

**REGULAR COUNCIL MEETING AGENDA  
MONDAY, MARCH 25, 2019 AT 7:00 P.M.  
COUNCIL CHAMBERS, LEDUC CIVIC CENTRE  
1 ALEXANDRA PARK, LEDUC, ALBERTA  
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**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

**3. ITEMS FOR DISCUSSION AND RELATED BUSINESS**

3.1 Select Items for Debate

3.2 Vote on Items not Selected for Debate

**4. ADOPTION OF PREVIOUS MINUTES**

4.1 Approval of Minutes of the Regular Council Meeting held Monday, March 11, 2019

**5. RECOGNITION ITEMS**

There are no Recognition Items for the Agenda.

**6. PUBLIC COMMENTARY**

**7. PUBLIC HEARING**

There is no Public Hearing for the Agenda.

**8. PRESENTATIONS**

K. Palichuk,  
Director /  
H. Smit,  
Board Chair

8.1 Yellowhead Regional Library Introductions

**9. BUSINESS**

Colin McAleer,  
CSAC Chair /  
C. Chisholm

9.1 Community Safety Advisory Committee ("CSAC")

M. Hay

9.2 Council Appointments to External Committees

REGULAR COUNCIL MEETING AGENDA  
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M. Hay 9.3 Inter-jurisdictional Cooperation Accord - Update for Q1

**10. BYLAWS**

K. Woitt 10.1 Bylaw No. 1018-2019 – Redistricting Part of SW ¼ Section 31-49-24-W4 (Telford Lake ER/MR) (1st Reading)

D. Brock 10.2 Bylaw No. 1022-2019 - Youth Council Bylaw (1st Reading)

**11. PUBLIC COMMENTARY**

**12. IN-CAMERA ITEMS**

There are no In-Camera Items for the Agenda.

**13. RISE AND REPORT FROM IN-CAMERA ITEMS**

**14. INFORMATION REPORTS**

14.1 Mayor's Report

**15. ADJOURNMENT**



**CALL TO ORDER**

# **ADOPTION OF AGENDA**

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

# **ITEMS FOR DISCUSSION AND RELATED BUSINESS**

**MINUTES OF THE CITY OF LEDUC  
COUNCIL MEETING**

**Monday, March 11, 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, S. Davis, City Clerk

**1. CALL TO ORDER**

Mayor B. Young called the meeting to order at 7 pm.

**2. ADOPTION OF AGENDA**

**MOVED** by Councillor G. Finstad

That the agenda be adopted with the following addition:

14.1 Council Member Updates from Boards & Committees

14.1.1 Heritage Fire Wagon

**Motion Carried Unanimously**

**3. ITEMS FOR DISCUSSION AND RELATED BUSINESS**

**3.1 Select Items for Debates**

The following items were selected for debate:

9.1 Leduc Golf & Country Club – Memorandum of Agreement

10.1 Bylaw No. 1021-2019 - Amendment to Robinson Area Structure Plan (2nd & 3rd Readings)

10.4 Bylaw No. 1016-2018 – Offsite Levy Southeast Boundary Road (Hwy 2A to Coady Blvd) (2nd & 3rd Readings)

**3.2 Vote on Items not Selected for Debate**

Votes recorded under item headings.

**4. ADOPTION OF PREVIOUS MINUTES**

**4.1 Approval of Minutes of the Council Meeting held February 25, 2019**

**MOVED** by Councillor B. Beckett

That the minutes of the Regular Council Meeting held February 25, 2019 be approved as presented.

**Motion Carried Unanimously**

**5. RECOGNITION ITEMS**

There were no recognition items for the agenda.

**6. PUBLIC COMMENTARY**

There was no public commentary.

**7. PUBLIC HEARING**

**7.1 Bylaw No. 1021-2019 - Amendment to Robinson Area Structure Plan**

Mayor B. Young declared the Public Hearing for Bylaw No. 1021-2019 open at 7:05 pm.

Presentations:

There were no presentations.

Administration:

K. Woitt, Director, Planning & Development, made a presentation.

Written Submissions:

There were no written submissions.

Other Presentations:

There were no other presentations.

Mayor B. Young declared the Public Hearing for Bylaw No. 1021-2019 closed at 7:06 pm.

**8. PRESENTATIONS**

There were no presentations for the agenda.

**9. BUSINESS**

**9.1 Leduc Golf & Country Club – Memorandum of Agreement**

D. Melvie, General Manager, Community and Protective Services, introduced D. Linehan and R. Zazada of Leduc Golf & Country Club.

D. Melvie, D. Linehan and R. Zazada made a PowerPoint presentation (Attached) answered Council's questions.

**MOVED by Councillor T. Lazowski**

That Council approve the signing of the Memorandum of Agreement and Statement of Intentions with the Leduc Golf & Country Club to continue the working relationship and establish the principles respective to the potential ownership and operations of the Golf Course Lands.

**Motion Carried Unanimously**

**9.2 2018 Operational and Capital Carry Forward**

**MOVED by Councillor B. Beckett**

That Council amends the 2019 capital budget to include the 2018 capital budget carry forwards in the amount of:

- \$32,881,485 for City capital projects;
- \$7,369,043 for offsite levy projects;

**Motion Carried Unanimously**

**MOVED by Councillor B. Beckett**

That Council amends the 2019 operating budget to include the 2018 operating budget carry forwards of:

- \$227,978

**Motion Carried Unanimously**

**9.3 Policy 61.00:03 – Lot Drainage & 61.00:04 - Procedure for Obtaining Lot Grading Approval**

**MOVED by Councillor B. Beckett**

That Council approve the update of Policy 61.00:3 - Site Drainage and Policy 61.00:4 - Procedures For Obtaining Lot Grading Approvals as presented in this report.

**Motion Carried Unanimously**

**10. BYLAWS**

**10.1 Bylaw No. 1021-2019 - Amendment to Robinson Area Structure Plan (2nd & 3rd Readings)**

K. Woitt, Director, Planning and Development, made a presentation and answered Council's questions.

Administration recommends that Bylaw No. 1021-2019 receive second and third readings.

**MOVED by** Councillor G. Finstad

That Council give Bylaw No. 1021-2019 second reading.

**Motion Carried Unanimously**

**MOVED by** Councillor L. Hansen

That Council give Bylaw No. 1021-2019 third reading.

**Motion Carried Unanimously**

**10.2 Bylaw No. 1007-2018 - False Alarms Bylaw (2nd & 3rd Readings)**

Administration recommends that Bylaw No. 1007-2018 receive second and third readings.

**MOVED by** Councillor B. Beckett

That Council amend Bylaw No. 1007-2018 by inserting, under section 24, an effective date of September 1, 2019.

**Motion Carried Unanimously**

**MOVED by** Councillor B. Beckett

That Council give Bylaw No. 1007-2018 second reading as amended.

**Motion Carried Unanimously**

**MOVED by** Councillor B. Beckett

That Council give Bylaw No. 1007-2018 third reading as amended.

**Motion Carried Unanimously**

**10.3 Bylaw No. 1020-2019 - 2019 Supplementary Assessment Bylaw (1st, 2nd & 3rd Readings)**

Administration recommends that Bylaw No. 1020-2019 receive first, second and third readings.

**MOVED by** Councillor B. Beckett

That Council give Bylaw No. 1020-2019 first reading.



**Motion Carried Unanimously**

**MOVED by Councillor B. Beckett**

That Council give Bylaw No. 1020-2019 second reading.

**Motion Carried Unanimously**

**MOVED by Councillor B. Beckett**

That Council unanimously agrees to consider Bylaw No. 1020-2019 for third reading.

**Motion Carried Unanimously**

**MOVED by Councillor B. Beckett**

That Council give Bylaw No. 1020-2019 third reading.

**Motion Carried Unanimously**

**10.4 Bylaw No. 1016-2018 – Offsite Levy Southeast Boundary Road (Hwy 2A to Coady Blvd) (2nd & 3rd Readings)**

J. Cannon, Director, Finance, and S. Olson, Director, Engineering, made a PowerPoint presentation (Attached) and answered Council's questions.

Administration recommends that Bylaw No. 1016-2018 receive second and third readings.

**MOVED by Councillor G. Finstad**

That Council give Bylaw No. 1016-2018 second reading.

**Motion Carried Unanimously**

**MOVED by Councillor B. Beckett**

That Council give Bylaw No. 1016-2018 third reading.

**Motion Carried Unanimously**

**11. PUBLIC COMMENTARY**

There was no public commentary.

**12. IN-CAMERA ITEMS**



There were no In-Camera Items for the Agenda.

**13. RISE AND REPORT FROM IN-CAMERA ITEMS**

**14. UPDATES FROM BOARDS & COMMITTEES**

**14.1 Council Member Updates from Boards & Committees**

**14.1.1 Heritage Fire Wagon**

Councillor B. Beckett and Councillor G. Finstad advised that the City of Leduc has in its possession a 1903 Fire Wagon, which is in need of repair. When repaired, the Fire Wagon can be used in parades and put on display. There is a request that \$2,000 be provided for the necessary repairs.

I. Sasyniuk, General Manager, Corporate Services, answered Council's questions.

**MOVED** by Councillor B. Beckett

That up to \$3000 be used from Protective Services Large Equipment Reserve for the restoration of the 1903 Fire Wagon.

**Motion Carried Unanimously**

**14.2 Council Member Updates from Commissions, Authorities, Other**

There were no updates.

**15. INFORMATION REPORTS**

**15.1 Building Inspector's Report**

There was no discussion.

**15.2 Newly Issued Business Licences**

There was no discussion.

**16. ADJOURNMENT**

The Council meeting adjourned at 7:33 pm.

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B. YOUNG, Mayor

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S. DAVIS, City Clerk



## Actions to Date

- ❖ December, 2016 – Leduc Golf Club approached the City regarding
  - ❖ future operation and
  - ❖ sustainability
- ❖ August, 2017 – Initial comparison of various municipal golf course models
- ❖ September, 2018 – Leduc Golf & Country Club Assessment presented by consultant
  - ❖ Industry trends
  - ❖ Operating Models
  - ❖ Financial assessment
- ❖ September, 2018 - February, 2019 – Internal committee established to start discussions and draft MOA with Club on potential partnerships
- ❖ March, 2019 – Presentation of finalized Memorandum of Agreement

## Memorandum of Agreement

- ❖ To maintain the Golf Course Lands as a full-sized regulation golf course
- ❖ Capital improvements to the facilities would be provided by the City in exchange for title transfer of the Golf Course Lands
- ❖ The Golf Course Lands would continue to be operated and managed by the Club to offer a full service golfing experience to the public
- ❖ Enhanced public / community access to golf course lands:
  - ❖ year round (winter / off season) open space access
  - ❖ other community access

## Next Steps

- ❖ Determine terms of potential title / land transfer
- ❖ Determine terms of potential lease agreement
- ❖ Assess potential finance impacts
- ❖ Budget considerations
- ❖ Site concept plan / public engagement

# Offsite Levy Southeast Boundary Road (Hwy 2A to Coady Blvd)

## Bylaw 1016-2018

### Second and Third Reading

Presented by:  
Jennifer Cannon, Director, Finance  
Shawn Olson, Director, Engineering



## Proposed Debenture

Project: Southeast Boundary Road (Hwy 2A to Coady Blvd)

Proposed Debenture Amount: \$3,750,000

Proposed Term: 20 years

*This project is a developer funded project; not a  
tax supported debenture.*



## Aerial Map Location of Southeast Boundary Road (Hwy 2A to Coady Blvd)



# RECOGNITION ITEMS

There were no Recognition Items.

# **PUBLIC COMMENTARY**

# **PUBLIC HEARING**

There is no Public Hearing for the Agenda



# YELLOWHEAD REGIONAL LIBRARY



Yellowhead Regional Library  
433 King Street  
Box 4270  
Spruce Grove, AB T7X 3B4  
780.962.2003  
877.962.2003  
[yrl.ab.ca](http://yrl.ab.ca)

# YELLOWHEAD REGIONAL LIBRARY

## **Sharing resources – creating capacity**

Yellowhead Regional Library's municipalities and school divisions in our region share a common belief: we can do more together. We benefit from the power of collaboration to serve communities, patrons, and offer enhanced library services.

### **Who we are**

There are many people who work to keep our library system running as smooth as the cover on a new book. Some of us will order that book for a member library at a discount, then process and catalogue it. Some of us will package that book then deliver it. Some of us will manage the online catalogue that we share with three other regional library systems, where that book and 3.2 million other items are available to our patrons.

It is our relationships and networks that make us stronger and relationship-building is an integral part of our efforts. Some of us will meet with the leaders of libraries, library systems and other organizations to strengthen relationships that allow us to expand our collections, our knowledge and ensure library system sustainability.

We work together for and with our stakeholders: member library staffs, municipal library trustees, school trustees, the YRL Board, council members and members of other groups and organizations.

### **The value of YRL**

YRL member libraries enjoy more services and capacity to serve their communities by being a part of our regional network. Less time dealing with the everyday behind-the-scenes library work that comes with acquisition, cataloguing, network infrastructure and library software management means more time better serving patrons. The professional support we offer comes from a staff with years of experience—and it only gets stronger as a result of our professional relationships and networks; the experience and practices we learn are shared with everyone.

In this package you will find more detailed information on aspects of YRL that you need to know. Whether you are a trustee talking about YRL at a municipal meeting, a new library staff member learning our services, an experienced staff member just brushing up, or anyone else vested in YRL and Alberta's libraries, you can get to know us better—and know how we serve our member libraries.

# MEMBERSHIP & GOVERNANCE

## **A collaboration of municipalities and school divisions**

### **Membership**

YRL's members range from summer villages of less than 200 people to cities of over 34,000, to school divisions that together have nearly 11,000 full-time equivalent (FTE) students. In all, 54 municipalities and three school divisions work together to bring more than 290,000 Albertans library services.

- Each municipality and school division has a say in YRL's direction with the appointment of a trustee that sits on our board.
- Trustees have full access to board and other committee meeting minutes, budget and financial information, and other resources that can help keep their municipal councils and boards informed of their membership in YRL.
- YRL is funded through a membership fee of \$4.30 per capita for municipalities and \$13.95 per FTE student for school divisions.
- Fees are recommended by the board and approved by the members.

### **Governance**

YRL is governed by a board of trustees whose structure, powers and obligations are defined by the YRL Master Membership Agreement.

- The board is comprised of trustees appointed by each participating municipality and school division.
- The board governs the library system through its plan of service, policies and budget.
- Board trustees elect the chair, vice-chair and executive committee.
- The executive committee has full governance powers except for budget decisions, annual audit approval, and membership agreement changes.

# COLLABORATION & CONNECTIONS

## Opening the door to the provincial library community

### **Alberta Municipal Affairs Public Library Services Branch (PLSB)**

YRL is one of the 16 public library network nodes that cooperate with the PLSB in providing access to province-wide services. This collaboration provides YRL:

- An operating grant of \$4.70 per capita based on YRL's total municipal population.
- Resource sharing and access to the SuperNet.
- Funding and/or licensing for province-wide eResources.
- Access to ME Libraries, which allows patrons to use their home library card in public libraries across the province.

### **The Regional Automation Consortium (TRAC)**

TRAC is a partnership between four regional library systems: Marigold Library System, Northern Lights Library System, Peace Library System and Yellowhead Regional Library. It was created to provide the member libraries of the regions with an integrated library software system to streamline operations and increase access to materials.

- TRACpac, an online catalogue, provides access to the materials of 180 libraries.
- TRAC provides licensed eResources for use by all libraries in the consortium and other tools such as the TRACpac app.

### **The Alberta Library (TAL)**

YRL is a member of TAL, which is a consortium of public libraries, regional library systems, post-secondary and special libraries.

- TAL enables resource sharing by providing access to the collections of its members through TAL Online.
- The TAL Card provides on-site borrowing privileges to public library patrons at post-secondary libraries and post-secondary students at public libraries.
- TAL licenses eResources for its members and provides access to an online repository for libraries to share programming and training materials.

# BIBLIOGRAPHIC SERVICES

## Traditional library services made easy

### Who we are

Bibliographic Services is made up of cataloguers, acquisition and circulation staff, and drivers that collaborate to provide, prepare and deliver exceptional materials to our member libraries. We make bibliographic processes easier so our member library staff can dedicate time and effort to what matters most: serving their communities.

### Acquisitions

YRL provides an allotment fund for each member library to purchase books, audio-visual and other formats. Those that buy through YRL get large supplier discounts, free shipping and can order at any time throughout the year.

- The municipal allotment is 75 cents per capita. The student allotment is \$1 per FTE student.
- Unexpended allotment funds are rolled over into the next fiscal year.
- Member libraries can add their own funds directly to their allotment fund or be invoiced directly for new purchases through YRL.
- Member libraries receive an annual allotment statement and can access detailed acquisition reports online.

### Cataloguing and processing

YRL's staff handle all cataloguing requirements for our member libraries. We catalogue new titles, including ones purchased outside of YRL, into TRACpac.

- All catalogue entries follow the latest library cataloguing standards and classifications schemes.
- New items are made shelf-ready with barcodes, spine labels and protective covers.

## Delivery and interlibrary loans

YRL has a region-wide delivery system with dedicated vehicles and employees. We deliver new library materials, interlibrary loans and supplies as needed. YRL also ships interlibrary loans to other libraries within Alberta or Canada as part of our provincial resource sharing obligations.

- Member libraries have at least one delivery per week.
- YRL places and monitors requests for interlibrary loans.

## Disc repair and supplies

YRL offers a free disc repair service that greatly extends the life of expensive audio-visual items such as Blu-ray Discs, CDs, DVDs and video games. We have a variety of supplies that help our member libraries facilitate circulation of their collections.

- YRL cleans an average of 5,000 discs per year.
- Barcodes and patron library cards are provided at no cost.
- Member libraries may purchase at a discounted rate circulation supplies such as receipt printer rolls, spine labels and covers.

# CLIENT SERVICES

## The support source for libraries

### Who we are

Client Services is a group of librarians and IT administrators that work together to support the physical and virtual resources that are vital to our member libraries. We provide a wide range of consultative, training and technology services.

### Consultation

When library managers and staff have questions, Client Services Librarians provide the answers. We work collaboratively with our member libraries to help develop the best possible plans, workflows and solutions.

- *Collection development*  
From evaluations, inventories and weeding to recommendations and readers' advisory, we can help keep library holdings current and accessible.
- *Plan of Service facilitation*  
We work with library boards to gather feedback from residents through surveys and community meetings to identify meaningful service priorities.
- *Planning, programming and library operations*  
We provide information and recommendations on workflows, reporting, space planning, programming, policies and more.

### Training and professional development

We know everyone is busy so we make training as accessible and convenient as possible. We offer training on-demand by phone, via in-person sessions and workshops, and online through webinars, written guides and self-paced courses.

- *Polaris Integrated Library System (ILS)*  
From the fundamentals to comprehensive courses, we tailor our ILS training to the needs of the audience so that staff receive the applicable information they need to succeed.
- *eResources, devices and technology*  
We train and communicate regularly on eResources and related technology troubleshooting strategies so staff members are up-to-date on these popular offerings.
- *Annual conference*  
The YRL annual conference brings together board members, trustees and staff from public and school libraries across the Yellowhead region and beyond. It's an opportunity to network, attend a diverse selection of sessions—and have a little fun!

## Network and desktop support services

Member libraries that connect to Alberta's SuperNet via YRL have access to more services, including:

- Microsoft software license management for staff computers.
- Supply of Fortigate network hardware to ensure connectivity to the SuperNet and YRL network.
- Access point devices for wireless Internet service.
- Network security through anti-virus software and cloud backups of shared drives.
- Domain and website hosting and development.

## Library systems administration

The backbone of library operations is the ILS infrastructure. Client Services maintains all aspects of the TRAC network, hardware and software. We also:

- Customize settings for member libraries to reflect local library policies.
- Provide helpdesk services and after-hours emergency support.
- Represent YRL member library interests on TRAC groups.



# COLLECTIONS

## Satisfying curiosity and stimulating imagination

To enhance leisure time, promote lifelong learning and develop literacy skills, YRL has accessible and desirable collections for use by patrons and library staff.

### eResources

The demand for digital content has seen unprecedented growth. YRL enables member libraries to provide in-house and remote access to more resources than they could offer on their own.

- *Downloadable and streaming content*  
Patrons have an insatiable desire for immediate access to eBooks, children's books, audiobooks, music, movies, TV series, magazines and newspapers. Client Services curates these collections and provides usage statistics so libraries know the demand and value of what is offered.
- *Research and reference*  
We offer a variety of databases for patrons to access articles and journals, travel, consumer and grant funding information, DIY resources, readers' advisory tools and more.
- *Learning platforms*  
Whether you're looking to learn a new language or develop business, technology or creative skills, YRL offers eResources that provide thousands of courses and other learning materials.

### Programming kits

To save library staff time and energy, YRL provides ready-made kits to help support and inspire their programming.

- *Early literacy kits*  
Aimed at developing literacy skills for children from birth to 36 months old, these kits have fewer books and more interactive toys and tactile objects for creative, hands-on activities. Programming plans and tip sheets are also included to help parents be more involved in their child's development.
- *Makerspace kits*  
These kits provide hands-on, creative ways for patrons of all ages to explore: design, experimentation, building and invention. Each kit has extensive documentation for library staff to develop STEAM-related (science, technology, engineering, art, math) programs.
- *Storytime kits*  
Designed to assist library staff present fun, interactive programs for children up to eight years old, these kits include program plans, resource guides, craft ideas and activity books.
- *Xbox kits*  
Libraries can borrow an Xbox 360 console, Kinect sensor, controllers and games to offer in-library gaming programs that will attract both younger and older audiences.

## Special collections kits

Often, libraries have limits to their budgets and shelving capacities that precludes them from purchasing specialty collections. YRL has developed these kits to help bridge this gap.

- *Indigenous collection kits*

Supplement local collections with materials on the history, traditions, culture and perspectives of First Nations, Metis and Inuit (FNMI) people. Many of the kits are aligned with the Alberta Education's Programs of Study to help school librarians assist teachers incorporate FNMI content across subjects and grade levels.

- *World language kits*

Books in other languages are often expensive or difficult to select. YRL offers collections of fiction and non-fiction titles in Chinese, Dutch, German, Russian, Spanish and Tagalog for libraries to borrow and enhance their offerings to non-English speakers.

- *Read Alberta kits*

This traveling kit features the annual award-winning titles from the Book Publishers Association of Alberta and the Writers' Guild of Alberta, and includes a promotional display.

**MEETING DATE:** March 25, 2019

**COMMITTEE/BOARD NAME:** Community Safety Advisory Committee (CSAC)

**PREPARED BY:** Cameron Chisholm, Manager RCMP Administration and Leduc Enforcement Services

## COMMITTEE OF COUNCIL UPDATE

The City of Leduc is committed to community safety and wellness. Through this commitment, the City of Leduc supports the Community Safety Advisory Committee (CSAC) as just one of the many ways its citizens can be engaged to participate in programs and foster a caring community.

The primary goals of the CSAC are to establish and reach community safety program targets through the refinement of a team approach that incorporates intelligence led public safety initiatives, social programs, positive policing initiatives and law enforcement in an overall objectives-focused program.

### Review of 2018 Activities:

In 2018, the CSAC met quarterly to discuss issues of community safety with a focus on accomplishing positive outcomes.

CSAC reviewed their Terms of Reference with the term for committee member's at large being limited to three years and one year for youth. In addition, CSAC reviewed activities conducted by other communities that had safety advisory committees. Minutes of CSAC are now available for public viewing.

In March 2018, CSAC provided feedback to the Administration on cannabis legalization and proposed changes to the Community Standards Bylaw. CSAC further reviewed the City of Leduc's cannabis public use survey that was made available to residents. In September, CSAC reviewed the communications strategy for community education on cannabis public use. Feedback from CSAC was included in Council reports by Administration.

Proposed changes to the Animal Licencing and Control Bylaw was presented to CSAC and reviewed by the committee. A structured fine approach relative to severity of a dog attack was supported by CSAC. The committee further supported other changes being proposed by Administration to the Bylaw.

In follow up to the CSAC sponsored Capital Region Distracted Driving Youth Conference, CSAS provided financial support of \$500 to permit a start-up of a Students Against Drunk/Distracted Driving chapter at the Leduc Composite High School. A presentation to CSAC was provided by SADD on their proposed strategy at both High Schools in Leduc.

CSAC reviewed a traffic safety concern for Reynolds Court. While the issue of speed was determined not to be a factor, children's usage of the roadway for play was a concern. This information was shared with the RCMP and FCSS (Good Neighbour Program) for follow up. CSAC also received a presentation on the use of speed tables on Alton Drive and supported use of these devices.

In September 2018, CSAC discussed snow removal in the downtown area and a request by the DBA to modify the Community Standards Bylaw sidewalk snow clearing requirement to 24 hours from 48 hours. Feedback from the Committee was used in further discussions with the DBA.



Traffic safety changes made by the City of Leduc was presented to CSAC in December 2018. CSAC fully supported these changes as improvements to the safety of road users in Leduc. Feedback on a amendments to the Traffic Bylaw to allow Unattached Trailers (construction) was obtained from CSAC.

CSAC reviewed Enforcement Services priorities for enforcement under the Community Standards Bylaw for dealing with complaints of snow on sidewalks and supported the strategy. This feedback assisted LES during inquires by the community on enforcement priorities of snow on sidewalk complaints.

A traffic safety concern relating to Christ the King School was heard by CSAC in December and referred to the Traffic Advisory Committee.

During 2018, CSAC had presentations from the Leduc Community Drug Action Committee, Emergency Management (Chief George Clancy), Enforcement Services and Alberta Health Services – Mental Health. These presentations assisted in better informing the Committee.

CSAC also served as a consultation forum for the RCMP in the delivery of policing services. The Officer in Charge of the Leduc Detachment was part of the CSAC and provided regular updates on policing activities. Input from the CSAC was provided to the RCMP on the community priorities which included business safety.

Two youth representatives ended their term in June 2018 and were replaced in September 2018 with two new youth representatives. These youth representatives provide feedback to the CSAC with a youth perspective. One representative is from Christ the King School and another from the Leduc Composite High School. Each representative received a honourarium for their contribution to the committee. The outgoing youth representatives both provided short essays recapping their experiences and the benefits from their participation. Interviews were held in May 2018 by the CSAC for the replacement youth representatives.

Committee personnel changes occurred during 2018 beyond a change of the youth representatives. Chairperson Judy Archie retired in June. Colin McAleer was appointed Chairperson at the December meeting. Councillor Beckett replaced Councillor Tillack in September 2018.

## Approval Information

[Approval Information must not appear alone on a separate page.]

"Original Signed"

Committee/Board Chair

**MEETING DATE:** March 25, 2019

**SUBMITTED BY:** Michelle Hay, Director of Intergovernmental Affairs and Corporate Planning

**PREPARED BY:** Brandy Kelly, Government Relations Advisor

**REPORT TITLE:** Council Appointments to External Committees

## REPORT SUMMARY

Two external organizations have requested to have City of Leduc elected officials sit on committees within their respective organizations.

1. The Edmonton Metropolitan Region Board (EMRB) made a request of its 13 member municipalities to have their Board Member (chief elected official) and an alternate elected official sit on the Shared Investment for Shared Benefit (SISB) Task Force.
2. The Regional Transit Service (RTS) Transition Team has made a request to have two elected officials (one primary and one alternate) from each participating municipality to sit on the Regional Transit Services Commission (RTSC) Transition Team.

## RECOMMENDATION

1. That Council appoint Mayor B. Young to the Edmonton Metropolitan Region Board's Shared Investment for Shared Benefit (SISB) Task Force and appoint Councillor B. Hamilton as the alternate.
2. That Council appoint Councillor G. Finstad to Regional Transit Services Commission (RTSC) Transition Team and appoint Councillor B. Beckett as the alternate.

## BACKGROUND

### KEY ISSUE(S) / CONTEXT:

1. **EMRB's Shared Investment for Shared Benefit (SISB) Task Force:**  
The Task Force is responsible for the preparation and recommendation of a Shared Investment for Shared Benefit Model to the Edmonton Metropolitan Region Board. The outcome will be to provide the Region's decision-makers with a framework and tools to make decisions about projects that would benefit from a SISB approach, their required investments, and the expected benefits.
2. **Regional Transit Services Commission (RTSC) Transition Team:**  
The Transition Team will establish the Regional Transit Services Commission (RTSC) aligned to the principles outlined in the agreed upon Memorandum of Understanding. The role includes the development of operational plans, funding models, entity logistics and other requirements, along with a transition plan to launch a scalable regional commuter transit entity.



## CITY OF LEDUC PLANS:

Participating on these committees fulfills Council's commitment to being (a) *A collaborative community-builder and regional partner* and (b) *A City where people want to live, work and play*, as outlined in the City of Leduc's 2019-2022 Strategic Plan. It also supports our values of having a *regional focus* and *partnering for success*.

## IMPLICATIONS OF RECOMMENDATION

### ORGANIZATIONAL:

Being a part of these external committees helps keep the City of Leduc apprised of related regional initiatives and allows the City of Leduc's interests to be represented.

### ALTERNATIVES:

1. Council appoint a different member and/or alternate;
2. Council declines participation in these external committees.

### ATTACHMENTS:

Respective external committee Terms of Reference documents are attached.

Others Who Have Reviewed this Report

P. Benedetto, City Manager



## Shared Investment for Shared Benefit Task Force Terms of Reference

### INTRODUCTION

Members of the EMRB have determined that to increase the Region's competitiveness and collaboration, sharing investments to support regionally beneficial projects and initiatives is necessary. They have also determined that these investments and resulting benefits need to be shared equitably among the municipalities. The purpose of the SISB Project is to develop a model to identify regional projects and initiatives that require shared investment among the municipalities. The model will provide a tool to quantify the required investments and resulting benefits and determine an equitable distribution of both. The project will also provide recommendations on the implementation and governance of a SISB model.

Pursuant to Board policy, a Task Force will be established to carry out the Project Charter as approved by the Board.

### PURPOSE

To establish terms of reference for the Shared Investment for Shared Benefit Task Force. The Task Force will provide strategic direction and oversight on all aspects of the project on behalf of the Board.

### PROJECT DESCRIPTION

The Task Force is responsible for the preparation and recommendation of a Shared Investment for Shared Benefit Model to the Edmonton Metropolitan Region Board. The outcome will be to provide the Region's decision-makers with a framework and tools to make decisions about projects that would benefit from a SISB approach, their required investments, and the expected benefits.

The objectives of the SISB project are to:

- Enhance the Region's economic sustainability by providing a stable mechanism for investment that enables continued growth throughout the Region.
- Enhance the Region's economic competitiveness by providing a framework for municipalities to collaborate on significant initiatives and projects in the Region.
- Enhance municipal and regional economic growth by leveraging the collective strength of the Region while supporting equity among the municipalities.

### PROJECT DELIVERABLES

As outlined in the Project Charter the key project deliverables are:

- Environmental Scan Report that summarizes cost sharing models from other jurisdictions; the report will highlight key initiatives or projects, provide evaluative comparisons of other models, and make recommendations as to the applicability of other models to the Region. The report will explore potential opportunities for SISB in the Region.
- SISB Framework Report that documents the shared set of parameters, principles, and operational rules that guide the development of the final model. The framework will also document the criteria and methodology to determine the eligibility of projects.





## Shared Investment for Shared Benefit Task Force Terms of Reference

- Final Model that provides a clear, predictable, and scalable model for SISB in the Edmonton Metropolitan Region. The final model will be built upon the conceptual framework and tested under a range of scenarios. Recommendations on implementation and governance will be included in the final report.

### TERMS OF REFERENCE

#### 1. AUTHORITY

The Task Force shall be established by the Board and considered an advisory body to the Board and therefore must, by a passed motion, provide recommendation(s) to the Board for decision.

#### 2. AMENDMENTS TO THE TERMS OF REFERENCE

At any time, the Task Force may consider changes to these Terms of Reference and recommend the proposed changes to the Board for review and approval.

#### 3. MEMBERSHIP

The membership of the Task Force shall be comprised of elected municipal representation, the Province of Alberta and a Technical Committee, made up of a subset of a broader working group.

The municipal representative on the Task Force shall be the Edmonton Metropolitan Region Board member from each of the thirteen municipalities.

One non-voting provincial representative will be appointed.

#### Appointment of Alternates

Alternates for each appointed voting member of the Task Force municipality shall be identified.

#### Regional Technical Advisory Committee (Non-voting)

The Task Force will be supported by a Regional Technical Working Group with representation being determined based on the needs of the project.

#### 4. TERM

The term of the Task Force is from its establishment by the Board and will continue for two years with the expectation that the final deliverables from the Shared Investment for Shared Benefit project will be recommended to the Board on or before March of 2021.

#### 5. APPOINTMENT AND TERM OF THE CHAIR AND VICE-CHAIR

Upon establishing the Task Force, the Task Force membership will appoint a Chair and Vice Chair. The Chair and Vice Chair must be appointed members of the Board. The Chair and Vice Chair shall be appointed for the term of the Task Force.

#### 6. EX-OFFICIO

The Board Chair will be considered a non-voting ex-officio member of the Task Force.

#### 7. DECISION MAKING





## Shared Investment for Shared Benefit Task Force Terms of Reference

- a. Decisions, recommendations, and actions determined by the Task Force will be driven by the desired outcome to do what is in the best interest of the Edmonton Metropolitan Region. Only elected officials that are designated as voting members of the Task Force, or their designated alternates, may vote. Each member will have one vote. In the event of a tie, the motion is defeated.
  - b. All motions must be moved by a voting member. Motions require a simple majority of members in attendance to pass (50 percent plus one).
8. QUORUM  
Quorum is defined as 50 percent plus one of standing membership and may include representation in person, or by telephone, or other telecommunication devices that permit participation.
9. DISPUTE RESOLUTION  
The Task Force Chair is accountable for ensuring effective and collaborative Task Force operations and decision-making. Where the Chair's efforts are unable to resolve a dispute, the matter will be forwarded to the Board for discussion and resolution.
10. SUPPORT/RESOURCES  
The Task Force will be supported by the Chief Executive Officer, a Project Manager assigned by the CEO from Board staff, Consultants as required, and Municipal Working Group(s) as established by the CEO.
11. COMMUNICATIONS  
The Chief Executive Officer will act as the single point of contact for all communications requests for the Task Force, and will determine the appropriate level of response required in consultation with the Task Force Chair.
12. MEETING FREQUENCY  
At the first meeting of the Task Force, a schedule of meetings will be established and approved by the Task Force. The frequency of the meetings will be established to align with the milestones and delivery dates of the project. Where warranted, the Task Force Chair may call a meeting outside of the approved schedule.
13. MEETING AGENDAS AND MINUTES
  - a. All meeting agendas, minutes, reports, briefings and supporting materials will be provided in electronic format.
  - b. In general, meeting agendas and pre-read materials will be provided at least one week in advance of a scheduled meeting.
  - c. The Task Force will include its meeting minutes with the next Board meeting agenda package.
14. STATUS OF MEETINGS
  - a. Task Force meetings are open to the public including all members of the Board (elected officials and their alternates), administrative representatives from all Board member municipalities and members of the public. The Task Force may invite individuals from the province, industry, the general public or other Board, Committee, Task Force members to participate in specific agenda items. Matters emerging and voted on by the Task Force will become a matter of public record.



## Shared Investment for Shared Benefit Task Force Terms of Reference

- b. **Section 602.08 (1)** of the *Municipal Government Act* (MGA) states that a committee may close all or part of its meetings to the public if a matter to be discussed falls within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act.
- c. All members (elected and administrative) attending the *in camera* session shall respect the confidentiality of the *in camera* items.

### 15. REPORTING

The Task Force is expected to provide the Board, through established communication channels and schedules: advice, descriptions and recommendations to resolve existing issues, status and progress as it relates to its mandate and expected deliverables.



## **Regional Transit Services Commission Transition Team Terms of Reference**

|                               |   |
|-------------------------------|---|
| <b>Role</b>                   | <p>The Transition Team will establish the Regional Transit Services Commission (RTSC) aligned to the principles outlined in the agreed upon Memorandum of Understanding.</p> <p>The role includes the development of operational plans, funding models, entity logistics and other requirements, along with a transition plan to launch a scalable regional commuter transit entity.</p>  |
| <b>Responsibilities</b>       | <p>The responsibilities including but not limited to those included below will be undertaken by the Transition Team, or by representatives of member Administrations as delegated by the Transition Team.</p> <ul style="list-style-type: none"> <li>• Confirm the scope of services at launch, and transition path/timing for expansion of services;</li> <li>• Development of service guidelines, a first year plan, and development of a strategic plan;</li> <li>• Select a preferred service delivery model;</li> <li>• Establish a specific funding model – including funding tools as available through provincial regulations;</li> <li>• Identify timing and phasing of revenue sources, providing financial capacity to meet long-term financial requirements for service growth and capital investment;</li> <li>• Determine the approach for cost and revenue sharing to align with the approved funding model;</li> <li>• Develop an asset transfer plan, including approach for the transfer of associated debt;</li> <li>• Establish administrative and managerial functions; appoint interim executive committee responsible for management of RTSC;</li> <li>• Coordination of supporting services (“back-office”);</li> <li>• Assess requirements, dependencies or relationships to regional integration of other services/infrastructure (e.g. economic development, land use planning, roads);</li> <li>• Completion of all documentation required by the Province for submission to create a RTSC;</li> <li>• Define processes and requirements for engaging with municipal planning functions; and,</li> <li>• And other duties as required.</li> </ul> |
| <b>Membership and Process</b> | <p>The Transition Team will include one elected official appointed to the project from each municipality, plus an alternate to assume responsibilities in their absence, and the Mayor from each municipality as ex officio, non-voting members.</p> <p>Administration, made up of representatives from member municipalities, supporting the project will serve as non-voting Transition Team support.</p> <p>Decision making for the Transition Team will be consensus based (unanimous).</p> <p>The Chair and Vice Chair will be elected representatives who are members of the Transition Team. The Chair and Vice Chair will be appointed by the Transition Team.</p>  |

|                              |  |
|------------------------------|--|
| <b>Facilitator</b>           | Meetings will be run by the RTSC Transition Team Chair (an elected representative), with support from the external third party consultant as delegated.  |
| <b>Frequency of Meetings</b> | <p>Transition Team Meetings will be scheduled monthly on the same day and time agreed to by the majority.</p> <p>Agenda Items will be set by the RTSC Transition Team Chair and Vice-Chair prior, under advisement by the third party consultant.</p> <p>Meeting agenda/information will be circulated for review one week prior to the scheduled meeting. Minutes from the meetings will be kept.</p> <p>Special meetings will be called by the Chair as required.</p>  |
| <b>Quorum</b>                | Meetings will require 50 per cent plus one of appointed members from the Transition Team to be in attendance; members may participate via video/conference call.   |
| <b>Resources</b>             | <p>The Transition Team will be supported by an external third party consultant, to be selected through a Negotiable Request for Proposal (NRFP) process.</p> <p>Working groups will be established to support project streams, comprised of selected administrative staff from the participating municipalities. The role of these groups is to undertake allocated tasks and report back to the Transition Team.</p> <p>The Transition Team and/or working groups will bring in additional resources as required to support the project.</p> <p>Additional external support will be resourced through the approved budget for this project.</p> |
| <b>Reporting</b>             | <p>Quarterly reporting by the Transition Team to member Council's will be enabled and supported.</p> <p>The Transition Team will approve the required documents to formally establish the RTSC, to be presented for approval by Council at each of the participating municipalities.</p>   |

# **Business**

Inter-jurisdictional Cooperation Accord –  
Update for Q1

Presented by

M. Hay



# COUNCIL REQUEST FOR DECISION

**MEETING DATE:** March 25, 2019

**SUBMITTED BY:** Ken Woitt – Director, Planning & Development

**PREPARED BY:** April Renneberg – Current Planner II

**REPORT TITLE:** Bylaw No. 1018-2019 – Redistricting Part of SW ¼ Section 31-49-24-W4 (Telford Lake ER/MR) (1<sup>st</sup> Reading)

## REPORT SUMMARY

Bylaw 1018- 2019 will amend Bylaw 809-2013, Section 27.0 – Land Use Map, by redistricting part of the SW ¼ Section 31-49-24-W4 from UR – Urban Reserve to GR – General Recreation and ERD – Environmental Restricted Development. The redistricting will allow for the protection of environmentally sensitive lands around Telford Lake as Environmental Reserve (ER) and will also facilitate the construction of multiway within Municipal Reserve (MR).

## RECOMMENDATION

That Council give Bylaw 1018-2019 first reading.

## BACKGROUND

### KEY ISSUE(S) / CONTEXT:

The GR land use district is intended to accommodate areas used for public parks to meet active or passive recreational and leisure pursuits at neighbourhood, district and regional levels. The ERD land use district is for the protection of environmentally sensitive areas by restricting development to that which is clearly compatible with the natural feature, and by providing access to the public in a manner that preserves the feature, in accordance with the Municipal Government Act.

The City recently received a subdivision application proposing to create two parcels adjacent to Telford Lake, within the Lakeside Industrial Park. The City of Leduc is working with the landowner to subdivide and redistrict the proposed ER and MR lands surrounding Telford Lake in order to allow for multiway construction prior to that which would come with subdivision and development of the lands by the developer. The proposed redistricting will help to further advance the Telford Lake multiway project, with construction anticipated in 2019.

### LEGISLATION AND/OR POLICY:

1. Municipal Government Act, RSA 2000, Chapter M-26, as amended
  - S. 640(2)(a) requires a municipality be divided into land use districts.
  - S. 606 and S. 692 govern the requirements for advertising a bylaw. More specifically, S. 692(4) outlines those additional advertising requirements for a bylaw changing the land use district designation of a parcel of land.
2. Land Use Bylaw 809-2013, as amended

### PAST COUNCIL CONSIDERATION:

Bylaw 1018-2019 is before Council for the first time.

### CITY OF LEDUC PLANS:

Bylaw 1018-2019 is consistent with the City's Municipal Development Plan, as amended, the Telford Lake Master Plan, and the Lakeside Industrial Area Structure Plan.

## IMPLICATIONS OF RECOMMENDATION

### ORGANIZATIONAL:

There are no organizational implications.

### POLICY:

There are no policy implications.

### IMPLEMENTATION / COMMUNICATIONS:

The public hearing is scheduled for April 8, 2019. The hearing will be advertised in the March 22 and 29, 2019 issues of 'The Representative' and notices will be mailed to property owners within 61.0 m of the subject area.

### ALTERNATIVES:

1. That Council defeat Bylaw 1018-2019.

### ATTACHMENTS:

1. Bylaw 1018-2019
2. Key Plan
3. Redistricting Plan
4. Subdivision Plan
5. Lakeside Industrial Area Structure Plan (Land Use Concept)

Others Who Have Reviewed this Report

P. Benedetto, City Manager / B. Loewen, City Solicitor / M. Pieters, General Manager, Infrastructure & Planning



## Bylaw No. 1018-2019

Page 1

### AMENDMENT # 93 - TO BYLAW NO. 809-2013, THE LAND USE BYLAW

The *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended (the "Act") grants a municipality the authority to pass a Land Use Bylaw;

**AND:** in accordance with the Act, the City of Leduc passed Land Use Bylaw No. 809-2013 to regulate and control the use and development of land and buildings in the City of Leduc, and the Council has deemed it expedient and necessary to amend Bylaw No. 809-2013;

**AND:** notice of intention to pass this bylaw has been given and a public hearing has been held in accordance with the Act;

**THEREFORE:** the Council of the City of Leduc in the Province of Alberta duly assembled hereby enacts as follows:

#### PART I: APPLICATION

1. **THAT:** Bylaw No. 809-2013, the Land Use Bylaw, is amended by this Bylaw.
2. **THAT:** the Land Use Map, attached to and being part of the Land Use Bylaw of the City of Leduc, be amended by reclassifying:

Part SW ¼ Section 31-49-24-W4  
(consisting of 5.56 ha more or less)

From: UR – Urban Reserve

To: GR – General Recreation  
ERD – Environmental Restricted Development

as shown in Schedule "A", attached hereto and forming part of this bylaw.

#### PART II: ENACTMENT

This Bylaw shall come into force and effect when it receives Third Reading and is duly signed.

READ A FIRST TIME IN COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, AD 2019.

READ A SECOND TIME IN COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, AD 2019.

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, AD 2019.

**APPROVED**  
*As to Form*  
B. L.

*City Solicitor*

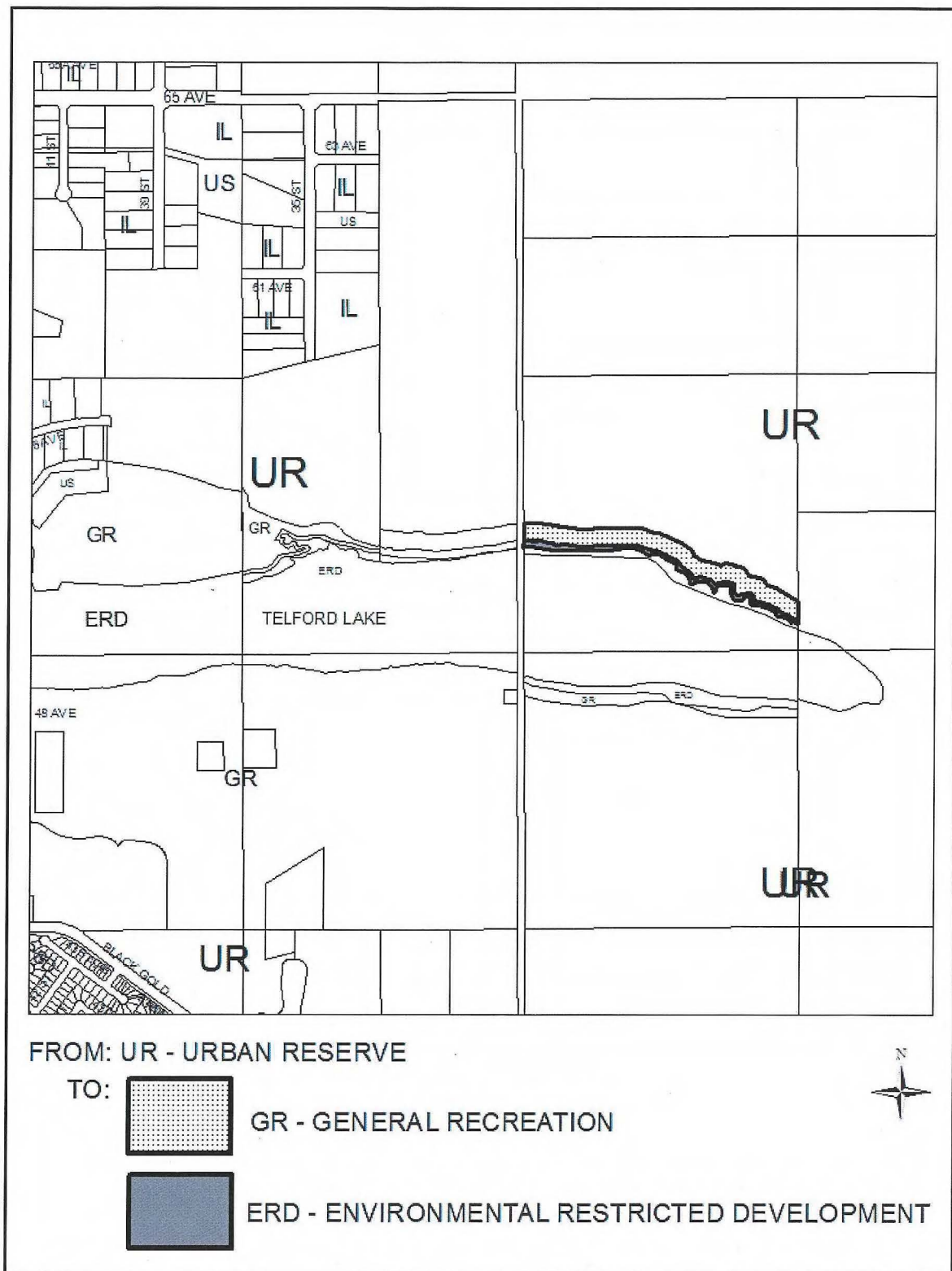
\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
**Robert Young**  
**MAYOR**

\_\_\_\_\_  
**Sandra Davis**  
**CITY CLERK**

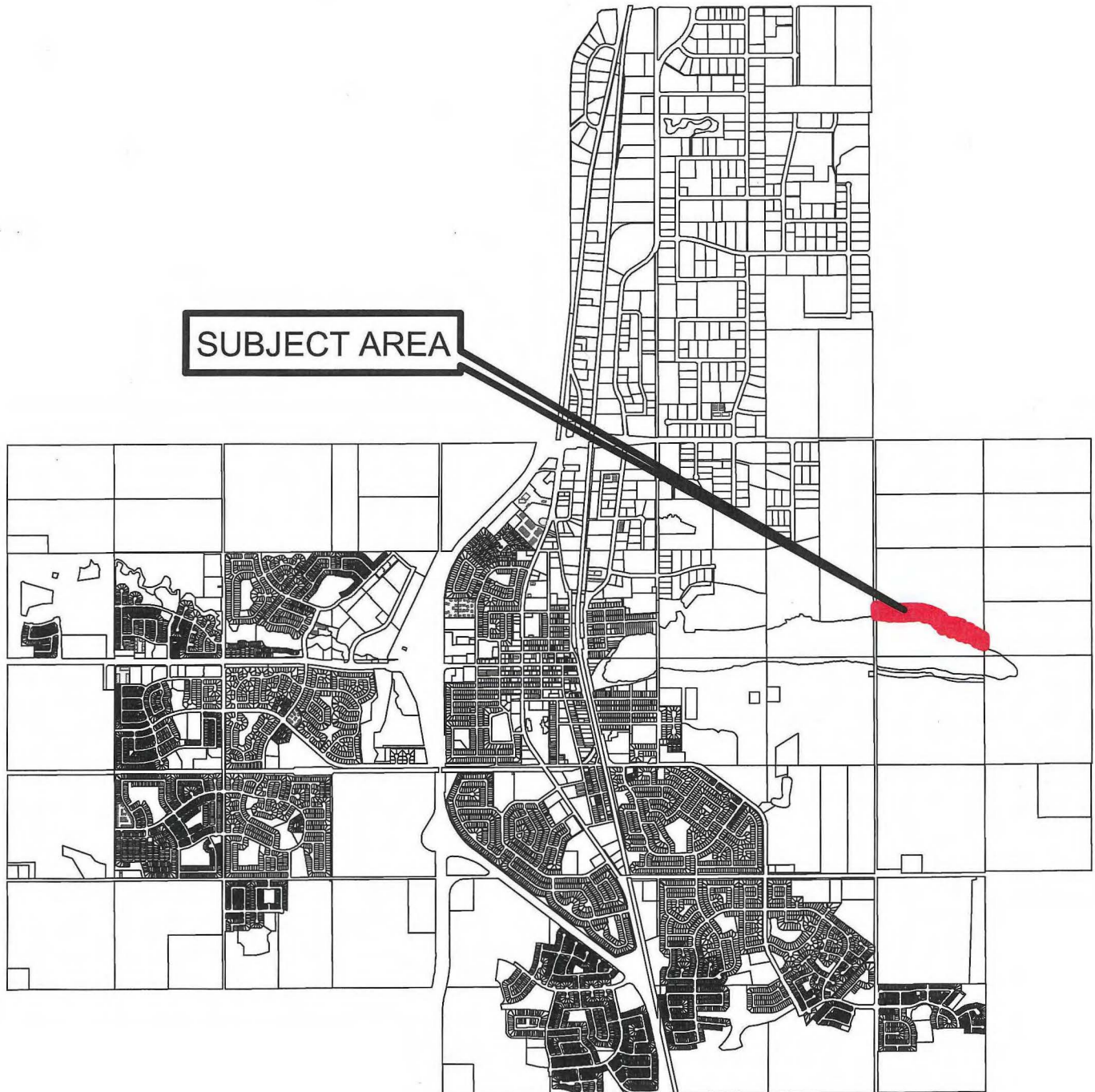


SCHEDULE "A"



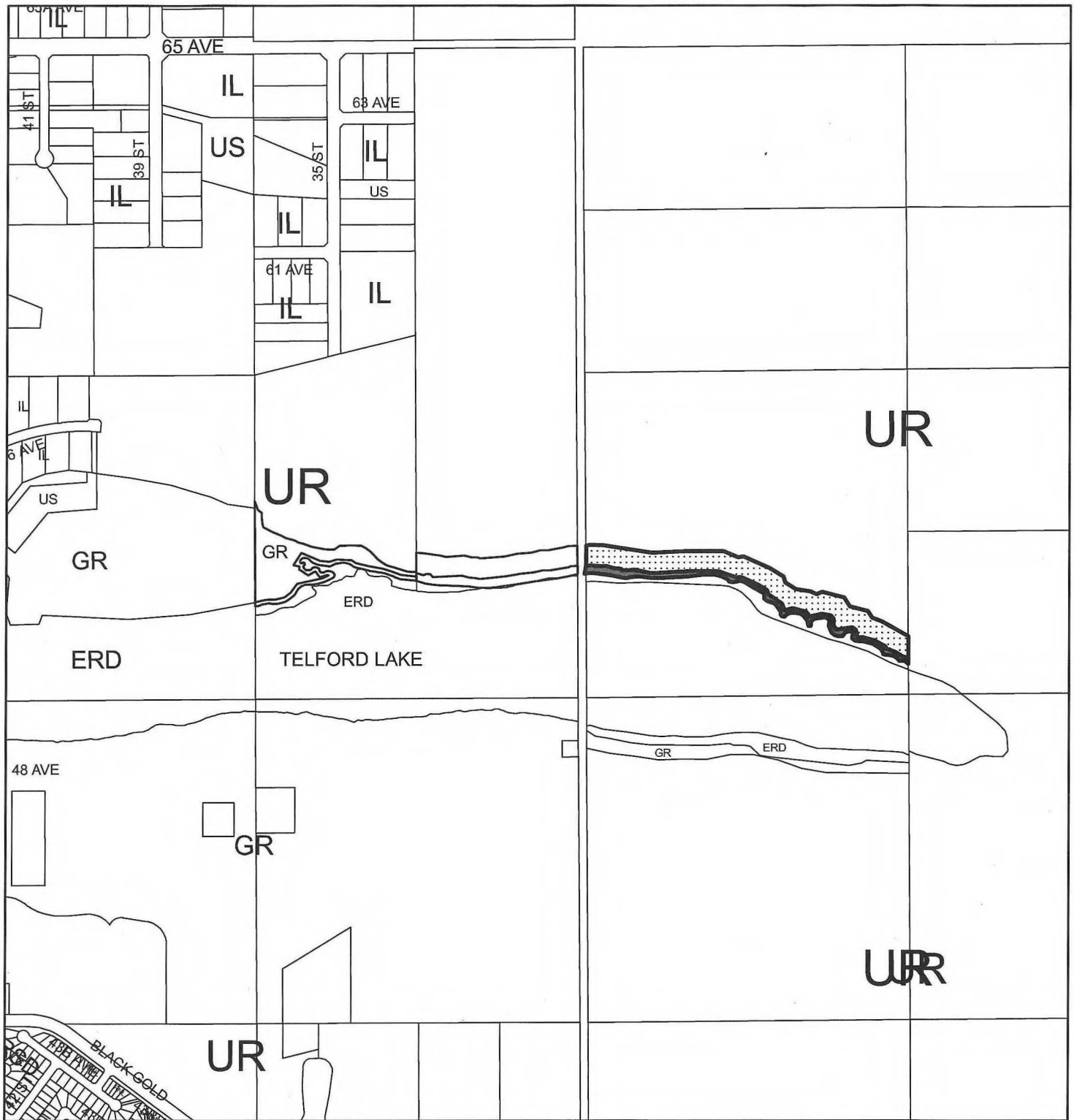
# KEY PLAN

ATTACHMENT 2



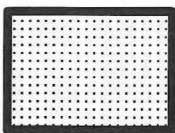
# REDISTRICTING PLAN

ATTACHMENT 3



FROM: UR - URBAN RESERVE

TO:



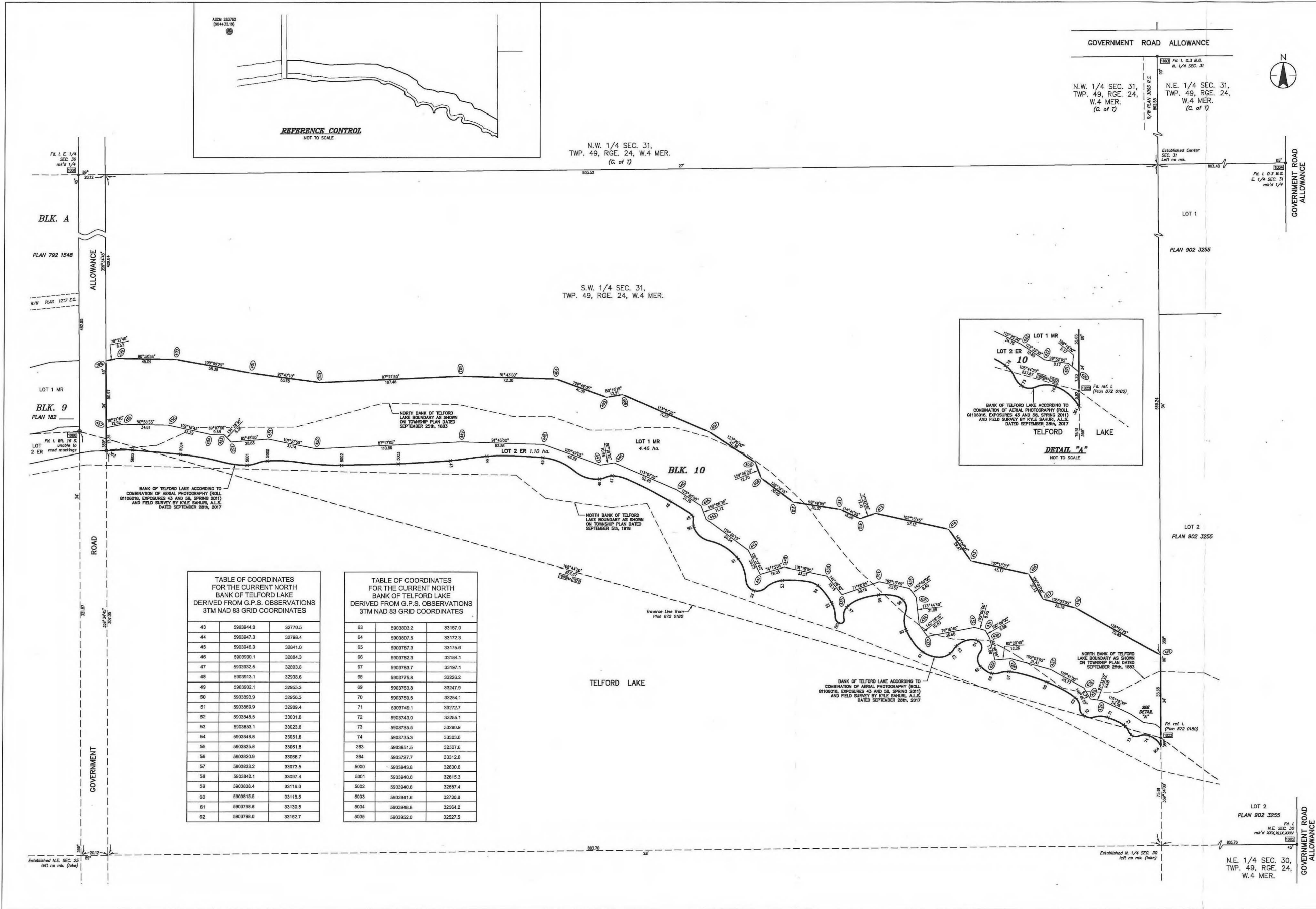
GR - GENERAL RECREATION



ERD - ENVIRONMENTAL RESTRICTED DEVELOPMENT





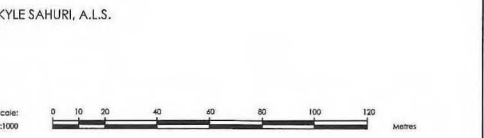


|  |  |
|--|--|
| <b>CERTIFICATE: SECTION 47 SURVEYS ACT</b><br>Registered on<br>as number<br>All Statutory Monuments were placed in the ground between the<br>dates of<br>and<br>and are sustained in accordance with the coordinates shown<br>attached to the subdivision instrument except for the following:<br><br>A.D. REGISTRAR | <b>LAND TITLES OFFICE</b><br><br>PLAN No. ....<br>ENTERED AND REGISTERED<br>ON: .....<br>INSTRUMENT No. ....<br><br>A.D. REGISTRAR<br>M.A.I.R.D. |
|--|--|

LEDUC, ALBERTA

## TELFORD LAKE

PLAN SHOWING SURVEY OF  
SUBDIVISION  
OF PART OF THE  
S.W. 1/4 SEC. 31, TWP. 49, RGE. 24, W.4 MER.



- LEGEND**
- Statutory iron Survey Posts found shown thus:
  - Witness monuments found shown thus:
  - Bank of Lake Position shown thus:
  - The Geo-referenced Point is an Alberta Survey Control Marker found shown thus:
  - Alberta Survey Control Markers found shown thus:
  - The position where Statutory iron Survey Posts are to be placed pursuant to Section 47 of the Survey Act are shown thus:
  - Reference Monuments, 0.025 x 1.000 long iron bars, pinned shown thus:
  - Area to be registered shown bounded thus:

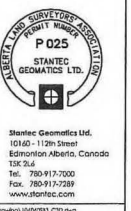
- NOTES**
- Coordinate positions for Survey Monuments found or placed by this survey, Survey Control Markers used, Reference Monuments installed, and the Location of all Survey Monuments to be placed in accordance with Section 47 of the Survey Act are shown on a table of grid coordinates attached to the Plan instrument.
  - The Coordinate values are 31m, the reference Markers is 11.4m West Longitude and based on NAD 83 (Original) datum. The coordinate values of the geo-referenced point: 390434.85 N, 338751.54 E.
  - The Combined factor used is 0.999800
  - All bearings are grid and derived from Alberta Survey Control Markers shown on this plan.
  - All distances are expressed in metres and decimals thereof.
  - List of abbreviations used on this plan:  

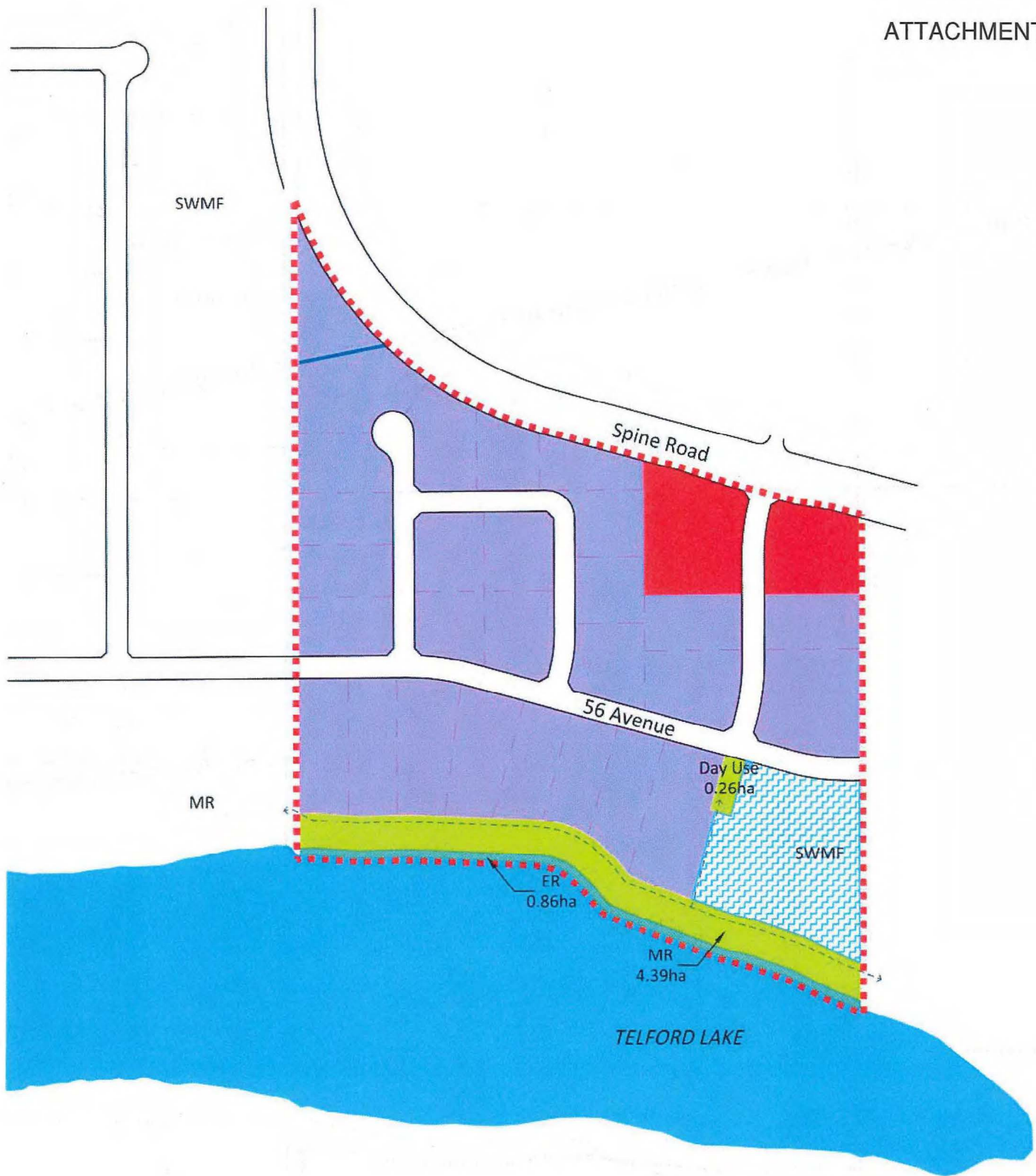
|          |                                       |         |                              |
|----------|---------------------------------------|---------|------------------------------|
| BLK.     | denotes Block                         | Fd.     | denotes found                |
| SEC.     | denotes Section                       | L.      | denotes statutory iron post  |
| TWP.     | denotes Township                      | mk.     | denotes mark                 |
| RGE.     | denotes Range                         | mk'd    | denotes marked               |
| W.4 MER. | denotes West-Of-Way                   | re-est. | denotes re-established       |
| R.W.     | denotes Right-Of-Way                  | R.G.    | denotes below grade          |
| MR       | denotes Municipal Reserve             | ha.     | denotes hectare              |
| EN       | denotes Environmental Reserve         | N.      | denotes north                |
| C. of T. | denotes Certificate of Title          | S.      | denotes south                |
| A.L.S.   | denotes Alberta Land Surveyor         | E.      | denotes east                 |
| ASCM     | denotes Alberta Survey Control Marker | W.      | denotes west                 |
| Wit.     | denotes witness                       | RP      | denotes Geo-referenced Point |
|          |                                       | ref.    | denotes reference            |

**SURVEYOR**  
KYLE SAHURI, A.L.S.  
Surveyed between the dates of  
September 28th, 2017 to \*\*\*\*, 2018  
In accordance with the provisions of the Survey Act.  
FILE: 104062583

**REGISTERED OWNER**  
1883378 ALBERTA LTD.

**SUBDIVISION AUTHORITY**  
THE CITY OF LEDUC





- Legend**
- ASP Boundary
  - Telford Lake Trail (Multiway)
  - Light Industrial
  - Business Commercial
  - Park
  - Environmental Reserve
  - Urban Services
  - Interim Lift Station
  - High Pressure Gas Pipeline

Note: This plan is conceptual only and the exact location and alignment of uses, facilities, roadways, lot lines and services will be determined at the zoning and subdivision stage.

## Map 3.2 Land Use Concept

Lakeside Industrial  
Area Structure Plan  
Leduc, Alberta

Scale 1 : 8,000

I  
N

**WATKINS LAND  
DEVELOPMENTS**

**G M A C**  
Geographic Information & Analysis Consulting Ltd.

September 11, 2014



# COUNCIL REQUEST FOR DECISION

**MEETING DATE:** March 25, 2019

**SUBMITTED BY:** Donna Brock, Director Community & Social Development

**PREPARED BY:** Tracy R. Johnson, Community Facilitator, Family & Community Support Services

**REPORT TITLE:** Bylaw No. 1022-2019 - Youth Council Bylaw (1st Reading)

## REPORT SUMMARY

Following the motion made at the February 25, 2019 Committee-of-the-Whole ("CoW") meeting, Administration has prepared a draft Bylaw for the new Youth Council Committee ("Committee") for Council consideration (Attachment 1.).

## RECOMMENDATION

That Council give Bylaw No. 1022-2019 first reading.

## BACKGROUND

### KEY ISSUE(S) / CONTEXT:

Following youth engagement update presentations to CoW on January 25, 2016, September 10, 2018 and February 25, 2019, a motion was made on February 25, 2019 for Administration to present bylaw options to Council for the creation of a Youth Council Committee.

### PAST COUNCIL CONSIDERATION:

January 25, 2016, Administration presented CoW with an update on the Youth Engagement Strategy.

September 10, 2018, Administration presented CoW with an update on the Youth Engagement Strategy which included consultation and survey results as well as options for youth engagement based on those results.

February 25, 2019, Administration presented CoW with an update on the Youth Engagement which included options for the development of a Youth Council/Committee. At this meeting the following motion was approved:

MOVED by Councillor L. Hansen that Administration move forward with Option B and create a bylaw to bring forward at the March 25, 2019 Council meeting.

### CITY OF LEDUC PLANS:

As part of the 2019-2022 City of Leduc Strategic Plan, Council has identified as a focus area "A city where people want to live, work & play". Strategy number one is to "enhance citizen engagement, with a focus on youth, in shaping and building our community".



## IMPLICATIONS OF RECOMMENDATION

### GENERAL:

Age range of youth members – After consultation with Legal Services, Administration recommends the age range for this committee to be 16-22. This is consistent with a "high school and post-secondary" age range.

Maximum number of youth – Administration recommends the maximum number of youth be 13 to allow for the recruitment of a diverse range of life experience and opinions. This will better represent the population of Leduc youth and provide an opportunity for more youth to access this new and exciting committee.

Committee term – Administration recommends the term of the committee be January to December to align with other Council Committees thereby increasing the ease by which recruitment and screening efforts can take place each year for the Clerk's Office. Recruitment in the fall through partnerships with Leduc high schools and youth/young adult organizations will likely be more successful than recruitment in the summer months when many people in Leduc are away. Administration foresees a potential problem with membership drop off between June and September if a family or student moves for their education, etc. so this term may need to be reevaluated in the future depending upon what trends are seen in practice.

Establishing quorum – Through consultation with youth in the community and with other youth councils, a trend of higher number of meetings per month was seen (up to once per week) as compared to current City of Leduc Committees (once per month). Administration recommends that the Committee be able to establish quorum with the majority of their members present (without necessarily a member of City Council present) so as to ensure that the youth members of the committee are able to meet as often as they see fit without undue burden upon City Council members to attend all the meetings. In practice, Administration envisions monthly meetings where the City Council members are present and potentially standardized additional meetings where their attendance is optional.

### ORGANIZATIONAL:

The establishment of a new Council Committee will require Council members to join the Committee as stated in the proposed bylaw. The Committee will also impact staff workloads in the City Clerk's Office for the recruitment of members and selection process. Finally, staff in Family and Community Support Services ("FCSS") will also be impacted for the administrative support to the Committee. Please note: as a new Committee primarily consisting of inexperienced youth members, the amount of Administration's time needed to ensure the Committee is successful will likely be higher than the average Council Committee.

### FINANCIAL:

At this time the recruitment costs for the Committee members is captured within the existing 2019 operating budget.

Moving forward, as part of the 2020 budget process, funds will need to be allocated to cover the on-going food expenses required for Committee meetings. Consideration of additional funds will be needed for the Committee if they are expected to run events and/or initiatives in the community or if Council chooses to incorporate an honorarium/scholarship program for the youth Committee members. It is estimated that the additional costs will be \$1k-\$8k depending on the which initiative Council decides to pursue.

## **POLICY:**

There are no policy implications.

## **IMPLEMENTATION / COMMUNICATIONS:**

Communications and Marketing ("CMS") will work with the appropriate areas on the development, approval and execution of a communications strategy that will touch on the areas of recruitment, promotion, branding, etc. following the approval of Council to proceed. This detailed plan will provide tactics related to social media, advertising, and other communications tools and be structured around the timeframes provided by the respective departments and Council. CMS will ensure that Council has appropriate key messaging in order to speak with residents, youth, media, and other stakeholders. Once all tactics have been executed, the strategy will be evaluated to determine if the prescribed tactics were effective and what may need to be modified as the Committee gets established.

## **ALTERNATIVES:**

Council discuss alternative Youth Council Committee characteristics as outlined in this report and direct Administration to return to Council with a Bylaw for first reading reflecting that discussion.

## **ATTACHMENTS:**

Youth Council Bylaw No. 1022-2019

The report has been reviewed by Sandra Davies, City Clerk, Brian Loewen, City Solicitor and Jennifer Cannon, Finance Director.

Others Who Have Reviewed this Report

P. Benedetto, City Manager / B. Loewen, City Solicitor / I. Sasyniuk, General Manager, Corporate Services / D. Melvie, General Manager, Community & Protective Services / Jennifer Cannon, Director, Finance



## Bylaw No. 1022-2019 YOUTH COUNCIL BYLAW

PAGE 1

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### A BYLAW OF THE CITY OF LEDUC IN THE PROVINCE OF ALBERTA, TO ESTABLISH A COUNCIL COMMITTEE NAMED THE YOUTH COUNCIL

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Whereas, pursuant to section 145 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, Council may by bylaw establish Council committees and prescribe rules for their conduct and procedure;

And Whereas, pursuant to sections 196 through 198 of the *Municipal Government Act*, Council committee meetings must be conducted in public unless the matter under discussion is within one of the exceptions to disclosure under the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25, or a member of the public is expelled for improper conduct;

And Whereas, pursuant to section 208 of the *Municipal Government Act*, the chief administrative officer must ensure that the enumerated administrative functions under that section are performed, including recording minutes, identifying members present at meetings, providing minutes for adoption at the next meeting, safekeeping Council and Council committee records, and informing Council and Council committees in writing of their legal responsibilities under the *Municipal Government Act*;

And Whereas, section 95 of the *Freedom of Information and Protection of Privacy Act* requires every public body to, by the means by which it makes decisions, appoint a FOIP Head and establish a fee schedule for answering information requests, but the fee schedule may not exceed the maximum fees set in the *Freedom of Information and Protection of Privacy Regulation*, AR 31/2012, as amended;

Leduc City Council enacts:

### PART I: PURPOSE, DEFINITIONS AND INTERPRETATION

#### PURPOSE

1. The purpose of this bylaw is to establish a Council committee named the Youth Council, and to prescribe a mandate, terms of reference, composition and procedural rules for that Committee.

#### DEFINITIONS

2. In this bylaw, unless the context otherwise requires:

**APPROVED**  
As to Form  
B.L.

*City Solicitor*

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- (a) **"City Manager"** means the chief administrative officer of the municipal corporation of the City of Leduc or their delegate;
- (b) **"Committee"** means the Youth Council, established by this bylaw;
- (c) **"Council"** means the municipal council of the municipal corporation of the City of Leduc;

**RULES FOR INTERPRETATION**

- 3. The marginal notes and headings in this bylaw are for reference purposes only.
- 4. Pronouns in masculine, feminine and neuter genders shall be construed to include any other gender, and words in the singular form shall be construed to include the plural and vice versa, unless the context otherwise requires.

**PART II: ESTABLISHMENT**

**ESTABLISHMENT**

- 5. The Youth Council is hereby established as a committee of Council.

**MANDATE**

- 6. The mandate of the Committee is to provide a forum for young people to participate in local government by researching, advising, proposing, and planning actions in the community to Council.

**TERMS OF REFERENCE**

- 7. The Committee will fulfill its mandate by:
  - (a) gathering and reviewing reports and other evidence relevant to its mandate;
  - (b) planning events and community initiatives relevant to its mandate;
  - (c) providing recommendations to Council on how to engage and support young people; and
  - (d) taking such other actions on matters of special interest to young people that may be reasonably necessary.

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**PART III: MEMBERS**

**MEMBERS**

8. The Committee will be comprised of:
- (a) two members of Council; and
  - (b) at least five but no more than 13 members of the public between the ages of 16 and 22 years.

**CHAIR**

9. The Committee will select its chair from among its membership.

**APPOINTMENT**

10. All members of the Committee will be appointed by Council.

**TERM OF MEMBERSHIP**

11. All members of the public will serve as members of the Committee for a term of no more than one year.

**MULTIPLE TERMS**

12. A person may be a member of the Committee for more than one term, if so appointed by Council.

**ATTENDANCE**

13. Any member of the Committee either:
- (a) absent from more than three meetings; or
  - (b) in attendance at fewer than four events identified by the Committee for Committee participation;
- in any calendar year; without the express preapproval of the Committee, is no longer a member of the Committee.

**ADMINISTRATIVE SUPPORT**

14. The City Manager will provide the Committee with all of the administrative support it requires, including but not limited to:
- (a) managing Committee documents;
  - (b) preparing and keeping safe minutes of Committee meetings;
  - (c) any other assistance the Committee may request; and



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- (d) assistance in managing any Council approved budget for Committee activity.

**PART IV: PROCEDURE**

**MEETINGS**

- 15. The Committee will meet as often as required to fulfill its mandate, and no less than eight times per year.

**SCHEDULING**

- 16. The Committee will set its meeting schedule each calendar year at its first meeting of the year.

**QUORUM**

- 17. Quorum is established by the attendance of a majority of the members of the Committee.

**PROCEDURES**

- 18. The Committee will follow the procedures set out in the *Council Procedures Bylaw*, No. 493-2001, as amended.

**RESOLUTIONS**

- 19. Committee decisions will be made by show of hands, and resolutions will be passed with a majority vote of those present at the meeting.

**MINUTES AND RECORDS**

- 20. The Committee must prepare and keep safe minutes and records relating to its decisions or reports.

**FOIP**

- 21. The Committee will pass resolutions appointing a head and adopting a fee schedule for information requests as required by the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25, as amended.

**REPORTING**

- 22. The Committee will report to Council when requested to do so by Council or at any other time the Committee requests and Council approves.

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**PART VI: ENACTMENT**

This Bylaw shall come into force and effect when it receives Third Reading and is duly signed.

READ A FIRST TIME IN COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2019.

READ A SECOND TIME IN COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2019.

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2019.

\_\_\_\_\_  
**Bob Young**  
**MAYOR**

\_\_\_\_\_  
**Sandra Davis**  
**CITY CLERK**

\_\_\_\_\_  
Date Signed

# **PUBLIC COMMENTARY**

# IN-CAMERA ITEMS

There are no In-Camera Items

# **RISE & REPORT FROM IN-CAMERA ITEMS**





## Mayor's Report

February 25 – March 17, 2019

### February 25

- Leduc Golf Club
- Briefing with City Manager
- Inter-municipal Development Plan Committee briefing
- Committee-of-the-Whole and Council agenda review
- Committee-of-the-Whole
- Council

### February 26

- Ribbon cutting | Leduc Homecare
- Inter-Municipal Development Plan Committee

### February 27

- The City of St. Albert presents: 2019 Business Breakfast
- J Heigh, Economist
- P Benedetto, City Manager; M Pieters, General Manager, Infrastructure & Planning; Bruce Knisley, Director, Facility & Property Services
- International Women's Day video shoot February 28

### February 28

- Breakfast with the Mayor organizing committee
- Calmar Community Peace Officer video shoot

### March 4

- J Garries, The Chamber (Leduc & Wetaskiwin Regions)
- Briefing with City Manager

### March 5

- J Becker, Leduc #1 Energy Discovery Centre

### March 6

- AMTA EIA facility grand opening
- M Hall, Communications Officer

### March 7

- Edmonton Journal interview
- City of Fort Saskatchewan Council and City of Leduc Council reception

### March 8

- I Sasyniuk, General Manager, Corporate Services weekly update

### March 9

- The Chamber (Leduc & Wetaskiwin Regions) Business Awards Gala

### March 11

- Briefing with City Manager
- Mayor T Gandam, City of Wetaskiwin
- Leduc Golf Club
- Committee-of-the-Whole and Council agenda review
- Committee-of-the-Whole
- Council

### March 12

- Devon State of the Town
- Emissions Reduction Alberta funding announcement

### March 13

- Regional Fire Framework Committee
- Mock Council | Ecole Corinthia Park School
- 2019 Mayor's Youth Leadership event planning meeting

### March 14

- EMRB Executive Committee
- M Simmons, Impact Public Affairs
- M Hall, Communications Officer; S Haughian, Visual Design & Multimedia Specialist

### March 15

- I Sasyniuk, General Manager, Corporate Services weekly update
- Lincolnberg Master Builders
- S Losier, Manager, Current Planning
- Composite High School | Council Q&A
- B Gaetz (Resident)

### March 16

- CHBA 2019 Awards of Excellence in Housing gala

**Approved by Mayor Bob Young**  
"Original Signed by Mayor B. Young"

# **ADJOURNMENT**