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, October 28, 2019

4. DELEGATIONS & PRESENTATIONS

5. BUSINESS ARISING FROM PRESENTATIONS

6. CLOSED SESSION
   *6.1 Telus Update
       FOIP s. 24 & 25
       (S. Olson and B. Bettis, Telus - 15 minutes)
       TIME SPECIFIC 5:00 PM

   6.2 Organizational Effectiveness Considerations
       FOIP s. 24
       (P. Benedetto / M. Hay - 30 minutes)

7. RISE AND REPORT FROM CLOSED SESSION

8. REPORTS FROM COMMITTEE & ADMINISTRATION
   8.1 Utility Billing Date Change - Efficiency Measure
       (J. Cannon / R. Loewen - 10 minutes)
*8.2  2020 Budget Discussions
  (J. Cannon - 45 minutes)

  ***Note: Presentation is now attached to the revised agenda.***

8.3 Reserve Workshop #1
  (Metrix Group LLP - 1.5 hours)

9. INFORMATION ITEMS

9.1 City Manager's Update
  (P. Benedetto - 10 minutes)

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

Monday, October 28, 2019

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

Also Present: P. Benedetto, City Manager, M. Hormazabal, Deputy City Clerk

1. CALL TO ORDER

Mayor B. Young called the meeting to order at 5:00 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, October 21, 2019

MOVED by Councillor L. Hansen

That the notes of the Committee-of-the-Whole meeting held on Monday, October 21, 2019, 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 5:03 pm.

Motion Carried Unanimously

6.1 Personnel Requirements

FOIP s. 24 & 25

MOVED by Councillor L. Hansen

That Committee-of-the-Whole move into Open Session at 6:01 pm.

Motion Carried Unanimously

7. RISE AND REPORT FROM CLOSED SESSION

7.1 Personnel Requirements

FOIP s. 24 & 25

Also in attendance:

Executive Team

J. Cannon, Director, Finance

C. Dragan-Sima, Manager, Financial Planning Budget

J. Cannon and C. Dragan-Sima made a PowerPoint presentation (Attached to Closed Session Agenda) and answered the Committee's questions.

8. REPORTS FROM COMMITTEE & ADMINISTRATION

8.1 Contracted Services Review

D. Melvie, General Manager, Community & Protective Services, I. Sasyniuk, General Manager, Corporate Services, and M. Pieters, General Manager Infrastructure & Planning, made a PowerPoint presentation (Attached to Agenda), which provided an overview of the contract services over the past few years. There was discussion relative to potential options for future years.

D. Melvie, I Sasyniuk and M. Pieters answered the Committee's questions.

8.2 Asset Management Project and Program Update

J. Graham, Chief Information Officer, R. Sereda, Director, Public Services, and S. Olson, Director, Engineering, made a PowerPoint presentation (Attached to Agenda) on the project overview and plans for the future. Administration
determined more data is required in order to proceed with the Asset Management Project. The focus of the project now will be to collect data using City Works, which will enable a more comprehensive analysis of the assets to be replaced.

J. Graham, R. Sereda and S. Olson answered the Committee's questions.

9. INFORMATION ITEMS

There were no information items.

10. ADJOURNMENT

The meeting adjourned at 6:43 pm.

__________________________________________

B. YOUNG, Mayor

__________________________________________

M. HORMAZABAL, Deputy City Clerk
COMMITTEE-OF-THE-WHOLE

MEETING DATE: November 4, 2019

SUBMITTED BY: Jennifer Cannon, Director, Finance

PREPARED BY: Gino Damo, Manager Revenue Services
Rhonda Loewen, Lead Revenue Services

REPORT TITLE: Utility Billing Date Change – Efficiency Measure

EXECUTIVE SUMMARY

As part of reviewing efficiency measures and in conjunction with ongoing requests we have heard from residents, Administration is proposing to shift the due date of utility bills to the end of the month. This change will be favourable for many utility account holders including seniors, renters, and landlords while providing efficiencies within the finance department.

BACKGROUND

At this time utility bills are mailed out to residents by the 25th of the month and are due on the 15th of the following month. Changing payment schedules so that bills are due at the end of the month to coincide with subsistence cheques and month-end pay cheques makes payment and budgeting easier for our residents and most notably seniors. This change is also beneficial to our renters and landlords, as tenancy changes occur at the end of the month. With the revised billing/due dates the tenant will receive one bill up to the end of the month. This will eliminate the current process of sending two bills (the regular bill to the 25th and then the final bill from the 25th to the end of the month) and will reduce redundancy and improve efficiency in house.

Based on the volume and continuation of these requests, the City of Leduc is proposing to change the payment schedules so that bills are due at the end of the month.

NEXT STEPS

Shifting the billing dates to have the due date to the end of the month will result in approximately an $11 increase on the first bill. It is important to note that this increase will only be included on the first bill and that this is a shift of time, not an increase of payment. This means utility account holders over the span of a year would pay exactly the same amount if the billing date was kept the same. Moving the due date to the end of the month also gives residents an extra 15 days to pay this bill subsequent to the shift.

Notification of the date change would occur late this year into the beginning of next year, the shift would take effect on the February and March 2020 utility bills. At this time there are 11,777 utility accounts and the intention is to add a note on each utility bill along with an insert in December and January. Other means such as social media, newspapers advertisement and the LED screen found throughout city facilities will be utilized prior to the shift. Once the shift occurs reminders will be placed on social media and the LED screens.

ATTACHMENTS

N/A

2020 Budget Discussion

Presented By:
Jennifer Cannon, Director, Finance
Provincial Budget – 2019 Impacts

**Operational**

**Grants in Place of Taxes – $75K**
- Province to pay 75% of the GIPOT

**Capital**

**ACT Funding – $147K**
- Smart Bus/Smart Fare Projects
<table>
<thead>
<tr>
<th>Operational Revenue Reduction</th>
<th>$ Operational Impact</th>
<th>% Tax Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants in Place of Taxes</td>
<td>$150k</td>
<td>0.32%</td>
</tr>
<tr>
<td>• Province paying 50% of GIPOT 2020 onwards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enforcement Revenue</td>
<td>$100k</td>
<td>0.21%</td>
</tr>
<tr>
<td>• Oct 28th initial amount</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enforcement Revenue</td>
<td>$85k</td>
<td>0.18%</td>
</tr>
<tr>
<td>• Nov 4th additional amount for QEII</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STEP Grant Discontinued</td>
<td>$36k</td>
<td>0.08%</td>
</tr>
<tr>
<td>• Funded 3 summer students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Provincial Impact to Date</td>
<td>$371k</td>
<td>0.77%</td>
</tr>
</tbody>
</table>
Provincial Announcement of High School Site in Leduc

Currently **unfunded** in 10 year capital plan
This announcement **could** accelerate our current 2025/26 plan

If the city proceeds first it is a $10M to $12M capital project

- 25 year debenture is $576k to $665k annually which is a 1.20% to 1.39% tax requirement
## Provincial Budget – 2020 Impacts with School

<table>
<thead>
<tr>
<th>Operational Revenue Reduction</th>
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<td></td>
</tr>
<tr>
<td>High School Servicing</td>
<td>$576k to $665k</td>
<td>1.20% to 1.39%</td>
</tr>
<tr>
<td>• If construction confirmed</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Provincial Impact with School</strong></td>
<td><strong>$947k to $1,036k</strong></td>
<td><strong>1.99% to 2.16%</strong></td>
</tr>
</tbody>
</table>
Provincial Budget – MSI Capital Funding Update

- Allocation to change in 2021 – based on population estimates and new formula (TBD)
- Funding will grow each year at a rate of 50% of the growth of provincial revenues

<table>
<thead>
<tr>
<th>Year</th>
<th>Annual MSI Base Amount</th>
<th>One-Time Amount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>$4,575,563</td>
<td></td>
<td>$4,575,563</td>
</tr>
<tr>
<td>2013</td>
<td>$4,711,204</td>
<td></td>
<td>$4,711,204</td>
</tr>
<tr>
<td>2014</td>
<td>$5,310,075</td>
<td></td>
<td>$5,310,075</td>
</tr>
<tr>
<td>2015</td>
<td>$3,011,804</td>
<td>$2,597,395</td>
<td>$5,609,199</td>
</tr>
<tr>
<td>2016</td>
<td>$5,400,628</td>
<td></td>
<td>$5,400,628</td>
</tr>
<tr>
<td>2017</td>
<td>$5,575,826</td>
<td></td>
<td>$5,575,826</td>
</tr>
<tr>
<td>2018</td>
<td>$2,962,650</td>
<td>$5,775,329</td>
<td>$8,737,979</td>
</tr>
</tbody>
</table>

Average Base Amount from 2012 – 2017 $4.8M

MSI Capital Funding Gap ≈ $1M per year
Potential Capital Plan Adjustments
Community & Protective Services

086.266 – LRC Capital Renewal Project
- 2020: from $835K to $579K

076.561 – Lions Park Secondary Trails
- Defer $400K from 2020 to 2025
- 2021: from $100K to $0
- 2023: from $300K to $0

102.050 – Leduc Lions Park
- 2023: from $564K to $0
- 2024: from $310K to $0

102.027 – Lede Park Improvements
- 2021: from $455K to $0
- 2022: from $260K to $0
- 2025: from $260K to $0
- 2027: from $460K to $0

103.003 – Playground Equipment
- 2021: from $250K to $0
- 2023: from $250K to $0
- 2025: from $250K to $0

102.019 – Cultural Village
- Move $20K from 2022 to 2023
- 2024: from $25K to $0

102.008 – Community Sign Replacement
- 2020, 2022, 2024, 2026, 2027, 2028
  from $30K reduce to $20K
Potential Capital Plan Adjustments
Infrastructure & Planning

076.596 – **Downtown Crosswalks**
  • 2020: from $380K to $80K

079.561 – **Future Road Program**
076.562 – **Capital Road Program**
076.588 – **Capital Road Program**
  • $6.0M annually

077.290 – **Back-Lane Capital Program**
  • Reduce all years to $750K

104.003 – **Wayfinding**
  • 2019: from $310K to $0
  • 2020: from $150K to $0

086.255 – **Civic Centre Reconfigure Admin Space**
  • 2026/2027: from $500K to $0

086.309 – **OPS Staff Parking**
  • 2022: from $600K to $0

086.310 – **OPS Office Space Reconfiguration**
  • 2022/2023: from $100K to $0

010.018 – **Transit Park and Ride West Leduc**
  • 2026/2027 from $1.725M to $0

077.582 – **Smart Traffic Control Feasibility Study**
  • 2019: from $100K to $0
Potential Capital Plan Adjustments

Corporate Services

092.360 – IT Governance
• 2020: from $115K to $75K
• 2021: from $125K to $85K
• 2022: from $348K to $194K

092.379 – Financial Software Upgrades
• Remove expenditure every second year starting in 2020: from $25K to $0K

092.377 – OH&S Software
• Remove expenditure every second year starting in 2022: from $10K to $0K
## Where we are now?

### Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Operational &amp; Capital Requirement</td>
<td>(0.58%)</td>
<td></td>
<td>5.08%</td>
</tr>
<tr>
<td>Enhanced Transit</td>
<td>0.63%</td>
<td>0.74%</td>
<td></td>
</tr>
<tr>
<td>Partnership Opportunities</td>
<td>0.36%</td>
<td>0.44%</td>
<td></td>
</tr>
<tr>
<td>RCMP Expansion</td>
<td>1.32%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extend One-Time Funding to Support Lack of Non-Residential Growth</td>
<td></td>
<td></td>
<td>(2.00%)</td>
</tr>
<tr>
<td>Provincial Impacts</td>
<td>0.77%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tax Requirement</strong></td>
<td>2.50%</td>
<td>3.50%</td>
<td>3.08%</td>
</tr>
<tr>
<td>High School Servicing (Assuming Construction Confirmed)</td>
<td>0.60% to 0.70%</td>
<td>0.60% to 0.70%</td>
<td></td>
</tr>
<tr>
<td><strong>Tax Requirement with School</strong></td>
<td>3.10% to 3.20%</td>
<td>4.10% to 4.20%</td>
<td>3.08%</td>
</tr>
</tbody>
</table>
Enter Closed Session
Leave Closed Session
Questions?