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, March 9, 2020

4. DELEGATIONS & PRESENTATIONS

5. BUSINESS ARISING FROM PRESENTATIONS

6. CLOSED SESSION
   6.1 West End School Partnership Update for March 16, 2020
       FOIP s. 16, 24 and 25
       TIME SPECIFIC 6:45 PM
       (D. Melvie / B. Bengert, Stantec / M. Roma, RC Strategies - 45 minutes)
   6.2 Intermunicipal Projects Update/Strategic Planning
       FOIP s. 21 and 25
       LAST ITEM ON AGENDA
       (Committee Members - 1 hour)

7. RISE AND REPORT FROM CLOSED SESSION

8. REPORTS FROM COMMITTEE & ADMINISTRATION
   8.1 Property Tax Relief Policy
       (J. Cannon / G. Damo - 15 minutes)
8.2  FCSS / PRC Board Priorities
     (D. Brock / J. Kamlah - 30 minutes)
     (Presentation Attached)

8.3  Canada Day Flag Placement
     (D. Brock - 15 minutes)

8.4  Engineering Standards
     (S. Olson - 45 minutes)
     (Presentation Attached)

9.   GOVERNANCE

10.  COUNCIL CALENDAR UPDATES

11.  INFORMATION ITEMS

   11.1 Communications Tower Update
       (D. Melvie / M. Pieters - 10 minutes)

   11.2 Future Agenda Items

12.  ADJOURNMENT
NOTES OF THE CITY OF LEDUC
COMMITTEE-OF-THE-WHOLE MEETING

Monday, March 9, 2020

Present: Mayor B. Young, Councillor B. Beckett, Councillor G. Finstad,
Councillor B. Hamilton, Councillor L. Hansen, Councillor T. Lazowski,
Councillor L. Tillack

Also Present: M. Pieters, Acting City Manager, M. Hormazabal, Deputy City Clerk

1. CALL TO ORDER
   Mayor B. Young called the meeting to order at 5 pm.

2. APPROVAL OF AGENDA
   
   MOVED by Councillor G. Finstad
   That the Committee-of-the-Whole approve the agenda as presented.
   
   Motion Carried Unanimously

3. ADOPTION OF PREVIOUS NOTES
   
   3.1 Approval of Notes of the Committee-of-the-Whole Meeting held Monday,
   February 24, 2020
   
   MOVED by Councillor B. Beckett
   That the notes of the Committee-of-the-Whole meeting held on Monday,
   February 24, 2020, be approved as presented.
   
   Motion Carried Unanimously

4. DELEGATIONS & PRESENTATIONS
   There were no delegations or presentations.

5. BUSINESS ARISING FROM PRESENTATIONS
6. CLOSED SESSION

MOVED by Councillor L. Hansen

That Committee-of-the-Whole move into Closed Session at 5:26 pm.

Motion Carried Unanimously

6.1 Land Use Bylaw - Priority Items Workshop

FOIP s 16, 24 and 25

MOVED by Councillor L. Tillack

That Committee-of-the-Whole move into Open Session at 6:35 pm.

Motion Carried Unanimously

7. RISE AND REPORT FROM CLOSED SESSION

7.1 Land Use Bylaw - Priority Items Workshop

FOIP s. 16, 24 and 25

In attendance:

Executive Team

D. Peck, Manager, Current Planning
S. Losier, Manager, Long Range Planning
K. Mercer, Development Officer
J. Lui, Development Officer
K. Fougere, Long Range Planner II
J. Brown, Long Range Planner II
M. Hormazabal, Deputy City Clerk
D. Peck, made a PowerPoint presentation (Attached to Agenda) and answered the Committee's questions.
8. REPORTS FROM COMMITTEE & ADMINISTRATION

8.1 Metropolitan Region Servicing Plan

C. Moreno, Project Coordinator, and S. Shuya, Director, Regional Growth Plan from the Edmonton Metropolitan Region Board, made a PowerPoint presentation (Attached to Agenda) identifying the Metropolitan Region Servicing Plan's objectives, intent, principles, outcome, evolution and next steps. Mayor B. Young thanked C. Moreno and S. Shuya for making the presentation.

C. Moreno and S. Shuya, answered the Committee's questions.

8.2 Municipal Development Plan Review Update

K. Fougere, Long Range Planner II and J. Brown, Long Range Planner II, made a PowerPoint presentation (Attached to Agenda) identifying the policy structure and areas, elaborated on the Edmonton Metro Regional Board compliance, and highlighted the important changes/additions. Next steps consist of the Public Open House on April 2nd at the Civic Centre, followed by an approval process in the near future.

S. Loiser, Manager, Long Range Planning, K. Fougere and J. Brown answered the Committee's questions.

The Committee would like the reference of the 60/40 Assessment Split removed from the Municipal Development Plan, section 2.3.1.7, and from the Corporate Strategic Plan documents, as it is dated and does not reflect the current development times.

9. INFORMATION ITEMS

There were no information items.

10. ADJOURNMENT

The meeting adjourned at 7 pm.

__________________________________________
B. YOUNG, Mayor

__________________________________________
M. HORMAZABAL, Deputy City Clerk
EXECUTIVE SUMMARY

Council directed Administration on October 28, 2019 at Council to create a property tax relief policy that can be used as a framework to support decision making regarding tax concerns. The attached property tax relief policy provides both Council and Administration guidance when addressing property tax relief requests while taking into consideration key principles such as fairness and equity to all ratepayers.

BACKGROUND

Council directed Administration on October 28, 2019 at Council to create a property tax relief policy that can be used as a framework to support decision making regarding tax concerns. Currently, the City of Leduc does not have a property tax relief policy. Administration conducted a scan of municipalities across Alberta and Canada to view practices on how property tax relief is addressed. Among the municipalities scanned, Administration found that the City of St. Albert has a detailed policy that recognizes good guidance and would be highly applicable to the City of Leduc moving forward.

The main objective of the attached policy is to provide Council a framework, in the exercise of its discretion under section 347(1) of the MGA, when considering requests from property owners for property tax relief while taking into consideration the following principles:

- fairness and equity to all taxpayers;
- sustainability of municipal revenues;
- simplicity, transparency and efficiency of the tax levy process; and
- predictability and stability.

The policy also identifies that the responsibilities of the assessor is to assess the value of all residential and non-residential properties in the City of Leduc and provides a clear distinction between assessment and tax responsibilities. Once an assessment inquiry is resolved and the property owner is still concerned about their property taxes, the policy recognizes the authority and responsibilities of Council and Administration. The policy also outlines what the standards/expectations will be during the process, for instance tax relief will not be granted under certain respects such as alleged non-receipt of assessment or tax notice. Included in the policy is a property tax relief request form that will be submitted as part of the request.

Overall, the attached property tax relief policy will establish a framework necessary to support decision making, and helps provide both Council and Administration guidance on addressing property tax relief requests.

NEXT STEPS

Council provide Administration with feedback with regard to the attached draft property tax relief policy.
ATTACHMENTS

- Property Tax Relief Policy and form # 12.02:14
Policy Objective:
To provide a framework for Council, in the exercise of its discretion under section 347(1) of the Municipal Government Act, when considering requests from property owners for property Tax Relief.

Definitions:

“Assessor” means an accredited (holding the AMAA designation) property assessor as contracted by the City of Leduc.

“Immediate Family” includes the property owner’s spouse, common law or adult interdependent partner, child or step-child, sibling or step sibling, guardian, dependent, parent or step-parent, son/daughter-in-law or sibling-in-law, grandparent, grandchild or another relative permanently residing with the property owner as a member of the family.

“Tax Relief” is the discretionary cancellation, reduction, refund, or deferral of all or a part of a property tax, or tax penalty, by Council.

Policy:
Section 347(1) of the Act permits Council the discretion to cancel or reduce tax arrears, cancel or refund all or part of a tax, or defer the collection of a tax, for a particular taxable property, or class of taxable property, if it considers it equitable to do so.

Council must exercise this discretion in an equitable and transparent manner, as any cancellation, reduction, or deferral has a financial consequence to the City.

Process:
Responsibilities

Administration is responsible for:

- Processing property tax accounts and reporting to Council the outstanding requests for property Tax Relief, and the particulars of each request.

The Assessor is responsible for:

- Assessing the value of all residential and non-residential properties in the City of Leduc.

Council is responsible for:

- Rendering a decision on each request for Tax Relief, as per the discretion granted to them by section 347(1) of the Act, and based on the service standards as articulated within this policy.

Standards / Expectations

General Tax Relief Principles

1. Section 305 of the Act prescribes processes for the correction of an assessment roll in a current tax year. Part 11 of the Act prescribes processes for the appeal of property assessments. This Policy outlines procedures pertaining to Tax Relief applications to be addressed outside those prescribed processes.

2. Section 203 of the Act prohibits Council from delegating the authority for provision of discretionary Tax Relief to Administration.

3. Administration retains the ability to cancel, reduce or refund all or part of a property tax, or property tax penalty, if it is determined that Administration has made a clerical error or omission in its administration of the tax account in question.

4. Property Tax Relief generally applies to all components of the property tax (municipal, education, Seniors Foundation) unless expressly articulated by Council. For example, Council may choose to provide Tax Relief for the municipal portion of taxes only.

5. All property owners seeking Tax Relief must observe the following prescribed administrative process:

   a. Property owners shall first dialogue with Administration as to the nature of their request for Tax Relief;
b. If Administration is of the opinion that no clerical error or omission has occurred in the administration of the tax account, then the request for Tax Relief shall be referred to Council;

c. Property owners must complete the required standardized “Request for Property Tax Relief” application form; and

d. The tax penalty or property tax in question, should be paid by the property owner before the due date to avoid further penalties being incurred.

6. In addressing an applicant’s request for Tax Relief, Council may consider the following circumstances:

   a. death or critical illness occurred in the Immediate Family of the property owner; and

   b. any other extenuating circumstance, that in the opinion of Council merits compassionate Tax Relief, given the uniqueness and severity of the situation.

7. When considering a request for property tax reduction, cancellation, refund, or deferral, Council must take into consideration the following principles:

   a. fairness and equity to all taxpayers;

   b. sustainability of municipal revenues;

   c. simplicity, transparency, and efficiency of the tax levy process; and

   d. predictability and stability.

8. Typically, though subject to Council discretion, Tax Relief is available only for current taxation year taxes or penalties.

9. Council is not be bound by precedent for any prior decisions it has made relative to requests for property Tax Relief.

10. Council’s decision on a request for Tax Relief is considered final. There is no further recourse available, and the matter is considered closed.

Other Considerations

Typically, though subject to Council discretion, Tax Relief will not be granted under the following circumstances:
• alleged non-receipt of Assessment & Tax Notice;
• payment error or delay;
• damage, devaluation or destruction of property due to natural disaster or insurable risk;
• the presence of other charges, levies or other amounts added to tax roll; or
• voluntary demolition of, or alterations to, structures on the property.

Legal References

*Municipal Government Act, RSA 2000, c M-26;*

Appendices

Appendix A- Property Tax Relief Request Form
Appendix A

Property Tax Relief Request Form

Important Information:
The purpose of this form is for an assessed person, or their authorized agent, to request under section 347(1) of the Municipal Government Act (MGA), that Council consider property tax relief, in the form of a reduction, cancellation, refund, or deferral, in respect to municipal property tax levied on the property as listed in Section 2 below.

Section 1   Information about whom is making the tax relief request

1. Is the requestor the:   ☐ Property Owner or, ☐ Agent

2. Requestor Name:   ________________________________   3. Requestor Phone:   ________________________________

4. Requestor Address:   ________________________________   5. Requestor E-mail:   ________________________________

Section 2   Property information (From your property tax notice)

6. Assessment Roll Number:   ________________________________

7. Property Address:   ___________________________________________   Leduc, AB

Section 3   Type of property tax relief being requested (Please check ONE of the below boxes)

☐ Property Tax Cancellation   ☐ Property Tax Refund   ☐ Property Tax Reduction

☐ Tax Penalty Cancellation   ☐ Property Tax Deferral

Section 4   $ Amount of property tax relief being requested (Enter dollar amount)

$   ________________________________

Section 5   Reason(s) for Property Tax Relief Request (Please articulate the reasons and/or circumstances for your request)

(Please attach additional information to this form if you require more space)

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________
Appendix A (Continued)

Section E  Acknowledgement & Certification

By signing below, I acknowledge and certify that:

i.  I understand that for the purposes of MGA section 347(1), this request for property tax relief is valid only for the properties identified in Section B of this form, and that this request applies only to tax levies and/or tax penalties levied in respect of the current Taxation Year.

ii. I understand that for the purposes of MGA section 347(1), that the decision of Council on the matter of property tax relief is final, and there is no further recourse available on this matter.

Signature of Property Owner(s) or Authorized Agent

Date: ______________________________

Section F  Form Submission Information

Please remit this completed form to:

TAXATION DEPARTMENT
#1 Alexandria Park
Leduc, AB T9E 4C4
Phone: 780.980.7105
Fax: 780.980-7127
Email: propertytaxes@leduc.ca

You will be contacted at a later date with details of when Council will hear and decide upon your request.

FOR OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Date Received:</th>
<th>Received By:</th>
<th>Property Tax Verification:</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Current Year Tax Levy:</td>
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<td></td>
<td></td>
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<td></td>
<td></td>
<td>Prior Year Tax Delinquent:</td>
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<td></td>
<td></td>
<td>Tax Penalty Totals:</td>
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<td></td>
<td></td>
<td>Other:</td>
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<tr>
<td></td>
<td></td>
<td>TOTAL Outstanding:</td>
</tr>
</tbody>
</table>

Notification to Director: Y N
Notification to Taxation: Y N
Owner contacted: Y N

Comments:
COMMITTEE-OF-THE-WHOLE

MEETING DATE: March 16, 2020

SUBMITTED BY: Donna Brock, Director Community & Social Development
Jackie Kamlah, Director Recreation Services

PREPARED BY: Donna Brock, Director Community & Social Development
Jackie Kamlah, Director Recreation Services

REPORT TITLE: FCSS / PRC Board Priorities

EXECUTIVE SUMMARY

This report is for discussion purposes and to assist with the decision on the priority areas of focus for both the Family and Community Support Services (FCSS) Advisory Board and the Parks, Recreation and Culture (PRC) Board.

BACKGROUND

April 18, 2019, Strategic Planning Committee - brief report relative to the current Standing Committees of Council ("Committees").

September 23, 2019, In-camera Committee of the Whole discussion

Following the Committee of the Whole meeting in September, General Manager D. Melvie provided a presentation to each board, outlining board options, discussing challenges and finishing with opportunities to become more strategic/task driven; a “sounding board” for key priorities.

Opportunities in which each Board could address key priorities could be:

- Aligning Board goals to priority areas of Council’s Strategic Plan and, for the FCSS Advisory Board, needs outlined in the Needs Assessment
- Clarity - Annual - tasks / actions requested of Board that would be directed by Council
- Clear role expectations
- Board agendas – clear outcomes / less update reporting requirements from Administration
- Review the Board Bylaw / mandate and revise

Both boards agreed with information presented and the concept of transitioning to a task force model. The transition would evolve over time; however, to take steps towards that model, bylaws need to be amended to reflect the role expectations and priority areas for current Boards still need to be defined.

Both Boards will be doing a bylaw amendment and would need to know Council’s input for purpose of their Board. Currently the purpose for each is as follows:

   **FCSS Advisory Board Bylaw Purpose:**

   The Family and Community Support Services Advisory Board shall advise Council on a range of appropriate preventive social services that are sufficient to meet the needs of the citizens of the community.
COMMITTEE-OF-THE-WHOLE

PRC Board Bylaw Purpose:

The purpose of the Board is to advise City Council on the planning of a broad range of Parks, Recreation and Cultural services and programs within the City of Leduc.

The bylaw review will include their purpose as well as structure and procedures for each board. To plan the 2020 activities for each board, proposed priorities have been identified by Administration. The proposed priorities are:

FCSS
- Bylaw Review
- Homelessness - information gathering and understanding of the level of poverty and homelessness in Leduc, contributing factors and identifying opportunities to address community social priorities for Council's consideration.
- Regional Shared Services – Challenges and opportunities to having shared services for Family Resource Network and FCSS
- Ongoing Community Support (OCS) Reporting – co-create with agencies a reporting template that more accurately reflects funded agencies’ alignment to Council priorities.

PRC
- Bylaw Review
- Barriers to Participation – information gathering and understanding of local barriers to participation in local sport, recreation, parks and cultural opportunities. Developing recommendations for Council’s consideration to reduce/eliminate barriers.
- PRC Forum – community engagement to gather information to help set the stage for the future direction of Leduc Sport Tourism (out ahead of ST Master Plan/Strategy update)
- Arts, Culture & Heritage Strategy – providing input throughout the process of creating the five-year strategy

As these are both Committees of Council, Administration would like input on priority areas, if their purpose as written is still applicable and expectations for reporting back to Council.

NEXT STEPS

Based on input from Committee, Administration would work with each Board to amend bylaws according to input received and assist Board chairs to develop agendas that reflect the direction received.

ATTACHMENTS

Family and Community Support Services Advisory Board Bylaw No. 396-97
Park, Recreation and Culture Bylaw No. 459-2000
Bylaw No. 396-97
FAMILY AND COMMUNITY SUPPORT SERVICES ADVISORY BOARD
BYLAW

PAGE 1

A BY-LAW OF THE CITY OF LEDUC IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR
THE ESTABLISHMENT OF A FAMILY AND COMMUNITY SUPPORT SERVICES ADVISORY
BOARD.

Sections 145 and 146 of the Municipal Government Act, R.S.A. 1994, Chapter M-
26.1, as amended, authorizes Council to establish Committees and other bodies
and to prescribe the membership of these Committees or other bodies;

The Family and Community Support Services Act, R.S.A. 1981, Chapter F-1.1
authorizes a municipality to provide for the establishment, administration and
operation of a family and community support service program;

AND, the City of Leduc has entered into an agreement with the Minister of Family
and Social Services for the establishment of a Family and Community Support
Service program;

AND, the City of Leduc is desirous of establishing a Board to provide advice
regarding municipal social services programs;

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

PART I: BYLAW TITLE

This bylaw shall be known as the "Family and Community Support Services
Advisory Board Bylaw".

PART II: DEFINITIONS

Board: the Family and Community Support Services Advisory Board
of the City;
City: the Municipal Corporation of the City of Leduc;
Council: the Council of the City;
Director: the Director of the Community Services Department of the
City.
PART III: APPLICATION

1. Purpose of the Board

a) The Family and Community Support Services Advisory Board shall advise Council on a range of appropriate preventive social services that are sufficient to meet the needs of the citizens of the community.

2. Membership

a) The Board shall consist of a minimum of five (5) to a maximum of seven (7) members who shall be appointed by resolution of Council. The Board shall be composed of:

i) one member from City Council; and

ii) a minimum of four (4) to a maximum of six (6) members from the public at large.

b) An alternate member from Council may be appointed.

c) All persons appointed as members of the Board shall be residents of the City of Leduc and shall remain members only during such time as they continue to be residents of Leduc.

d) No employee of the City shall be eligible for appointment to the Board.

e) The Director, or designate, shall serve as the administrative liaison to the Board.

3. Term of Office

a) The terms of office for the public members shall be for three (3) calendar years.

b) The term of the member of Council and alternate shall terminate at the time of a general election, or by resolution of Council.

c) Notwithstanding sections 3a and 3b, all members may remain in office until their respective successors are appointed.
Bylaw No. 396-97
FAMILY AND COMMUNITY SUPPORT SERVICES ADVISORY BOARD
BYLAW

PAGE 3

Code 03/06

d) Board members may apply for re-appointment to the Board at the conclusion of their term of office, in accordance with the Board Selection Policy of the City.

e) In the event of a vacancy occurring prior to completion of the appointed term, the person appointed to fill the vacancy shall hold office for the remainder of the term for the position in which the vacancy has arisen. Completion of the unexpired term shall not be considered a full term appointment.

f) Subject to clause g) below, every member of the Board who is absent, from three (3) consecutive meetings or 50% of the regular Board meetings which are held during the calendar year, shall forfeit their office and another member shall be appointed in their place for the remainder of the term. The member so forfeiting their office shall be considered eligible for re-appointment. The member shall receive written notice from the Director, or designate, advising of the forfeit of their office.

g) A Board member may be absent from three (3) consecutive meetings or 50% of the regular Board meetings which are held during the calendar year, if the absence has been authorized by resolution of the Board and entered in the official record of the meeting.

h) Council may, with reason/s, request in writing the resignation of any member of the Board at any time prior to the expiration date of the member's term of office.

i) Any member may resign from the Board at any time upon sending a written notice to the Chairman of the Board advising of the resignation and effective date.

4. Proceedings

a) The Board shall elect a Chairman and Vice-Chairman no later than the first Board meeting in any calendar year.

i) The Chairman and Vice-Chairman shall be any member of the Board, but shall not be an elected representative from Council.

b) At least ten regular meetings of the Board shall be held annually. The time and place shall be determined by the Board at its first
Bylaw No. 396-97
FAMILY AND COMMUNITY SUPPORT SERVICES ADVISORY BOARD
BYLAW

regular meeting held in the month of January, but may be changed by the Board from time to time as the Board may deem advisable.

c) Special Meetings may be called by the Chairman of the Board, on twenty-four (24) hours notice to all members, or at the request of any three (3) members of the Board or at the request of the Director, or designate.

d) A minute book shall be kept and the minutes of all regular and special meetings shall be recorded by the Secretary of the Board. Copies of all minutes shall be filed with the City Clerk.

e) A majority of the total members of the Board shall constitute a quorum.

f) The Chairman shall have a vote on any question and in the event of a tie, the motion shall be lost.

G) The Board may appoint sub-committees to deal with any of the matters coming within the scope and jurisdiction of the Board.

h) All meetings of the Board shall be open to the public, unless the Board adopts a resolution to meet in-camera. No formal business of the Board shall be conducted during an in-camera session.

i) In all cases not provided for in this bylaw, Robert’s Rules of Order shall be followed to the extent they may apply.

5. Responsibility and Authority

a) The said Board shall act in an advisory capacity to the Council in relation to all questions affecting the development of the Family and Community Support Services Programs.

b) The Board shall actively seek out information from the general population relating to the perceived community needs and satisfaction with the range and quality of social support services being offered in the City.

c) The Board shall hear and consider representations by an individual, organization, or delegation of citizens with respect to Family and Community Support Services Programs.
Bylaw No. 396-97
FAMILY AND COMMUNITY SUPPORT SERVICES ADVISORY BOARD
BYLAW

PAGE 5

i) Such representations shall be requested in advance of a regular meeting of the Board.

d) The Board shall receive monthly reports from the Director, or designate, concerning the various projects in operation and those being considered.

e) The Board shall advise on the formulation of plans and priorities regarding Family and Community Support Services Programs, based on current assessments of community needs, with a view to the establishment of comprehensive services.

f) The Board shall advise on the establishment of new programs, public or private, designed to prevent the emergence of social problems or provide support to the family and community.

g) The Board shall review and consider Family and Community Support Services projects and applications received through the office of the Director, or designate, and shall recommend approval, deferment or rejection of such projects.

h) The Board shall make recommendations to Council as to programs, facilities, or other matters that should be considered in the Family and Community Support Services budget.

i) The Board shall promote cooperation with and encouragement of all organizations - public, private, civic, social and religious within the City, that are involved in any family and community support services.

6. Limitations and Power

a) The Board shall not pledge credit of the City in connection with any matters whatsoever, nor shall the Board have any power to authorize any expenditures to be charged against the City.
PART IV: REPEAL

7. Bylaw No. 1130-75 is hereby repealed.

PART V: ENACTMENT

This Bylaw shall come into force and effect upon Third Reading and signing by the Mayor and a designated officer.

READ A FIRST TIME IN COUNCIL THIS 24 DAY OF MARCH, AD 1997.

READ A SECOND TIME IN COUNCIL THIS 24 DAY OF MARCH, AD 1997.

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS 24 DAY OF MARCH, AD 1997.

“John Jackie”
John W. Jackie
MAYOR

“Coral Callioux”
Coral Callioux
CITY CLERK

March 27, 1997
Date Signed
Consolidation of Bylaw No. 459-2000

PARKS, RECREATION & CULTURE BOARD BYLAW

Adopted January 11, 2000

As Amended By:

Bylaw No. 720-2009 adopted March 9, 2009

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. 872-2014.
Bylaw No. 459-2000
PARKS, RECREATION & CULTURE BOARD BYLAW

PAGE 2

A BYLAW OF THE CITY OF LEDUC IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE ESTABLISHMENT OF A PARKS, RECREATION AND CULTURE BOARD.

The Municipal Government Act, R.S.A. 1994, Chapter M-26.1, as amended, grants a municipality the authority to establish Committees and other bodies and to prescribe the membership of these Committees or other bodies;

Since 1982 Council has deemed it desirable to establish a Parks, Recreation and Culture Board to provide advice regarding parks, recreational and cultural programs;

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

PART I:  BYLAW TITLE

1. That this Bylaw shall be known as the "Parks, Recreation and Culture Board" Bylaw.

PART II:  DEFINITIONS

Board: means the City of Leduc Parks, Recreation and Culture Board.
City: the Municipal Corporation of the City of Leduc.
Council: the Council of the City and the Council of the County.
County: the Municipal Corporation of the Leduc County.
Director: the Director of Community Services for the City.

PART III:  APPLICATION

1. The Board is hereby established.

2. The purpose of the Board is to advise City Council on the planning of a broad range of Parks, Recreation and Cultural services and programs within the City of Leduc.

3. Membership

   a) The Board shall consist of a minimum of eight (8) to a maximum of ten (10) members, composed of:
Bylaw No. 459-2000
PARKS, RECREATION & CULTURE BOARD BYLAW

PAGE 3

i) Two members of City Council who shall be appointed by City Council;

ii) One member of the County Council who shall be appointed by the County Council;

iii) A minimum of four and a maximum of six members at large, being residents of the City who shall be appointed by City Council;

iv) One member, being a resident of the County, who shall be recommended by either County or City Council and appointed by resolution of City Council.  

b) No employee of the City shall be eligible for appointment to the Board.

c) An alternate member from Council may be appointed.

d) With the exception of the County Council members and the County resident, who are appointed by resolution of City Council, all persons appointed as members of the Board shall be residents of the City and shall remain members only during such time as they continue to be residents of Leduc.

4. Term of Office

a) The terms of office of the members shall be as follows:

i) The term of members of Council shall terminate at the time of a general election, or by resolution of the Council.

ii) The term for City public members shall be for two calendar years. Terms shall expire on a rotational basis.

iii) The term for the County resident member shall be for two calendar years.

b) Not withstanding paragraph 4(a), all members shall remain in office until their respective successors are appointed.

c) In the event of a vacancy occurring prior to completion of the appointed term, the person appointed to fill the vacancy shall hold office for the remainder of the term for the position in which the vacancy has arisen. Completion of the unexpired term shall not be considered a full term appointment.
d) Any member of the Board who is absent from three (3) consecutive meetings or 50% of the regular meetings of the Board, shall forfeit their office and another member shall be appointed in their place for the remainder of the term. The member so forfeiting their office shall be considered eligible for re-appointment.

e) Notwithstanding 4.d), any member of the Board may be absent from three (3) consecutive meetings or 50% of the regular meetings of the Board if the absence has been authorized by resolution of the Board and entered in the official record of the meeting.

f) Board members may apply for re-appointment to the Board at the conclusion of their term of office, in accordance with the Board Selection Policy of the City.

g) Council may, with reason(s), request in writing the resignation of any member of the Board at any time prior to the expiration date of the member's term of office.

**PART IV: PROCEEDINGS**

1. Proceedings

a) The Board shall elect a Chairman and Vice-Chairman no later than the first Board meeting in any calendar year.
   i. The Chairman and Vice-Chairman shall be any member of the Board, but shall not be an elected representative from Council.

b) At least ten regular meetings of the Board shall be held annually. The time and place shall be determined by the Board at its first regular meeting held in the month of January, but may be changed by the Board from time to time as the Board may deem advisable.

c) Special Meetings may be called by the Chairman of the Board, on twenty-four (24) hours notice to all members, or at the request of any three (3) members of the Board or at the request of the Director, or designate.

d) A minute book shall be kept and the Secretary of the Board shall record the minutes of all regular and special meetings. Copies of all minutes shall be filed with the City Clerk.
Bylaw No. 459-2000
PARKS, RECREATION & CULTURE BOARD BYLAW

PAGE 5

e) A majority of the total members of the Board shall constitute a quorum.

f) The Chairman shall have a vote on any question and in the event of a tie, the motion shall be lost.

g) The Board may appoint sub-committees to deal with any of the matters coming within the scope and jurisdiction of the Board.

h) All meetings of the Board shall be open to the public, unless the Board adopts a resolution to meet in-camera. No formal business of the Board shall be conducted during an in-camera session.

i) The Board may by resolution establish such guidelines for the better functioning of the Board, such guidelines not to be inconsistent with the powers inferred herein. Any such resolutions shall be filed with the City Clerk.

j) In all cases not provided for in this bylaw, Robert’s Rules of Order shall be followed to the extent they may apply.

PART V: RESPONSIBILITY & AUTHORITY

1. (a) The Board shall act in an advisory capacity to City Council on matters relating to parks, recreation and cultural activities and programs involving properties owned or controlled by the City, or on other properties with the consent of the owners thereof.

(b) The Board shall be consulted on major matters affecting parks, recreation and culture facilities or programs of the City.

(c) The Board shall be consulted whenever it is proposed to lease, sell or otherwise dispose any City property that is held for parks, recreational and cultural purposes.

(d) The Board shall cooperate with all organizations within the City supporting, promoting, and working for any sport, recreation or cultural activity approved by the Board.

(e) The Board shall hear, encourage and consider representations by any individual organization or citizen or group of citizens with respect to parks, recreational or cultural matters.
(f) Annually, the Board shall advise the City Budget Committee on parks, recreation and culture programs and services that should be considered in the budget estimates for the following year.

(g) The Board shall make complete annual reports to City Council and other reports from time to time as requested.

2. Limitations and Power

a) The Board, nor any Board member, shall have the power to pledge credit of the City in connection with any matters whatsoever, nor shall the Board, nor any Board member, have any power to authorize any expenditures to be charged against the City.

PART VI: REPEAL

1. Bylaw No. 237-91 and amendments are hereby repealed.

PART VII: 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 10th DAY OF JANUARY, AD 2000.

READ A SECOND TIME IN COUNCIL THIS 10th DAY OF JANUARY, AD 2000.

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS 10th DAY OF JANUARY, AD 2000.

“George Rogers”
George Rogers
MAYOR

“Coral CalliouX”
Coral CalliouX
CITY CLERK

January 11, 2000
Date Signed
FCSS-PRC Board Priorities

Presented by:
Donna Brock, Director Community & Social Development
Jackie Kamlah, Director Recreation Services
PURPOSE:
The Family and Community Support Services Advisory Board shall advise Council on a range of appropriate preventive social services that are sufficient to meet the needs of the citizens of the community.

FCSS VISION:
A community where everyone thrives.
FCSS Priorities

Recommended by the Social Services Delivery Review:

- **Mental Health**
  
  *(A city where people want to live, work & play; Strategy 6)*

- **Addictions/Substance Use**
  
  *(A city where people want to live, work & play; Strategy 6)*

- **Lack of affordable/low income housing**
  
  *(A city with a plan for the future; Strategy 4)*

- **Barriers to employment**
  
  *(An economically prosperous city; Strategy 3)*
  
  - Skills
  - Childcare
  - Jobs
Homelessness

• Information gathering and understanding of the level of poverty and homelessness in Leduc
• Identify contributing factors and opportunities to address community social priorities for Council’s consideration.
Regional Shared Services

• Challenges and opportunities to having shared services for Family Resource Network and FCSS

Ongoing Community Support Reporting

• co-create with agencies a reporting template that more accurately reflects funded agencies’ alignment to Council priorities.

Other priorities requested by Council
The **PURPOSE** of the Parks, Recreation & Culture Board is to advise City Council on the planning of a broad range of Parks, Recreation & Cultural Services and programs within the City of Leduc.

**OUR VISION** is of a thriving community with an abundance of parks, recreation cultural activities, programs and facilities that promote a healthy, happy environment for all.
Parks, Recreation & Culture Board
2020 Board Priorities

PRC Forum
• Community engagement opportunity
• Reestablish priorities for Leduc Sport Tourism
• Set the stage for ST Strategy development (2022)

Arts, Culture & Heritage Strategy
• Input during the process of developing the five year strategy.
• Establish priorities for arts, culture and heritage for Council’s consideration
Barriers to Participation

- Community engagement and information gathering
- Recommendations for Council to reduce/eliminate local barriers to participation in recreation, parks and cultural opportunities

PRC Board Bylaw Review

Other priorities requested by Council
COMMITTEE-OF-THE-WHOLE

MEETING DATE: March 16, 2020

SUBMITTED BY: Donna Brock, Director, Community and Social Development

PREPARED BY: Rachel Yeung, Manager, Community Development

REPORT TITLE: Canada Day Flag Placement

EXECUTIVE SUMMARY

The current business that promotes and coordinates the annual Canada Day flag placement has indicated that they no longer have the capacity to continue the program and have approached the City to look at alternative options to support the program. Administration has met with the business representative and is providing Committee with an update on suggested options for the program.

BACKGROUND

Coldwell Banker Haida Realty began the Canada Day flag placement in 1986 where they placed 4,000 flags throughout the community to celebrate Canada Day. Since that time, the project has grown to 12,000 flags being placed by approximately 85-100 volunteers during the morning of Canada Day. After over 30+ year of the program, Coldwell Banker Haida Realty has indicated they no longer have the capacity to continue the program and will no longer be organizing the program.

Coldwell Banker Haida Realty contacted the City to consider alternative options to continue the annual tradition recognizing that not only does the program have a cost associated but a significant amount of volunteer commitment required.

The current program is organized and funded by Coldwell Banker Haida Realty and takes approximately two hours on Canada Day to complete with approximately 85-100 volunteers. Each volunteer is allocated 150 flags to be distributed. The City is divided into 12 quadrants where a lead is designated and a driver or runner supports the volunteers in the area. After the event is done, Coldwell Banker Haida Realty provides breakfast to the volunteers located at a ‘home base’. The current budget for the flags and breakfast is approximately $5,000 and does not include any promotion or social media to recruit volunteers. All recruitment is currently completed through word of mouth and Volunteer Leduc.

Administration has met with the Coldwell Banker Haida Realty and are proposing a few options to consider in order to continue to support the program.

Option A – approximate budget of $5,000

- City purchases the flags and has them available the week or two prior to Canada Day at civic locations and residents themselves can pick up and distribute on their own.
- $3,500 for the purchase of flags, and $1,500 for promotion.

Option B – approximate budget of $5,000 plus honorariums

- Tie the Canada Day flag placement to an existing initiative to have participants adopt the program and run the program independently. Those participating can pick up the flags from the city as identified in Option A.
- Coordination of the group could be challenging, limiting how many flags are actually planted.
- This option would require additional capacity on administration and current capacity of initiatives and programs may be limited especially on a holiday. (ie. Community groups or Good Neighbours).
COMMITTEE-OF-THE-WHOLE

Option C – approximate budget of $5,000 plus $3-5,000 grant

- Provide an organization a grant on top of the costs to cover the flags to run the program.
- Organization would be responsible for recruitment, promotion, processing and coordinating volunteers and distribution.
- At this time, no organization has indicated they are interested in taking on this initiative.

Option D – no budget required

- Offer the opportunity to the Leduc Regional Chamber of Commerce to find another business that would like to continue the tradition established by a fellow chamber member.

NEXT STEPS

Depending on the option, administration would then request the funding if required from Council and start reaching out to organizations for their level of interest in supporting the program.

These cost estimates are based on information provided by Coldwell Banker Haida Realty. Funding for any of the above options would need to be approved through Council as it is currently unfunded.

ATTACHMENTS

- N/A
EXECUTIVE SUMMARY

The existing Leduc standards are over a decade old, outdated, and require modernization (2006). Currently when standards are missing or not complete the City of Edmonton standards are typically followed. In order to update the City of Leduc Standards and maintain many of the practices that developers are currently following, Administration has been working to adopt the City of Edmonton Standards with the creation of an exemption document to keep standards that protect the uniqueness of Leduc and maintain our competitive advantage (less red tape, not increasing developer responsibilities where it is not justified to do so, etc.). This is the same approach the City of Airdrie currently has in place with their engineering standards. All development and construction issues not addressed within their exemption document fall under the scope of the current City of Calgary Standard Specifications.

Standards are important to be current as they are the formal technical document that establishes uniform engineering or technical criteria, methods, processes and practices. A benefit of using the City of Edmonton standards is that a significant amount of manpower is required to ensure the latest methods, procedures and materials are incorporated into the engineering standards. In general, new standards will fill in the gaps where current deficiencies exist as the city continues to grow; using Edmonton as a base standard also helps create regional consistency.

Prior to sending the proposed exemption document for external review, Administration is seeking input from the Committee-of-the-Whole (“CoW”) on standards that impact the look and feel of the city.

BACKGROUND

There are five items Administration wishes to discuss with COW which will directly affect the look and feel of the community for future residents of Leduc. Within each category there are options presented to determine what changes (if any) will be required.

1. Sidewalk width
2. Residential roadway width
3. Rural/industrial commercial walkability
4. Rural/industrial commercial roadway width
5. Additional Items

1A – Sidewalk width - Recommended - The City of Leduc sidewalk width is currently 1.5 m wide for both separate and monolithic sidewalks. These sidewalks are able to accommodate most pedestrian users, while being supported by an extensive multiway network; generally, residents are within 400 m of a multiway connection. This is the typical standard applied throughout Leduc and maintains consistency across neighborhoods.

1B – Sidewalk width – Alternative - All sidewalks in Edmonton are designed at minimum to accommodate two passing wheelchair users which results in wider sidewalks. As a result, increased widths are able to accommodate a wider variety of users walking side by side. The typical separate sidewalk width in Edmonton is 1.8 m, while the monolithic sidewalk
width varies based on land use from 1.95 m to 2.65 m. The impact of the larger sidewalks is that they require more land, are more expensive and would not maintain consistency across existing neighborhoods.

2A – Residential roadway width - Recommended – The City of Leduc current residential cross section includes a 10.5 m paved surface that accommodates parking and maintains two-way traffic operation. The current standards allow for the existing snow clearing, emergency services and garbage collection procedures to operate effectively. The vast majority of neighborhoods throughout Leduc have been built to this standard over the last 15 years. This option preserves the current look and feel of existing residential communities. An impact of this cross section is that it has the potential for higher speeds, which could result in more severe accidents.

2B – Residential roadway (local roads) width – Alternative – The current typical Edmonton residential cross section has a 9.0 m paved surface that accommodates parking as well as a single drive lane with yield operation for two-way traffic. There is a relatively strong correlation between average speed and opposing volume, particularly on narrow streets where drivers either must pull over and stop to let other vehicles pass or where the perception of street width is too narrow to judge accurately. Generally, narrow lanes create lower speeds and reduce the required stopping distance, which can improve pedestrian and bicycle safety. This cross section provides a lower cost option for developers due to the reduced land and infrastructure requirement.

A consequence of narrow lanes is that driver visibility of pedestrians may be reduced, especially with high parking densities where children may dash out from between parked vehicles. The reduced width may result in more frequent but less severe accidents with parked cars. Narrower streets are often discouraged for the accommodation of emergency vehicles, garbage trucks, and other large vehicles. In the late 1990’s this type of roadway cross section was constructed in the early stages of Tribute. Based on the Leduc specific history with this cross section, emergency services noted that this neighborhood is challenging to service. Past Council has advised that they were not in favor of this type of development.

For both items, 1 – sidewalk width and 2 – residential roadway width, administration is recommending that the current Leduc standards be maintained. Internal consultation has occurred on these items with the emergency services, public services, community development, and the public transportation departments. Images of the effects are shown in the presentation.

3A - Rural/industrial commercial walkability – Recommended - From previous internal consultation through the MDP update, it was noted that walkability was desired to be added to the rural/industrial commercial development area. The combination of transit and walkability will provide greater alternatives for residents to get to work. Walkable neighborhoods and access to green space, multiway and parks have many economic benefits to neighborhoods and communities. The majority of people will not choose to walk unless it is seen as an attractive, safe and viable option.

With new infrastructure comes additional summer and winter maintenance requirements. It is estimated adding walkability and multiway to the cross section would increase operational costs by approximately $5 per lineal meter of new multiway. For an average size stage of industrial development (4 hectares) with a collector running through it, there would be an additional $1000 a year in total operating costs for the City (maintenance and rehabilitation costs). Administration is recommending that walkability be added to the rural cross section, at the same level that exists in the urban cross section. This will be applied to new areas where logical transitions to existing multiway connections can occur. Accounting for multiway in the design standards when development is initiated avoids expensive retrofits (which are not always possible) where applicable.

3B – Rural/industrial commercial walkability – Alternative – Currently the City of Leduc cross section does not provide for any form of walkability within the current rural/industrial commercial cross section. The current standard is the lowest cost alternative for the developer that requires the lowest amount of land, infrastructure and maintenance.
4A – Rural/industrial commercial roadway width – Recommended – The City of Edmonton local and collector rural road widths are both 9.0 m. This standard would reduce the cost of development but may provide an economic disadvantage for acquiring new business compared to our immediate neighbors. Leduc County’s current standard allows for wider roadways and varies from 11.5 m – 13.5 m. Strathcona County has included a 9.0 m local industrial roadway and a 9.5 m collector standard in Bremner. With walkability added in recommendation 3B, narrowing the lanes is viewed as a reasonable compromise. Adopting the Bremner roadway standard (which is a balance between our current standard and Edmonton’s) would be a lower cost alternative balancing the impact of adding walkability and reducing industrial development costs. For the City, utilizing the same 4-hectare development as above, a reduction in roadway width would save on overlay and reconstruction costs by approximately $3 per lineal meter or $600 per year (rehabilitation costs). There is no allowance for snow clearing or other annual operating costs as the grader that clears the snow doesn’t do quantifiably less work because the road is less wide.

4B – Rural/industrial commercial roadway width – Alternative – The City of Leduc local rural road width is 11.0 m and the collector widths are 13.0 m. Maintaining status quo for rural Leduc road widths would help maintain the existing look and feel of the Leduc Business Park. The larger road area helps accommodate larger industrial vehicles when required. Historically industrial businesses have informally commented that they appreciate the current road widths to help accommodate the larger vehicles. The entire Leduc Business Park is built from this standard and has seen tremendous growth over the past number of years. This is more expensive for the developers to construct initially.

5 – Additional Highlights – In addition to the items discussed above, the majority of the City of Edmonton design and construction specifications will be adopted. The most important exceptions to highlight include the Leduc Landscaping Standards, and the development submission and review process. The latter will ensure that the developers will have less red tape in comparison to Edmonton. New subdivision noise attenuation requirements will continue to follow the existing Leduc noise criteria; however, wood noise attenuation fencing will no longer be accepted. This change is proposed to lower future maintenance costs of the fencing, and the selected material will be evaluated on a case by case basis.

The exemption document will also maintain the Leduc stormwater standards which is similar to the existing practices in other regional municipalities. Edmonton’s storm standards protect against more extreme weather events that are associated with climate change and requires significantly more land for storm ponds. Changes to adopt a City of Edmonton like standard is being examined at a regional level to avoid any one municipality adopting a more stringent standard that would make them less competitive.

NEXT STEPS

After receiving feedback from CoW on the options outlined in this report, the draft exemption document will be refined. This will then be sent out for further internal consultation as well as external consultation with UDI. Once all feedback has been received and reviewed, the exemption document will be finalized and brought back to Council for formal approval.

ATTACHMENTS

Engineering Standards PowerPoint presentation
Outline

• Standard Exemption Document – why?

• Consultation on:
  o Roadway Widths
  o Sidewalk Widths
  o Industrial Walkability

• Other Highlights

• Next Steps
• Standards are the formal technical document that establishes uniform engineering or technical criteria, methods, processes and practices

• Leducs are out-of-date.

• City of Edmonton often followed.

• Move ahead with Edmonton's plus an exemption document
Aesthetic Standards

Road Widths

Sidewalk Widths

Industrial Walkability
Residential Roadways

Current Leduc Local Roadway 10.5m (curb to curb)

Allows for 2 way traffic
Overall Width - Fire Truck with outriggers extended 5.80 M

Outriggers fully extended 1.68 M on each side of the Fire Truck

2.2 M Vehicle to Fire Truck

Fire Truck width at the rear bumper 2.44 M

2.3 M Vehicle to Fire Truck

Approx. .5 of a meter clear space between the outside of the outriggers to each vehicle

Road Width 10.5 M
Residential Roadways

City of Edmonton - Narrow Local Roadway Option 9.0 m (curb to curb)

Allows for 1 way traffic (alternating 2 way traffic)
Residential Roadways

Tribute 9.0m Roadway

Overall Width - Fire Truck with outriggers extended 5.80 M

Outriggers fully extended 1.68 M on each side of the Fire Truck

Fire Truck width at the rear bumper 2.44 M

Vehicle to Fire Truck 1.4 M

Vehicle to Fire Truck 1.5 M

Road Width 9.0 M
Recommendation – 10.5 m road

**PRO**
- Consistent look
- Public expectation
- Less congested
- Easier Service Delivery:
  - Snow clearing
  - Emergency Response
  - Garbage collection
- Two way traffic
- Less frequency of accidents

**CON**
- More expensive
- Higher speed accidents
Sidewalk Width

City of Leduc
• Sidewalk width 1.5m
• Multiway width 3.0 m – integrated in Leduc Neighbourhoods

City of Edmonton
• Sidewalk width 1.8 m – 2.18 (separate vs mono)
• Multiway width 3.0m – under served compared to Leduc
Recommendation – 1.5 m Sidewalk

**PRO**

- Requires less land/maintains ROW ask
- Less expensive (20% construction).
- More reasonable for developers when Leduc asks for wider local roads.
- Consistency in Leduc/no complaints to date

**CON**

- Some congestion when passing - Grass used.

**Other**

- Not as important for collectors and arterials which are serviced with multiway.
Industrial Walkability

• Transit and multiway in employment areas increases mobility options
• Currently not pedestrian friendly
• Sidewalks/multiway improve pedestrian safety
Recommendation – Add Industrial Walkability

3.0m Multiway

1.5m Sidewalk
# Industrial Road Width

<table>
<thead>
<tr>
<th></th>
<th>Local</th>
<th>Collector</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leduc Current</td>
<td>11.0 m</td>
<td>13.0 m</td>
</tr>
<tr>
<td>Edmonton</td>
<td>9.0 m</td>
<td>9.0 m</td>
</tr>
<tr>
<td>Strathcona County – Bremner Area</td>
<td>9.0 m</td>
<td>9.5 m</td>
</tr>
<tr>
<td>Leduc County</td>
<td>11.5 m</td>
<td>13.5 m</td>
</tr>
</tbody>
</table>

*Note – Total paved surface includes shoulder width*
Recommendation – 9.0m local and 9.5m collector

**Current Standard**
- Maintain status quo – Consistency
- Allows for parking

**Smaller Roadway**
- Similar to other community updates
- Less expensive – balanced approach when adding walkability
Other Notable Standard Differences

- Sanitary Lift Stations – added
- Storm Design Standards maintained – regional issue
- Allowance for constructed wetlands
- Leduc noise standards
Next Steps

- Revisions based on council feedback
- Internal consultation (ongoing)
- UDI – 2020 - Consultation with developers
- Modification to standards where required
- Council adoption of formal exemption document 2020
Questions