1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. ADOPTION OF PREVIOUS NOTES
   3.1 Approval of Notes of the Committee-of-the-Whole Meeting held Monday, December 2, 2019

4. DELEGATIONS & PRESENTATIONS

5. BUSINESS ARISING FROM PRESENTATIONS

6. CLOSED SESSION
   6.1 Inter-jurisdictional Cooperation Accord Update for December 9, 2019
       FOIP s. 21, 24 and 25
       (M. Hay - 30 minutes)
   6.2 Regional Transit Service Commission Communication Update
       FOIP s. 21, 24 and 25
       (M. Pieters - 10 minutes)
   6.3 Intermunicipal Projects Update/Strategic Planning
       FOIP s. 21 and 25
       SECOND LAST ITEM ON AGENDA
       (Committee Members - 1 hour)
6.4 Update of City Manager on Action Items Out of Agenda Item 6.3

FOIP s. 21 and 25

LAST ITEM ON AGENDA

(P. Benedetto - 10 minutes)

7. RISE AND REPORT FROM CLOSED SESSION

8. REPORTS FROM COMMITTEE & ADMINISTRATION

8.1 Windrose Multiway

(D. Melvie - 15 minutes)

***NOTE: Revised presentation attached.***

8.2 Review of 2020 Strategic Planning Committee Agenda

(C. Bole - 15 minutes)

8.3 2021 - 2023 Pre-Budget Planning Session Agenda

(J. Cannon - 10 minutes)

8.4 North Telford Off-Leash Dogs

(Councillor L. Hansen - 10 minutes)

9. GOVERNANCE

10. COUNCIL CALENDAR UPDATES

11. INFORMATION ITEMS

11.1 City Manager Update

(P. Benedetto - 10 minutes)

12. ADJOURNMENT
NOTES OF THE CITY OF LEDUC

COMMITTEE-OF-THE-WHOLE MEETING

Monday, December 2, 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 5:04 pm.

2. APPROVAL OF AGENDA
   
   **MOVED by** Councillor L. Hansen
   
   That the Committee-of-the-Whole approve the agenda with the following additions:

   9. INFORMATION ITEMS
      9.1 Curling Events
      9.2 Homeless in Leduc

   **Motion Carried Unanimously**

3. ADOPTION OF PREVIOUS NOTES
   
   3.1 Approval of Notes of the Committee-of-the-Whole Meeting held Monday, November 18, 2019

      **MOVED by** Councillor G. Finstad
      
      That the notes of the Committee-of-the-Whole meeting held on Monday, November 18, 2019.

      **Motion Carried Unanimously**

4. DELEGATIONS & PRESENTATIONS
   
   There were no delegations or presentations.
5. BUSINESS ARISING FROM PRESENTATIONS

6. CLOSED SESSION

MOVED by Councillor T. Lazowski

That Committee-of-the-Whole move into Closed Session at 5:05 pm.

Motion Carried Unanimously

6.1 Market Compensation

FOIP s. 24 and 25

MOVED by Councillor G. Finstad

That Committee-of-the-Whole move into Open Session at 5:13 pm.

Motion Carried Unanimously

7. RISE AND REPORT FROM CLOSED SESSION

7.1 Market Compensation

Also in attendance:

Executive Team

J. Cannon, Director, Finance

C. Dragan-Sima, Manager, Financial Planning and Budgets

G. Klenke, City Solicitor

S. Davis, City Clerk

P. Benedetto, City Manager, made a verbal presentation.

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

8. REPORTS FROM COMMITTEE & ADMINISTRATION

8.1 Social Service Delivery Review

G. Sidhu-Virdi and D. Howery, Applications Management Consulting, made a PowerPoint presentation (Attached to Agenda) setting out:

- Social service delivery review process (phases 1 - 4)
- Engagement summary
• Key Highlights

• Recommendations
  o Family and Community Support Services ("FCSS") Leadership Role
  o FCSS Outreach
  o UCRC Proposal
  o Social Services Funding Process
  o Service Provider Reporting Requirements
  o FCSS Board
  o Community Hub
  o Joint Advocacy
  o Community Needs Assessment

• Next Steps
  o Final Report

The Committee members stated that they look forward to receipt of the final report.

8.2 Reserve Workshop #2

J. Cannon, Director, Finance, introduced J. Szewczuk and S. Porter, Metrix Group, who conducted the workshop with Committee members. (PowerPoint Attached to Agenda).

9. INFORMATION ITEMS

9.1 Curling Events

This November, the City of Leduc hosted two large curling events: 2019 Canadian Curling Club Championships from November 25 - 30 and the 2019 Home Hardware Canada Cup from November 27 to December 1. The events were very successful and really showcased Leduc.

Councillor B. Beckett stated that attendees at the two events had a hard time hearing presenters and the Curling Club asked if it would be possible to add speakers to the attendee area. Mayor B. Young advised that there is going to be a meeting to debrief from the two events and the matter will be discussed at that time.
9.2 Homeless in Leduc

MOVED by Councillor B. Beckett

That Administration be directed to investigate homelessness in Leduc and create a strategy of how Council can provide support.

Motion Carried Unanimously

10. ADJOURNMENT

The meeting adjourned at 6:54 pm.

__________________________________________

B. YOUNG, Mayor

__________________________________________

S. DAVIS, City Clerk
EXECUTIVE SUMMARY

Administration has completed the detailed design for the proposed Windrose multiway and providing Committee with an update on the design details and next steps.

BACKGROUND

The proposed Windrose multiway extension is to provide a connection for the multiway that is parallel to Black Gold Drive to the southern neighbourhoods of Black Stone and Suntree through an extension on the east side of the section. When the initial Windrose Neighbourhood Area Structure Plan (ASP) was completed the ASP identified in section 3.2.3 Parks, Open Space and Walkways that as part of the multiway trail system, the "multiway may occupy…the pipeline easement, which runs along the east side of the site adjacent to the golf course." These options were presented to Committee in May, 2017. At that time, the options presented identified the alignment of the trail to be located within the public utility lot (PUL) between the neighbourhood and the golf course property. It was decided at that time to explore other alternatives for the alignment and to delay the project to a later date.

Since that time Administration has worked with the Leduc Golf and Country Club (Club) to identify a new delineation of the proposed multiway which would place the multiway mainly on the golf course property. Administration has received the detailed drawings from the consultants for the proposed Windrose multiway connection as identified in the attachments.

Details of the new alignment:

- 3.0M Asphalt Multiway with 1.0m buffer on both sides for maintenance.
- Fencing along the entire length of the multiway, including specific safety fencing as identified in the areas that have a high risk of golf balls.
- Minimal impact on the existing natural environment
  - Tree line would remain the same on majority of the project other than at Hole 3 to accommodate the game of golf.
  - Limited tree removal would continue to allow for privacy from the golf course.
- Estimate does not include extensive replanting of shrubs or trees. Tree planting will be reviewed in the annual tree planting program.

It is important to note that the developer who will construct the multiway connection at the south end of the PUL (38th avenue) as outlined in the Black Stone subdivision application has deferred this connection to a future stage.

NEXT STEPS

Administration proposes that an information session be held in January, 2020 for all residents of Windrose. This information session can be organized to provide an opportunity to inform the residents on the details pertaining to the project. In addition, correspondence related to the intended multiway alignment would be provided to impacted residents.
COMMITTEE-OF-THE-WHOLE

The current budget for the Windrose Multiway Project (076.306) is $800,000 captured in the 2020 Capital Budget program. These cost estimates are based on optimal tender pricing which should proceed by February, 2020. Upon receipt of tenders and, if pricing is within the approved budget, administration would move forward on construction for 2020.

ATTACHMENTS

- Proposed Windrose Multiway Layout
CONSTRUCTION NOTES:

- Use 3/4" dia. galvanized pipe for fencing

FENCE DETAIL:

- Use 3/4" dia. galvanized pipe for fencing

IN EARTH:

- Use 3/4" dia. galvanized pipe for fencing

NOTES:

- Use 3/4" dia. galvanized pipe for fencing
Windrose Multiway

Committee of the Whole – December 09, 2019
Report No.: 2019-CoW-074

www.Leduc.ca
Outline

▪ Overall Alignment
▪ Detailed Alignment
▪ Next Steps
▪ Questions/Discussion
Overall Alignment
Fence Example
Alignment – Map 2
Alignment – Map 3
Alignment – Map 4
Next Steps

- Information session (January, 2020)
- Procurement (February, 2020)
- Notification to residents regarding construction (Spring, 2020)
- Construction (Late spring, 2020)
- Additional tree planting (Future)
Discussion or Questions?
EXECUTIVE SUMMARY

In preparation for the Strategic Planning Committee session on February 20, 2020, administration asks Council to review the attached draft agenda.

The 2020 review will follow the same basic framework as in prior years with the following three objectives in mind:

- Understand community realities and discuss emerging issues
- Review current goals and outcomes in context of emerging issues
- Provide direction on goal and outcome priorities

Your feedback on the agenda is welcome and administration will endeavor to ensure the day’s proceedings achieve the outcome of providing high-level direction to the organization within the time allotted.

BACKGROUND

On May 14, 2018, City of Leduc Council adopted the 2019-2022 City of Leduc Strategic Plan that was the culmination of robust citizen, stakeholder and staff engagement. In accordance with Bylaw 882-2015, Council is mandated to convene the Strategic Planning Committee and review the strategic plan annually.

The strategic planning process is particularly important given the opportunities and challenges that the City of Leduc will experience over the next decade. Leduc has become an attractive mid-sized city, playing a key role in the Edmonton Metro Region. It is important to ensure that our priorities and resources are aligned to achieve both local and regional interest.

To assist, the City of Leduc continues to refine its strategic and business planning processes. A vital step is the annual review of the goals, outcomes and key performance indicators that comprise the City of Leduc 2019-2022 Strategic Plan. In particular, it is important to understand council’s priorities as it relates to the implementation plan.

NEXT STEPS

Information garnered from the Strategic Planning Committee sessions and amendments to the 2019-2022 City of Leduc Strategic Plan, and strategic action plan will be used to revise the 2019-2022 corporate business plan, followed by the development of 2021 business unit operational plans.

ATTACHMENTS

- Consolidated Bylaw 882-2015 - Strategic Planning Committee Bylaw
COMMITTEE-OF-THE-WHOLE

Draft Strategic Planning Committee Agenda for February 20, 2020
Consolidation of Bylaw No. 882-2015

CITY OF LEDUC

STRATEGIC PLANNING COMMITTEE BYLAW

Adoption January 12, 2015

As Amended By:

Bylaw No. 959-2017 adopted September 11, 2017

This Consolidation is not an Official Bylaw. It is prepared by the City Clerk's Office for assistance only. Copies of the Official Bylaw(s) may be purchased from the City Clerk's Office. This Consolidated Bylaw was authorized pursuant to Bylaw No. 389-97.
Bylaw No. 882-2015
STRATEGIC PLANNING COMMITTEE BYLAW

PAGE 1

A BYLAW OF THE CITY OF LEDUC IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE STRATEGIC PLANNING COMMITTEE BYLAW

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 matters 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 Strategic Planning Committee, 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:
   a. “City Manager” means the chief administrative officer of the municipal corporation of the City of Leduc;
b. “Committee” means the Strategic Planning Committee, established by this bylaw;

c. “Council” means the municipal council of the municipal corporation of the City of Leduc;

d. “Election” means an election held for all members of an elected authority to fill vacancies caused by the passage of time, as required by the Local Authorities Election Act, R.S.A. 2000, c. L-21, as amended;

e. “Mayor” means the chief elected official 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.

PART II - ESTABLISHMENT

ESTABLISHMENT

4. The Strategic Planning Committee is hereby established as a Committee of Council.

MANDATE

5. The mandate of the Committee is to set a strategic plan for each session of Council and to review that plan annually between Elections.

TERMS OF REFERENCE

6. The Committee will fulfill its mandate by:

   (a) recommending a four-year strategic plan to Council following each Election; Amended-Bylaw No. 959-2017, Adopted September 11, 2017.

   (b) annually reviewing the strategic plan and recommending to Council any modifications or additions that the Committee deems appropriate; and

   (c) gathering and reviewing reports and other evidence to assist in the creation or review of the strategic plan.
PART III - MEMBERS

MEMBERS
7. The Committee will be comprised of all members of Council.

CHAIR
8. (1) The Committee will be chaired by the Mayor.
    (2) In the absence of the Mayor, the Deputy Mayor will chair the Committee.

PART IV - PROCEDURE

MEETINGS

QUORUM
10. Quorum is established by the attendance of 5 out of 7 of the members of Council at a properly called meeting of the Committee.

PROCEDURES

RESOLUTIONS
12. Committee decisions will be made by show of hands, with passage of resolutions being established by a majority vote of those present at the meeting.

MINUTES AND RECORDS
13. The Committee must prepare and keep safe minutes and records relating to its decisions or reports.

FOIP
14. 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
15. The Committee will report to Council following each meeting of the Committee.
Bylaw No. 882-2015
STRATEGIC PLANNING COMMITTEE BYLAW

PAGE 4

EFFECTIVE DATE
16. This bylaw comes into force on March 1, 2015.

READ A FIRST TIME IN COUNCIL THIS 12TH DAY OF JANUARY, AD 2015.

READ A SECOND TIME IN COUNCIL THIS 12TH DAY OF JANUARY, AD 2015.

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS 12TH DAY OF JANUARY, AD 2015.

‘original signed’
________________________________
Robert Young
DEPUTY MAYOR

‘original signed’
________________________________
Sandra Davis
CITY CLERK

JAN 12, 2015
Date Signed
Objectives of the Session:

- Understand the corporate planning system and discuss improvements
- Understand community realities and discuss emerging issues
- Review current goals and outcomes in context of emerging issues

Agenda

8:00 – 8:30 a.m. – Continental Breakfast

8:30 a.m. – Introduction
- Welcome from Mayor Young
- Agenda Review
- Objectives Review

8:40 a.m. – Corporate Planning Review and Improvement
- Evolution and trends in corporate planning
- Environmental scan of comparator municipalities
- Opportunities for improvements

9:15 a.m. – Goal 1 Review – A City Where People Want to Live, Work and Play
- Review of outcome and strategies
- Review primary initiatives
- Emerging issues and opportunities to address though 2021/2022 planning and budgeting

10:30 am – BREAK

10:45 a.m. – Goal 2 Review – A City with a Plan for the Future
- Review of outcome and strategies
- Review primary initiatives
- Emerging issues and opportunities to address though 2021/2022 planning and budgeting
11:45 a.m. – Goal 3 Review – An Economically Prosperous City and Region
- Review of outcome and strategies
- Review primary initiatives
- Emerging issues and opportunities to address through 2021/2022 planning and budgeting

12:45 p.m. – LUNCH

1:15 p.m. – Goal 4 Review – A Collaborative Community-Builder and Regional Partner
- Review of outcome and strategies
- Review primary initiatives
Emerging issues and opportunities to address through 2021/2022 planning and budgeting
2:15 p.m. – 2020-2022 Council Reporting

2:30 p.m. – Next Steps and Closing Remarks

2:35 p.m. – BREAK

2:45 p.m. – Workshop - TBD

4:30 p.m. - ADJOURNMENT
EXECUTIVE SUMMARY

An important step when engaging in a new process is to take the time to understand how it was received and look for successes and areas of improvement. A budget debrief has been scheduled for January 27, 2020 to provide Administration and Council time to discuss this past year’s revised 2020 to 2022 budget process and identify a plan for the 2021 to 2023 budget process.

On February 10, 2020 a pre-budget planning session has been scheduled. The intent of this session is to collaborate with Council on the upcoming budget cycle and fiscal expectations prior to the strategic planning workshop. The draft agendas are as follows:

1. 2020 to 2022 Budget Process (Committee-of-the-Whole January 27, 2020)
   a. What worked well?
   b. Areas for improvement?

2. 2021 to 2023 budget process (Committee-of-the-Whole February 10, 2020)
   a. Review previous years budget process
   b. Establish upcoming years budget process
   c. Operating multi-year tax revenue targets
   d. Key capital projects and other priorities (not already identified in the 10-year capital plan)

BACKGROUND

An important step when engaging in a new process is to take the time to understand how it well it did or did not work and look for areas of improvement. Prior to the February 10, 2020 to 2022 multi-year pre-budget planning session Administration would like to engage with Council to see how the new budget process was received in 2019. As part of this engagement a survey will be sent to Council in December and these results will be brought forward to the committee meeting on January 27th. The feedback received and the collaborative discussion on January 27, 2020 will help Administration plan for the upcoming budget cycle.

Council’s strategic planning workshop is scheduled for February 20, 2020. As budget is the financial tool that supports Council’s strategic goals there is merit to having a multi-year pre-budget planning session to support alignment between the two. Administration has scheduled a pre-budget planning session on February 10th to collaborate with Council with respect the upcoming budget and gain an understanding of fiscal expectations.

As part of this meeting it is important to:

- Set multi-year tax targets for 2021 to 2023.
- Discuss significant upcoming capital projects such as the school site servicing / fieldhouses (in light of the provincial announcement) and 65 Avenue Interchange.
• Review the provincial forecasted Municipal Sustainability Initiative (MSI) capital grant allocation for 2021 and 2022 as the Province is continuing to adjust the allocations to the municipalities

The information that comes from this session will guide the 2021 to 2023 budget process.

NEXT STEPS
ATTACHMENTS
None