

COMMITTEE-OF-THE-WHOLE MEETING AGENDA
MONDAY, MARCH 11, 2019 AT 5:00 P.M.
LEDE ROOM, LEDUC CIVIC CENTRE
1 ALEXANDRA PARK, LEDUC, ALBERTA
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*Admin.
Est. of Time*

1. **CALL TO ORDER**
2. **APPROVAL OF AGENDA**
3. **ADOPTION OF PREVIOUS NOTES**
 - 3.1 Approval of Notes of the Committee-of-the-Whole Meeting held Monday, February 25, 2019
4. **DELEGATIONS & PRESENTATIONS**
5. **BUSINESS ARISING FROM PRESENTATIONS**
6. **IN-CAMERA ITEMS**
 - 6.1 Airport Vicinity Protection Area ("AVPA") Solutions Strategy Update
FOIP s. 16, 21, 24 & 25
7. **RISE AND REPORT FROM IN-CAMERA ITEMS**
8. **REPORTS FROM COMMITTEE & ADMINISTRATION**
 - 8.1 2019 Assessment & Growth Review
 - 8.2 Christmas Party / Awards Event Update
9. **INFORMATION ITEMS**
10. **ADJOURNMENT**

S. Losier

60 minutes

T. Birtles, &
B. Lutz, Assessors,
Accurate Assessment
Group Ltd.

45 minutes

D. Melvie /
I. Sasyniuk

10 minutes

CALL TO ORDER

APPROVAL OF AGENDA

This is your opportunity to make an addition, deletion or revision
to the Agenda

**NOTES OF THE CITY OF LEDUC
COMMITTEE-OF-THE-WHOLE MEETING**

Monday, February 25, 2019

Present: Mayor B. Young, Councillor B. Beckett, Councillor G. Finstad,
Councillor B. Hamilton, Councillor L. Hansen, Councillor T. Lazowski,
Councillor L. Tillack
Also Present: P. Benedetto, City Manager, M. Hormazabal, Deputy City Clerk

1. CALL TO ORDER

Mayor B. Young called the meeting to order at 5:04 pm.

2. APPROVAL OF AGENDA

MOVED by Councillor B. Beckett

That the Committee approve the agenda with the following additions:

8. REPORTS FROM COMMITTEE & ADMINISTRATION

8.4 Shop Local

8.5 Agenda Items for Reception with Fort Saskatchewan

Motion Carried Unanimously

3. ADOPTION OF PREVIOUS NOTES

**3.1 Approval of Notes of the Committee-of-the-Whole Meeting held Monday,
February 11, 2019**

MOVED by Councillor L. Hansen

That the notes of the Committee-of-the-Whole meeting held on
Monday, February 11, 2019 be approved as presented.

Motion Carried Unanimously

4. DELEGATIONS & PRESENTATIONS

There were no delegations or presentations.

5. BUSINESS ARISING FROM PRESENTATIONS

6. IN-CAMERA ITEMS

MOVED by Councillor G. Finstad

That the Committee-of-the-Whole move In Camera at 5:05 pm.

Motion Carried Unanimously

6.1 Future Assessment Update

6.2 Memorandum of Agreement ("MOA") - Communications Plan

MOVED by Councillor B. Beckett

That the Committee-of-the-Whole move In-Public at 6:14 pm.

Motion Carried Unanimously

7. RISE AND REPORT FROM IN-CAMERA ITEMS

7.1 Future Assessment Update

Also in attendance:

Committee Members

Executive Team

J. Cannon, Director, Finance

G. Damo, Manager, Revenue Services

N. Booth, Manager, Communications and Marketing Services

M. McLaughlin, Communications Officer, Corporate

C. Dragan-Sima, Manager, Finance Planning & Budgets

M. Hormazabal, Deputy City Clerk

J. Cannon, Director, Finance and G. Damo, Manager, Revenue Services, made a PowerPoint presentation (Attached).

J. Cannon, G. Damo and I. Sasyniuk, General Manager, Corporate Services, answered the Committee's questions.

7.2 Memorandum of Agreement ("MOA") - Communications Plan

Also in attendance:

Committee Members

Executive Team

N. Booth, Manager, Communications and Marketing Services

J. Cannon, Director, Finance

B. Knisley, Director, Facility & Property Services

D. Brock, Director, Community & Social Development

S. Olson, Director, Engineering

K. van Steenoven, Manager, Capital Projects & Development

C. Dagan-Sima, Manager, Financial Planning & Budgets

M. Hormazabal, Deputy City Clerk

D. Melvie, General Manager, Community and Protective Services, I. Sasyniuk, General Manager, Corporate Services, and N. Booth, Manager, Communications & Marketing Services, made a presentation and answered the Committee's questions.

8. REPORTS FROM COMMITTEE & ADMINISTRATION

8.1 Wayfinding Program Background

B. Pouteau, Manager, Integrated IT Business Solutions, and K. van Steenoven, Manager, Capital Projects and Development made a PowerPoint presentation (Attached) on the development and implementation of the City's wayfinding program.

B. Pouteau and K. van Steenoven answered the Committee's questions.

8.2 Youth Engagement Update

D. Brock, Director, Community and Social Development and T. Johnson, Family and Community Support Services Community Facilitator, provided two recommendations for Committee to consider on the Youth Council initiative.

D. Melvie, General Manager, Community & Protective Services, D. Brock and T. Johnson answered the Committee's questions.

MOVED by Councillor L. Hansen

That Administration proceed with Option B (age 15-22) and bring some bylaws forward to the March 25, 2019 Council meeting.

Motion Carried Unanimously

8.3 Strategic Planning Committee Meeting Date

Administration was directed to find an alternate date for the Strategic Planning Committee Meeting for March or April 2019.

8.4 Shop Local

Councillor L. Tillack encouraged staff to support local and to enhance the current Procurement Policy. Alternatively, Administration could be directed to create a new Policy that ensures a resident who has a business in town, or owns a business elsewhere, would have preference to quote/bid over a business from another municipality.

Administration confirmed there is a Procurement Policy that identifies how contracts are awarded and supports local within the regulations of that policy. Administration encourages supporting local by also having a "Reverse Trade Show".

Administration was directed to send an email to staff reminding them to support local when needing a quote or bid for City of Leduc projects, contracts, etc.

8.5 Agenda Items for Reception with Fort Saskatchewan

Committee would like to bring forward the following items to the reception with Fort Saskatchewan; Youth Council, and Alberta Industrial Heartland.

9. INFORMATION ITEMS

There were no information items.

10. ADJOURNMENT

The meeting adjourned at 6:52 pm.

B. YOUNG, Mayor

M. HORMAZABAL, Deputy City Clerk

ADOPTION OF PREVIOUS NOTES

Notes of the Committee-of-the-Whole Meeting
– February 25, 2019

* 7.1 Future Assessment Update

Attachment Removed Pursuant to Sections 16, 19, 24 & 25 of
the FOIP Act.

Wayfinding

www.leduc.ca



Installed Components



Vehicular Signage

Installed Components



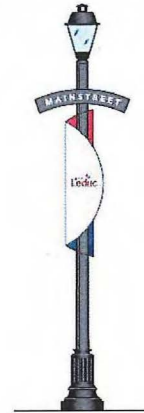
Parking Signage



Pedestrian Signage



Information Kiosk



Destination Banner

Future Components



Facility Signage



Supplemental Gateway Flags



District Gateway



Multiway Trail Signage

**DELEGATIONS
&
PRESENTATIONS**

BUSINESS ARISING
FROM
PRESENTATIONS

IN-CAMERA ITEMS

Airport Vicinity Protection Area ("AVPA") Solutions Strategy Update

(Removed Pursuant to Sections 16, 24, 24 & 25
of the FOIP Act)

Presented by:

S. Losier

RISE AND REPORT FROM IN-CAMERA ITEMS

REPORTS FROM COMMITTEE & ADMINISTRATION

2019 Assessment & Growth Review

Presented by:

T. Birtles, Assessor & B. Lutz, Assessor, Accurate
Assessment Group Ltd.

COMMITTEE-OF-THE-WHOLE INFORMATION ITEM



MEETING DATE: March 11, 2019

SUBMITTED BY: D. Melvie, General Manager, Community & Protective Services
I. Sasyniuk, General Manager, Corporate Services

PREPARED BY: D. Melvie, General Manager, Community & Protective Services

REPORT TITLE: Christmas Party / Awards Event Update

REPORT SUMMARY

The Christmas Party & Awards Committee (the Committee) is providing an update regarding the delivery of the Corporate Recognition Awards and Christmas Party.

BACKGROUND

KEY ISSUES:

In the past, the Committee has solicited feedback from staff as to the overall satisfaction with the delivery of the annual Christmas Party & Employee Awards event. Based on this feedback one reoccurring theme has been identified – that the inclusion of the corporate awards and long term service awards makes for a long presentation and takes away from the Christmas Party atmosphere of the event.

Subsequent to receiving the 2019 survey results/comments, the Committee presented the findings to the Executive team and based on this information, declining attendance and the incurred costs for the event, the Committee was directed to obtain staff's feedback on the following two (2) options:

Option A:

Awards & Holiday Dinner:

- Similar to 2018, off site, but with shorter program with just corporate awards - no long service awards
- Entertainment and dance
- Ticket sales
- 2nd Saturday in December
- Long service awards will be held at a different time of year at staff forum at no cost to employee

Option B: (Awards Event & Separate Holiday Mixer)

Awards Event

- Awards event includes both Corporate & Long Service Awards
- Held at the Maclab during the week at no cost to the employee
- Late afternoon to early evening
- Different time of year
- Business casual
- No entertainment
- Cash bar, appetizers
- Significant others welcome

Holiday Mixer

- Held at LRC field house or lounge
- Open house social event
- Held during the week (late afternoon/early evening) November or December
- No charge to employees
- Cash bar, appetizers
- Light entertainment/door prizes
- Staff ONLY

The survey ran from January 29th to February 8th and received 176 responses.

Results: **Option A:** **83 (47%)**
 Option B: **93 (53%)**

ATTACHMENTS:

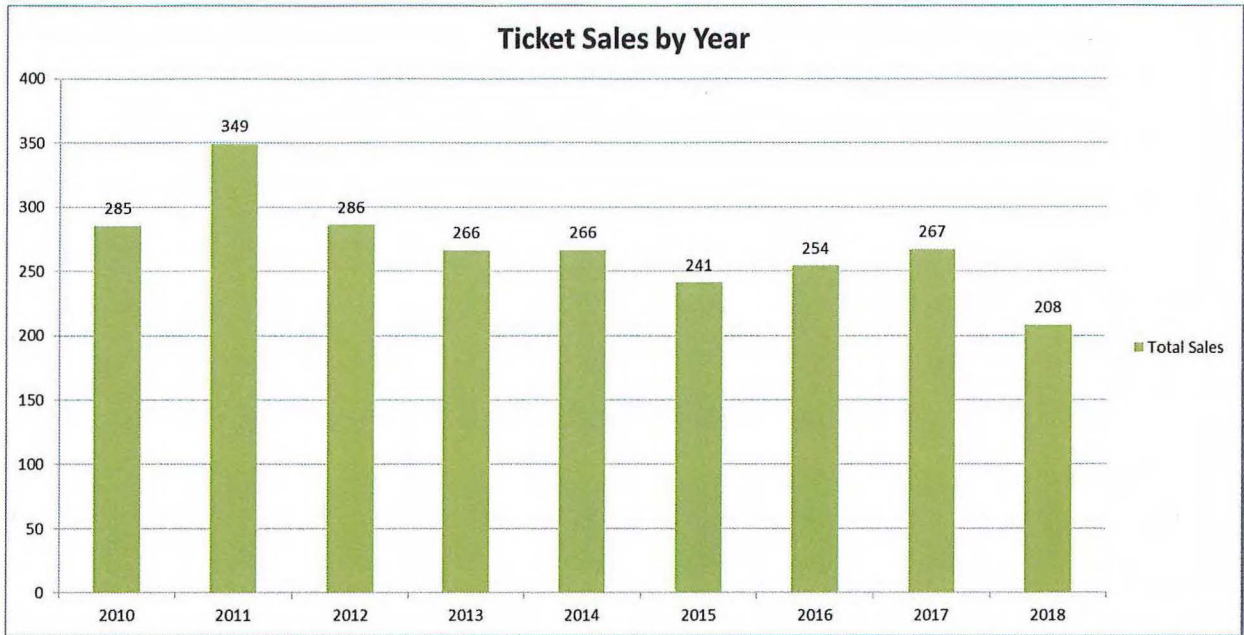
Graph: Ticket Sales Per Year (2010-2018)

RECOMMENDATION

That Committee accept the information as presented and provide input based on options provided.

Others Who Have Reviewed this Report

P. Benedetto, City Manager / I. Sasyniuk, General Manager, Corporate Services / D. Melvie, General Manager, Community & Protective Services



INFORMATION ITEMS

ADJOURNMENT