relief from operational expenses. This may apply to new projects and/or current operations and programs.
- c) In order to expedite the sponsorship process, a formal competitive process is not required. However, in the event of a competitive situation between two or more companies with rights and fees being equal, the City will follow an evaluation process, procurement policies where applicable, and develop a matrix by which benefits can be evaluated. The evaluation will include the Department Manager, Sponsorship Representative, and in some cases a working group.
- d) Sponsorships shall take into consideration capacity implications on City staffing and financial resources.
- e) All political advertising must indicate that it is paid by a party or candidate, to avoid any impression that the City is supporting any particular party or candidate.

For specific and up to date Guiding Principles and Conditions please refer to Guiding Principles and conditions are outlined in an attached: City of Lethbridge Sponsorship Guiding Principles.

### Sponsorship/Advertising Criteria

- a) Sponsorships and advertising must conform to all applicable federal and provincial statutes and all applicable City bylaws, policies and practices.
- b) Sponsorships and advertising must conform to the standards set out by the Canadian Advertising Standards Council as amended from time to time.
- c) The sponsorship must not unduly detract from the character, integrity, aesthetic quality or safety of a City asset or unreasonably interfere with its enjoyment or use.

# COUNCIL POLICY

## SPONSORSHIP, NAMING RIGHTS, & ADVERTISING

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CITY OF  
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- d) The City will consider all sponsorship proposals but retains the discretion not to accept sponsorship from any entity at its sole discretion.
- e) The sponsorship must not confer a personal benefit to any particular City employee, elected official, or an Operating Party.
- f) The City shall retain ownership and control over all City-owned and managed assets.
- g) Benefits provided to the sponsor by the City are limited to those stated in the sponsorship agreement.
- h) The Category Exclusivity rights clause provides exclusivity rights to the asset being sponsored and does imply exclusivity privileges with the City itself.
- i) Sponsorship Agreements will be developed by the Solicitor's Office in both a template format, and where applicable a specific agreement to unique terms. Where a corporation requires their agreement be used, it is to be reviewed by Solicitor's Office ahead of a finalization.

### Restrictions on Sponsorship and Advertising

- a) The City will not solicit nor accept sponsorship or advertising from companies or organizations whose business contradict any bylaw or policy of the City.
- b) The City will not solicit nor accept sponsorship or advertising from companies or organizations that will compromise the City's reputation or the City's public image.
- c) The City will not solicit nor accept sponsorship or advertising from companies or organizations:
  - Whose business is derived from pornography or sexual services;
  - Who promote or sell alcohol, tobacco, or potentially other addictive substances to children and youth;
  - Whose business is derived from armaments and weapons manufacturing or other unsafe products or sale of such weapons excluding recreational firearms;
  - Who are not in good standing with the City (i.e. currently in violation of a bylaw or under litigation);
  - That discriminate by way of race, religion, or identity in employment, through its marketing or advertising practices.

### **RESPONSIBILITIES**

Parties involved in sponsorship/advertising decisions undertake the following specific responsibilities. Approval of Sponsorships will follow the aggregate values outlined:

City Council shall:



# COUNCIL POLICY

## SPONSORSHIP, NAMING RIGHTS, & ADVERTISING

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CITY OF  
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- I. Approve any sponsorship which:
  - i. Involves the naming or renaming of a City asset in excess of an aggregate investment over \$250,000.
  - ii. Involves the naming or renaming of a City building overall, regardless of sponsorship value.
  - iii. Recommended by the City Manager to go to Council.
  - iv. The provisions of the policy not be satisfied.
  
- I. Sponsorship may be approved by the following individuals:
  - i. By the City Manager or designate when the aggregate value of the sponsorship is less than \$250,000 and involves a City Department.
  - ii. Operating Parties may approve sponsorship and advertising contracts, other than Naming facilities or structures, as per their own process or policy and within the scope of their contractual agreements with the City.

City Manager shall:

- I. Create and administer Sponsorship and Naming Rights Guidelines to set out and facilitate Sponsorships and Advertising as described in this Policy when applicable. These guidelines are intended and will apply to City Departments.

ENMAX Centre shall:

- I. Be responsible for sponsorships that relate to City Departments:
  - i. Manage the City's sponsorship and advertising program, and provide the authorized personnel to engage in sponsorships for the City;
  - ii. Lead sponsorship and advertising planning, program development, evaluation, and sales in conjunction with City departments and their respective General Managers;
  - iii. Provide program guidance and assistance to support the City's departments and where applicable Boards and Commissions;
  - iv. Provide program information to the general public;
  - v. Ensure communications guideline continuity;
  - vi. Manage city-wide sponsorship and advertising agreements it secures. The stewardship of the sponsorship will be the responsibility by both the department and ENMAX Centre.

# COUNCIL POLICY

## SPONSORSHIP, NAMING RIGHTS, & ADVERTISING

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CITY OF  
*Lethbridge*

- vii. Conduct annual policy review and revise the Sponsorship, Naming Rights and Advertising Policy for Council consideration as necessary.

Operating Parties shall:

- I. Abide by the process of contracting with a sponsor which must follow the terms set out in this Policy, they and subject to any contrary terms in their lease or operating agreements, an Operating Party may engage and manage their own sponsorship agreements and do not require involvement by the ENMAX Centre.

### PROCEDURES

#### Accountability

- a) Funds received by the City for sponsorship and advertising throughout City Departments are to be credited to the ENMAX Centre, less any sponsorship cost, programming costs, allocation to reserves as required by the sponsorship or department, which funding those expense items will be provided to the designated department.
- b) An annual tracking record will be kept to provide the outcome of the sponsorship program, and the reduction of tax support and/ or the addition of funds provided for the city departments programs.
- c) In the case of Operating Parties - subject to any contrary terms in their lease or operating agreements, an Operating Party may retain the revenue generated as a result of entering into a sponsorship or advertising agreement for a program or assets outlined in their agreement with the City.
- d) Operating Parties are responsible for all associated expenses related to their sponsorship or advertising agreements they enter into with third parties.
- e) If, during the term of the Operating Party's lease or operating agreement a new asset available for sponsorship or advertising is discovered/created, the Operating Party and the City must determine who will manage such asset, prior to any sponsorship or advertising agreements being entered into for such asset.

#### Delegation of Authority

- a) The City staff are authorized to enter into sponsorship and advertising agreements pursuant to the sponsorship guidelines.

# COUNCIL POLICY

## SPONSORSHIP, NAMING RIGHTS, & ADVERTISING

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- b) City Operational departments that are associated with the asset must adhere and work with the sponsorship agreement terms in achieving a successful outcome and maintaining the benefits outlined.
- c) In the case of City Assets and Services contracted to Operating Parties, those Operating Parties are authorized to enter into sponsorship and advertising agreements in accordance with their lease or operating agreement with the City. Any areas not part of the agreement that are being considered for sponsorship or advertising requires consultation with the City, through the City department the Operating Party typically communicates with for approval to proceed.

### Documentation

- a) All Sponsorships must be for a fixed term. An agreement must be entered into for each sponsorship arrangement consistent with the size, complexity and scope of the sponsorship and in accordance with the City's policies, procedures, and delegations associated with agreements.
- b) All sponsorship and/or advertising contracts must contain provisions that at a minimum include: insurance, indemnification, force majeure, a set term (time period), financial terms (which are required), morality clause, and a clear outline of the benefits being received in return of financial payment.
- c) All Sponsorships and Advertising Agreements will require a contract. For Sponsorship and Advertising Agreements entered into by the City, there must be consultation with Solicitor's Office to ensure appropriate terms and conditions are being identified. Template sponsorship agreements have been developed.
- d) Operating Parties will develop their own contracts, but they must follow the requirements of this policy. When requested, Operating Parties shall provide their Sponsorship and Advertising Agreements to the City for review.

### Evaluation

- a) Any sponsorship and advertising opportunities will be evaluated to determine fit and alignment to the City's image, values and brand and to assess that all provisions in the policy are satisfied.

### **POLICY REVIEW**

# COUNCIL POLICY

## SPONSORSHIP, NAMING RIGHTS, & ADVERTISING

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CITY OF  
*Lethbridge*

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

This policy in addition to the review terms in this section, shall also be reviewed following the first two years of the program.

### SUPPORTING REFERENCES AND RESOURCES

- Canadian Code of Advertising Standards
- City of Lethbridge Sponsorship Guiding Principles
- The Municipal Naming and Addressing Bylaw

### REVISION HISTORY

Review Date	Description
Feb. 7, 2023	New Policy – Effective date.
Nov. 23, 2023	Updated template and formatting for council policies. Updated policy to reflect reference to Operating Parties, minimum standard requirements for contractual agreements, and clarifies roles and responsibilities in relation to processes.

# COUNCIL POLICY

## CUSTOMER CODE OF CONDUCT



CITY OF  
*Lethbridge*

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Policy Number:	CC-72
Approved by:	City Council
Last Review Date:	July 9, 2024
Next Revision Date:	July 9, 2028
Policy Owner:	Finance and Corporate Performance

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### PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community. In fulfilling this mandate, The City of Lethbridge recognizes the importance of maintaining a positive and productive environment for all Interactions with our Customers. The Customer Code of Conduct Policy aims to foster respectful and constructive communication between Customers and City Representatives. By establishing clear expectations and promoting positive behaviours, we seek to enhance the efficiency and effectiveness of our operations and ensure the well-being of all involved parties. The City recognizes the importance of providing a clear understanding of the reasons behind this policy without unnecessarily limiting its scope. The Customer Code of Conduct policy is intended to address those situations where Interactions with Customers are not positive, productive, or respectful.

### DEFINITION(S)

Term	Description
<u>City Representative:</u>	Includes but is not limited to any council member, employee, volunteer, contractor, etc.
<u>CRM:</u>	Customer Relationship Management
<u>Customer:</u>	Any individual who interacts with City Representatives, irrespective of the nature or purpose of their Interaction and regardless of whether a monetary exchange is involved.
<u>Forum Shopping:</u>	The practice of strategically navigating through various City departments in search of a more favorable outcome for a case or situation. This could involve presenting the same issue to multiple City Representatives or seeking assistance externally, such as appealing to higher levels of government.
<u>Interaction:</u>	The written, verbal, or in-person communication of a Customer in the form of inquiries, requests, or direct involvement with a City Representative.

# COUNCIL POLICY

## CUSTOMER CODE OF CONDUCT



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<u>Interactions Under Review:</u>	Interactions that are identified as being in potential breach of the Customer Code of Conduct Policy.
<u>Reframing:</u>	Deliberately attempting to recontextualize the facts of an issue or concern in order to achieve a desired outcome, especially when the issue or concern has already been addressed.
<u>Review:</u>	A formal assessment of all details of an Interaction Under Review, including the efforts of the City in resolving the Interaction Under Review and future expectations for the Customer.

### POLICY STATEMENT(S)

#### City and Customer Expectations

All Customers of the City of Lethbridge are entitled to be treated in a fair and respectful manner. In turn, Customers are expected to treat City Representatives and other Customers in a courteous, respectful, and civil manner. This Customer Code of Conduct Policy is consistent with and complements the following City Policies and Processes, and provincial legislation:

- Administrative Policy HR-10: Employee Code of Conduct
- Administrative Policy SH-10: Workplace Harassment & Violence Prevention
- *Alberta Health and Safety Act*
- *Alberta Human Rights Act*
- City of Lethbridge Inquiry Resolution Process
- Council Code of Conduct Bylaw

#### City Expectations of Customers

The City of Lethbridge sets the following expectations on its Customers:

**Reasonable Demands:** Customer Interactions that are attainable, realistic, and proportionate to the resources available to the City of Lethbridge.

Unreasonable demands include:

- Issuing instructions and making demands about how to handle their Interaction, the priority it should be given, or the outcome to be achieved.

# COUNCIL POLICY

## CUSTOMER CODE OF CONDUCT

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- Emotional blackmail, manipulation, intimidation, harassment, shaming, seduction or portraying themselves as being victimized when this is not the case.
- Insisting on outcomes that are not possible or appropriate in the circumstances, for example asking for someone to be fired or prosecuted, or for an apology or compensation when there is no reasonable basis for this.
- Demanding services of a nature or scale that the City cannot provide, even after a City Representative has explained this to the Customer repeatedly.

**Reasonable Cooperation:** Customer Interactions that are presented in a reasonably organized manner, with a clear, relevant definition of concerns and appropriate level of detail. The City will strive to collaborate and work together towards finding solutions for all relevant Interactions.

Unreasonable Lack of Cooperation includes:

- Sending a constant stream of complex or disorganized information without clearly defining the issue at hand or explaining how the material provided relates to their Interaction.
- Providing little or no detail around their Interaction or providing information in scattered or sporadic amounts.
- Refusing to follow or accept the City's instructions, suggestions, or advice without a clear or justifiable reason for doing so.
- Arguing that a particular solution is the correct one in the face of valid contrary arguments and explanations.
- Unhelpful behaviour such as withholding information, acting dishonestly and misquoting others.

**Reasonable Persistence:** Customers are expected to accept reasonable and logical explanations from City Representatives. City Representatives will provide reasonable efforts in resolving every Interaction.

Unreasonable Persistence includes:

- An unwillingness or inability to accept reasonable and logical explanations (including the results of a Review), that have been comprehensively considered and dealt with (even when it is evident the Customer does understand the information provided).

# COUNCIL POLICY

## CUSTOMER CODE OF CONDUCT

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- Repeatedly demanding a new Review without arguing or presenting a case for one and refusing to accept that we cannot or will not take further action on their Interaction Under Review that has been resolved.
- Reframing an Interaction Under Review that has been Reviewed in an effort to get it taken up again.
- Multiple and repeated phone calls, visits, letters, emails (including carbon copied correspondence) after we have repeatedly asked them not to.
- Forum Shopping.

**Reasonable Behaviours:** Customer Interactions that are courteous and respectful.

Unreasonable Behaviours include:

- Acts of aggression, verbal abuse, derogatory, racist, or defamatory remarks.
- Harassment, intimidation, or physical violence.
- Rude, confronting, or threatening correspondence.
- Threats of harm to self or third parties, threats with a weapon or threats to damage property, including bomb threats.
- Stalking in person or online.
- Emotional manipulation.

**Reasonable Arguments:** Customer Interactions that have a cause and effect, where it is possible to resolve the Interaction.

Unreasonable Arguments include:

- Failure to follow a logical sequence that the Customer is able to explain to staff.
- Arguments that are not supported by any evidence or that are based on conspiracy theories.
- Arguments that lead a Customer to reject valid arguments and/or arguments that are contrary to their position.
- Arguments that are trivial when compared to the amount of time, resources, and attention that the Customer demands.
- Arguments that are false, inflammatory, defamatory, or that the City cannot lawfully agree with.



# COUNCIL POLICY

## CUSTOMER CODE OF CONDUCT

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The above expectations apply to all Customer Interactions with City Representatives including but not limited to:

- Written communication
- Telephone communication
- In-person communication
- Electronic communication, including email and social media

### **Customer Breach of Policy**

A breach of the Customer Code of Conduct policy may result in the City imposing limitations and restrictions on a Customer's future Interactions with City Representatives and access to services, therefore the threshold for considering an Interaction as breaching the Customer Code of Conduct policy is intentionally set high, ensuring that only behaviour significantly impacting the City's effectiveness and efficiency is addressed under this policy.

### **Notifications**

When it has been determined that a Customer is potentially in breach of the Customer Code of Conduct Policy and/or restrictions on future Interactions are being considered, the Customer will be notified in writing (letter or electronic) as identified in Administrative Procedure FS-00PR-01: Resolution of Customer Inquiries.

### **Restrictions**

If it is determined that there is a breach of the Policy, restrictions may be placed on the Customer for a reasonable period in accordance with Administrative Procedure FS-00PR-01: Resolution of Customer Inquiries. Potential restrictions include, but are not limited to:

- a) Limiting Contact Times: Limiting a Customer's contact to a particular time, day, length of time, or frequency.
- b) Limiting Contact Channels: Limiting or modifying the forms of contact that the Customer can have with City Representatives, including face-to-face interviews, telephone, and written communications, prohibiting access to Council premises or City facilities, and making contact through a designated City Representative only.

# COUNCIL POLICY

## CUSTOMER CODE OF CONDUCT

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*Lethbridge*

- c) Limiting Subject Matter: Limiting the subject matter of communications that will be considered and responded to under the Interaction(s) Under Review.

A Customer's access to City Representatives may be changed or restricted. In making this determination, the City, in accordance with Administrative Procedure FS-00PR-01, will evaluate all relevant factors associated with a Customer's dealing with City Representatives, including their prior conduct and history of Interactions with the City.

### **RESPONSIBILITIES**

City Manager or designate shall:

- a) Oversee policy implementation.
- b) Establish administrative policies and procedures to effectively administer the Policy.

Director or designate shall:

- a) Collaborate in assessing complaints, establish categories of conduct in contravention to the policy, implement action plans.

Inquiry Resolution Administrator or designate shall:

- a) Facilitate the Review process.
- b) Reassess CRM program annually for active restrictions.

City Employees shall:

- a) Act in accordance with the Customer Code of Conduct Policy.

### **PROCEDURE(S)**

Procedures are outlined and to be adhered to, as per Administrative Procedure FS-00PR-01: Resolution of Customer Inquiries.

# COUNCIL POLICY

## CUSTOMER CODE OF CONDUCT

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CITY OF  
*Lethbridge*

### POLICY REVIEW

This policy must be reviewed by City Council, once per term, as stipulated in City Council Policy CC-01: Policy Development, Implementation, and Evaluation. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

### SUPPORTING REFERENCES AND RESOURCES

- Administrative Policy HR-10: Employee Code of Conduct
- Administrative Policy SH-10: Workplace Harassment & Violence Prevention
- Administrative Procedure FS-00PR-01: Resolution of Customer Inquiries
- *Alberta Health and Safety Act*
- *Alberta Human Rights Act*
- *Alberta Ombudsman: Dealing Fairly with Unreasonable Conduct by Complainants*
- City of Lethbridge Inquiry Resolution Process
- Council Code of Conduct Bylaw

### REVISION HISTORY

Review Date	Description
July 9, 2024	New Policy – Effective Date.

## RESOLUTION OF CUSTOMER INQUIRIES

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Procedure Number: FS-00PR-01  
 Approved by: City Manager  
 Last Review Date: July 9, 2024  
 Procedure Owner: Finance and Corporate Performance

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### PURPOSE

This procedure establishes the administrative actions for managing interactions with Customers in accordance with the Council Policy CC-72: Customer Code of Conduct. It aims to ensure that all Customer interactions with City Representatives are conducted in a manner that is respectful, productive, and aligned with the expectations set forth by the City Council.

### DEFINITIONS

Term	Description
<u>City Representative:</u>	Includes but is not limited to any council member, employee, volunteer, contractor, etc.
<u>CRM:</u>	Customer Relationship Management.
<u>Customer:</u>	Any individual who interacts with City Representatives, irrespective of the nature or purpose of their Interaction and regardless of whether a monetary exchange is involved.
<u>Interaction:</u>	The written, verbal, or in-person communication of a Customer in the form of inquiries, requests, or direct involvement with a City Representative.
<u>Interactions Under Review:</u>	Interaction(s) that are identified as being in potential breach of the Customer Code of Conduct Policy.
<u>Review:</u>	A formal assessment of all details of an Interaction Under Review, including the efforts of the City in resolving the Interaction Under Review and future expectations for the Customer.

### PROCEDURE

1. **Experience Breach of Policy:** A City Representative experiences a potential breach of the Policy.

## RESOLUTION OF CUSTOMER INQUIRIES

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2. **Submission of Interaction(s):** The potential breach, including details of the Interaction(s) Under Review, are submitted in writing, to the Inquiry Resolution Administrator (IRA).
3. **Assessment for Breach of Policy:** The IRA Reviews the potential breach and any other relevant Interactions with the Customer to determine if there was a breach of Policy.
4. **Consideration of Restrictions:** If there is a likely breach of the Policy, the IRA may propose restrictions on the Customer for a reasonable period. These restrictions must relate directly to the breach and be proportionate in nature to the breach.
5. **Notice of Changes or Restrictions:** If restrictions are proposed on the Customer, the Customer must be notified in writing (email or letter) and provided with an opportunity to make written representations to the IRA within 10 business days. This notification will include:
  - Details of the Interaction(s) breaching the Policy.
  - Investigation details that determined the breach.
  - The proposed restrictions being placed on the Customer with reasons
  - An opportunity for the Customer to make written representations to the IRA about the Interaction(s) Under Review and the proposed restrictions.
6. **Decision:** The IRA will consider any written representations made by the Customer regarding the Interactions Under Review and/or, the restrictions being considered. The IRA will make a final decision and notify the Customer in writing.
7. **Restriction Implementation:** The IRA informs the City Manager, and detailed notes are entered into the CRM case file.
8. **Reassessment and Adjustment:** The IRA reassesses the Customer's record annually and adjusts as necessary, communicating any changes in writing.
9. **Right of Appeal:** Customers may appeal decisions to the City Manager on the record established above. Customers have a period of 10 business days to appeal from the date of receiving notice of restrictions.

### REVISION HISTORY

Review Date	Description
July 9, 2024	New Administrative Procedure – Effective Date.