

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

**Monday, April 8, 2019**

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

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

**1. CALL TO ORDER**

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

**2. APPROVAL OF AGENDA**

**MOVED by** Councillor B. Hamilton

That the Committee approve the agenda with the following additions:

**6. IN-CAMERA ITEMS**

6.3 Intermunicipal Relations, FOIP s. 16, 21, 24 & 25

**8. REPORTS FROM COMMITTEE & ADMINISTRATION**

8.4 Facilities Special Project Manager

8.5 Vaping

**Motion Carried Unanimously**

**3. ADOPTION OF PREVIOUS NOTES**

**3.1 Approval of Notes of the Committee-of-the-Whole Meeting held Monday,  
March 18, 2019**

**MOVED by** Councillor L. Hansen

That the notes of the Committee-of-the-Whole meeting held on Monday, March 18, 2019, be approved as presented.

**Motion Carried Unanimously**

**3.2 Approval of Notes of the Committee-of-the-Whole Meeting held Monday,  
March 25, 2019**

**MOVED by** Councillor B. Beckett

That the notes of the Committee-of-the-Whole meeting held on Monday, March 25, 2019, be approved as presented.

**Motion Carried Unanimously**

- 4. DELEGATIONS & PRESENTATIONS**
- 5. BUSINESS ARISING FROM PRESENTATIONS**
- 6. IN-CAMERA ITEMS**

**MOVED by** Councillor L. Tillack

That the Committee-Of-the-Whole move In-Camera at 5:03 pm.

**Motion Carried Unanimously**

**6.1 Offsite Levy Considerations**

(FOIP s. 23, 24 & 25)

Also in attendance:

S. Olson, Director, Engineering

J. Cannon, Director, Finance

R. Graham, Manager, Infrastructure

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

K. Woitt, Director, Planning & Development

N. Booth, Manager, Communications & Marketing Services

S. Olson and J. Cannon made a PowerPoint presentation (Attached) and answered the Committee's questions.

**6.2 Airport Vicinity Protection Area (“AVPA”) – St. Michael’s Update**

(FOIP s. 16, 21, 24 & 25)

Also in attendance:

K. Woitt, Director, Planning and Development

S. Losier, Manager, Current Planning

G. Klenke, City Solicitor

P. Benedetto, City Manager, introduced the matter. K. Woitt, S. Losier and P. Benedetto made a presentation.

G. Klenke, P. Benedetto, and M. Pieters, General Manager, Infrastructure and Planning, answered the Committee's questions.

### **6.3 Intergovernmental Relations**

(FOIP s. 16, 21, 24 & 25)

Mayor B. Young and Councillor G. Finstad made a presentation.

Mayor B. Young, Councillor G. Finstad and P. Benedetto, City Manager, answered Council's questions.

P. Benedetto made a presentation to update Council on an ongoing matter.

## **7. RISE AND REPORT FROM IN-CAMERA ITEMS**

## **8. REPORTS FROM COMMITTEE & ADMINISTRATION**

### **8.1 City Manager's Office & Corporate Services 2020 Budget Overview**

I. Sasyniuk, General Manager, Corporate Services, and P. Benedetto, City Manager, made a PowerPoint presentation (Attached).

I. Sasyniuk, P. Benedetto, J. Cannon, Director, Finance, and J. Graham, Chief Information Officer, answered the Committee's questions

The Committee recessed at 6:57 pm.

The Committee reconvened at 8:22 pm.

I. Sasyniuk continued the PowerPoint presentation.

I. Sasyniuk, P. Benedetto, M. Pieters, General Manager, Infrastructure and Planning, and S. Davis, City Clerk, answered the Committee's questions.

Administration will return with more information relative to the costs associated with the audio/video installation in Council Chambers.

### **8.2 Update on Condominium Tax Enquiries**

I. Sasyniuk, General Manager, Corporate Services, made a PowerPoint presentation (Attached) relative to the list of requests from condominium owners and how each request has been responded to.

I. Sasyniuk, M. Pieters, General Manager, Infrastructure and Planning, J. Cannon, Director, Finance, P. Benedetto, City Manager, and Mayor B. Young answered the Committee's questions.

Administration will bring a report to Council with the following recommendations for consideration:

1. That Council approve the expansion of the City's hydrant inspection program to include private hydrants located in condominiums and apartments with no additional charges administered for inspections. Funding to cover lost revenue of \$13,600 for 2019 will come from the Water Reserve with the ongoing cost to be embedded in operational budget on a go forward basis.
2. That Council retain the current mill rate structure for property taxes for multi-family properties, including condominiums, as this is a stable and equitable practice that benefits condominium owners and is based on a sound financial analysis.

### **8.3 Extended Producer Responsibility ("EPR")**

Councillor G. Finstad requested that Committee members agree that the recommendations contained in Councillor G. Finstad's report dated April 8, 2019, be brought forward for consideration at Council:

1. That Administration Cooperate with other Alberta municipalities, Alberta Urban Municipalities Association, producers and recyclers of packaging and paper products, and the Province of Alberta to develop a baseline that can inform the design of a provincial EPR program by researching:

- The benefits, challenges, and risks of an EPR program in Alberta for these groups and their constituents;
- The current recycling systems and supply chains across the province, and potential impacts of an EPR program in Alberta; and

2. That Administration report back through Council no later than 2019 October.

It was agreed the recommendations would be considered at Council.

### **8.4 Facilities Special Project Manager**

M. Pieters, General Manager, Infrastructure and Planning, advised that B. Knisley, Director, Facility and Property Services, has accepted a 2-year term position as Facilities Special Project Manager. B. Knisley is a good fit given his experience, knowledge and expertise. B. Knisley's current position will be posted.

### **8.5 Vaping**

Councillor B. Hamilton advised that high schools within the City of Leduc are having problems with students vaping within the schools. Councillor L. Tillack advised that there are problems at the Junior High Schools and on school buses as well. There are currently no bylaws dealing with vaping.

Administration will review City Bylaws, and collaborate with the school boards, to look at options relative to regulating vaping, with a report returning to a future Council meeting.

**9. INFORMATION ITEMS**

**10. ADJOURNMENT**

The meeting adjourned at 9:16 pm.

“Original Signed”

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B. YOUNG, Mayor

“Original Signed”

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S. DAVIS, City Clerk

# **ADOPTION OF PREVIOUS NOTES**

Notes of the Committee-of-the-Whole Meeting  
– April 8, 2019

- \*6.1 **Offsite Levy Considerations**  
(Attachment Removed Pursuant to Sections 23, 24 & 25  
of the FOIP Act)

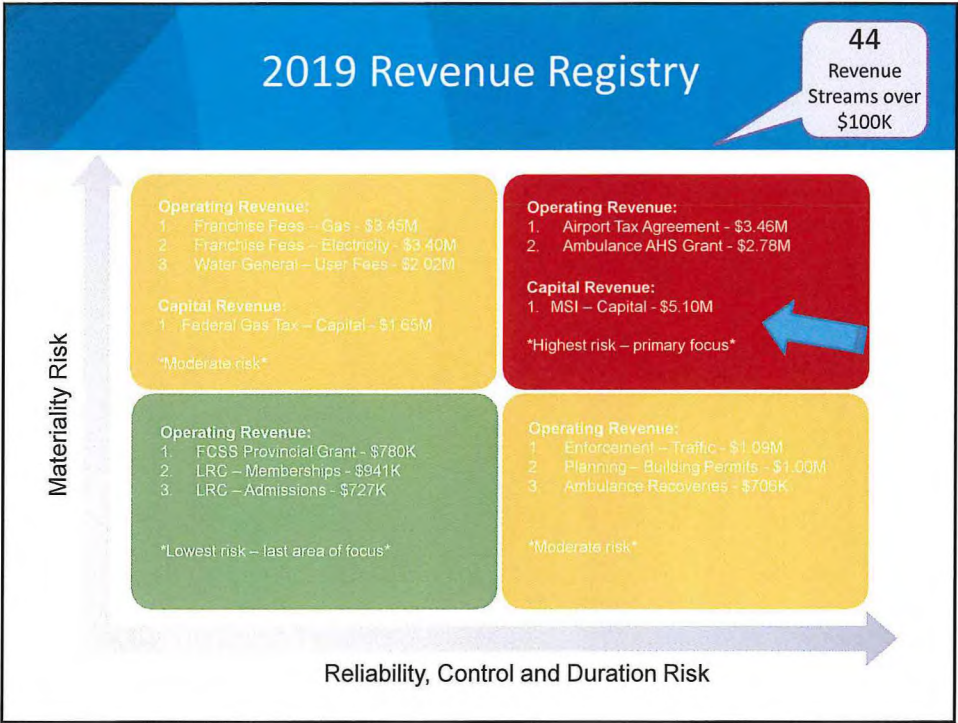
# 2020 Budget Overview/Changes

## City Manager's Office & Corporate Services


### Committee of the Whole

### April 8, 2019


Presented by:  
 Paul Benedetto, City Manager  
 Irene Sasyniuk, GM, Corporate Services

## Capital Grant Revenue

 **MSI Grant funding in jeopardy**

- May be reduced by more than 20%
- X Significant impact on Capital Budget
- X Loss of \$1M/year and \$10M/10-year

 **Federal Gas Tax Fund Grant One-Time Funding Increase**

- 2019 Federal Budget announcement
  - ✓ May receive an additional \$1.7M in 2019
  - ✓ Contingent on passing Federal Budget Implications Act





## City Manager's Office

### Pressures:

- New Electronic Records Management System
  - To be sequenced with new ERP System
- Ottawa-based federal advocacy and grant application support – requirement may increase

### Enhanced Service Levels:

- ✓ Implementation of Meeting Management System

### Efficiencies:

- ✓ Strategic Planning Facilitation: \$15k savings
- ✓ Annual Census: \$15k savings

## Corporate Services

### Corporate Services

Information Support  
(IT & GIS)

Communications &  
Marketing

Human Resources

Finance

## Financial Services

### **Budgetary Pressure:**

- Bank Fees increasing \$15k (from \$135k to \$150)
  - Option to add 2% to permit fees to recover credit card costs

### **Enhanced Service Levels:**

- ✓ Split the Tax & Assessment Notices
- X Move to monthly billing for Utility Notices

### **Efficiencies:**

- ✓ Audit Services: 12% savings (\$10k)
- ✓ Assessment Services: \$40k savings
- ✓ Continued focus on E-billing

## Human Resources & OH&S

### **Pressures:**

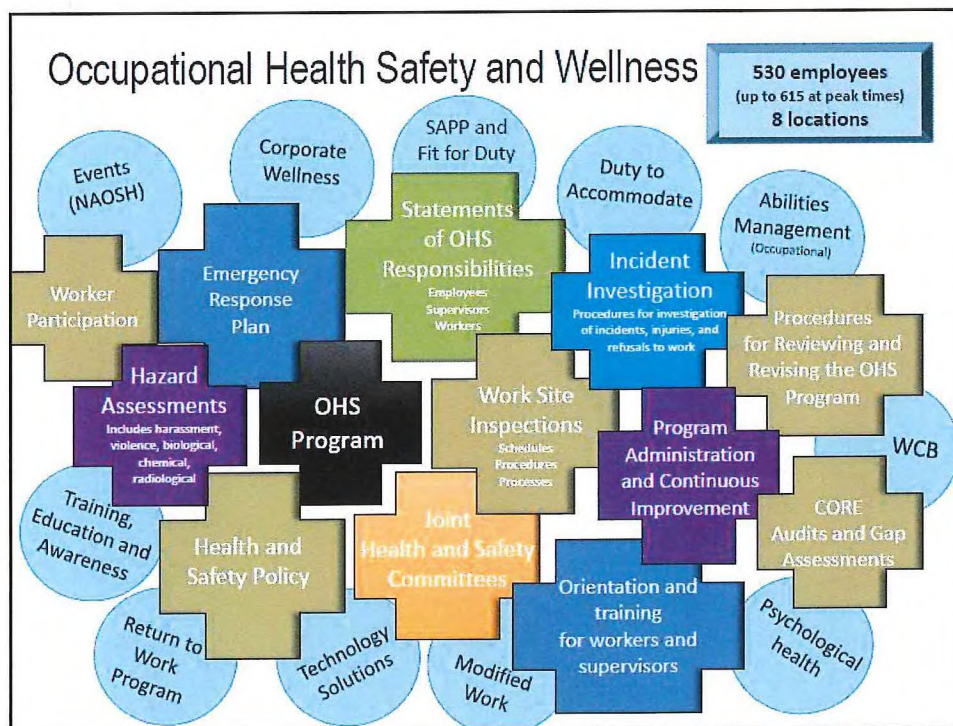
- Loss of WCB Rebates (approx \$40k/year)
- Legislative Changes:
  - Fair & Family Friendly Workplaces Act
  - Changes to Labour Code
  - OHS Legislation
  - COR Audit
  - WCB legislation
  - Legalization of Cannabis
- Abilities Management increased case management
- Addition of Maclab – additional Union

## Human Resources & OH&S

### Efficiencies:

- ✓ Implementing applicant tracking software – time savings for hiring supervisors & HR
- ✓ Offering more online training options
- ✓ Refined performance management process – simplified for staff and supervisors

**\*\*Absorbed the loss of \$40k within the HR & OH&S budget to result in no change in budget for 2019 to 2020\*\***





## Communications & Marketing Services

### **Budgetary Pressures:**

- Contract Services reduced, but may need to be adjusted to align with:
  - Strategic & corporate goals
  - New emergent requests (regional initiatives, enhanced project requirements, etc.)

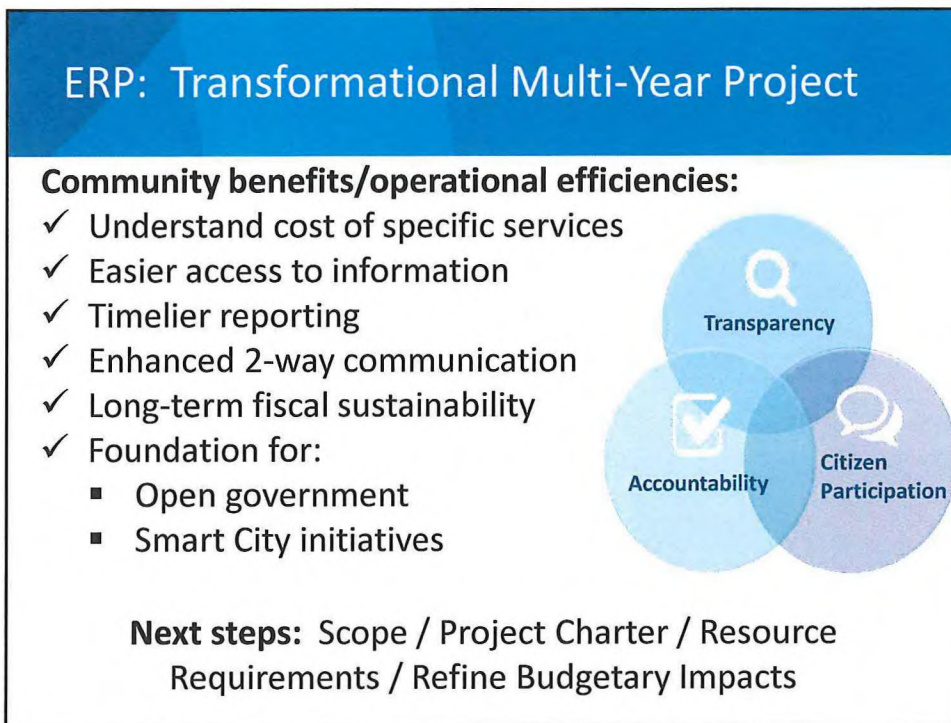
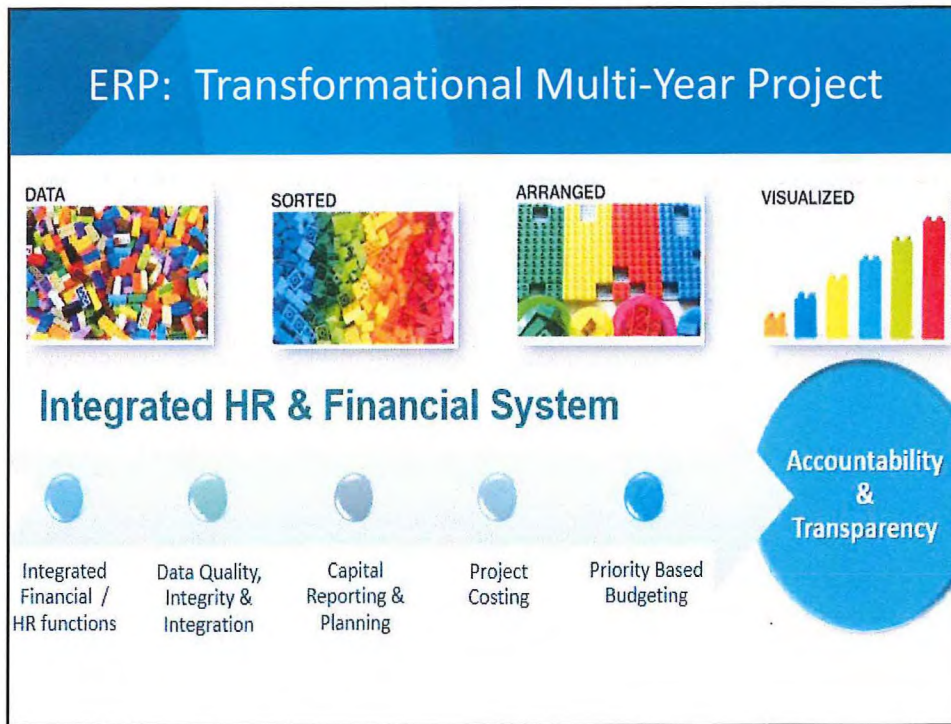
### **Efficiencies:**

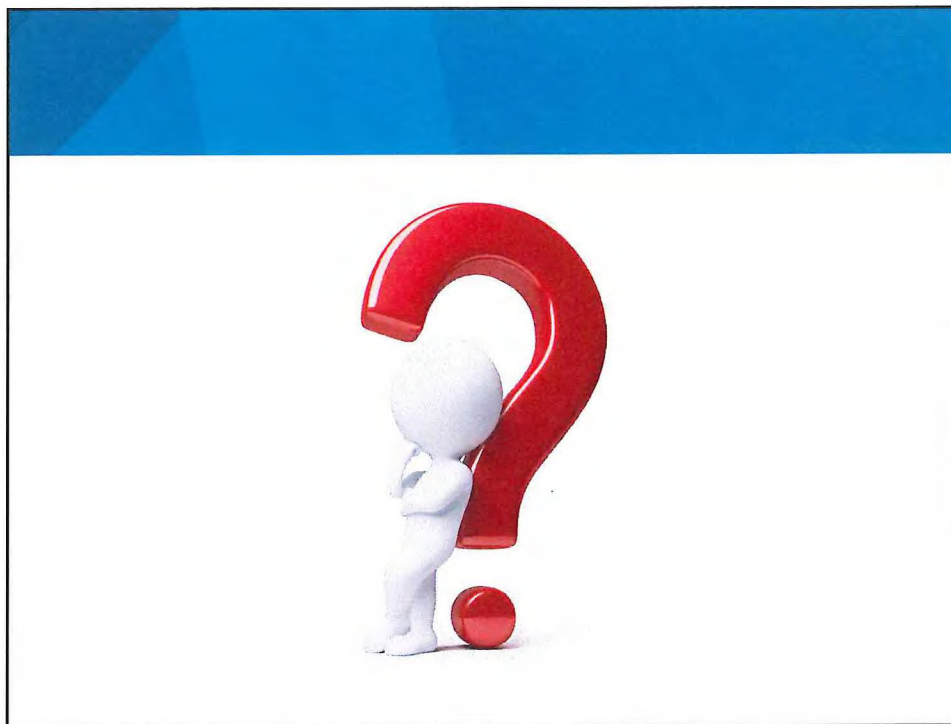
- Cross-departmental integration of communication & marketing initiatives (informed by Engagement Framework)

## Corporate Information Technology & GIS

### **Budgetary Pressures:**

- Software Maintenance Contracts may be reduced \$50k
- Require additional funding (\$100k in 2020) to support/implement strategic & corporate initiatives:
  - Open Data Strategy
  - Smart Cities Strategy
  - Citizen Reporting Tool
  - Application Rationalization
  - Enterprise Architecture





# Condominium Tax & Services Review

Committee of the Whole

April 8, 2019

Presented by:  
Irene Sasyniuk, GM, Corporate Services



## Prior Council CoW Considerations

1. Condominium Mill Rate Review – March 12, 2018
2. Condominium Tax Update – June 25, 2018
3. City Services to Condominiums – October 15, 2018
4. Private Hydrant Inspection Services – March 19, 2019



## March 12/18 CoW Report Condominium Mill Rate Review

**The ask: Condo owners requested separate mill rate**

**Findings:**

- Reviewed 23 Alberta municipalities
- No separate mill rate for condos that are primary residences
- 7 of the 23 have higher mill rates for condos that are income generating
- Current mill rate structure helps shelter condos from major market swings in assessment

## June 25/18 CoW Report Condominium Tax Update

**Assessment & Taxation Framework**

- In Alberta, the current property tax framework shows no correlation between the services provided and taxation levied on properties
- **Taxes are based upon assessed value of the property and not on the use or availability of the services**
- From 2019 onward, the City's assessment approach has been refined to reflect market conditions for specific condo neighborhoods (rather than all condos within the City)



## June 25/18 CoW Report Condominium Tax Update

### **Provision of City Services**

- All services are provided to all residents on an equal basis, including snow removal (done on all public streets)
  
- Condo owners do not receive waste collection and are not charged the \$22.50/mo environmental fee

## July 3/18 Meeting w/Condominium Owners

### **Condo Owners' Requests:**

1. Condominium Board contact list/database
2. LED Street lights
3. Outside lights on individual units
4. Water meter minimum charges for meters only used in summer for lawn care
5. Fire hydrants inspections
6. Blue bag and waste pickup
7. Snow removal
8. Snow disposal
9. Road maintenance

## Oct 15/18 CoW Report Meeting w/Condominium Owners

### **Follow up on July 3/18 Requests:**

1. Condominium Board contact list/database initiated and advertised
2. LED Street lights – Fortis now working directly with condo owners
3. Outside lights on individual units – City does not provide this service to private residences
4. Water meter minimum charges for meters only used in summer for lawn care - confirmed

## Oct 15/18 CoW Report Meeting w/Condominium Owners

### **Follow up on July 3/18 Requests:**

5. Blue bag and waste pickup – infrastructure limitations and requires a \$22.50/mo charge
6. Snow removal – not recommended on private property
7. Snow disposal – not recommended due to requirement for engineered snow disposal sites
8. Road maintenance – not recommended as could increase condo owners' costs (see additional reasons cited in report)

## Mar 18/19 CoW Report Private Hydrant Inspections

### **Follow up on July 3/18 Requests:**

Request to inspect all condo fire hydrants

It is recommended that the City take over the inspection of all fire hydrants for condominium owners if Council approves a motion to cover the cost of the inspections and lost revenue (\$13.6k annually).

## Latest Request: Mar 12/19 Email from Dianne Bergevin

### **Requests:**

1. That Council waive the education portion of taxes for seniors
2. That Council institute a 10% tax reduction for condominium owners

## Recommendations

That Council directs Administration to bring forward a report to a regular meeting of Council outlining the above queries and subsequent information provided along with the following proposed motions for Council's consideration:

## Recommendations

1. That Council approve the expansion of the City's hydrant inspection program to include private hydrants located in condominiums and apartments with no additional charges administered for the inspections. Funding to cover lost revenue of \$13,600 for 2019 will come from the Water Reserve with the ongoing cost to be imbedded in operational budgets on a go forward basis.



## Recommendations

2. That Council deny the request to reduce condominium property taxes by 10% and the request to waive the Provincial Education taxes for condominium owners as all other homeowners within the City would incur substantial increases to their taxes to offset these reductions.

## Recommendations

3. That Council retain the current mill rate structure for property taxes for multi-family properties, including condominiums, as this is a stable and equitable practice that benefits condominium owners and is based on a sound financial analysis as previously presented to Council on March 12<sup>th</sup>, 2018, in Report # 2018-CoW-001 – Condominium Mill Rate Review (attached).

