

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

**Monday, April 8, 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 7:05 pm.

**2. ADOPTION OF AGENDA**

**MOVED by** Councillor L. Tillack

That the agenda be adopted with the following additions:

12. IN-CAMERA ITEMS

12.2 St. Michael Catholic Parish and the Airport Vicinity Protection Area ("AVPA")

FOIP s. 16, 24 & 25

14. UPDATES FROM BOARDS & COMMITTEES

14.1 Council Member Updates from Boards & Committees

14.1.1 Extended Producer Responsibility ("EPR")

**Motion Carried Unanimously**

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

**3.1 Select Items for Debates**

The following items were selected for debate:

9. BUSINESS

9.1 Leduc Community Drug Action Committee ("LCDAC")

9.2 Financial Statement Presentation / Auditor's Report

9.4 Introduction of City Solicitor

9.7 eSCRIBE Update

10. BYLAWS

10.2 Bylaw No. 1018-2019 - Redistricting Part of SW 1/4 Section 31-49-24-W4 (Telford Lake ER/MR) (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 March 25, 2019**

**MOVED** by Councillor L. Tillack

That the minutes of the Regular Council Meeting held March 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. 1019-2019 - Amendment to Bylaw No. 580-2004 Animal Licencing and Control Bylaw (Non-Statutory)**

Mayor B. Young declared the Non-Statutory Public Hearing for Bylaw No. 1019-2019 open at 7:10 pm.

**Written Submissions:**

There was one written submission.

**Presentations:**

Administration

C. Chisholm, Manager, RCMP Administration and Enforcement Services, made a PowerPoint presentation (Attached).

### Other Presentations

K. Oliver, Chair, Leduc Environmental Advisory Board, spoke in favour of bees and hens in residential areas and answered Council's questions.

Mayor B. Young declared the Public Hearing for Bylaw No. 1019-2019 closed at 7:16 pm.

## **7.2 Bylaw No. 1018-2019 – Redistricting Part of SW ¼ Section 31-49-24-W4 (Telford Lake ER/MR)**

Mayor B. Young declared the Public Hearing for Bylaw No. 1018-2019 open at 7:17 pm.

### **Written Submissions:**

There were no written submissions.

### **Presentations:**

#### Administration

K. Woitt, Director, Planning & Development, made a PowerPoint presentation (Attached).

#### Written Submissions:

There were no written submissions.

#### Other Presentations

There were no other presentations.

Mayor B. Young declared the Public Hearing for Bylaw No. 1018-2019 closed at 7:18 pm.

## **8. PRESENTATIONS**

There were no presentations for the agenda.

## **9. BUSINESS**

### **9.1 Leduc Community Drug Action Committee ("LCDAC")**

P. Drader, Chair, LCDAC, made a PowerPoint presentation (Attached) and answered Council's questions.

Council thanked P. Drader for the Committee's work on behalf of the City and its residents.

**9.2 Financial Statement Presentation / Auditor's Report**

S. Walker and C. Cholak, MNP, LLP, made a PowerPoint presentation (Attached) and answered Council's questions.

**9.3 2018 Audited Financial Statements**

**MOVED** by Councillor L. Tillack

Pursuant to s.281 of the Municipal Government Act, Council hereby receives the 2018 Auditor's report, inclusive of the year-end financial statements.

**Motion Carried Unanimously**

**9.4 Introduction of City Solicitor**

P. Benedetto, City Manager, introduced G. Klenke, the new City Solicitor. G. Klenke brings a great deal of experience having been with the City of St. Albert for 17 years.

Council welcomed G. Klenke.

**9.5 Municipal Grants - Karma Concerts**

**MOVED** by Councillor L. Tillack

That Council award a grant to Karma Concert Foundation for an amount not to exceed \$4,500, which is to be funded from Council Community Grants to help offset expenses related to hosting the Karma Concert Annual Cabaret Fundraiser at the Leduc Recreation Centre on April 26, 2019.

**Motion Carried Unanimously**

**9.6 Park Renaming – McCardy / McHardy Park**

**MOVED** by Councillor L. Tillack

That Council approve the recommendation to rename the municipal reserve green space from McCardy Park to McHardy Park.

**Motion Carried Unanimously**

**9.7 eSCRIBE Update**

C. Kuzio, Legislative Officer, and S. Davis, City Clerk, made a PowerPoint presentation (Attached) and answered Council's questions.

Council directed Administration to proceed with using Option 1 as the format for the new report templates.

**10. BYLAWS**

**10.1 Bylaw No. 1017-2019 - 2019 Property Tax Rate Bylaw (1st Reading)**

Administration recommends that Bylaw No. 1017-2019 receive first reading.

**MOVED by** Councillor L. Tillack

That Council give Bylaw No. 1017-2019 first reading.

**Motion Carried Unanimously**

**10.2 Bylaw No. 1018-2019 – Redistricting Part of SW ¼ Section 31-49-24-W4 (Telford Lake ER/MR) (2nd & 3rd Readings)**

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

Administration recommends that Bylaw No. 1018-2019 receive second and third readings.

**MOVED by** Councillor L. Hansen

That Council give Bylaw No. 1018-2019 second reading.

**Motion Carried Unanimously**

**MOVED by** Councillor T. Lazowski

That Council give Bylaw No. 1018-2019 third reading.

**Motion Carried Unanimously**

**11. PUBLIC COMMENTARY**

There was no public commentary.

**12. IN-CAMERA ITEMS**

**12.1 Council Appointment of Public Member to the Leduc Environmental Advisory Board**

FOIP s. 24 & 29

**12.2 St. Michael Catholic Parish and the Airport Vicinity Protection Area ("AVPA")**

FOIP s. 16, 24 & 25

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

**13.1 Council Appointment of Public Member to the Leduc Environmental Advisory Board**

FOIP s. 24 & 29

**MOVED by** Councillor L. Tillack

That Council appoints B. Onysyk as the Public Member to the Leduc Environmental Advisory Board to fulfill a term until December 31, 2019.

**Motion Carried Unanimously**

**13.2 St. Michael Catholic Parish and the Airport Vicinity Protection Area ("AVPA")**

FOIP s.16, 24 & 25

**MOVED by** Councillor L. Tillack

That, subject to a report on St. Michael Catholic Parish brought to Committee on September 24, 2018 on a potential expansion, Council direct Administration to investigate the grandfathering of St. Michael's under the AVPA.

**Motion Carried Unanimously**

**14. UPDATES FROM BOARDS & COMMITTEES**

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

**14.1.1 Extended Producer Responsibility ("EPR")**

Councillor G. Finstad made a presentation and answered Council's questions.

**MOVED by** Councillor G. Finstad

That Administration cooperate with other Alberta municipalities, Alberta Urban Municipalities Association, producers and recyclers of packaging and paper products, and the Province of Alberta to develop a baseline that can inform the design of a provincial ERP program by researching:

- the benefits, challenges and risks of an EPR program in Alberta for these groups and their constituents;
  - the current recycling systems and supply chains across the province, and potential impacts of an EPR program in Alberta; and
- that Administration report back through Council no later than October 2019.

**Motion Carried Unanimously**

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

There were no updates.

**15. INFORMATION REPORTS**

**15.1 Mayor's Report**

There was no discussion.

**15.2 Building Inspector's Report**

There was no discussion.

**15.3 Newly Issued Business Licences**

There was no discussion.

**16. ADJOURNMENT**

The Council meeting adjourned at 8:50 pm.

“Original Signed”

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B. YOUNG, Mayor

“Original Signed”

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S. DAVIS, City Clerk

# Animal Licencing and Control Bylaw

Non-Statutory Public Hearing - April 8, 2019



## Animal Licencing and Control Bylaw

- First reading of Bylaw 1019-2019 (Animal Licencing and Control Bylaw) completed on February 25, 2019
- Administration directed to hold non-statutory public hearing on bylaw
- Notice to public advertised in Leduc Rep on March 22 and March 29.
- Non-statutory public hearing followed requirements for statutory hearings under MGA

## Animal Licencing and Control Bylaw

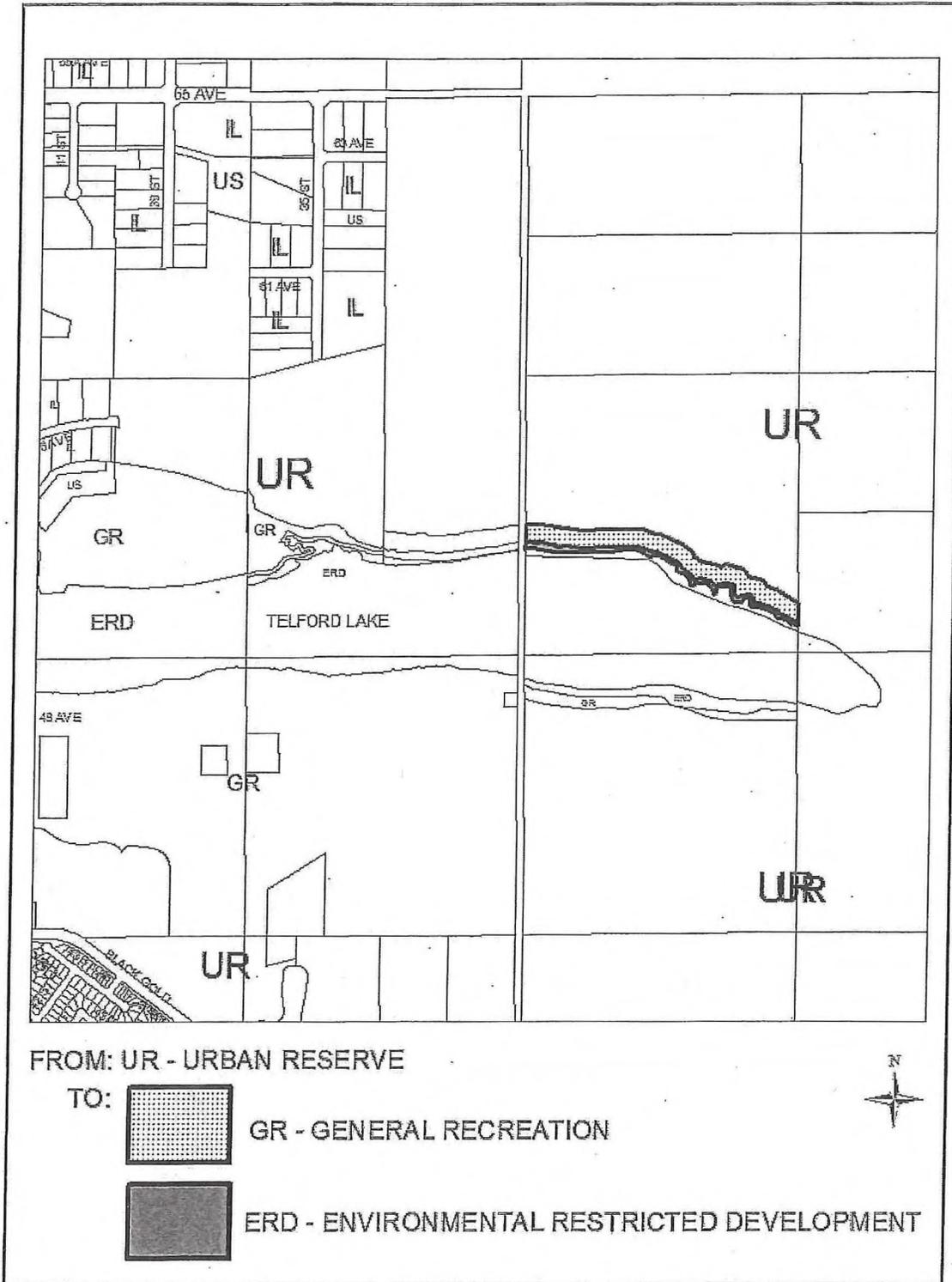
### Summary of Amendments to Animal Licencing and Control

1. Addition of 'venomous' to definition
2. Provision to cover Cat attack
3. Provision to allow pilot project for urban hens and bees
4. Added clarity on the use of a business licence to have more than limit at residence.
5. Measured approach to fines for animal attacks

## Animal Licencing and Control Bylaw Survey Results

End of Presentation

SCHEDULE "A"



# Leduc Community Drug Action Committee

April 8, 2019  
Council



## Who are we?

### NEW VISION:

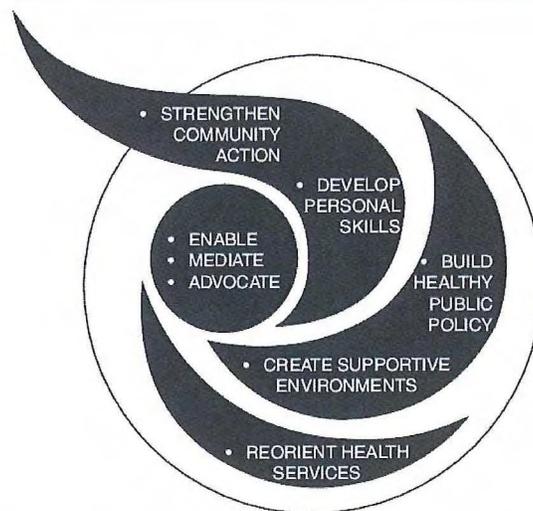
To inspire and support a drug aware and resilient community



## Committee Representatives

- Members with lived experience
- Leduc Community Corrections
- RCMP- Community Policing
- RCMP- Drug Unit
- Gateway Family Church
- AHS Addictions Prevention
- Black Gold Regional School Reps
- Star Catholic Rep
- Parents
- 1 Youth representatives
- 2 young adult representative
- City council representative
- Leduc County FCSS
- FCSS Board Member
- Community Peace Officer
- Concerned citizens

## What guides the work?



## Positive Ticketing

- LCDAC members prepared a pancake breakfast in May for RCMP, CPOs, Fire Services and Parks Crews. The event is the annual kick off to the campaign.
- In 2018, 775 tickets were handed out in our community



## Community Events

- Community Registration Days (Spring and Fall)
- Leduc Regional Family Fun Fair (During Rodeo Week)
- RCMP open house
- Overdose Awareness Day
- Doctor's Against Tragedies Nights
- Partnered with Cst. Agotnes and local schools to deliver the coloured anti-drinking and driving liquor bags to stores during the Christmas season.

## 2018 AHS Grant

- Supported the **LCHS AFTER grad** party- \$1000
- **“Meet the Parents”** Nights- \$3000
  - Hosted 3 dinners at the Denham Inn for parents struggling with raising their teens and wanting connection and support.
- **Training for LCDAC members-** \$1000
  - Paid for Howard Lawrence to speak to LCDAC members and community members on how neighbouring can decrease social issues such as substance use.

## Lobbying

- Funding request sent to Canopy Growth for another youth addictions counsellor
- Mental Health Sub-Committee- Members are working to increase the supports for mental health in the region

**IF NOT ME  
THEN WHO?  
AND  
IF NOT NOW  
THEN WHEN?**

## New 2019 Plans

- **2019 AHS Grant**
  - \$1000 to AFTER grad
  - \$2000 for the Revival of Neighbouring Summit (May 1)
  - \$2000 for 4 Meet the Parents nights
- **Ben is Back Movie Screening**
  - April 13<sup>th</sup> at Leduc Theatres
- **Cannabis Transition Program**
  - \$7000 for Cannabis Education/Educational Materials
  - LCDAC to meet in May to discuss how to spend these funds

## Questions?

- Any questions on the work the LCDAC has done or is planning?



# City of Leduc

Audited Financial Statements

Scott Walker, CPA, CA, CAFM

Presented by: Chris Cholak, CPA, CA

Date: April 8, 2019

## Administrative Items



- Ask questions any time
- If we can not answer directly, we will add to a list and address later or after the presentation

# Independent Audit Opinion



To the Mayor and Council of the City of Leduc:

*Opinion*

We have audited the consolidated financial statements of the City of Leduc (the "City"), which comprise the consolidated statement of financial position at December 31, 2018, the consolidated statements of operations, changes in net debt, cash flows, and schedules I through V for the year then ended, and a summary of significant accounting policies and other explanatory notes.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the City of Leduc as at December 31, 2018, the results of its operations, changes in its net debt, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

April 8, 2019  
Leduc, Alberta

*MNP LLP*  
Chartered Professional Accountants

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# Statement of Operations

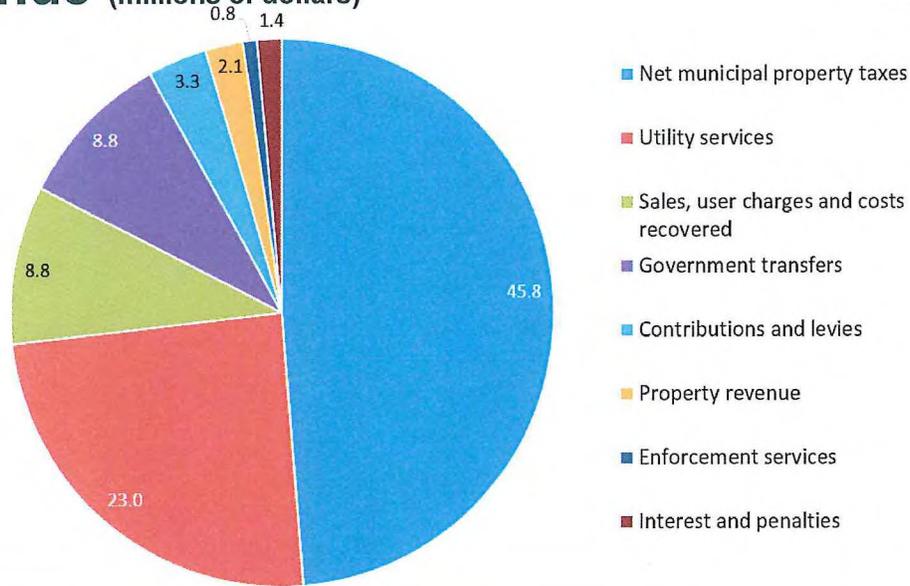


	<i>Budget 2018 (Note 17)</i>	<b>2018</b>	<b>2017</b>
<b>Revenue</b>			
Net municipal property taxes <i>(Schedule II)</i>	45,808,289	<b>45,848,453</b>	43,218,446
Utility services	23,383,849	<b>23,004,374</b>	21,346,879
Sales, user charges and costs recovered	8,782,000	<b>8,845,233</b>	9,112,227
Government transfers <i>(Schedule III)</i>	8,772,736	<b>8,825,592</b>	8,572,860
Contributions and levies	3,849,438	<b>3,339,068</b>	3,890,086
Property revenue	2,100,157	<b>2,112,152</b>	2,119,814
Interest and penalties	1,672,560	<b>1,385,196</b>	1,605,100
Enforcement services	1,170,800	<b>843,691</b>	1,335,790
	<b>95,539,829</b>	<b>94,203,757</b>	<b>91,201,202</b>

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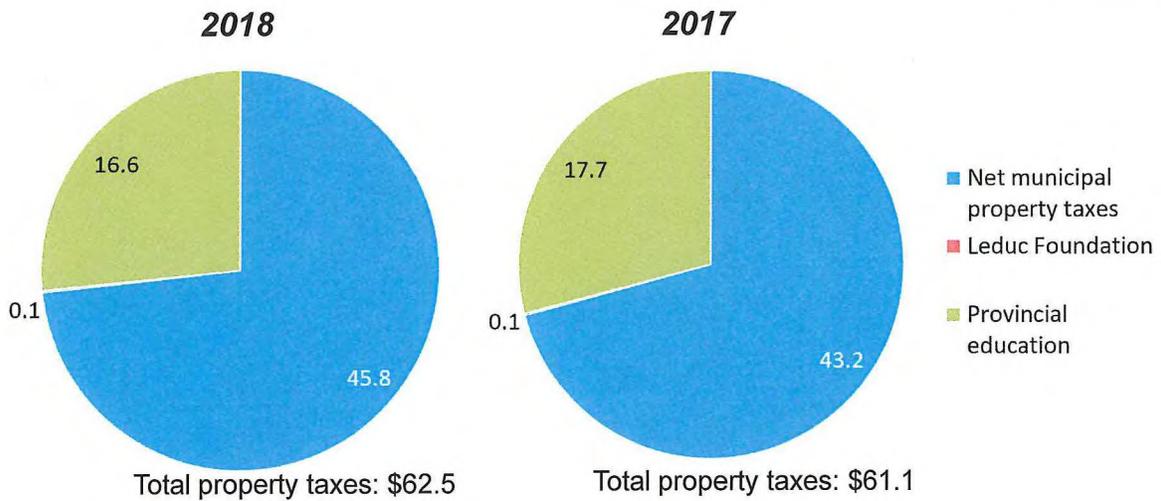
## Revenue (millions of dollars)



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## Property Taxes (millions of dollars)



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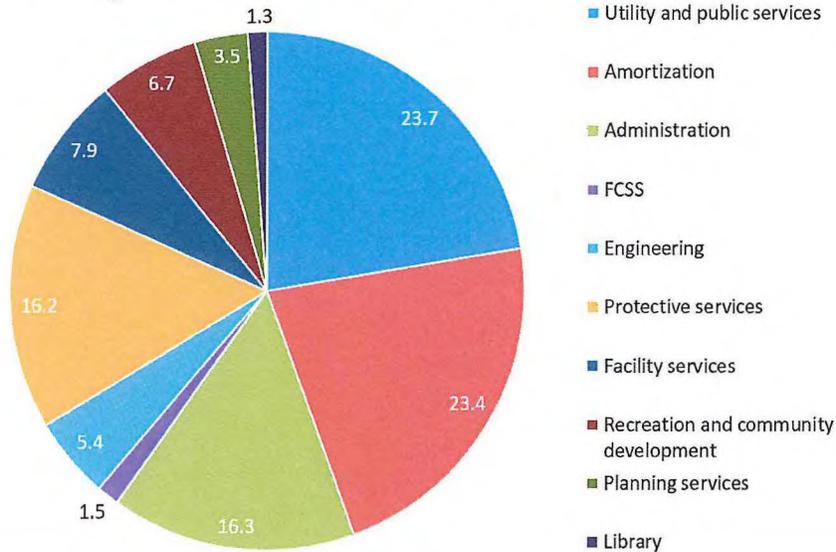
# Statement of Operations



	Budget 2018 (Note 17)	2018	2017
<b>Expenses</b>			
Utility and public services	23,651,684	<b>23,723,795</b>	21,026,402
Amortization (Note 17)	-	<b>23,350,614</b>	22,318,384
Administration	18,254,269	<b>16,310,306</b>	16,225,101
Protective services	16,716,629	<b>16,231,628</b>	15,804,968
Facility services	8,153,780	<b>7,914,652</b>	7,093,177
Recreation and community development	7,231,962	<b>6,651,435</b>	5,768,084
Engineering	5,450,240	<b>5,354,866</b>	7,517,495
Planning services	3,858,570	<b>3,486,303</b>	3,314,558
Family and community support services	1,673,121	<b>1,469,271</b>	1,355,172
Library	1,331,391	<b>1,341,493</b>	1,224,407
Loss on disposal of tangible capital assets	-	<b>50,295</b>	309,828
	<b>86,321,647</b>	<b>105,884,658</b>	101,957,576

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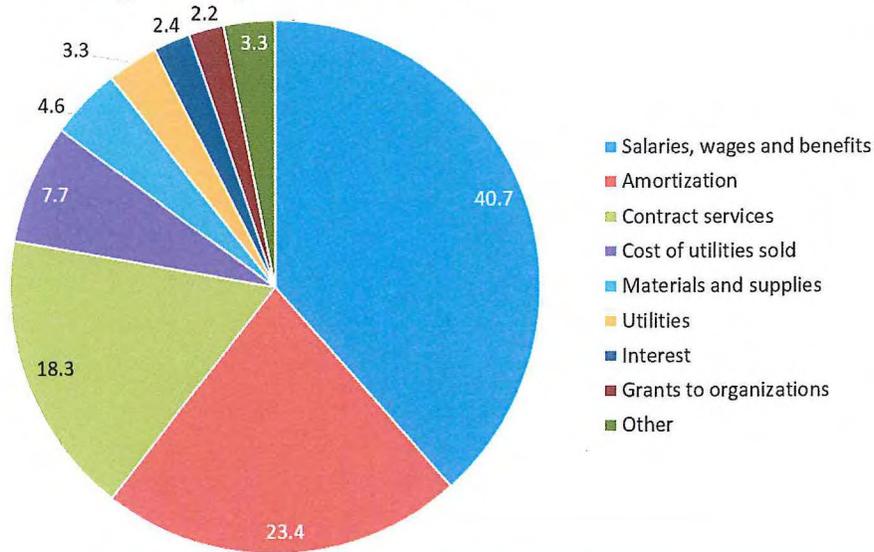
# Expenses by Function (millions)



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# Expenses by Object (millions)



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# Consolidated Statement of Financial Position

	2018	2017
<b>Financial assets</b>		
Cash	8,740,154	9,047,133
Investments (Note 2)	64,157,357	52,816,394
Property taxes receivable (Note 3)	1,819,684	1,591,640
Trade and other accounts receivable	6,560,850	6,069,167
	<b>81,278,045</b>	<b>69,524,334</b>

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## Selected Notes to the Financial Statements



### Property taxes receivable

	2018	2017
Current taxes	1,401,073 (77.0%)	1,335,343 (83.9%)
Non-current taxes	418,611 (23.0%)	256,297 (16.1%)
	<u>1,819,684 (100%)</u>	<u>1,591,640 (100%)</u>

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## Consolidated Statement of Financial Position *(continued)*

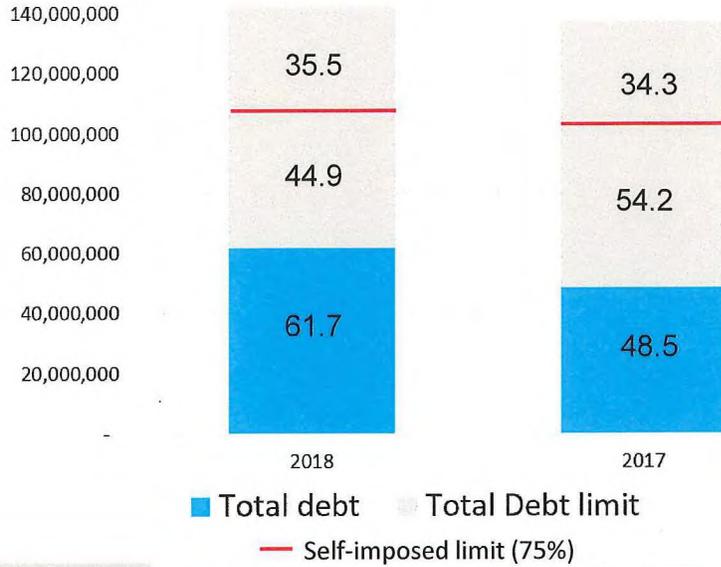


	2018	2017
<b>Liabilities</b>		
Accounts payable and accrued liabilities	13,981,771	13,056,888
Deposits and deferred revenue <i>(Note 5)</i>	9,129,051	11,479,311
Long-term debt <i>(Note 6)</i>	61,685,928	48,643,130
	<u>84,796,750</u>	<u>73,179,329</u>
<b>Net debt</b>	<u>(3,518,705)</u>	<u>(3,654,995)</u>

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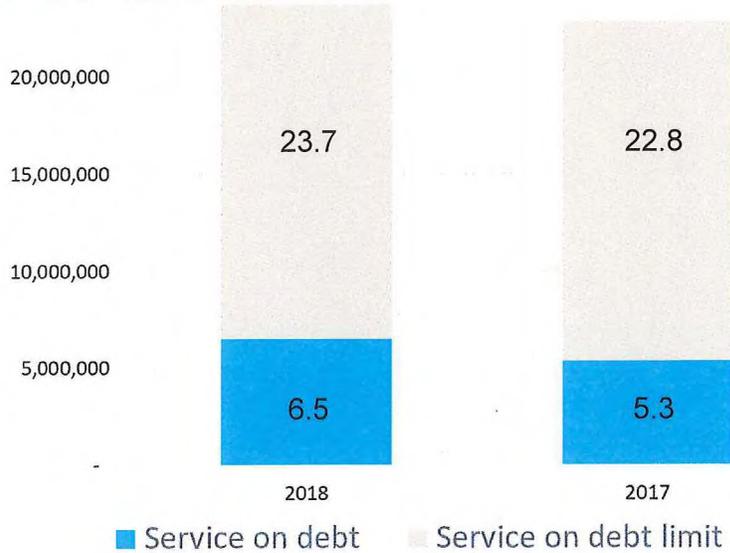
# Debt Limits



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# Debt Service Limits



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## Consolidated Statement of Financial Position *(continued)*



	2018	2017
<b>Net debt</b>	<b>(3,518,705)</b>	<b>(3,654,995)</b>
<b>Non-financial assets</b>		
Tangible capital assets <i>(Note 8)</i>	815,424,999	797,272,707
Inventory for consumption	485,534	558,223
Prepaid expenses	208,697	223,786
	<b>816,119,230</b>	<b>798,054,716</b>
<b>Accumulated surplus <i>(Schedule I)</i></b>	<b>812,600,525</b>	<b>794,399,721</b>

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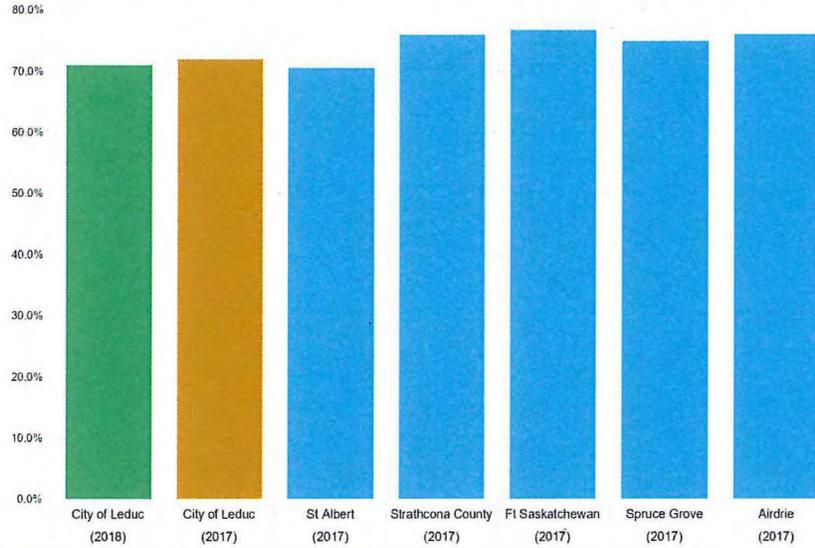
## Tangible Capital Assets (millions)



	Cost	Accumulated Amortization	NBV
Land	124.4	-	124.4
Land improvements	31.9	9.7	22.2
Buildings	132.5	35.2	97.3
Machinery and equipment	28.4	14.8	13.6
Vehicles	11.4	5.8	5.
Engineered structures	814.4	266.5	547.9
Construction in progress	4.4	-	4.4
	<u>1,147.4</u>	<u>332.0</u>	<u>815.4</u>

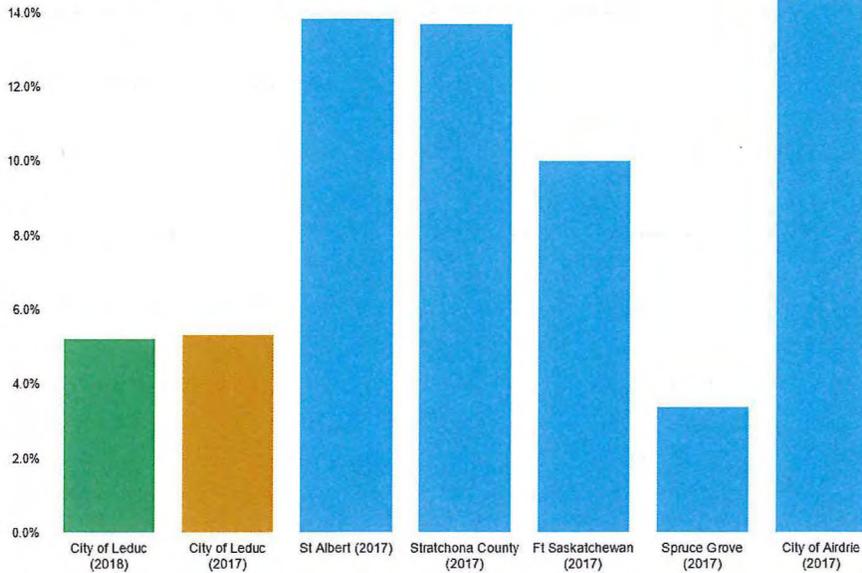
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# Net Book Value as a % of Cost of TCA's



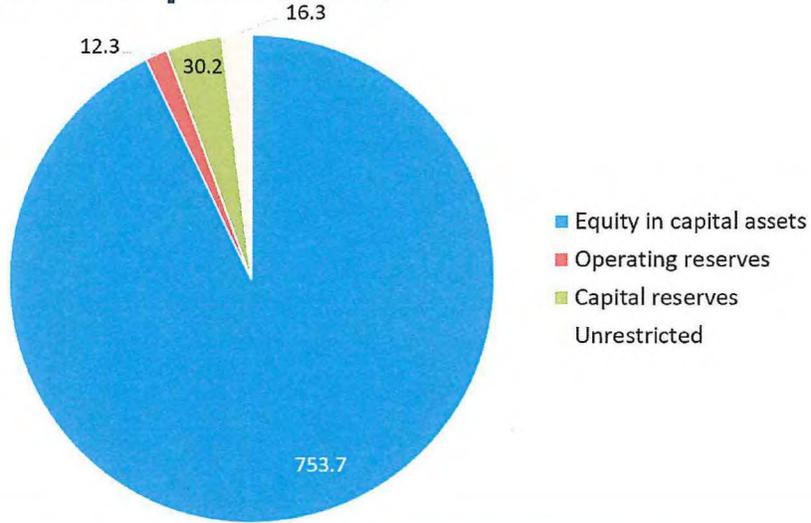
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# Total Reserves as a % of TCA's



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## Components of Accumulated Surplus (millions)



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## Audit Findings



### Significant Audit, Accounting and Reporting Matters:

Changes from Audit Service Plan	None
Significant deficiencies in internal control	None
Difficulties encountered	None
Identified or suspected fraud	None
Identified or suspected non-compliance with laws and regulations	None
Going concern assumption	Appropriate
Accounting policies used by the City of Leduc	Appropriate
Matters arising from discussions with Administration	None
Modifications to Independent Auditor's Report	None

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## Audit Findings



- **Accounting policy changes:**

- PS 3210 *Assets*
- PS 3320 *Contingent Assets*
- PS 3380 *Contractual Rights*
- PS 2200 *Related Party Disclosures*
- PS 3420 *Inter-Entity Transactions*

- **Unadjusted differences:**

- Some pieces of land transferred to other entities (i.e.: school divisions), and land that had been transferred to the City (i.e.: PUL and MR) had legally transferred title but had not been recorded
- Various pieces of property affected over a number of years
- Net effect was increase in book value of \$2,283,000

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## Audit Findings



- **Areas of audit emphasis:**

- Deferred revenue and grant revenue
- Tangible capital assets

- **Testing of employee credit cards:**

- No expenses that didn't appear reasonable
- No instances where detailed receipts were not included

- **Compliance with investment policy:**

- Composition of investment holdings
- Credit rating of investment holdings

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Thank You



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# Meeting Management Project Update

April 8, 2019

[www.leduc.ca](http://www.leduc.ca)



## What we have been up to...

- Completed eSCRIBE Administrator's training
- Running parallel meetings
- Agendas and minutes are being prepared using eSCRIBE
- Monthly Change Management Team meetings
- Working with eScribe and IT to work ensure the system is set for "Leduc"

## Upcoming

### **April**

- Champion Report Writer training
  - two components:
    1. report writing within eSCRIBE
    2. report writing guidelines

### **May**

- Executive Report Writer and Approval training
- Report Writer training sessions

## Upcoming Council Training

- Council training will occur in September after the summer break.
- Training will include accessing agendas and minutes as well as annotation within reports.
- Live at the October 28 meeting

## We Heard You

- New Templates
- Report Writer Guidelines
- PowerPoints attached to agendas

## Recommended

<b>Option 1 - Recommended</b>	
 <b>COUNCIL REQUEST FOR DECISION</b>	
<b>MEETING DATE:</b>	
<b>SUBMITTED BY:</b>	
<b>PREPARED BY:</b>	
<b>REPORT TITLE:</b>	
<b>EXECUTIVE SUMMARY</b> One to two short paragraphs summarizing this report - it should be direct and specific.	
<b>RECOMMENDATION</b> The recommendation(s) must completely explain the actions to be taken.	
<b>RATIONALE</b> Outline the reasons for the recommendation and any previous council or committee considerations.	
<b>STRATEGIC/RELEVANT PLANS ALIGNMENT</b> How does the recommendation align to the Strategic Plan or any of the City of Leduc Revised Plans? NOTE: Not all will.	
<b>ORGANIZATIONAL IMPLICATIONS</b>	
<b>BUDGETARY IMPACT:</b> Detail any impact on City staff or Council, i.e. analysis of projected implications for existing work programs, staff workloads, and other aspects of the organization.	
<b>LEGAL ANALYSIS: STRATEGIC PLAN</b> Detail the financial implications on current and future budgets (operating and capital) AND/OR any legal implications of Council's approval or non-approval of the recommendation.	
<b>IMPLEMENTATION/COMMUNICATIONS:</b> Detail the implementation/communication plan relating to the proposed recommendation, including the audience, methods and timeline.	
<b>ALTERNATIVES:</b> Alternatives to the recommendation outlined at the top of this report must be stated briefly. Please Note: that a motion stating "That Council NOT approve" the recommendation outlined at the top of this report is an alternative and should not be listed.	
<b>ATTACHMENTS:</b> Graphs and visuals must be in an attachment and not in the body of the report.	

# Option 2

Option 2	
<b>COUNCIL REQUEST FOR DECISION</b>	
	
<b>MEETING DATE:</b> <b>SUBMITTED BY:</b> <b>PREPARED BY:</b> <b>REPORT TITLE:</b>	
<b>EXECUTIVE SUMMARY</b>	
One to two short paragraphs summarizing this report – it should be direct and specific.	
<b>ADMINISTRATION RECOMMENDATION</b>	
The recommendation(s) must completely explain the actions to be taken.	
<b>PREVIOUS COUNCIL DIRECTION</b>	
<b>BACKGROUND</b>	
Outline the reason(s) for the recommendation.	
<b>STRATEGIC ALIGNMENT</b>	
How does the recommendation align to the Strategic Plan? <b>NOTE: Not all will.</b>	
<b>IMPLICATIONS OF RECOMMENDATION</b>	
<b>IF THERE ARE NO IMPLICATIONS FOR ANY OF THE HEADINGS – CHECK THE HEADINGS</b>	
<b>FINANCIAL:</b> Detail the action in its entirety unless there is information that is not an appropriate fit with any other section below.	
<b>BUDGETARY/ORGANIZATIONAL:</b> Detail any impact on City staff or Council, i.e. analysis of projected implications for existing work programs, staff/workback, and other aspects of the organization - OR - state there are no organizational implications.	
<b>FINANCIAL:</b> The financial implications section indicates whether the recommended action is included in the approved budget along with an analysis of any changes in expenditure/revenue or provides a thorough explanation of how the recommended action will be financed if unfunded. If applicable, savings or costs should be identified as one-time or ongoing.	

# Option 3

Option 3	
	
<b>COUNCIL REPORT</b>	
<b>INSERT REPORT TITLE</b>	
<b>MEETING DATE:</b> <b>REPORT NUMBER:</b> <b>REPORT AUTHOR:</b>	
<b>EXECUTIVE SUMMARY</b>	
Provide a one or two short paragraphs summarizing this report – it should be direct and specific.	
<b>RECOMMENDATION</b>	
The recommendation(s) must completely explain the actions to be taken.	
<b>RATIONALE</b>	
Outline the reason(s) for the recommendation.	
<b>STRATEGIC/RELEVANT PLAN ALIGNMENT</b>	
How does the recommendation align to the Strategic Plan or any of the City of Leduc Related Plans? <b>NOTE: Not all will.</b>	
<b>ORGANIZATIONAL IMPLICATIONS</b>	
<b>BUDGETARY/ORGANIZATIONAL:</b> Detail any impact on City staff or Council, i.e. analysis of projected implications for existing work programs, staff/workback, and other aspects of the organization.	
<b>FINANCIAL:</b> The financial implications on current and future budgets (operating and capital).	
<b>POLICY:</b> Detail the specific changes to City policy or any necessary future changes to City policy.	
<b>RISKS:</b> Detail any legal implications of Council's approval, or non approval, of the recommendation.	
<b>IMPLEMENTATION/COMMUNICATIONS:</b> Detail the implementation/communications plan relating to the proposed recommendation, including the audience, methods, and frequency.	
<b>DISCLOSURE:</b> Allowances in the recommendation allows at the top of this report must be action ready. Please Note: that a motion stating "That Council NOT approve" the recommendation outlined at the top of this report is not an alternative and should not be listed.	

## Questions

