

**COMMITTEE-OF-THE-WHOLE MEETING AGENDA
MONDAY, JULY 9, 2018 AT 5:00 P.M.
LEDE ROOM, LEDUC CIVIC CENTRE
1 ALEXANDRA PARK, LEDUC, ALBERTA
PAGE 1**



*Admin.
Est. of Time*

I. APPROVAL OF AGENDA

II. ADOPTION OF PREVIOUS NOTES

- a) Approval of Notes of the Committee-of-the-Whole Meeting held Monday, June 18, 2018
- b) Approval of Notes of the Committee-of-the-Whole Meeting held Monday, June 25, 2018

III. DELEGATIONS & PRESENTATIONS

IV. BUSINESS ARISING FROM PRESENTATIONS

V. IN-CAMERA ITEMS

- | | | |
|----------------|---|-------------------|
| Mayor B. Young | a) Leduc Baseball Association
(FOIP s. 24) | <i>10 minutes</i> |
| Mayor B. Young | b) Community Partnership Opportunity
(FOIP s. 16, 24 & 25) | <i>10 minutes</i> |
| Mayor B. Young | c) Property Assessment
(FOIP s. 24) | <i>10 minutes</i> |
| Mayor B. Young | d) Governance
(FOIP s. 24) | <i>10 minutes</i> |

VI. RISE AND REPORT FROM IN-CAMERA ITEMS

VII. REPORTS FROM COMMITTEE & ADMINISTRATION

- | | | |
|-------------------|---|-------------------|
| M. Hay / N. Booth | a) New Council Engagement Initiative | <i>15 minutes</i> |
| B. Knisley | b) Facility Master Plan | <i>30 minutes</i> |
| H. Wilson | c) Downtown Business Association Funding Review | <i>20 minutes</i> |

VIII. GOVERNANCE

IX. COUNCIL CALENDAR UPDATES

X. INFORMATION ITEMS

XI. ADJOURNMENT

I.

APPROVAL OF AGENDA

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

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

Also Present: P. Benedetto, City Manager and S. Davis, City Clerk

Mayor B. Young called the meeting to order at 5:03 pm.

I. APPROVAL OF AGENDA

MOVED by Councillor B. Hamilton that the Committee approve the agenda as presented.

Motion Carried Unanimously

II. ADOPTION OF PREVIOUS NOTES

a) Approval of Notes of the Joint City of Leduc/Town of Beaumont Committee-of-the-Whole Meeting held Wednesday, May 23, 2018

MOVED by Councillor B. Beckett that the notes of the Joint City of Leduc/Town of Beaumont Committee-of-the-Whole Meeting held Wednesday, May 23, 2018, be approved as presented.

Motion Carried Unanimously

b) Approval of Notes of the Committee-of-the-Whole Meeting held Monday, June 11, 2018

MOVED by Councillor L. Hansen that the notes of the Committee-of-the-Whole meeting held Monday, June 11, 2018, be approved as presented.

Motion Carried Unanimously

III. DELEGATIONS & PRESENTATIONS

a) Leduc-Nisku Economic Development Association Tourism Project

B. McKenzie, Executive Director, and S. McIntosh, Community & Business Program Lead, Leduc-Nisku Economic Development Association ("LNEDA"), made a PowerPoint presentation (Attached) on the benefits of tourism in the region, and specifically in the City of Leduc. The LNEDA is working to support tourism in the region by creating a tourism destination marketing program.

B. McKenzie answered the Committee's questions.

IV. BUSINESS ARISING FROM PRESENTATIONS

V. IN-CAMERA ITEMS

MOVED by Councillor B. Hamilton that Committee-of-the-Whole move In-Camera at 5:19 pm to discuss:

COMMITTEE-OF-THE-WHOLE MEETING NOTES
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-
- a) Introduction to Alberta Centre for Advanced MNT (*Microsystems and Nanotechnology*) Productions (“ACAMP”)

FOIP s. 16 & 24

- b) Airport Vicinity Protection Area

FOIP s. 21, 24 & 25

Motion Carried Unanimously

MOVED by Councillor B. Beckett that the Committee-of-the-Whole move In-Public at 6:29 pm.

Motion Carried Unanimously

VI. RISE AND REPORT FROM IN-CAMERA ITEMS

- a) ***Introduction to Alberta Centre for Advanced MNT (Microsystems and Nanotechnology) Productions (“ACAMP”)***

FOIP s. 16 & 24

H. Wilson, Manager, Economic Development, introduced K. Brizel, CEO, ACAMP, L. Malleau, Vice President of Investment & Trade, Edmonton Global, and M. Zuge, President of Miprodeema Consulting Inc., Edmonton.

K. Brizel made a PowerPoint presentation (Attached) and answered the Committee’s questions.

- b) **Airport Vicinity Protection Area**

FOIP s. 21 24 & 25

G. Thomas, Project Manager, and Mayor B. Young shared a PowerPoint (Attached) that will be presented at the City of Leduc/Leduc County Joint Committee-of-the-Whole meeting on June 26, 2018.

G. Thomas, Mayor B. Young and P. Benedetto, City Manager, answered the Committee’s questions.

VII. REPORTS FROM COMMITTEE & ADMINISTRATION

- a) **Economic Update**

J. Cannon, Director, Finance, and C. Thorn, Manager, Financial Analytics, made a PowerPoint presentation (Attached) on the annual economic update.

J. Cannon answered the Committee’s questions.

- b) **Fiscal Pressures**

J. Cannon, Director, Finance, made a PowerPoint presentation (Attached) on fiscal growth and legislative pressures, regionalization and other pressures presenting themselves for the 2019 budget cycle.

P. Benedetto, City Manager, M. Pieters, General Manager, Infrastructure and Planning, and J. Cannon answered the Committee's questions.

The Committee recessed at 7:26 pm.

The Committee reconvened at 7:33 pm.

c) Public Consumption Cannabis Discussion

D. Melvie, General Manager, Community and Protective Services, and C. Chisholm, Manager, RCMP Administration and Enforcement Services, made a PowerPoint presentation (Attached) on the moderate model proposed by Administration, and compared that model to other models being used in the region. D. Melvie advised that if there is a desire to be more restrictive there could be merit in combining smoking and cannabis into one bylaw. It was shared that the public survey was not decisive, with a number of answers being close to a 50/50 split.

There was further discussion concerning treating cannabis, which is an intoxicant, the same as alcohol. B. Loewen, City Solicitor, spoke to enforcement concerns of Bylaws relative to cannabis.

C. Chisholm and B. Loewen answered the Committee's questions.

d) Land Use Cannabis Discussion

S. Losier, Manager, Current Planning, provided a high level overview of the reports previously provided to both Committee-of-the-Whole and Council. There are approximately six cannabis retail store applications that fit the current Bylaw requirements. The Bylaw requirements, as now written, may possibly assist with restricting how many retailers will be allowed within the City.

S. Losier, P. Benedetto, City Manager, M. Pieters, General Manager, Infrastructure and Planning, and B. Loewen, City Solicitor, answered the Committee's questions.

Committee directed Administration to amend s. 18.10.3.4 of the Land Use Bylaw to allow flexibility for the abutting regulation.

e) Business Licencing Cannabis Discussion

Councillor G. Finstad spoke about an increase in business licence fees for cannabis retailers. After some discussion, by a show of hands, the majority of Committee members were not in favour of increased fees.

VIII. GOVERNANCE

There was no discussion.

IX. COUNCIL CALENDAR UPDATES

Councillor B. Beckett had a conversation with a resident in Southpark who expressed concern that children must cross Southpark Drive to reach the new playground, and there is no marked crosswalk. Councillor B. Beckett was requested to send an email to C. Chisholm, Manager, RCMP Administration and Enforcement Services, who will look into the matter.

X. INFORMATION ITEMS

a) Grants to Organizations (“GTO”)

D. Melvie explained that the GTOs are intended to give groups an opportunity to get established and are not intended to provide funding for longer than 3 years nor to provide funds to groups that have healthy bank accounts. There are exceptions and those are the “service providers”.

Committee members acknowledged that service provider groups, such as the Downtown Business Association, The Leduc & District Food Bank, The Boys and Girls Club to name a few, need to have a sustainable source of funding. There was discussion about the benefits of having the funding provided to these service provider groups embedded into the base budget or by entering into service agreements. D. Melvie advised that the contracts can take considerable time to negotiate.

There are a number of organizations whose grant fund cycle is up. They are: Downtown Business Association, The Hub, Victim Services, Lynx, Santa’s Helpers and Rise Up. Committee members stated that there is a need for further discussion about funding for these service groups.

D. Melvie, P. Benedetto, City Manager

Committed directed Administration to:

1. Carry out a full review of the GTO program for the 2020 budget year;
2. Return to the July 9, 2018, Committee-of-the-Whole to have further discussion about the Downtown Business Association’s request for a substantive increase in funding as well as their request to enter into a service agreement with the City;
3. Return to the August 20, 2018, Committee-of-the-Whole meeting with a report summarizing the dollar requests from The Hub, Victim Services, Lynx, Santa’s Helpers and Rise Up have been provided and to ascertain if funding should be in the base budget.

b) Appointment of a Council Member to the Edmonton Metropolitan Region Board Integrated Transportation & Transit Systems Working Group

Mayor B. Young asked for a volunteer to be a part of the Edmonton Metropolitan Region Board Integrated Transportation & Transit Systems Working Group.

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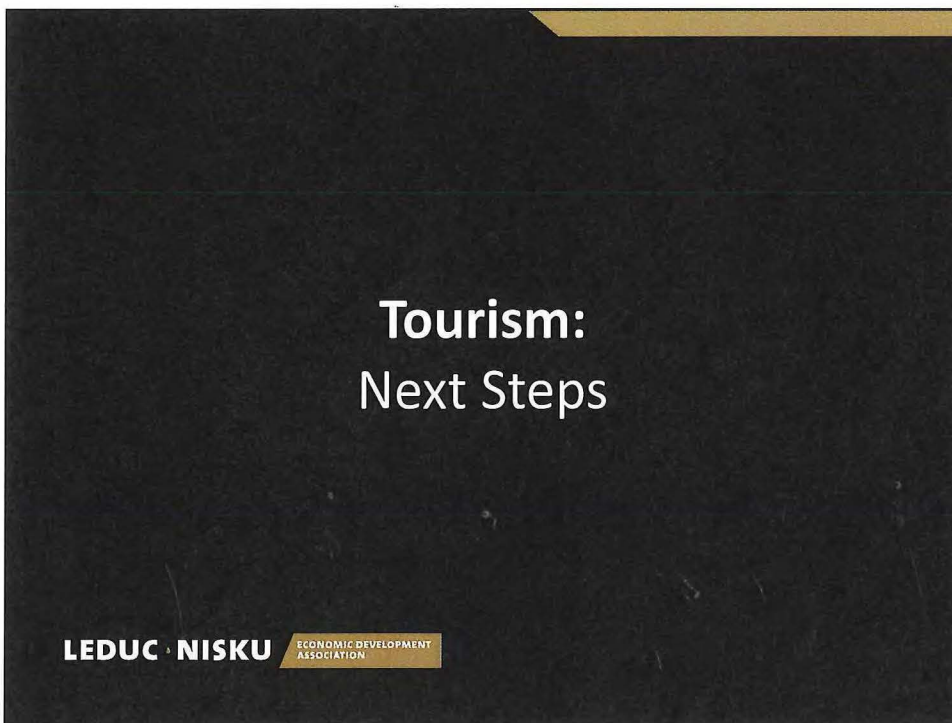
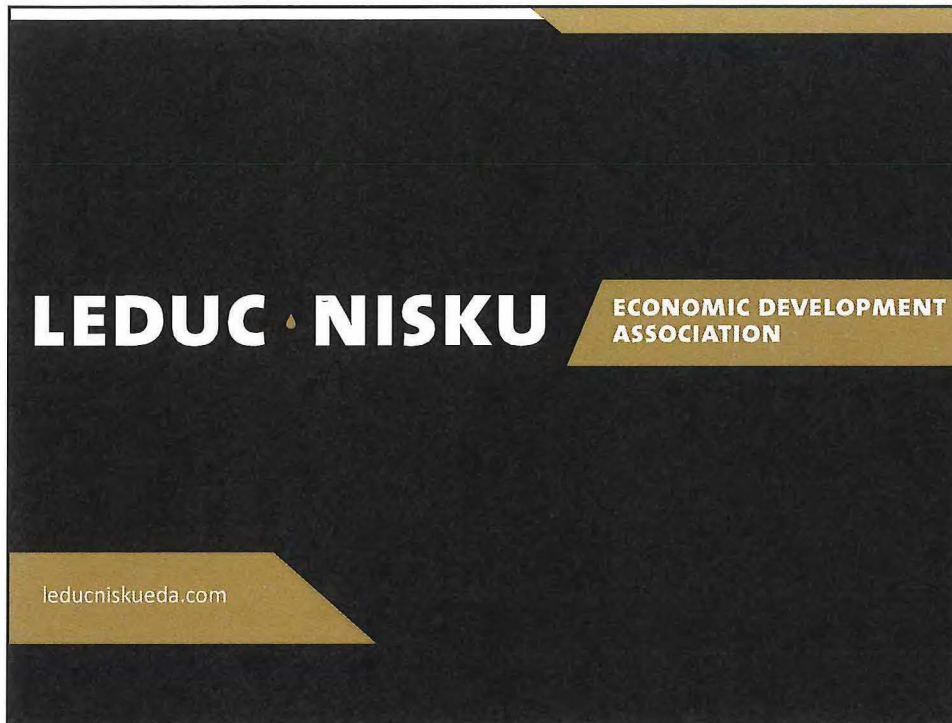
Councillor G. Finstad will be the member; Councillor B. Beckett will be the alternate.

XI. ADJOURNMENT

The meeting adjourned at 9:07 pm.

B. Young
MAYOR

S. Davis
CITY CLERK



In Review - Steering Committee

- City of Leduc
- Leduc County
- Town of Devon
- Town of Beaumont
- Town of Calmar
- Village of Thorsby
- Village of Warburg
- Leduc Regional Chamber of Commerce
- Alberta Culture and Tourism
- Castrol Raceway
- Leduc #1
- Executive Royal Hotel
- Downtown Business Association – Leduc

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In Review - Economic Impact Study

Goals:

- 1) Understand the economic impact of tourism in Alberta's International Region.
- 2) Develop an inventory of tourism assets (defined as properties, attractions and experiences).
- 3) Provide a set of recommendations for next steps to develop a regional tourism strategy.

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In Review

- A key economic driver in Alberta and Canada
- \$8.3 billion industry in Alberta
- 19,000 businesses in Alberta
- 127,000 employees in Alberta

Alberta's Goal:

Grow tourism revenue to \$10 billion by 2020.

In Review - 2016 Economic Impact: Regional Tourism

Employment – 725 FTEs

GDP – \$58.4 M

Municipal Taxes – \$3.6 M

In Review - 2016 Economic Impact: Leduc Sport Tourism

- Economic activity was boosted by \$12.9 million (2010 – 2015)
- Wages and salaries were augmented by almost \$4 million (2010 – 2015)
- Employment increased by 88.3 FTEs (2010 – 2015)
- Local government collected \$308 thousand on the local impacts of sport tourism expenditures (2010 – 2015)

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ASSOCIATION

In Review - 2016 Economic Impact: EIA

Employment – 9,536 person years

GDP – \$1.8 B

Municipal Taxes – \$56 M

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ASSOCIATION

In Review - Who Are We Attracting?

Free Spirits - City of Leduc, Town of Devon

Cultural Explorers – Town of Beaumont

Authentic Experiencers – Leduc County West
(Warburg, Thorsby, Calmar), Leduc County
East (New Sarepta)

In Review - The Visitor

- Local citizens
- 100 mile radius
- Sports tourism visitors
- Attraction visitors
- Foreign visitors
- EIA Outlet Mall catchment area – 2 M potential visitors – Central – Northern Alberta, BC, SK, NWT and Yukon

The Current State

Strengths

- Supply of accommodations
- Transportation
- Edmonton market

Weaknesses

- Tourism activities “siloed”
- No collective voice for tourism
- No tourism strategy

Opportunities

- Leverage upcoming developments:
 - Outlet Mall
 - Century Casino & Racetrack
- Regional coordination
- Enhance visitor ability to identify tourism opportunities in region
- Leverage and enhance sport tourism activity

Project Funding

Will seek funding from:

- Travel Alberta
- Alberta Culture and Tourism
- Business partnerships – Hotels, Ivanhoe Cambridge
- EIA
- Airlines

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Grant Budget 2018

Revenue:

- AB Culture and Tourism	\$75,000
- Leduc-Nisku EDA	\$25,000
Total Revenue	\$100,000

Expenses:

- Destination Management	
Plan Consultant	\$75,000
- Project Management	\$25,000
Total Expenses	\$100,000

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Outcomes

1. Tourism is a recognized and supported economic driver for the region

- Support and retain local business
- Tourism operators
- Hotels and accommodations
- Grow new business and expand existing
- Increase visitor spending
- Capture traffic from EIA, sport tourism and other activities

Outcomes Cont'd

2. Tourism Destination Marketing Program

- Consultant Report completed by December 2018
- Implementation plan completed by March 2019
 - Approach to managing tourism collaboratively on a regional basis as an economic cluster
 - educate and inform tourism operators
 - Identify new tourism opportunities
 - Identify ways to leverage current tourism opportunities
 - Identify ways to support the tourism cluster and appropriately resource tourism support and marketing activities

Outcomes Cont'd

3. Tourism Portal

- Completed by May 2019
- Microsite for Visit Leduc under the EDA International Region website
- Consolidation and list of all assets
- SEO
- Provides an avenue to share activities between tourism operators enabling them to coordinate and collaborate on events.
 - Event/Activity/Offerings postings
- Provides a One-Stop-Shop for visitors
 - Families of athletes attending a tournament can find other activities going on in the region

Outcomes Cont'd

4. Develop a Regional Tourism Alliance

- Completed by May 2019
- Long term implementation of the Destination Marketing Plan
- Using a coordinated staffing approach
- Create support for existing and new tourism initiatives to attract more visitors to the region.

Project Timeline

1. Destination Marketing Plan Application in to Alberta Culture and Tourism and Culture – April 30/18
2. Confirmation of Funding – June 30, 2018
3. Destination Marketing Plan RFP – August 1/18
4. Destination Marketing Strategic Plan Completion – December 31/18
5. Portal RFP – February 1/19
6. Portal Launch – May 1/19

Next Steps

1. Commitment and letters of support from municipalities - completed
2. Financial commitment and letters of support from business
3. 25% matching for Culture and Tourism Grant

Questions?

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ASSOCIATION

ADOPTION OF PREVIOUS NOTES

Notes of the Committee-of-the-Whole Meeting
– June 18, 2018

* VI.a. Introduction to Alberta Centre for Advanced
MNT* (*Microsystems and Nanotechnology)
Products ("ACAMP")

Attachment Removed Pursuant to Sections 16 & 24 of the FOIP Act.

*VI.b. Airport Vicinity Protection Area

Attachment Removed Pursuant to Sections 21, 24 & 25 of the FOIP Act.

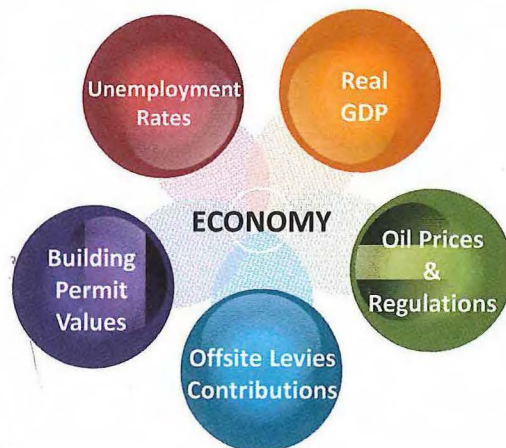
2018 Economic Update

Presented by:
Jennifer Cannon, Director, Finance
Charles Thorn, Manager, Financial Analytics
June 18, 2018

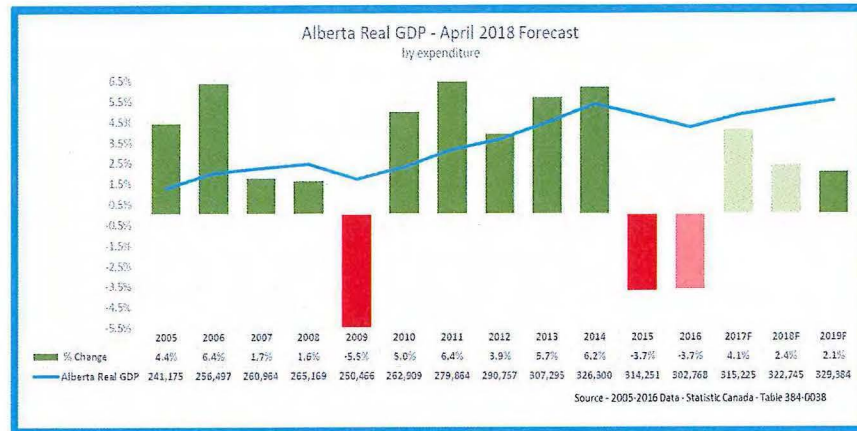


Economic Update

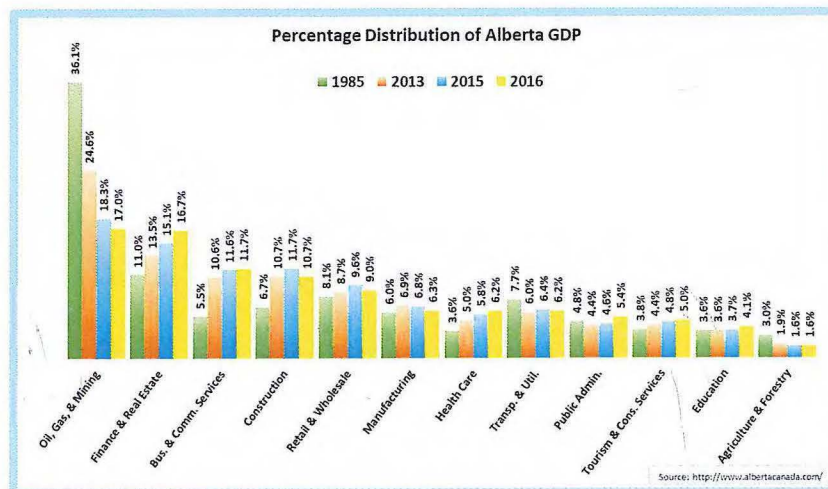
Economic conditions are in a continuous state of flux

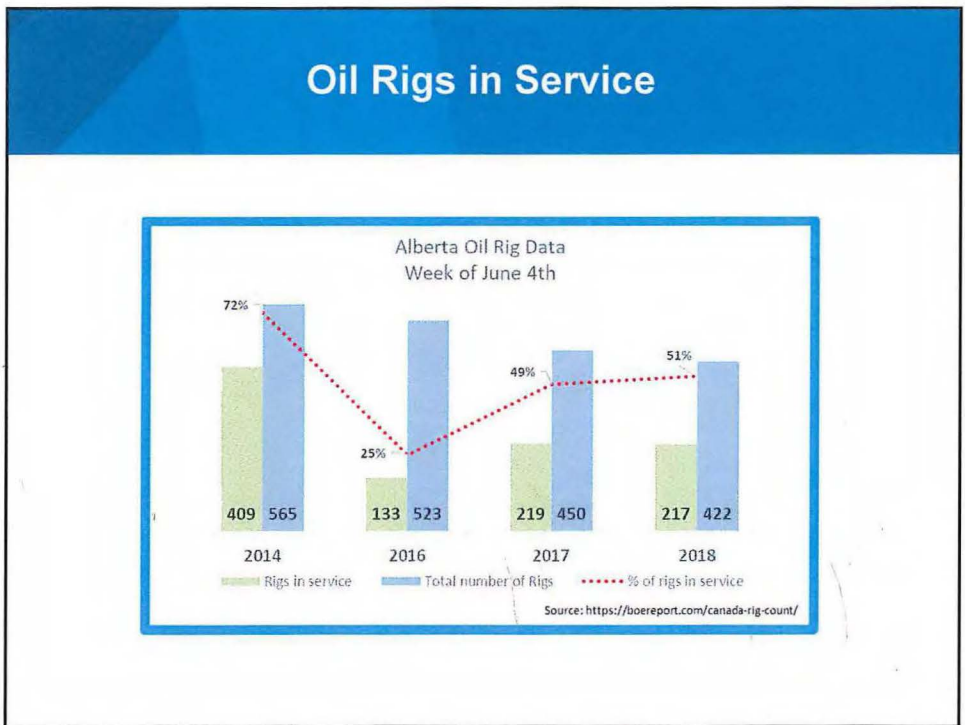
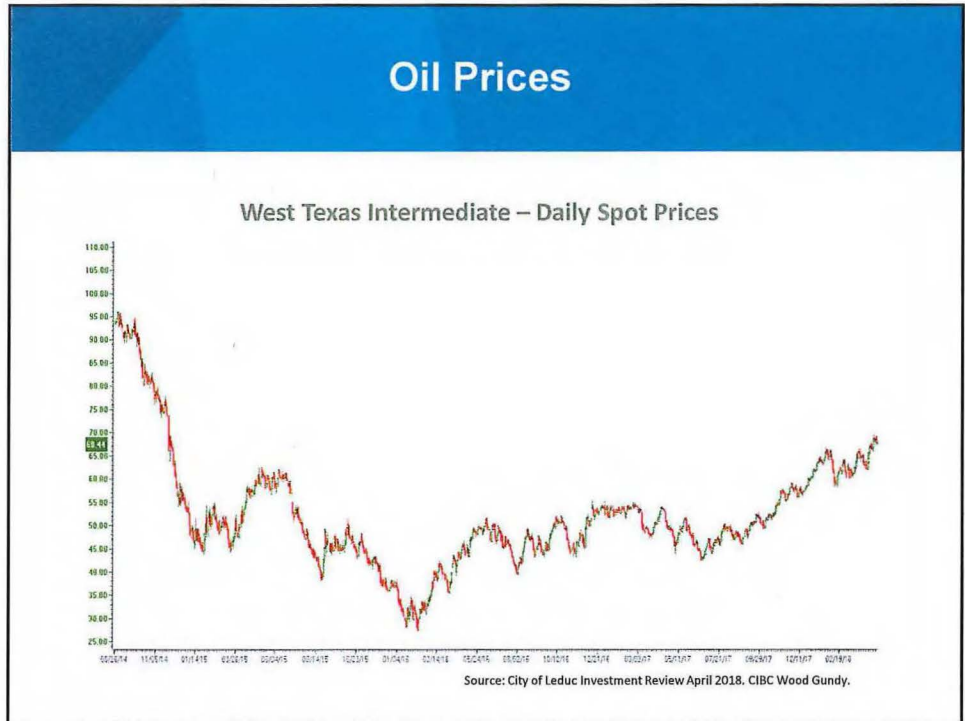


Alberta Real GDP April 2018 Forecast

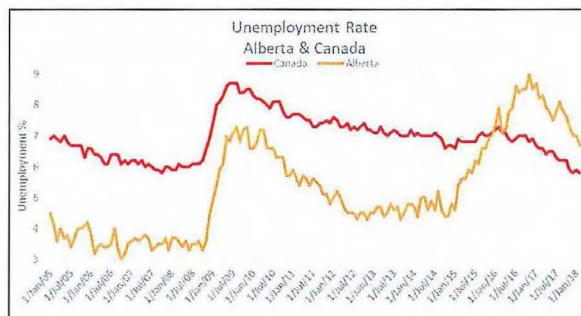


Structure of Alberta's Economy

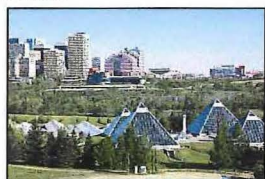




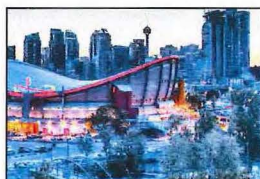
Unemployment Rate



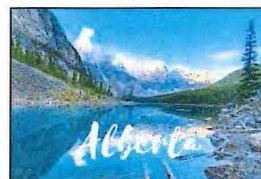
Rates as at March 2018:



Edmonton - 6.7%



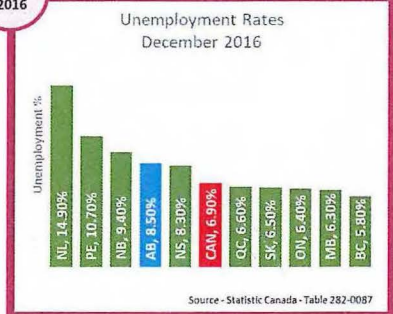
Calgary - 8.2%



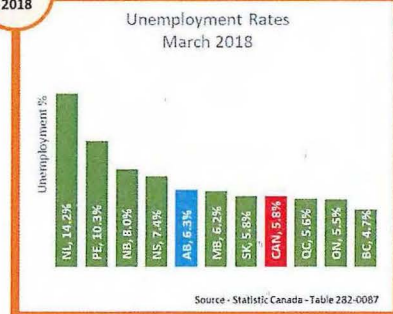
Alberta - 6.3%

Unemployment Rate Full Comparison

December 2016



March 2018



Other Considerations

1 Growing Trade Protectionism
U.S. tariffs on steel and aluminum may affect many aspects of Canada's economy

2 NAFTA Negotiations
Currently underway - this could have significant economic impacts

3 Carbon Competitiveness Incentive
Intended to reduce carbon pollution and diversify Alberta's economy

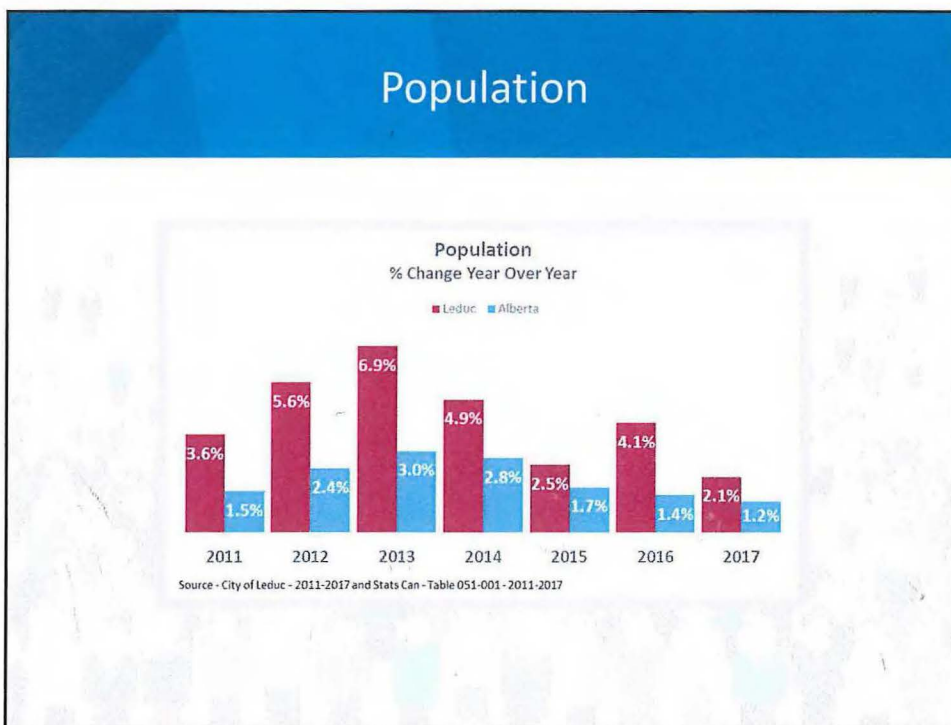
4 Trans Mountain Pipeline Extension
Expected to expand the economy. Still has uncertainty.

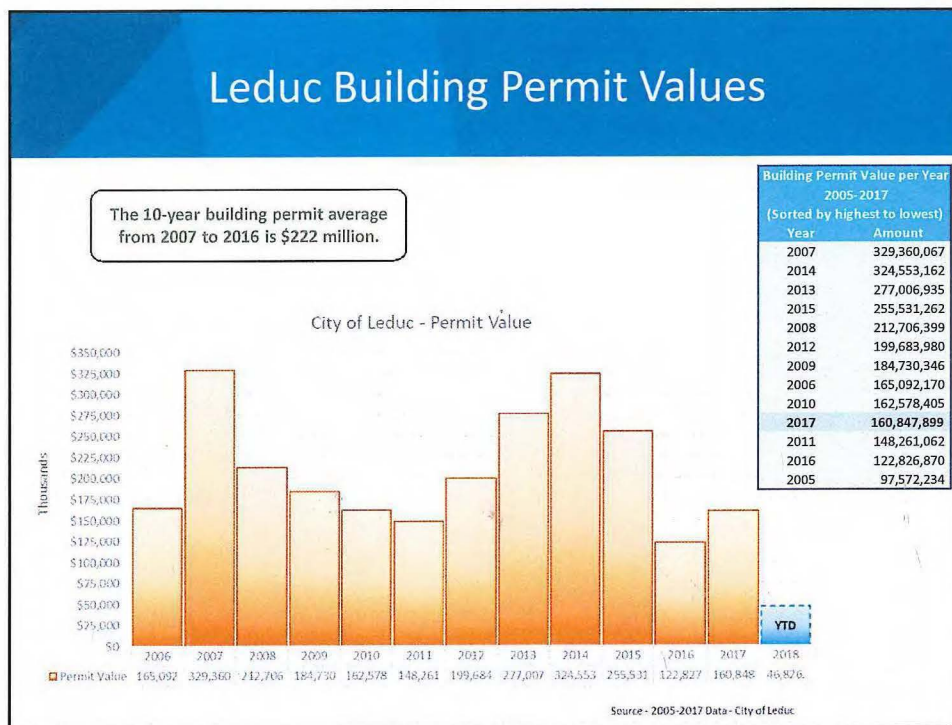
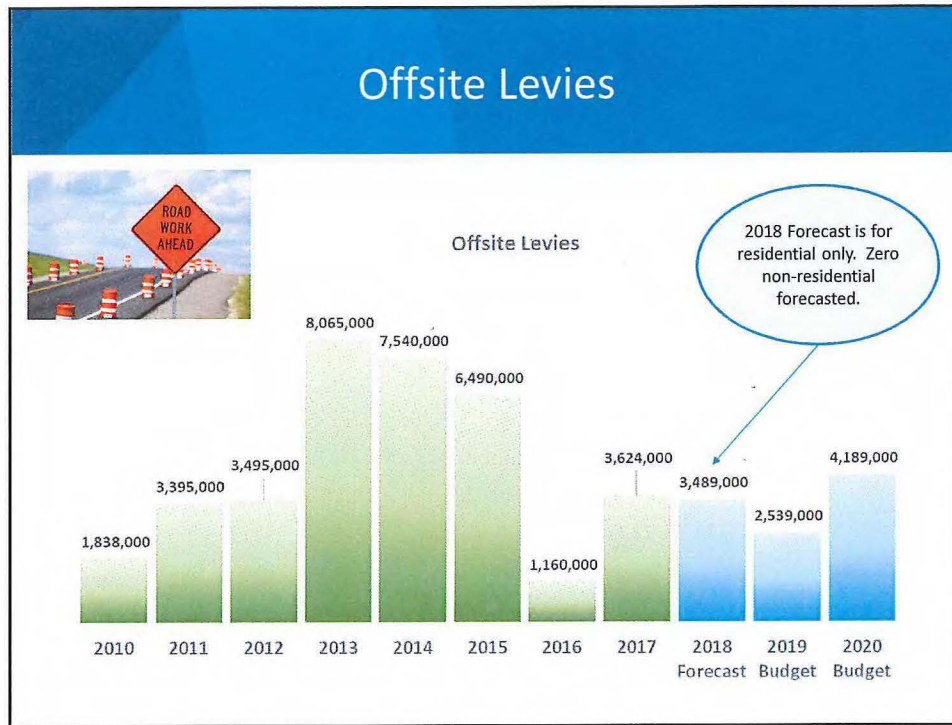
5 Carbon Levy
Higher costs impact the City of Leduc's budget

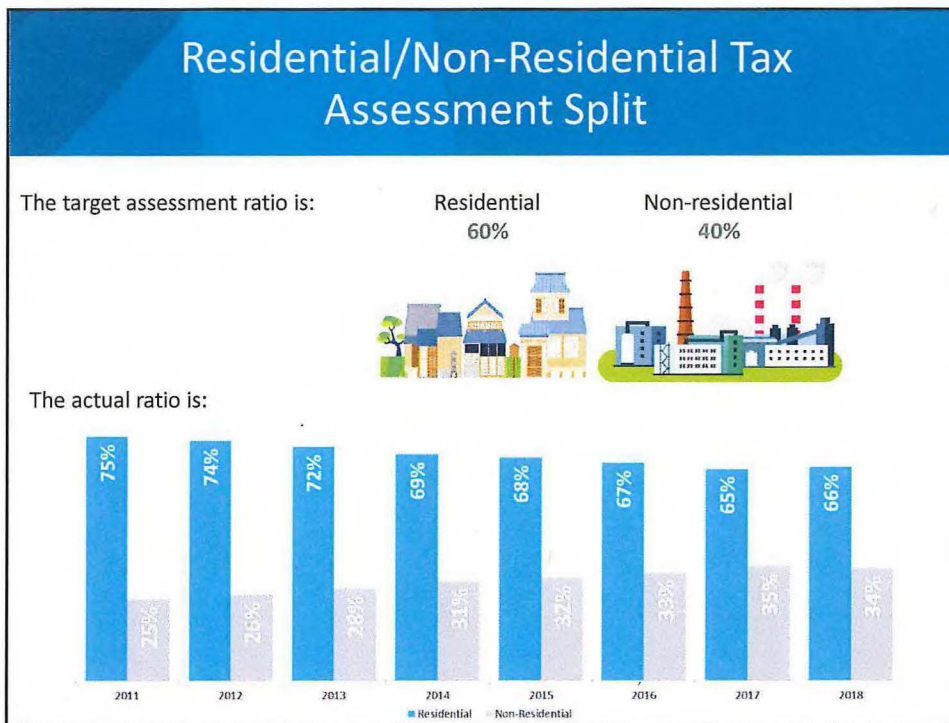
6 Interest Rates
Bank of Canada may increase interest rates this summer - could result in higher debt loads and reduced discretionary income

7 Mortgages
New stress test implemented for mortgage borrowers - may result in fewer property purchases and contracted real estate market

8 Aerotropolis
Anticipated to boost the regional economy, but may strain non-residential growth in Leduc







Key Messages

- 1

Alberta has moved from recession into a recovery stage. There are projections for modest growth in GDP, unemployment is trending downwards and oil prices are forecasted to increase.
- 2

The City of Leduc is continuing to see steady population growth, as well as increased offsite levy contributions and building permits, which indicates strong residential growth.
- 3

However, indicators are pointing to minimal non-residential growth, which may cause the City of Leduc's 60/40 residential/non-residential assessment ratio to skew.
- 4

It is our collective job to manage complex considerations, such as strategic initiatives, day-to-day operations and impact analysis to encourage informed decision making.

Questions?



Fiscal Pressures



Committee of the Whole

Presented by:
Jennifer Cannon, Director, Finance



Current Landscape

Regional Environment

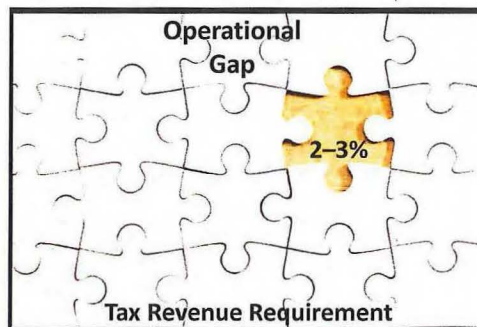


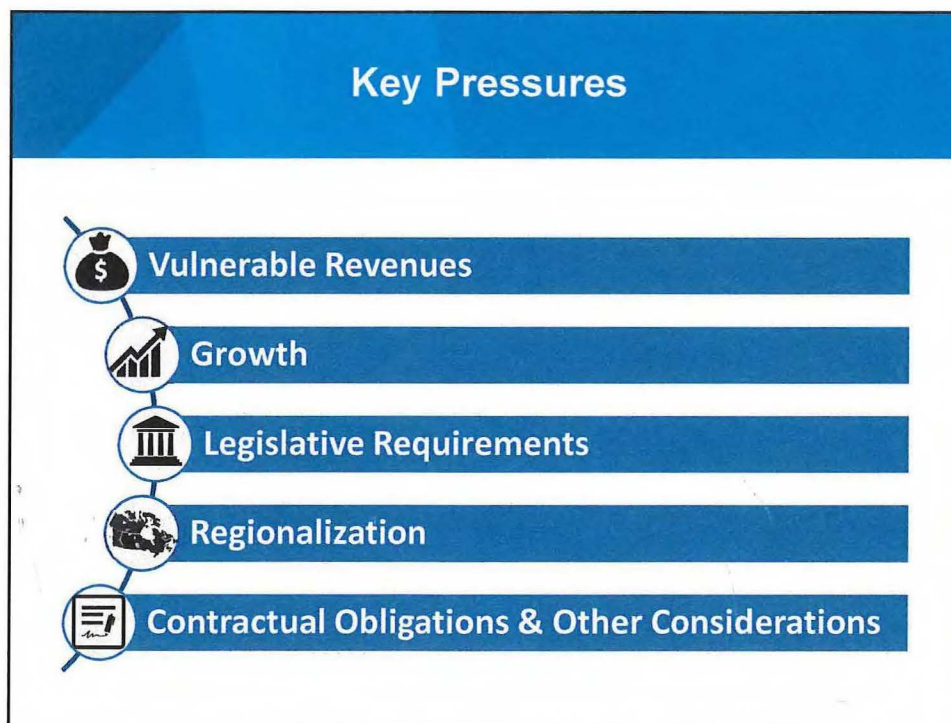
"Continued focus will need to remain on supporting short-term success and long-term fiscal sustainability by bridging the operational gap through fiscal restraint and a shift in fiscal philosophy"

Preparing a New Fiscal Policy

Surplus funds

Support community re-investment & strategic taxation options





Vulnerable Revenues

MSI

- Province has extended the program to 2018
- Uncertainty exists regarding the continuation of the program past 2018
- Critical funding for the City's capital financing program

Airport Tax

- Airport tax share agreement review has been extended from the original date of December 31, 2017
- City of Leduc is the most affected by the Airport Vicinity Protection Area (AVPA) which is critical to the City's financial sustainability

LRC

- Majority of sponsorship agreements set to expire in 2019
- Slow economic recovery has made it more difficult to secure sponsorships

Municipal Sustainability Initiative (MSI) *Alberta*

Year	Allocated Amount
2014	\$6,983,715
2015	\$7,363,359
2016	\$7,198,048
2017	\$7,444,886

Growth Pressures

Residential Growth:

- Early indicators show strong residential growth
- Strain on our ideal assessment ratio of 60/40

65th Avenue Interchange:

- Cost \$61M
- #1 priority project as per Edmonton Metropolitan Region Board
- Design is funded and underway; partners include provincial government and the EIA
- No construction funding or partners to date
- National Trade & Corridors Fund application denied

High School (Crystal Creek):

- A major consideration of the provincial government decision is the availability of servicing
- Requires major servicing, currently in 2025 Capital Plan
- City of Leduc cost \$5-10M
- Possible up fronting

North Fire Hall:


- Construction to be aligned with projected economic recovery of non-residential growth
- Approximate cost of \$9.0M
- Currently unfunded
- LRFS considerations

Road Program:

- Road reserve presently underfunded
- Cost has increased from \$6.0M to \$7.0M
- Program is heavily reliant on MSI grant funding with unknown continuation of the program
- More rapid deterioration of lanes from heavy vehicle use
- Cost does not include utilities

Sports Fields:

- Increased demands to open earlier in spring and stay open later in fall



Legislative Pressures (Provincial)

Provincial

Hydrovac Disposal Guidelines:

- Increased enforcement has hastened development of a remediation plan and storage facility by 2020
- Increased monitoring cost of \$140K

Modernized MGA (Bill 21):


- Organizational wide impact
- Transition includes a change management plan to identify implementation timelines and impacts

Duty To Accommodate (Abilities Management):

- Increased utilization causing resource and financial strain

Carbon Levy:

- Currently provincially levied – possibility of Federal levy



Legislative (Federal) Pressures & Contractual Obligations


Federal


Railway Crossings:

- New regulation for railway safety – no grants to date to cover costs of mandatory upgrades
- Deadline of 2021 for completion with an approximate cost of \$2.0M

Cannabis Legalization:

- Organizational impacts – policy generation/management; educational requirements; enforcement
- Full monetary and capacity impacts are unknown at this time – Signage costs alone may be \$60 - \$100K





Alberta Health Services Contract:

- Uncollectible receivables steadily increasing
- Contract to end on March 31, 2019

IAFF Local 4739 (Fire Services):

- Current union agreement expired December 31, 2017

Regionalization

Regional Collaboration

"Requires significant time and commitment from various departments"

- EIA Inter-Jurisdiction Cooperation Accord
 - Transit
 - Servicing and Transportation Framework
 - Land Use-Framework
 - Economic Development Framework
 - Cost and Benefit Sharing Framework
- Edmonton Metro Region Board
 - Metro Regional Servicing Plan
 - Agricultural Policy
 - Infrastructure Regional Transportation Master Plan

- Edmonton Global
- Leduc County Boundary Road Agreements
- Leduc & District Regional Waste Management Authority
- Capital Region Southwest Water Services Commission
- Compliance due to new MGA requirements

Regionalization

Regional Services

Leduc Regional Fire Services (LRFS):


- Operating impact to be shared between City/County
- One-time start up costs for 5 consecutive years for integration of services
- Cost savings over the long-term

"Unpredictable nature of regional collaboration enforces the need to remain fiscally flexible"

EIA Inter-Jurisdictional Cooperation Accord Transit Costs

- Service to EIA commenced May 1, 2018
- Annual operating cost for the City of Leduc \$1.021M
- Operational Gap is approximately 2.20%
- Ongoing operational funding to be addressed through the 2019 budget process

Other Considerations



Economic Development

Economic Development Enhancement:


- 2017 Permitting Action Plan – synergy between economic development and planning development strategy
- ‘Business Centre’ space for ‘One-Stop Shop’ – business case to follow in the fall *not in budget*

Long-Term Facility Master Plan (LTFMP):

- Plan to be completed in the fall of 2018
- Aligns population with construction
- Identifies new projects that require facilities and replacement of aging facilities
- 2018 capital budget has included approx. \$17.0M of unfunded projects identified by the previous LTFMP *unfunded*

Community Signage Strategy:


- Connects planning and economic development
- *Planning perspective:* identify our communities in a legal and efficient manner
- *Economic standpoint:* marketing and sales to our communities to interested builders and families *not in budget*



Other Considerations

Corporate Information & Technology Strategic Plan:

- The City of Leduc is now lagging compared to other municipalities in the following areas (to name a few):
 - Data integration
 - Open government
 - Project costing
 - Priority based budgeting
- Strategy outlines the key initiatives that need to be undertaken in the next five years *lagging behind*




Tree Replacement Due to Pest & Disease:

- Recommendations from 2017 City of Leduc Integrated Pest Management Report:
 - Increase operating budget incrementally
 - Develop reserve fund for potential pest/disease outbreaks or climate related risks to forests
- To date, these increases have not been incorporated in our multi-year operating and capital budgets *not in budget*

Snow Storage:

- Engineering Department has worked closely with EIA to determine if a joint facility could be constructed
- This project is currently on hold and unfunded in the 10 Year Capital Plan
- Approximate cost of \$4.0M *unfunded*



Key Messages



Questions



Cannabis – Public Use

Committee of the Whole

June 18, 2018

2018-CR-045



Cannabis Update - Public Use

Approach

OPEN

What this means....

Public Use - Adults could use cannabis in public but not in or near areas prohibited by the Province

Set up stricter policies for where cannabis can be smoked or vaped.

MODERATE

What this means for...

CONSUMPTION - Adults could not consume cannabis on some public lands in addition to currently prohibited areas covered by the Province. Distances from locations prohibited by the Province can be increased and/or new prohibited locations added.

Restrictive

Make our policies on cannabis restrictive.

What this means for...

CONSUMPTION - Adults may consume cannabis on private property but not on public lands.

Cannabis Update – Public Use

Administrative Policy:

- Under the authority of the City Manager, policy will define areas where the smoking or vaping of cannabis is prohibited. These areas will be 50 meters from:
 - A playground
 - A sports or playing field
 - A skateboard or bicycle park
 - An outdoor theatre
 - An outdoor pool or splash park
- The policy will also allow for the City Manager (or delegate) to temporarily ban the smoking or vaping of cannabis in certain areas within the City.

Moderate – Provincial Model with Additional Restrictions

Where you **can** smoke or vape cannabis



All walking trails, grassed utility lines and in all parks, 50m from playgrounds, sports fields, skate park, spray parks, outdoor pools, skating rinks, and other children events or amenities



All sidewalks, boulevards, alleyways or roadways, 5m from entrance-ways, open windows and bus stops



On private property, except inside buildings or on patios, where the public has expressed or implied invitation to access**

** Subject to rules enforced by the landowner

Where you **can not** smoke or vape cannabis



In any publicly accessible building, patio, public vehicle, or substantially enclosed area



On any school, hospital or childcare facility property.



Within 50m of playgrounds, sports fields, skate or bicycle parks, an outdoor theatre, an outdoor pool or spray parks, skating rinks and other children events or amenities



Within 5m of doorways, window or air intake, bus stops



In any other area temporarily prohibited by the City Manager

**COMMITTEE-OF-THE-WHOLE MEETING NOTES
MONDAY, JUNE 25, 2018
PAGE 54**



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

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

Mayor B. Young called the meeting to order at 5:06 p.m.

I. APPROVAL OF AGENDA

MOVED by Councillor G. Finstad that the Committee approve the agenda with the following addition:

V. IN-CAMERA ITEMS

- d) Regional Issues update
FOIP s. 21 & 23

Motion Carried Unanimously

II. ADOPTION OF PREVIOUS NOTES

There were no previous notes for adoption.

III. DELEGATIONS & PRESENTATIONS

There were no delegations or presentations.

IV. BUSINESS ARISING FROM PRESENTATIONS

V. IN-CAMERA ITEMS

MOVED by Councillor L. Tillack that Committee-of-the-Whole move In-Camera at 5:08 pm to discuss:

- a) Chamber of Commerce Lease Update
FOIP s. 16, 24 & 25
- b) Edmonton International Airport Accord Transit Update
FOIP s. 21, 24 & 25
- c) Regional Transit Services Commission (RTSC) Proposal
FOIP s. 21, 24 & 25
- d) Regional Issues Update
FOIP s. 21 & 23

MOVED by Councillor B. Beckett that the Committee-of-the-Whole move In-Public at 5:56 p.m.

Motion Carried Unanimously

VI. RISE AND REPORT FROM IN-CAMERA ITEMS**a) Chamber of Commerce Lease Update***FOIP s. 16, 24 & 25*

B. Knisley, Director, Facilities & Property Services, made a presentation and answered the Committee's questions.

b) Edmonton International Airport Accord Transit Update*FOIP s. 21, 24 & 25*

M. Pieters, General Manager, Infrastructure and Planning, made a presentation (Attached) and answered the Committee's questions.

c) Regional Transit Services Commission (RTSC) Proposal*FOIP s. 21, 24 & 25*

M. Pieters, General Manager, Infrastructure and Planning, made a presentation and answered the Committee's questions.

d) Regional Issues Update*FOIP s. 21 & 23*

Mayor B. Young and P. Benedetto, City Manager, provided the Committee with an update on regional issues and answered the Committee's questions.

VII. REPORTS FROM COMMITTEE & ADMINISTRATION**a) Condominium Tax Update**

J. Cannon, Director, Finance, and S. Olson, Director, Engineering, made a presentation providing an update on the condominium tax inquiries that have been received since March 12, 2018.

J. Cannon and S. Olson, answered Committee's questions.

b) 65 Avenue Advocacy Update

M. Hay, Director, Intergovernmental Affairs & Corporate Planning, made a presentation providing an update on the advocacy efforts relating to the 65 Avenue and QEII Highway Interchange project. Next steps were set out pertaining to continued advocacy for the project.

M. Hay, answered Committee's questions.

c) Alton Drive Traffic Calming

S. Olson, Director, Engineering, and K. van Steenoven, Manager, Capital Projects and Development, made a PowerPoint presentation (Attached) pertaining to the implementation plan for the reduction of shortcutting and traffic congestion along Alton Drive.

S. Olson and K. van Steenoven, answered Committee's questions.

VIII. INFORMATION ITEMS

There were no information items.

IX. ADJOURNMENT

The meeting adjourned at 6:50 pm.

B. Young
MAYOR

M. Hormazabal
DEPUTY CITY CLERK

ADOPTION OF PREVIOUS NOTES

Notes of the Committee-of-the-Whole Meeting
– June 25, 2018

* VI.b. Edmonton International Airport Accord Transit
Update

Attachment Removed Pursuant to Sections 21, 24 & 25 of the FOIP Act.

City of Leduc

Alton Drive Traffic Calming

Presented by:
Shawn Olson - Director, Engineering



Traffic Volumes

Design volumes:

Local Road – Less than 1,000 vehicles per day

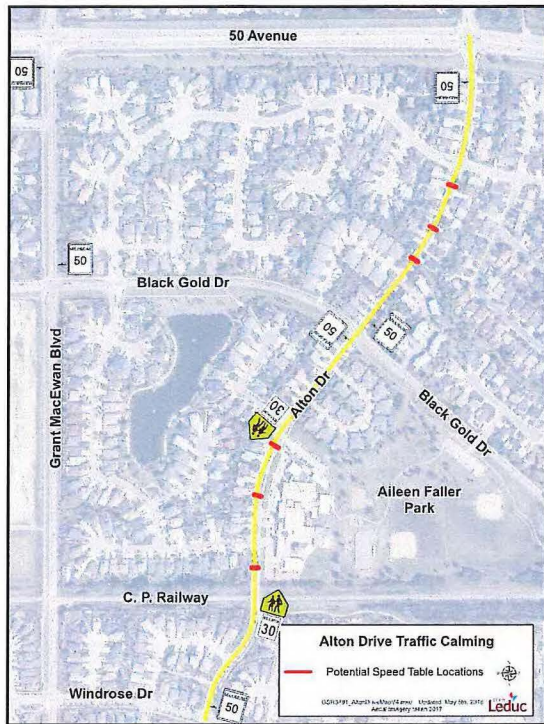
Minor Collector – 1,000 to 2,500 vehicles per day

Major Collector – 2,500 to 5,000 vehicles per day

Arterial – Greater than 5,000 vehicles per day

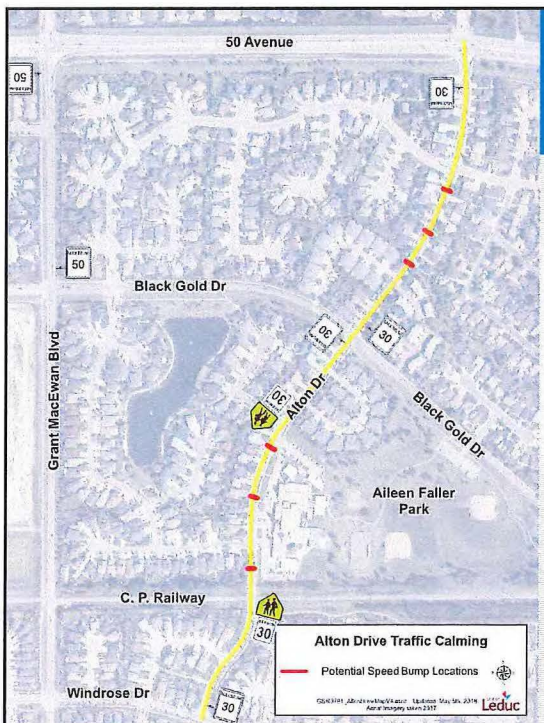

Alton Drive:

4664 vehicles per day based on 2016 traffic count data




Option 1

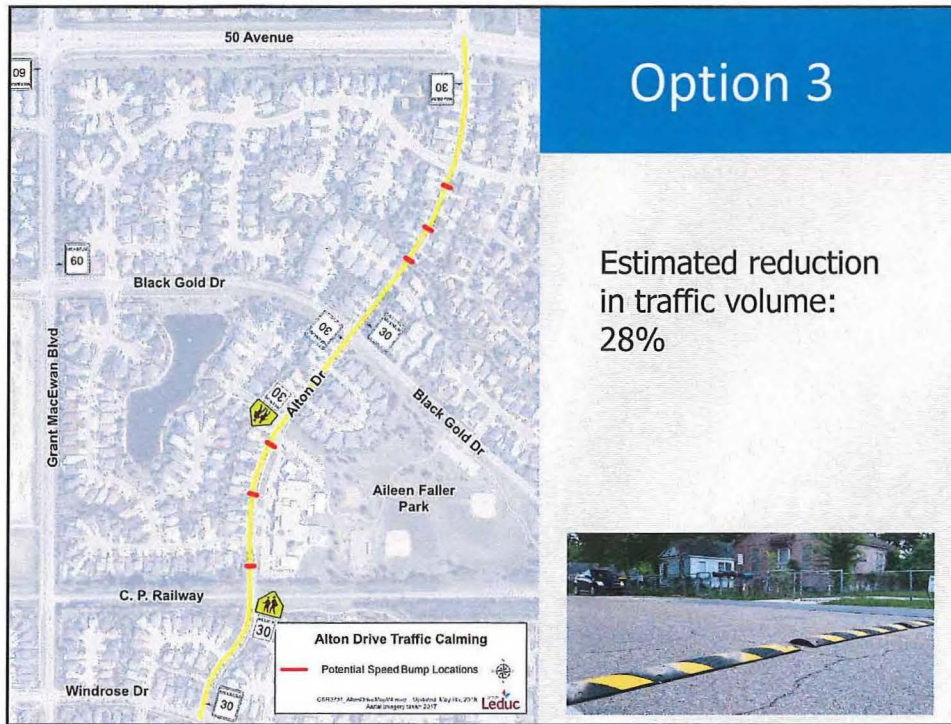
Traffic volume reductions will be quantified following implementation.



Option 2

Estimated reduction in traffic volume: 19%





III.

**DELEGATIONS
&
PRESENTATIONS**

IV.

BUSINESS ARISING
FROM
PRESENTATIONS

IN-CAMERA ITEMS

- a. **Leduc Baseball Association**
(Exception to Disclosure – Sections 24 of the FOIP Act)
- b. **Community Partnership Opportunity**
(Exception to Disclosure – Sections 16, 24 & 25 of the FOIP Act)
- c. **Property Assessment**
(Exception to Disclosure – Sections 24 of the FOIP Act)
- d. **Governance**
(Exception to Disclosure – Sections 24 of the FOIP Act)

Presented by:

Mayor B. Young

VI.

RISE AND REPORT FROM IN-CAMERA ITEMS

MEETING DATE: July 9, 2018

SUBMITTED BY: Michelle Hay, Director of Intergovernmental Affairs and Corporate Planning and Nikki Booth, Manager of Communications and Marketing

PREPARED BY: Michelle Hay, Director of Intergovernmental Affairs and Corporate Planning and Nikki Booth, Manager of Communications and Marketing

REPORT TITLE: New Council Engagement Initiative

REPORT SUMMARY

The report provides a project charter outlining Administration's proposed approach to supporting Council's desire to increase their public outreach to citizens through less formalized opportunities.

BACKGROUND

PREVIOUS COUNCIL/COMMITTEE ACTION: At the April 16, 2018 Committee-of-the-Whole Meeting, the idea of "coffee talks" was discussed as a way to further residents recognition of the difference in public engagement held by Administration and engagement held by Council. Subsequently, Administration has met and developed a project charter outlining the objectives, scope, stakeholders, critical success factors and a draft of the schedule of activities. The charter also identifies mitigation to identified risks. The project charter is an opportunity for Council to identify any misalignment with their expectations.

KEY ISSUE(S) / CONTEXT:

Communications and Marketing Services will develop the brand and communications strategy related to the initiative in preparation to a September 1 launch. The CMS team has developed several potential names for the initiative for branding including:

- Council Corner
- Street Talk
- Council Chat
- Council Chit Chat

The names are meant to give the feel of a grassroots conversation – like having a cup of coffee with a friend – and create a neighbourly feel to the brand. This allows the public to feel that Council is approachable and easy to speak with, which is not always the impression the public has about their municipal leaders. It reminds people that Council are their neighbors too.

CMS will create a communications strategy that will profile the initiative and build brand recognition with ratepayers, create excitement and interest around the initiative, and education about the initiative. This will be rolled out prior to the official launch with a creative campaign.

The CMS representative working on the initiative will work closely with the Executive Assistant for Council to determine appropriate events and opportunities for Council to meet with residents. There are three options on how this can be accomplished.

Option 1: Council engagement would be held once a month at pre-existing events and locations where ratepayers gather including: sport tourism events, the Maclab Centre for the Performing Arts, the POCEIA, the library, the Leduc Recreation Centre, other engagement initiatives, festivals, parades and events held in the community. The focus would be on going where people already are, rather than inviting them to a specific location.

Option 2: Council engagement would be held at local coffee shops and restaurants once a month and we would invite ratepayers to join council at locations throughout the community. For example: Tim Hortons, Starbucks, Leduc Coffee Shop, etc.

Option 3: A combination of 1 and 2 where the primary location focus would be on attending pre-existing events and locations where ratepayers gather and quarterly, invite ratepayers to join us at local businesses.

When attending these engagement events, Council will be equipped with collateral that will indicate to ratepayers that Council is there to “coffee talk” with them. This will include feather flags, information about key issues of interest to ratepayers, information sheets, special t-shirts – as required, etc.

ATTACHMENTS:

- Project Charter: Council Engagement Initiative

RECOMMENDATION

This item is for information only.

Others Who Have Reviewed this Report

P. Benedetto, City Manager / I. Sasyniuk, General Manager, Corporate Services / D. Melvie, General Manager, Community & Protective Services

Project Charter: Council Engagement Initiative

Council Sponsors	Lars Hansen, City of Leduc Councillor Laura Tillack, City of Leduc Councillor
Executive Sponsor	Paul Benedetto, City Manager
Project Manager(s)	Nikki Booth, Manager of Communication and Marketing TBD, Communication Officer Kim Bain, EA to Council
Project Resources	<ul style="list-style-type: none"> • Proposed Budget Allocation: \$3500 • Internal staff resources: Communications, Executive Assistant to Mayor and Council, engagement staff • External Resources: Target locations/events • Other resources: TBD
PROJECT OBJECTIVES	
<ul style="list-style-type: none"> • Provide dedicated opportunities for select council members to solicit and listen to community input and concerns • Increase council accessibility and visibility • Follow through on council commitment to more public engagement • Share city information, as appropriate • Champion the Engage Leduc initiative 	
IN SCOPE	
<ul style="list-style-type: none"> • Determine an incremental approach to rolling out dedicated opportunities for council to make outreach to the public. <ul style="list-style-type: none"> a. Determine a moniker for the initiative b. Identify events and locations that would be feasible c. Determine schedule for Summer/Fall 2018 and Winter/Spring 2019 d. Determine and procure supporting materials (i.e. trading cards) e. Develop communications / social media plan for promotions f. Assign resources • Effectiveness Check-In <ul style="list-style-type: none"> a. Poll council for feedback b. Make adjustments as needed • Evaluation of Program <ul style="list-style-type: none"> a. Review program ahead of Summer 2019 	
OUT OF SCOPE	
<ul style="list-style-type: none"> • Outreach to other municipalities, elected officials or other levels of government • Outreach on behalf of other entities 	
CRITICAL SUCCESS FACTORS	
<ul style="list-style-type: none"> • Availability of internal resources in support of the initiative including project management, delivery and evaluation • Buy-in from political leadership • Buy-in from administration • Use of Engage Leduc branding and platform • Effective and timely marketing and communications • Support of events council members • Council relaying feedback received to administration • Organizational ability to collect feedback for analysis and potential action 	

Project Charter: Council Engagement Initiative

<ul style="list-style-type: none"> • Sufficient buy-in from community and development industry for the project. • Effective application of change management principles for both the public and administration 	
STAKEHOLDERS	
<ul style="list-style-type: none"> • Public: residents, landowners and ratepayers • Federal: Edmonton International Airport • Provincial: Municipal Affairs • Business: Business owners, industry, Leduc-Nisku Economic Development Association, Leduc Regional Chamber of Commerce • Other: Regional School Divisions and Boards, agencies, boards, commissions, community groups, neighbouring municipalities 	
BUDGET ALLOCATION	
<ul style="list-style-type: none"> • A budget needs to be determined for promotional items, if required, printing and advertising costs and for coffee or snacks. 	
SCHEDULE OF ACTIVITIES	
Review of initial approach/project charter with council	July 9, 2018
Allocate staff resources	July 13, 2018
Brand the initiative	July 20, 2018
Develop schedule of proposed engagements	August 05, 2018
Secure locations/authorizations	August 20, 2018
Procure supporting collateral and materials	August 1, 2018
Develop communications and marketing plan	August 1, 2018
Determine process for administrative intake of feedback	August 15, 2018
Project kick off	Sept 1, 2018
Response to feedback, concerns and questions received from engagement	Ongoing
Interim review	December 2018
Report on progress (Q4 Council Report and 2018 Annual Report)	December 2018 and January 2019
Program evaluation	November 2018, April 2019
RISKS / MITIGATION	
<ul style="list-style-type: none"> • Forming quorum of council / ensure less than 3 or fewer councilors at any one engagement • Upset public members / rely on tactics to diffuse the situation; take issue management training • Propensity to make commitments and promises / rely on established feedback loop to administration and due diligence to gather the information, council direction depends on majority • Council member talks too much / listen more • Lack of readily available information on issue raised / commit to getting the information and closing the loop • Management of expectations – what does success look like 	
COMMUNICATIONS	
<ul style="list-style-type: none"> • CMS will create visuals for the council engagement that will be easily identifiable for the public and build awareness around these planned engagement sessions out in the community. 	

Project Charter: Council Engagement Initiative

- These visuals will include a watermark, name, feather flag and/or roll-up banner. CMS would also have eye-catching shirts for Council to wear during these engagement sessions.
- Social media and posters will be used to highlight these opportunities to the community.
- CMS will work with the Executive Administrative Assistant, who will book the schedule of events, in order to promote in a timely fashion.
- Engagement sessions will occur once a month for the Fall-Winter season, and then be evaluated for Spring of 2019, where the number of events may increase depending on Council availability and desire.
- CMS will provide a highlight of key areas of public interest and commentary to Council prior to the events to ensure that they are prepared to address these items at the events.
- Council members that attend these events will need to provide a summary of how the event went to CMS Corporate Communications Officer to ensure that any challenges, issues, or gaps are addressed prior to the next event. CMS will also monitor social media channels for feedback.
- There are a few options for delivery: Align with pre-existing events and locations, host at local businesses across the city or a combination of both.
- A formal launch of the engagement initiative will take place September 1 to advise the community of this initiative and begin the first engagement opportunity.
- Once this Project Charter is approved, a launch strategy will be created.
- Launched in September, review in November to ensure success/alignment, information prepped for the annual report in January.

OTHER ASSUMPTIONS / CONSTRAINTS

- None

Date/Version

2018 05 15 Version 1

REPORTS FROM COMMITTEE & ADMINISTRATION

Facility Master Plan

Presented by:

B. Knisley

MEETING DATE: July 9, 2018

SUBMITTED BY: Harold Wilson, Manager, Economic Development

PREPARED BY: Harold Wilson, Manager, Economic Development

REPORT TITLE: DBA Funding Review

REPORT SUMMARY

The City's Manager, Economic Development, has been acting as a resource to the DBA as it has worked through a series of strategic planning sessions in recent months. Meetings to address the activities outlined in the June 11th presentation are ongoing, and recommendations for the resources required to support DBA activities are in development.

BACKGROUND

This item follows the June 11 DBA presentation to Council, and the June 18 CoW meeting which directed administration to return to the July 9, 2018, Committee-of-the-Whole to have further discussion about Downtown Business Association's request for a substantive increase in funding and their request to enter into a service agreement with the City.

The Manager, Economic Development met June 28 with the DBA Chair directly to go over the list of activities outlined, and will also attend a DBA Directors' Meeting July 4th. They have been advised to concentrate on what activities need to be delivered over the next 2 to 3 years, and then to consider the best way to collectively resource these activities. For example, some of these activities may be better suited to the Chamber of Commerce or dovetailed in with our economic development work. The deliverables the DBA would specifically take on could conform to a service agreement, and with the appropriate funding recommended at that time.

Administration will strive to review the prioritized activities and accompanying resources required for the July 9 meeting to facilitate discussion of areas where opportunities exist for collaboration and consider possible impacts for the 2019 Budget.

KEY ISSUES:

The City of Leduc has supported the DBA in previous years through the Grants to Organizations (GTO) program; however, this funding method seems to be no longer workable for the DBA. At their June 8, 2018 meeting, the DBA passed the following Resolution:

Funding commitment be removed from the GTO and assigned to a contract for services with an increase in the level of funding from the City to support DBA initiatives.

ATTACHMENTS:

The DBA Minutes of June 8, 2018.

RECOMMENDATION

There are a number of options for supporting the DBA that may be considered, as outlined by the DBA on June 11:

1. Explore the feasibility of initiating a “Business Improvement Area”
2. Explore a cost-sharing partnership with the City, Chamber, and other organization(s)
3. Explore, develop and implement a contract for services with the City of Leduc

This item is for information purposes at this time, and the Manager, Economic Development will continue to provide regular updates leading to specific recommendations to Council through Committee-of-the-Whole.

Others Who Have Reviewed this Report

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



Leduc Downtown Business Association
Draft Meeting Minutes
Friday June 8, 2018
Leduc Public Library

Voting Members in Attendance:

- | | |
|--|---------------------------------------|
| Jack Gordon, Prairie Dental | Garry Gairdner, Telford House Seniors |
| Debbie Charanduk, Black Gold Gallery and Frame | Carley McKinnon, Press'd |
| Lorraine Weir, Envision Medical | Lori Barnes, 93.1 The One |
| Michelle Levasseur, Member at Large | Luke Felstead, 93.1 The One |
| Glen Finstad, City of Leduc Councillor | Marilyn McCohan, Shaw Insurance |
| Eric Schrader, Schrader Holdings | Walter Ulicki, It's a Crock |
| Chris Cholak, MNP | Erica Underwood, ATB Financial |

Non-Voting Members in Attendance:

- Mark Gallant, Leduc-Nisku EDA
 Tracy Hartfelder, Leduc & District Chamber of Commerce
 Ashley Berndt, DBA Coordinator
 Toscha Turner, Arts, Culture and Heritage – City of Leduc

AGENDA ITEMS	
No.	Item
1.0	CALL TO ORDER
	Chair, Jack Gordon called the meeting to order at 7:30 am
2.0	APPROVAL OF AGENDA
	2.1 Additions to agenda: New Business Item 7.6 – Meeting Space for July & August Motion: - Carley/Eric - To adopt the Meeting Agenda with additions of June 8, 2018 CARRIED.
3.0	ADOPTION OF MEETING MINUTES
	Motion: Lori/Eric - To adopt the Meeting Minutes of May 11, 2018 CARRIED.
4.0	TREASURER'S REPORT

**Leduc Downtown Business Association
Treasurer's Report
June 7, 2018**

Bank Balance: June 7, 2018		\$44,255.02
Outstanding Withdrawals:		
247	City of Leduc - street closure for Curl4Canada	(84.00)
248	Chris Cholak - reimburse for PO Box rental	(237.30)
payment	Ashley Berndt - reimburse for photo booth and parade banners	(570.05)
	Total outstanding cheques	(891.35)
	Available Funds at June 7, 2018	<u>\$43,363.67</u>
	Savings Account Balance - June 7, 2018	<u>\$17,620.14</u>
	Total Available Funds including Savings account June 7, 2018	<u>\$60,983.81</u>
	Cleared items since April 12, 2018 Last Treasurer Report):	
238	Chris Cholak - Reimburse for Squarespace & Shaw Insurance	1,280.08
239	Eric Schrader - Reimbursement for NameCheap Domain Registration	150.00
payment	April cell phone bill	57.42
242	Chris Cholak - Reimburse for Margnetsigns (Curl4Canada)	177.45
243	CJLD-FM 93.1 The One - Advertising for Curl4Canada	262.50
244	Ashley Berndt - Reimburse for Smores/Art supplies (Curl4Canada)	138.59
245	Jack Gordon - sandbags for Curl4Canada	50.34
246	Debbie Charanduk - supplies for Curl4Canada	15.49
247	City of Leduc - street closure for Curl4Canada	84.00
payment	Ashley Berndt - April DT Coordinator contract	2,500.00
payment	May cell phone bill	58.21
payment	Ashley Berndt - May DT Coordinator contract	2,500.00
payment	Ashley Berndt - reimburse strat planning, yeg parking, etc	140.36
payment	Ordered new cheques (200 from ATB)	146.60
248	Chris Cholak - reimburse for PO Box rental	237.30
payment	Ashley Berndt - reimburse for photo booth and parade banners	570.05
deposit	Curl4Canada sponsorships and cash receipts	2,401.00
deposit	interest on account	1.48
deposit	Block party - food vendor	50.00
deposit	Block party - market vendor	30.00
deposit	Block party - market vendor	30.00

**Motion: Carley/Lorraine – To approve the Treasurers Report
CARRIED.**

5.0 PARTNERS IN BUSINESS – NEWS & UPDATES

5.1 DBA Roundtable Update – all members in attendance provided a brief update of their business activities

5.2 Leduc Regional Chamber of Commerce

- Stephen Harper, June 15th event – Sold Out
- Golf Tournament - June 21, only 20 spots left
- July Luncheon – Edmonton International Raceway, Nascar Keynote speaker
- For more information on Chamber Events: <http://www.leduc-chamber.com/events/calendar/>

5.3 City of Leduc

- Councillor Finstad
 - Rotary Clock – Construction August/Sept, Councillor Finstad will confirm the location.
 - Dead plant material on main street will be replaced under warranty
 - Day lilies pandoras box will added to main street plant areas
 - Flower planters are in place
 - Fortis is working on a fix for the light posts
 - Decorative signage blades for the downtown would be a nice addition.
 - Questions: Cardboard compactor at Eco-Station? Is it staying, going?
 - Follow up MOTION to concerns raised with regards to snow clearance on main street:

MOTION: Debbie/Carley - Request the city amend the snow clearing bylaw in the downtown core from 48 hours to 24 hours.

CARRIED

- Follow up MOTION to several requests made to the DBA with regards to blade signage on main street:

MOTION: Carley/Marilyn - Request the city approve different wayfinding blade signage in the downtown in consultation with the DBA.

CARRIED

- For more information check out the City of Leduc's website www.leduc.ca

5.4 Leduc-Nisku Economic Development Association

- Hosted AGM in May – Visit <https://www.leducregion.com/about-us/annual-reports/> to review the 2017 Annual Report
- Hosted their inaugural Leduc Leading Women's Event which was well attended
- Hosted a delegation from Great Falls with regards to collaborating on Agriculture
- Minister Deron Bilous – Coffee Talk – June 28, details to be announced
- Attending the Global Petroleum Show in Calgary, representing Edmonton Global
- July 23-25 Smart Airport Conference in Edmonton
- Business Visits – O & G Business – most complaints around government regulation, access to pipelines, foreign investment, there is some optimism though.
- Summer student – Tyrell Bray, helping with business visitation
- For more information check out the EDA's website www.leducregion.com

5.5 Downtown Coordinator

- Hours worked in May 136.5
- Instagram up to 424 followers
- Facebook 32 new page likes from May 8-June 6, Content reached 5,494 people from May 9-June 5
- Applied for Alberta Culture Days Grant – increased it to a 2 day event which allows us to access more money
- We need volunteers for our Fourth Friday Block Party June 22nd - Please let me know if you are able to help
- We need sponsors for our Fourth Friday Block Party - Please let me know if your business would like to sponsor it
- Phase two of our sports tourism program has begun. Looking for business professionals to sign up

	<ul style="list-style-type: none"> • Saturdays @ the Square, busker slots are filling up and artists and art groups are excited to be a part of it • If anyone would like to sign up to assist on a Saturday, please let me know • July 14 – Leduc Art Walk, will be in the downtown again and are still looking for sponsors as well
6.0	OLD BUSINESS
	6.1 Leduc Sports Tourism Partnership Update – covered in Downtown Coordinator Report
	6.2 Fourth Friday’s and Saturdays at the Square – covered in Downtown Coordinator report
	6.3 Welcome Package -defer to next month
7.0	NEW BUSINESS
	7.1 Bylaw & RCMP Presentation on “Best Practices for Businesses dealing with homeless persons in their shops”. See attached presentation
	7.2 DBA Strategic Planning Results <ul style="list-style-type: none"> • Presenting to Council on Monday June 11 at 7:00pm, members encouraged to attend and support the DBA presentation • Several bylaws will be reviewed and discussed in depth that will impact the downtown
	7.3 Pianos on Main Street <ul style="list-style-type: none"> • The DBA purchased insurance for interactive art displays on main street. The cost is \$100/year. MOTION: Lori/Gary - In favor of purchasing the liability insurance to cover the placement of the interactive art displays on main street. CARRIED
	7.4 Creation of Santa Clause Parade Committee <ul style="list-style-type: none"> • Contact Ashley or Jack if you want to be on the committee.
	7.5 DBA Long Term Funding <ul style="list-style-type: none"> • Grant funding is not appropriate for our organization, looking at alternative options. We recently found out we do not qualify for the existing grant we have been applying for. MOTION: Gary/Debbie - Funding commitment be removed from the GTO and assigned to a contract for services with an increase in the level of funding from the city to support DBA initiatives. CARRIED
	7.6 Meeting Space for July and August <ul style="list-style-type: none"> • Current space will be needed for the summer, we could be moved to a quiet corner in the library or explore alternate options (e.g. The Legion). MOTION: Marilyn/Debbie – The DBA will explore options to host the July & August meetings at the Legion downtown. If this is not viable, we will find an open space in the library. CARRIED. 9:03am - Erica left the meeting 9:03am - Lorraine left the meeting
	Other discussion: Councillor Finstad asked the DBA for feedback on developing a new business license model which explores increasing license fees for cannabis retailers. The additional fees may help the municipality to recoup costs and support required resources associated with the new regulations and access to cannabis in the city.

	<ul style="list-style-type: none"> • The Chamber requested correspondence indicating the request for feedback, so they can review this with their Policy Committee. • The DBA requested time to further discuss and explore this with the Board and the downtown business community.
8.0	CORRESPONDENCE
9.0	NEXT MEETING
	Friday July 13,2018 7:30am TBD
10.0	ADJOURNMENT
	<ul style="list-style-type: none"> • The meeting adjourned at 9:18am

VIII.a.

GOVERNANCE

IX.

COUNCIL CALENDAR UPDATES

X.

INFORMATION ITEMS

XI.

ADJOURNMENT