

**NOTES OF THE CITY OF LEDUC
COMMITTEE-OF-THE-WHOLE MEETING**

Monday, January 28, 2019

Present: Mayor B. Young, Councillor B. Beckett, Councillor L. Hansen,
Councillor T. Lazowski, Councillor L. Tillack
Absent: Councillor G. Finstad, Councillor B. Hamilton
Also Present: D. Melvie, A/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 B. Beckett

That the Committee approve the agenda with the following additions:

11. INFORMATION ITEM

11.1 Opioid

11.2 Economic Climate

Motion Carried Unanimously

3. ADOPTION OF PREVIOUS NOTES

**3.1 Approval of Notes of the Committee-of-the-Whole Meeting held Monday,
January 14, 2019**

MOVED by Councillor L. Hansen

That the notes of the Committee-of-the-Whole meeting held on Monday, January 14, 2019, be approved as presented.

Motion Carried Unanimously

4. DELEGATIONS & PRESENTATIONS

There were no delegations or presentations.

5. BUSINESS ARISING FROM PRESENTATIONS

6. IN-CAMERA ITEMS

7. RISE AND REPORT FROM IN-CAMERA ITEMS

8. REPORTS FROM COMMITTEE & ADMINISTRATION

8.1 eSCRIBE Presentation

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

8.2 Council Remuneration & Expense Reporting

J. Cannon, Director, Finance made a PowerPoint presentation (Attached) and answered Committee's questions.

8.3 Engagement Framework

N. Booth, Manager, Communications & Marketing Services, made a PowerPoint presentation (Attached) and answered Committee's questions.

Committee requested Administration to revisit options and bring forward alternative affordable options in the near future to Committee.

9. GOVERNANCE

There were no items.

10. COUNCIL CALENDAR UPDATES

There were no items.

11. INFORMATION ITEMS

11.1 Opioid Additions Counselor

Councillor B. Beckett, informed Committee that the Leduc Community Drug Action Committee has been informed that the new Opioid Addictions Counselor will be starting on February 11, 2019 at Center Hope. The Counselor will be working with clients 17+ years old and up.

11.2 Economic Climate

Councillor T. Lazowski provided a general discussion on the economic climate in Leduc.

12. ADJOURNMENT

The meeting adjourned at 6:08 p.m.

CONFIRMED

"Original Signed"

B. YOUNG, Mayor

"Original Signed"

M. HORMAZABAL, Deputy City Clerk

eSCRIBE Meeting Management

www.Leduc.ca



Why?

- Heavy resource drain to support aging in-house infrastructure
- Few or no tools to support collaboration or remote access
- Many person-hours of time consumed for each meeting
- "Agenda Day" stress on staff



Why Now? Alignment with Our Values

TRANSPARENCY & ACCOUNTABILITY

- Strong municipal leadership is open, honest and evidence-based.

EXCELLENCE & PROSPERITY

- City-building involves commitment to ongoing excellence, development and innovation.

We Strive for Continuous Improvement



Alignment with Goal 1: A City Where People Want to Live, Work & Play

Deliver high quality municipal programs and services that improve quality of life.



Alignment with Goal 2 – A City with a Plan For the Future

Ensure that the City of Leduc has clear plans and strategies, supported by enabling technologies, to guide future growth with a high quality of life.



Alignment With Goal 5 – An Organization Striving for Excellence

The City of Leduc uses up-to-date tools and processes to support and enhance decision making and the delivery of programs and service.



Choosing a Provider

- RFP
- Interviews
- Awarded to eScribe

Who is eScribe?

- Secure, Cloud-based
- Sharepoint
- Collaborative
- Secure access to agenda packages and minutes via the Meetings Pro app

Next Steps

Phase 1

- Learning the Software
- Engaging, and Collaborating, with Stakeholders

Phase 2

- Conducting training for Administration and Council
- Phasing in system



Future

Phase 3

- Go live – October 28th Organizational Meeting

Phase 4

- Video and live streaming



- https://youtu.be/8UMbWhr0D_Q

Council Financial Reporting

Presented by:

Jennifer Cannon, Director, Finance

Carmen Dragan-Sima, Manager, Financial Planning & Budgets



Background

Researched how other municipalities display the details of remuneration and expenses to the public

- 6 Municipalities
- 2 School Boards

Key Items that provide transparency & enhance accountability

- Provides a summary of overall expenses
- Provides a detailed description of expenses
- Provides a comparison to budget
- Provides a year to date total

Phase 1 – 2019 Proposed approach

| Operating Budget Summary From January to March | | | | |
|---|--------------------|----------------|------------------|-----------------|
| | 2019 Actual YTD | 2019 Budget | 2019 Variance | Budget % YTD |
| Remuneration | 10,616 | 42,465 | 31,849 | 25% |
| Travel & Training | 3,234 | 12,935 | 9,701 | 25% |
| Meetings & Public Relations | 600 | 2,400 | 1,800 | 25% |
| Total Expenditures | 14,450 | 57,800 | 43,350 | 25% |

Phase 2 – Council expense tracker in addition to summary in phase 1

| | | |
|------------------------------|--|--------------|
| Travel & Training | Includes the following GL codes: | Budget |
| | 1010-2711-100-001 Staff Development & Training | 19,535 |
| | 1010-3364-100-001 Mileage - General | <u>2,500</u> |
| | | 22,035 |

| Date | Description | Total | Budget | Variance |
|-----------------------|-------------|-------|--------|----------|
| | | | | |
| Total Expenses | | | | |
| | | - | 22,035 | 0% |

Meetings & Public Relations Includes the following GL codes:

| | | |
|--|------------------------------------|--------------|
| | 1010-2750-100-001 Membership Fees | Budget |
| | 1010-3360-100-001 Public Relations | 400 |
| | 1010-3363-100-001 Meeting Expenses | 15,000 |
| | | <u>1,000</u> |
| | | 16,400 |

| Date | Description | Total | Budget | Variance |
|-----------------------|-------------|-------|--------|----------|
| | | | | |
| Total Expenses | | | | |
| | | - | 16,400 | 0% |

Engagement Framework

www.leduc.ca



Purpose

Kamloops:

<https://www.youtube.com/watch?v=8-i1A7NyC6c>

Lethbridge:

https://www.youtube.com/watch?v=4qGN_iSze-w

<https://www.bangthetable.com/community-engagement-canadian-municipalities>

Phase 1 vs Phase 2

Phase 1

Engagement – support development of Strategic Plan – 2019-2022

Creation of a four-year community engagement plan in support for the 2019-2020 strategic plan

50 year Vision

Engagement Hubs & online tools developed

Phase 2

Broader focus – Engagement related to programs, services, initiatives and Council

Address key areas:

- roles and responsibilities,
- ensuring consistent and coordinated efforts,
- tactics,
- allocation of resources
- address efficiencies to ensure that we maximize citizen engagement.

Enhance online tool

Further enhance Engage Leduc brand

Questions?

