

Governance Code	Policy Name
CC-02	Financial Services
CC-03	Human Resources
CC-04	Information & Technology
CC-05	Procurement
CC-07	City Council Orientation
CC-10	City Council Remuneration & Benefits
CC-17	City Manager Performance Review
CC-22	Facilities Capital Investment Recognition
CC-23	Parkland & Roadway Special Event
CC-27	Monuments
CC-28	Community Events Support Program
CC-30	Public Art
CC-31	Sport and Recreation
CC-33	Historic Places
CC-34	Snow and Ice Control
CC-36	Vehicle Idling Reduction
CC-47	Community Not-For-Profit Emergency Funding
CC-51	Environment
CC-54	Waste Diversion
CC-55	Major Community Event Hosting
CC-58	Key to the City
CC-59	Request for Letter of Support
CC-62	Facility Divestiture
CC-66	Joint Ventures
CC-67	Honorariums for Boards, Committees, and Commissions

Council Policies Attached for Approval Below

COUNCIL POLICY

FINANCIAL SERVICES



CITY OF
Lethbridge

Policy Number:	CC-02
Approved by:	PENDING APPROVAL FROM CITY COUNCIL
Last Review Date:	June 9, 2008
Next Revision Date:	June 9, 2012
Policy Owner:	Treasury and Financial Services

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.

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
June 9, 2008	New Policy – Effective Date

COUNCIL POLICY

HUMAN RESOURCES



CITY OF
Lethbridge

Policy Number:	CC-03
Approved by:	PENDING APPROVAL FROM CITY COUNCIL
Last Review Date:	May 15, 2006
Next Revision Date:	May 15, 2010
Policy Owner:	People and Partner Services

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

COUNCIL POLICY

INFORMATION AND TECHNOLOGY



CITY OF
Lethbridge

Policy Number:	CC-04
Approved by:	PENDING CITY COUNCIL APPROVAL
Last Review Date:	June 14, 2004
Next Revision Date:	June 14, 2008
Policy Owner:	Information Technology

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

REVISION HISTORY

Review Date	Description
Jun. 14, 2004	New Policy – Effective Date

PENDING APPROVAL

COUNCIL POLICY

PROCUREMENT



CITY OF
Lethbridge

Policy Number:	CC-05
Approved by:	PENDING APPROVAL FROM CITY COUNCIL
Last Review Date	March 8, 2004
Next Revision Date:	March 8, 2012
Policy Owner:	Procurement

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

It is the policy of City of Lethbridge to ensure best value for the corporation through strong procurement processes that are open and transparent.

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

COUNCIL POLICY

CITY COUNCIL ORIENTATION



CITY OF
Lethbridge

Policy Number:	CC-07
Approved by:	PENDING APPROVAL FROM CITY COUNCIL
Last Review Date:	July 21, 2014
Next Revision Date:	July 21, 2018
Policy Owner:	City Clerk

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:

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

COUNCIL POLICY

CITY COUNCIL ORIENTATION



CITY OF
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City Manager shall:

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

City Clerk shall:

- 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

Review Date	Description
Mar. 8, 2004	New Policy – Effective Date
Jul. 21, 2014	Revised to include council approval of the council orientation and training plan before the general municipal election

COUNCIL POLICY

CITY COUNCIL REMUNERATION AND BENEFITS



CITY OF
Lethbridge

Policy Number:	CC-10
Approved by:	PENDING APPROVAL FROM CITY COUNCIL
Last Review Date	December 14, 2021
Next Revision Date:	December 14, 2025
Policy Owner:	City Clerk

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.

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 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

COUNCIL POLICY

CITY COUNCIL REMUNERATION AND BENEFITS



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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

RESPONSIBILITIES

People and Culture to:

- a) Administer benefits in accordance with this policy

COUNCIL POLICY

CITY COUNCIL REMUNERATION AND BENEFITS



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- 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 1st of the following year. The 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

COUNCIL POLICY

CITY COUNCIL REMUNERATION AND BENEFITS



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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
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

COUNCIL POLICY
CITY COUNCIL REMUNERATION
AND BENEFITS



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	frequency of the external comparison and various administrative adjustments, and addition of compensation for the Action Mayor
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PENDING APPROVAL

COUNCIL POLICY

CITY MANAGER PERFORMANCE REVIEW



CITY OF
Lethbridge

Policy Number:	CC-17
Approved by:	PENDING APPROVAL FROM CITY COUNCIL
Last Review Date:	December 31, 2022
Next Revision Date:	December 31, 2024
Policy Owner:	People and Culture

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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- 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



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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
Jul. 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



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.

Unsatisfactory to Outstanding

1 2 3 4 5

Comments:

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.

Unsatisfactory to Outstanding

1 2 3 4 5

Comments:

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:

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:

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:

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:

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:

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:

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:

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:

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:

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:

Narrative Evaluation

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

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

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

What would you like done differently?

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

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

Council Member Signature

Date

COUNCIL POLICY

FACILITIES CAPITAL INVESTMENT RECOGNITION



CITY OF
Lethbridge

Policy Number: CC-22
Approved by: PENDING APPROVAL FROM CITY COUNCIL
Last Review Date: September 28, 2015
Next Revision Date: September 28, 2019
Policy Owner: City Clerk

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

Term	Description
<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 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.

POLICY REVIEW

COUNCIL POLICY

FACILITIES CAPITAL INVESTMENT RECOGNITION



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.

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

PENDING APPROVAL

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

Policy Number:	CC-23
Approved by:	PENDING APPROVAL FROM CITY COUNCIL
Last Review Date:	July 20, 2015
Next Revision Date:	July 20, 2018
Policy Owner:	Recreation & Culture

PURPOSE

The Council of the City of Lethbridge has a board 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>	<ul style="list-style-type: none"> 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

Review Date	Description
Feb. 5, 2007	New Policy — Effective Date.
Jul. 20, 2015	Editorial Changes

COUNCIL POLICY

COMMUNITY EVENT SUPPORT PROGRAM



CITY OF
Lethbridge

Policy Number:	CC-28
Approved by:	PENDING APPROVAL FROM CITY COUNCIL
Last Review Date:	March 13, 2017
Next Revision Date:	March 13, 2021
Policy Owner:	Community Social Development

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



CITY OF
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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



CITY OF
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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

PENDING APPROVAL

COUNCIL POLICY

PUBLIC ART



CITY OF
Lethbridge

Policy Number:	CC-30
Approved by:	PENDING APPROVAL FROM CITY COUNCIL
Last Review Date:	September 21, 2020
Next Revision Date:	September 21, 2024
Policy Owner:	Recreation and Culture

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">• Builds a visually rich environment• Provides art that is accessible to the community at large• Reflects our diverse culture and celebrates our living heritage• Demonstrates diverse expressions of art• Prompts viewers to explore, challenge and question the work and its meaning• Creates pride and achievement in the community• Ensures a lasting legacy• Provides an opportunity for business to participate in a public art program• Applies only to visual art in any media 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. City Council shall:

COUNCIL POLICY

PUBLIC ART



CITY OF
Lethbridge

- 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:

- a. Advise the City on public art policies and guidelines
- b. 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
- c. Participate in the periodic review of the Public Art Master Plan
- d. Advise the City on adjudication processes for commissioning and acquiring public art
- e. Advise the City on maintenance and management of the Public Art Collection
- f. Evaluate and advise the City on proposed public art donations
- g. 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

REVISION HISTORY

Review Date	Description
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COUNCIL POLICY

PUBLIC ART



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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)
Jul. 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

PENDING APPROVAL

COUNCIL POLICY

SPORT & RECREATION



CITY OF
Lethbridge

Policy Number:	CC-31
Approved by:	PENDING APPROVAL FROM CITY COUNCIL
Last Review Date:	July 20, 2015
Next Revision Date:	July 20, 2019
Policy Owner:	Recreation and Culture

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 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:

- Support community-based initiatives that promote wellness and facilitate accessibility to sport and recreation services for all citizens of Lethbridge

COUNCIL POLICY

SPORT AND RECREATION



CITY OF
Lethbridge

- 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
- Consult with the Lethbridge Sport Council, an independent body advocating on behalf of sport
- Align local sport and recreation initiatives with provincial and federal programs to maximize community benefits
- Support and promote the organizational effectiveness of sport and recreation service providers and develop opportunities to recognize the contributions of volunteers
- Plan for an develop infrastructure at all levels than 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 programs, review funding requests and recommendations
- c. approve related policies and practices for access to sport and recreation facilities, where required
- d. approve fee structures and programs for those with special needs
- 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. develop, negotiate and manage contractual agreements and partnerships
- d. coordinate space allocation and facility booking processes to provide optimal use of sport and recreational facilities
- e. manage the operation and maintenance, including life-cycle requirements, of sport and recreation facilities
- f. provide business development support to sport and recreation organizations
- g. coordinate sport and recreation marketing
- h. coordinate municipal sport and recreation funding/grant initiatives
- i. 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 in Lethbridge

COUNCIL POLICY

SPORT AND RECREATION



CITY OF
Lethbridge

- c. attract and promote sports events that have economic and other benefits to Lethbridge and region
- d. assist sport organizations and individuals by linking them to, or providing them with, sport-related education and support services (e.g. bidding process, resources, etc)
- e. provide benefits to members including and not limited to: Training, Volunteer Organization Assistance, Research & Information Sharing and Media Awareness
- f. provide input to the Municipal Capital Improvement Program and the Operating Budget by assessing sports needs
- g. communicate to City Council any issues, challenges or initiatives related to sport on an as required basis

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
- Recreation and Culture Master Plan

REVISION HISTORY

Review Date	Description
Oct. 1, 2007	New Policy – Effective Date
Jul. 20, 2015	Changed the definition of recreation

COUNCIL POLICY

HISTORIC PLACES



CITY OF
Lethbridge

Policy Number:	CC-33
Approved by:	PENDING APPROVAL FROM CITY COUNCIL
Last Review Date:	July 20, 2015
Next Revision Date:	July 20, 2019
Policy Owner:	Planning and Design

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

Term	Description
<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.

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

Applicants shall:

COUNCIL POLICY

HISTORIC PLACES



CITY OF
Lethbridge

- 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 the 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.

COUNCIL POLICY

HISTORIC PLACES



CITY OF
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SUPPORTING REFERENCES AND RESOURCES

- *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”

PENDING APPROVAL

COUNCIL POLICY

SNOW AND ICE CONTROL



CITY OF
Lethbridge

Policy Number:	CC-34
Approved by:	PENDING APPROVAL FROM CITY COUNCIL
Last Review Date:	July 17, 2017
Next Revision Date:	July 17, 2021
Policy Owner:	Transportation

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

Term	Description
<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



CITY OF
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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



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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
Jul. 17, 2017	Revised to add definitions, to reference the MRSR

COUNCIL POLICY

COMMUNITY NOT-FOR-PROFIT EMERGENCY FUNDING



CITY OF
Lethbridge

Policy Number:	CC-47
Approved by:	PENDING APPROVAL FROM CITY COUNCIL
Last Review Date:	September 19, 2011
Next Revision Date:	September 19, 2015
Policy Owner:	Community Social Development

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



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- 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

COUNCIL POLICY

ENVIRONMENT



CITY OF
Lethbridge

Policy Number:	CC-51
Approved by:	PENDING APPROVAL FROM CITY COUNCIL
Last Review Date:	May 11, 2015
Next Revision Date:	May 11, 2019
Policy Owner:	Waste Utility and Environment

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:

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

COUNCIL POLICY

ENVIRONMENT



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- 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.

COUNCIL POLICY

WASTE DIVERSION



CITY OF
Lethbridge

Policy Number:	CC-54
Approved by:	PENDING APPROVAL FROM CITY COUNCIL
Last Review Date:	June 25, 2018
Next Revision Date:	June 25, 2022
Policy Owner:	Waste Utility and Environment

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:

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

Policy Principles

The guiding principles for the program development are:

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

RESPOSIBILITIES

City Council shall:

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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:
 - I. Voluntary: programs focus on the education and awareness of waste diversion and encourages participation
 - II. Economic: programs incorporate infrastructure enhancements and provide financial incentives or disincentives
 - III. Regulatory: programs, often in the form of mandatory recycling and landfill bans, mandate participation and achieve the highest rate of diversion
- j. 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

Review Date	Description
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COUNCIL POLICY

WASTE DIVERSION



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Jul. 20, 2015	New Policy – Effective Date
Jun. 25, 2018	Changed Schedule “A”

Schedule “A”

Waste Disposal Targets			
	2013	2021	2030
Residential	330 kg/capita	180 kg/capita	140 kg/capita
Waste Diversion %	20	50	65
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
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

Policy Number:	CC-55
Approved by:	PENDING APPROVAL FROM CITY COUNCIL
Last Review Date:	June 25, 2018
Next Revision Date:	June 25, 2022
Policy Owner:	Opportunity Lethbridge

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:

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

Considerations for events are:

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

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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.

RESPOSIBILITIES

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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Lethbridge

- 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

COUNCIL POLICY

KEY TO THE CITY



CITY OF
Lethbridge

Policy Number:	CC-58
Approved by:	PENDING APPROVAL FROM CITY COUNCIL
Last Review Date:	December 7, 2015
Next Revision Date:	December 7, 2019
Policy Owner:	City Clerk

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



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.

RESPOSIBILITIES

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

COUNCIL POLICY

REQUEST FOR LETTER OF SUPPORT



CITY OF
Lethbridge

Policy Number:	CC-59
Approved by:	PENDING APPROVAL FROM CITY COUNCIL
Last Review Date:	May 23, 2017
Next Revision Date:	May 23, 2021
Policy Owner:	City Clerk

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

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



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REVISION HISTORY

Review Date	Description
May 23, 2017	New Policy – Effective Date.

PENDING APPROVAL

COUNCIL POLICY

FACILITY DIVESTITURE



CITY OF
Lethbridge

Policy Number:	CC-62
Approved by:	PENDING APPROVAL FROM CITY COUNCIL
Last Review Date:	July 27, 2020
Next Revision Date:	July 27, 2024
Policy Owner:	Opportunity Lethbridge

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

Term	Description
<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.

RESPONSIBILITIES

Facility Services Business Unit Manager or Designate shall:

COUNCIL POLICY

FACILITY DIVESTITURE



CITY OF
Lethbridge

- 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
- c. Approve City facility sales
- d. 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

- Real Estate Sales, CC-45
- Disposal of Surplus and Obsolete Material, PUR-06
- Asset Rationalization Framework Procedure

REVISION HISTORY

Review Date	Description
Jul. 27, 2020	New Policy – Effective Date

**COUNCIL POLICY
FACILITY DIVESTITURE**



CITY OF
Lethbridge

PENDING APPROVAL

COUNCIL POLICY

JOINT VENTURES



CITY OF
Lethbridge

Policy Number:	CC-66
Approved by:	PENDING APPROVAL FROM CITY COUNCIL
Last Review Date:	July 13, 2021
Next Revision Date:	July 13, 2025
Policy Owner:	Opportunity Lethbridge

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:

- Consider joint venture proposals and provide governance oversight if approved.
- Provide direction to City Manager or Designate.

City Manager or Designate shall:

- Collect and assess all information in line with the above listed considerations.

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- Present information to City Council for consideration and direction. Information must consist of the following:
 - Executive summary;
 - Project description;
 - Strategic alignment;
 - Business and operational impacts to the City of Lethbridge;
 - Project risk assessment;
 - Value analysis – both quantitative and qualitative;
 - Conclusions and recommendations;
 - Implementation strategy; and
 - 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.

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5. Profit Sharing

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
Jul. 13, 2021	New Policy – Effective Date

COUNCIL POLICY

HONORARIUMS FOR BOARDS, COMMITTEES, AND COMMISSIONS



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Policy Number: CC-67
Approved by: PENDING APPROVAL FROM CITY COUNCIL
Last Review Date: January 1, 2023
Next Revision Date: January 1, 2027
Policy Owner: City Clerk

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.

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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) Honourariums are not provided for preparation, or any other work performed outside of meetings.
- h) Honourariums 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.

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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

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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

Review Date	Description
July 11, 2023	New Policy – Effective Date