

**REGULAR COUNCIL MEETING AGENDA
MONDAY, FEBRUARY 12, 2018 AT 7:00 P.M.
COUNCIL CHAMBERS, LEDUC CIVIC CENTRE
1 ALEXANDRA PARK, LEDUC, ALBERTA
PAGE 1**

I. ADOPTION OF AGENDA

II. ITEMS FOR DISCUSSION AND RELATED BUSINESS

- A. Select Items for Debate
- B. Vote on Items not Selected for Debate

III. ADOPTION OF PREVIOUS MINUTES

- A. Approval of Minutes of the Special Joint City of Leduc / Leduc County Council Meeting held Tuesday, January 9, 2018
- B. Approval of Minutes of the Regular Council Meeting held Monday, January 22, 2018

IV. RECOGNITION ITEMS

There are no Recognition Items for the Agenda.

V. PUBLIC COMMENTARY

VI. PUBLIC HEARING

There is no Public Hearing for the Agenda.

VII. PRESENTATIONS

There are no Presentations for the Agenda.

VIII. BUSINESS

- G. Clancy / G. Kelly A. Emergency Management Exercise – Dark Cloud
- G. Clancy / G. Kelly B. Partial Activation of Emergency Coordination Centre – Electrical Storm, May 24, 2016

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G. Clancy / G. Kelly C. Emergency Management Recommendations – Action Items

IX. BYLAWS

S. Davis / B. Loewen A. Bylaw No. 966-2017 - Council Remuneration Committee Bylaw
(1st, 2nd & 3rd Readings)

X. PUBLIC COMMENTARY

XI. IN-CAMERA ITEMS

C. Tobin A. Approval of IAFF Bargaining Mandate
(FOIP s. 16, 24 & 25)

XII. RISE AND REPORT FROM IN-CAMERA ITEMS

XIII. UPDATES FROM BOARDS & COMMITTEES

A. Council Member Updates from Boards & Committees

B. Council Member Updates from Commissions, Authorities, Other

XIV. INFORMATION REPORTS

A. Mayor's Report

B. Year End Building Permit Summary 2017

C. Building Inspector's Report

D. Newly Issued Business Licences

XV. ADJOURNMENT

I.

ADOPTION OF AGENDA

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

II.

ITEMS FOR DISCUSSION AND RELATED BUSINESS



CITY OF LEDUC – LEDUC COUNTY
JOINT COUNCIL MEETING



**MINUTES OF THE JOINT CITY OF LEDUC/LEDUC COUNTY COUNCIL MEETING, HELD AT
5 PM ON TUESDAY, JANUARY 9, 2018, AT THE NISKU RECREATION CENTRE,
NISKU, ALBERTA**

Leduc County

- Mayor T. Doblanko
- Councillor R. Smith
- Councillor K. Lewis
- Councillor K. Vandenberghe
- Councillor G. Belozar
- Councillor R. Scobie
- D. Coleman, County Manager
- Absent: Councillor L. Wanchuk

City of Leduc

- Mayor B. Young
- Councillor B. Beckett
- Councillor G. Finstad
- Councillor B. Hamilton
- Councillor L. Hansen
- Councillor T. Lazowski
- Councillor L. Tillack
- P. Benedetto, City Manager
- S. Davis, City Clerk

I. CALL TO ORDER

Mayor B. Young and Mayor T. Doblanko called the meeting to order at 5:15 pm.

II. REVIEW OF AGENDA

The agenda was reviewed and round table introductions were made.

III. HISTORY OF WORKING TOGETHER – PAST TO PRESENT

J. Evans, Manager, Long Range Planning, Leduc County and M. Hay, Director, Intergovernmental Affairs and Corporate Planning, City of Leduc made a PowerPoint presentation (Attached). The presentation provided an overview of joint projects that have been worked on over the years. The message from the presentation was that working together has been a continuous journey of collaboration aimed at building the region's best future.

IV. COUNCILS' VISION FOR REGIONAL COLLABORATION

Mayor T. Doblanko and Mayor B. Young lead a brainstorming session on the Councils' vision for future regional collaboration. Council members were invited to post questions they may have in relation to the following four topics:

- Edmonton Metropolitan Regional Board

- Edmonton Global
- Inter-Jurisdictional Cooperation Accord; and
- Leduc Regional Fire Services

The ideas posted by all Council members will be typed up by Leduc County and shared.

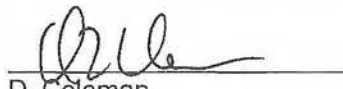
V. ADJOURNMENT

The meeting adjourned at 6:54 pm.



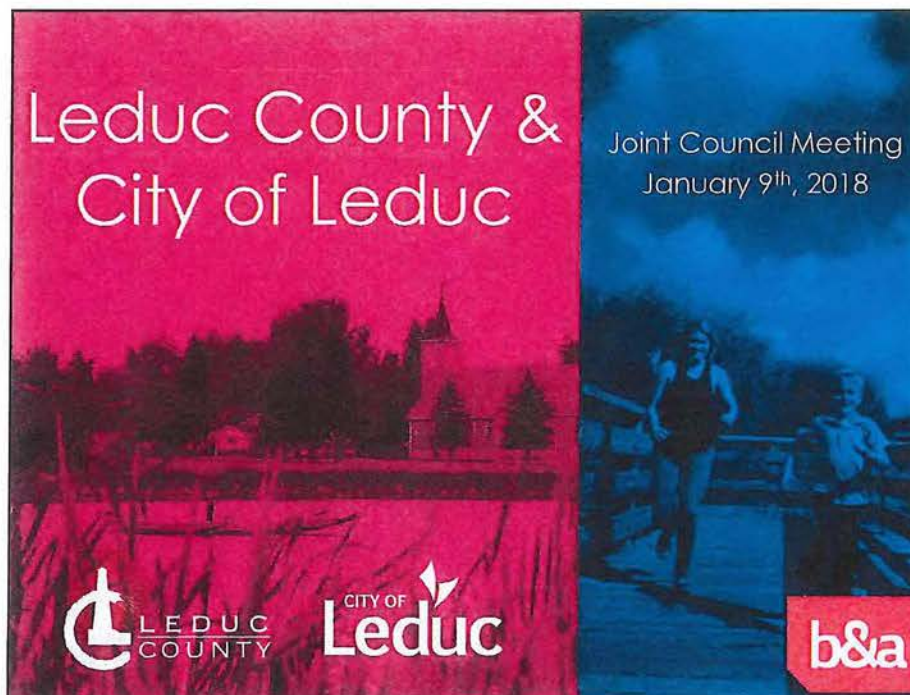
T. Doblanko
MAYOR, LEDUC COUNTY

B. Young
MAYOR, CITY OF LEDUC



D. Coleman
COUNTY MANAGER

S. Davis
CITY CLERK



Leduc County & City of Leduc

Joint Council Meeting
January 9th, 2018



Purpose of the Presentation

To provide:

- An overview of **intermunicipal collaborations** between Leduc County and the City of Leduc
- To describe the **emerging regional context** that will impact these councils over the coming term.



January 9, 2018
Joint Council
Meeting

Intermunicipal Collaboration: City of Leduc / Leduc County

January 9, 2018

Leduc County/City of Leduc Joint Council
Meeting

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Demonstrated
track record of
intermunicipal
collaboration

We've been at this a long time.

Leduc County and the City of Leduc recognize
the value in working together

- Leduc-Nisku Economic Development Association
- Intermunicipal Development Plan
- Aerotropolis Viability Study
- Joint Infrastructure Master Plan Service Evaluation (JIMPSE)

Leduc County / City of Leduc
Joint Council Workshop

January 9th, 2018

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Leduc / Nisku Economic Development Association

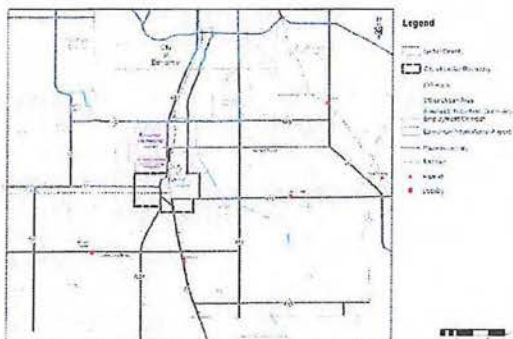
- Develops and leads strategies to achieve sustainable economic development
- Leadership in establishing new visions and initiating new strategic projects to enable industries to compete in the global marketplace through:
 - Business Retention & Expansion Services
 - Foreign Direct Investment
 - Site Selection & Analysis
- A source of studies and information related to economic development and helps to drive investment in the region with an emphasis on the region's business/industrial parks

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Intermunicipal Development Plan

- Key aspects of the IDP are based upon five guiding principles:
 - 1) Smart Growth
 - 2) Vibrant Communities
 - 3) Environmental Stewardship
 - 4) Economic Development, and
 - 5) Responsible Government





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Aerotropolis Viability Study

- A strategic plan centred on the EIA to improve seamless connection between modes of air, ground & rail transportation to create new opportunities for diversified economic development
- Supported by the JIMPSE to accommodate key infrastructure requirements necessary to bring the plan to life





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Joint Infrastructure Master Plan & Services Evaluation

JIMPSE


- An integrated strategy for the joint-development of prioritized transportation, water, sanitary, sewer and storm water projects
- Provide effective and efficient service delivery
- A joint plan to fund new infrastructure investment



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Leduc Regional Fire Service

- Joint Initiative to reimagine a new approach to delivering public emergency services in anticipation of future growth, existing risks, intensive industrial operations, and complexity of fire service delivery
- Priority to deliver enhanced protection for our communities, businesses and the whole of the region



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Joint Council Workshop

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Alternative Municipal Structure

The City and County have been exploring the viability of creating an alternative municipal structure to:

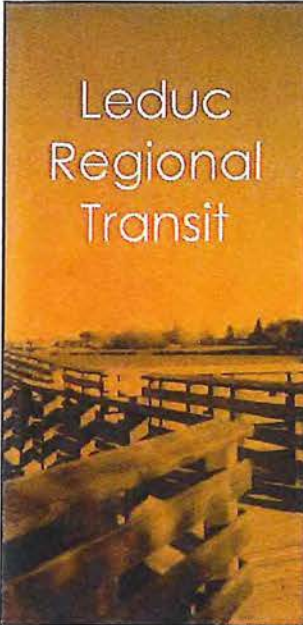
- Maintain a stronger, more unified voice within the Edmonton Metropolitan Region;
- Provide efficient services;
- Simplify and streamline governance and processes;
- Enhance ability to seize opportunities;
- Ability to shape the future of the Leduc Region while being mindful of regional impacts; and

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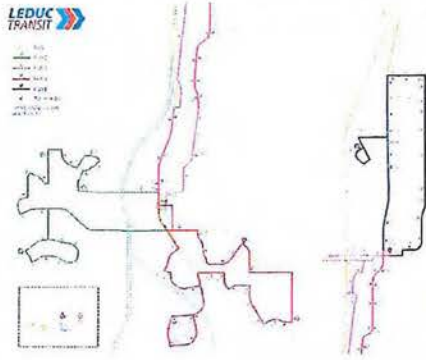
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Leduc Regional Transit



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Joint Council Workshop

- **Inter-municipal transit partnership**
- Connects Leduc, Nisku and Edmonton International Airport with Century Park LRT
- Park 'n Ride lots
- Leduc Assisted Transportation Service – a door-to-door service for specific needs



LEDUC TRANSIT

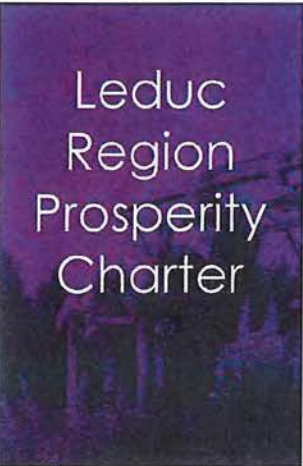
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**all
AM ROUTES**

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Leduc Region Prosperity Charter



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Joint Council Workshop

- A recognition of the value of regional collaboration in order to maximize mutual benefit for all Leduc Region ratepayers
- **Key collaborative initiatives:**
 - Leduc Nisku Economic Development Association
 - Recreation Cost Sharing
 - Partnership for Airport Revenue Sharing & Service Provision
 - Joint Sustainable Growth Study
 - Aerotropolis
 - Joint IDP
 - JIMPSE
 - Joint Public Transit Agreement
 - Leduc Regional Fire Services Implementation Plan
 - Joint Development Initiative
 - Alternate Municipal Structure Project
 - Joint Development Adjacent to EIA

Commitment to working together to plan, service and develop the QEII Corridor and look forward to seeing this approach applied to the broader Edmonton Metro Region.

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Joint Council
Meeting

Emerging Regional Picture

January 9, 2018

Leduc County/City of Leduc Joint Council
Meeting

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A new
Provincial &
Regional Policy
Framework

Policies have changed and expectations are evolving.

New Provincial and Regional Legislation:

- Modernized Municipal Government Act
- Edmonton Metropolitan Board Regulation
- Edmonton Metro Regional Growth Plan and Regional Servicing Plan

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Modernized MGA

- Greater emphasis on **regional collaboration**
- **Growth Management Boards (GMB's)** within the Calgary & Edmonton metropolitan areas
- **Intermunicipal Collaboration Frameworks (ICF's)** outside of GMB areas
- **Cost-sharing agreements** for regional service delivery
- Facilitates **opportunity to build & finance more complete communities:**
 - Levies (*intermunicipal*)
 - Inclusionary housing
 - Inclusionary zoning

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Edmonton Metro Region Board Regulation

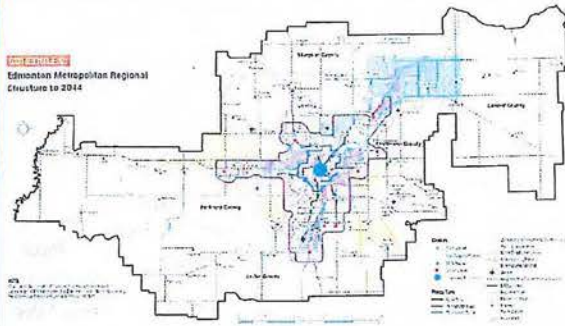
- **A new name** - It is now officially the **Edmonton Metropolitan Region Board**
- **New Board composition** - Reduced from 24 to 13 members (*regional municipalities with 5,000 or more residents*)
- **Approval of its updated Growth Plan** - Completed in 2016, the **Edmonton Metropolitan Region Growth Plan** will now be implemented as the major focus of Edmonton Metro
- **An expanded mandate** - In addition to its role to plan for responsible regional growth, the EMRB is now tasked with creating a Regional Servicing Plan

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Edmonton Metro Region Plan(s)

Edmonton
Edmonton Metropolitan Regional
Structure to 2044



- **Region Growth Plan** to accommodate new population & employment (50 yr vision and 30 yr implementation framework)
- **Regional Planning Structure** based on 'Policy Tiers' (i.e. core, metro, rural)
- **Regional Servicing Plan** to coordinate land use with infrastructure to provide **more cost effective service delivery**

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Edmonton Global

- **Edmonton Global** is a result of the Edmonton Metropolitan Region Economic Development Initiative (EMREDI)
- An **economic development framework** to market the region as a whole
- **Fifteen (15) regional municipalities (shareholders)** have voted to create a new organization to **promote the Edmonton Metropolitan Region to the world**

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Inter-Jurisdiction Co-operation Accord

- Will enable the region to **capitalize** on focus areas aligned with the **Aerotropolis concept**
- Five Focus Areas: **Immediate Operational Issues, Economic Development, Shared Investment for Shared Benefit, Land Use, Infrastructure**
- Leduc County, the City of Edmonton, the City of Leduc, the Edmonton Regional Airport Authority *(and other levels of government)* will **collaborate to promote the Edmonton International Airport**
- The City, County and now City of Edmonton **work collaboratively with partners** to accommodate **future development** plans

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Where to from here...?

Visioning Session Led by Mayors

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**MINUTES OF LEDUC REGULAR CITY COUNCIL MEETING
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Present: Mayor B. Young, Councillors B. Beckett, G. Finstad, B. Hamilton, L. Hansen, T. Lazowski and L. Tillack

Also Present: M. Pieters, A/City Manager, and S. Davis, City Clerk

Mayor B. Young called the meeting to order at 6:58 pm.

I. ADOPTION OF AGENDA

MOVED by Councillor B. Hamilton that the Agenda be adopted as presented.

Motion Carried Unanimously

II. ITEMS FOR DISCUSSION AND RELATED BUSINESS

A. Selected Items for Debate

The following items were selected for debate:

VIII. BUSINESS

- A. Leduc Public Library Update
- B. Curl for Canada Sport Tourism Grant

B. Vote on Items not Selected for Debate

Votes recorded under item headings.

III. ADOPTION OF PREVIOUS MINUTES

A. Approval of Minutes of the Regular Council Meeting held Monday, January 8, 2018

MOVED by Councillor L. Tillack that the minutes of the Regular Council Meeting held Monday, January 8, 2018, be approved as presented.

Motion Carried Unanimously

IV. RECOGNITION ITEMS

There were no recognition items.

V. PUBLIC COMMENTARY

S. Hamilton, a resident of Leduc, is organizing a fundraiser for the Leduc & District Food Bank and has partnered with the "Coldest Night of the Year" to bring this annual event to the City of Leduc. On Saturday, March 24th, teams of walkers will raise funds and awareness of homelessness and hunger in the winter. The goal is to have 100 walkers and to raise \$20,000.

Councillor B. Hamilton has created a team and S. Hamilton put out a challenge to other Councillors to do the same. Mayor B. Young indicated that he will be sending a challenge to other Mayors in the region.

**MINUTES OF LEDUC REGULAR CITY COUNCIL MEETING
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S. Hamilton thanked the City of Leduc, and Administration, for their support for the event and provided a decal (Attached). For more information go to: CNOY.org/Leduc.

VI. PUBLIC HEARING

There were no public hearings.

VII. PRESENTATIONS

A. Canadian Pacific

M. LoVecchio, Director, Government Affairs, Canadian Pacific, made a PowerPoint presentation (Attached) and answered Council's questions.

Council thanked M. LoVecchio for the informative presentation.

B. Karma Concerts

T. Bradley and R. Bradley, Co-Founders, Karma Concerts, made a PowerPoint presentation (Attached) and played two videos, which outlined the work of Karma Concerts. Handouts were also provided (Attached).

Council members thanked T. Bradley and R. Bradley for the presentation, and the work that they do on behalf of the community and, in particular, the children of Leduc.

VIII. BUSINESS

A. Leduc Public Library Update

C. Frybort, Director, Leduc Public Library, made a PowerPoint presentation (Attached) providing an overview of the past year and answered Council's questions.

Council thanked C. Frybort for the presentation and acknowledged the value the Library adds to the community.

B. Curl for Canada Sport Tourism Grant

J. Guthrie, Sport Tourism Coordinator, made a presentation and answered Council's questions.

MOVED by Councillor G. Finstad that Council approve the 2018 Curl 4 Canada Host Organizing Committee's sport tourism grant request for \$20,000.

Motion Carried Unanimously

IX. BYLAWS

There were no bylaws.

X. PUBLIC COMMENTARY

There was no public commentary.

XI. IN-CAMERA ITEMS

There were no in-camera items.

XII. RISE AND REPORT FROM IN-CAMERA ITEMS

XIII. INFORMATION REPORTS

A. Mayor's Report

There was no discussion.

XIV. ADJOURNMENT

The Council meeting adjourned at 8:34 pm.

B. Young
MAYOR

S. Davis
CITY CLERK





IN YOUR COMMUNITY

City of Leduc
January 2018

SAFE TRANSPORTATION OF DANGEROUS GOODS

CONTEXT

Who owns the tracks?

CP owns our own tracks and Right of Way.

Who owns the tank cars?

Tank cars are owned by product producers or third party lessors.

Who owns product in the cars?

The product producer.

Must CP move dangerous goods?

Yes. The Canadian Transportation Act requires all railroads to move all forms of rail traffic.

Who is liable for the movement of dangerous goods?

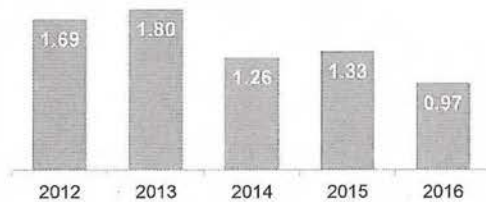
The railway. In the event of an incident on CP tracks, CP is liable.

CP

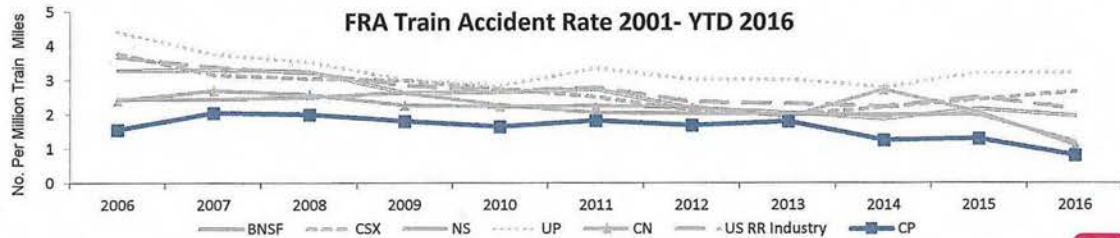
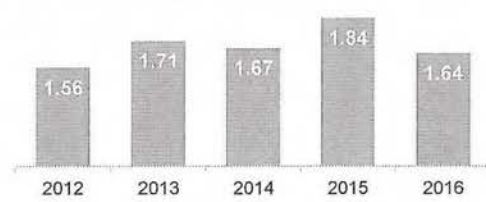
SAFETY

INDUSTRY LEADING SAFETY RECORD

Train accident frequency
(Accidents per million train-miles)



Personal injuries
(Injuries per 200,000 employee-hours)



(1) For a full description and reconciliation of Non-GAAP measures see CP's Form 10-K on www.cpr.ca

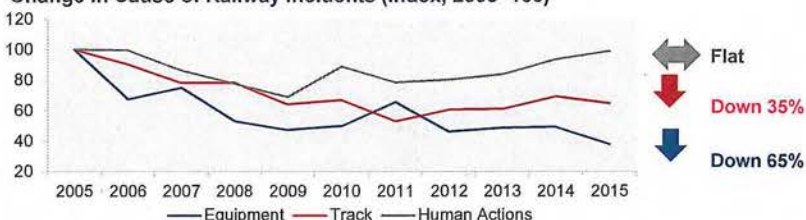


ROLE OF HUMAN FACTORS IN RAILWAY INCIDENTS

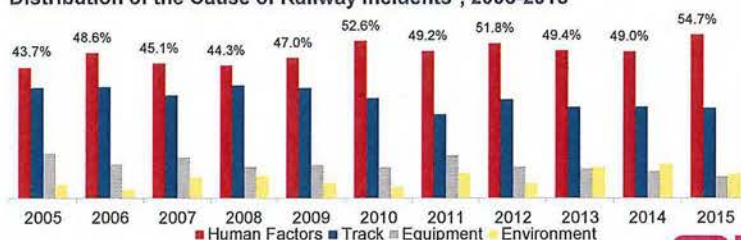
- By innovating with technology we made major progress in driving down equipment and track failures

- However ... Human factors caused incidents continue to rise

Change in Cause of Railway Incidents (index, 2005=100)



Distribution of the Cause of Railway Incidents*, 2005-2015



*Note: Incidents include Main Track Derailments, Non-Main Track Collisions & Non-Main Track Derailments Source: Transportation Safety Board

CP

LVVR TECHNOLOGY BENEFITS

INWARD FACING LOCOMOTIVE VIDEO AND VOICE RECORDERS

- Powerful Safety Management System Tool
- Can link to other locomotive technologies
- Numerous studies have shown the technology v improve rail safety



More information can be found at <http://cprailsafe.com/>

CP

EMERGENCY RESPONSE

WHO DO I CALL?

This number **MUST** be in your community emergency plan:

CP Police Service Emergency Line 24/7

800 716-9132

CP

CP EMERGENCY RESPONSE EQUIPMENT



TRANSFER TRAILERS



CP

CP EMERGENCY RESPONSE EQUIPMENT



FIRE TRAILERS

CP

CP EMERGENCY RESPONSE EQUIPMENT



BOOM CONTAINERS



CP EMERGENCY RESPONSE EQUIPMENT



OPERATIONAL
COMMAND TRAILERS



CP EMERGENCY RESPONSE EQUIPMENT

CP 911 – TRAINING CAR



CP

ASKRAIL

REAL TIME INFORMATION

Input Car Number

AskRail

Equipment ID is a set of letters (up to 4) and numbers (up to 6) on the side of every freight car. See the example below.



Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M

123 space Search

Car Search Results

AskRail

PROX31289

Equipment Details View Train

ID: PROX 31289

LD/MTY: LOADED

HAZARDOUS Launch FIRST

UN/NA ID: UN3295

PSN: HYDROCARBONS, LIQUID, N.O.S.

Hazard Class: 3

Railroad: CP RS

Railroad Phone: (800) 716-8132

Train View Results

AskRail Done

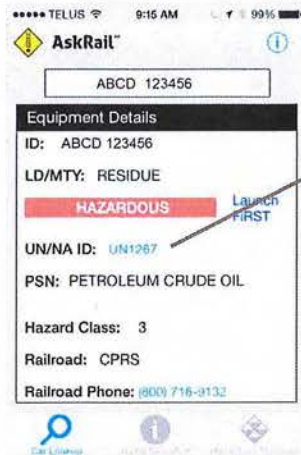
Train Details 100 Cars

94	GATX 58758	LOADED
95	PROX 31289	LOADED
HAZARDOUS Launch FIRST		
UN/NA ID: UN3295		
PSN: HYDROCARBONS, LIQUID, N.O.S.		
Hazard Class: 3		
Railroad: CP		
Railroad Phone: (800) 716-8132		
96	NATX 401043	LOADED
97	GATX 212698	LOADED
0	UPRQ 62618	EMPTY

CP

ASKRAIL

REAL TIME INFORMATION



CP

LIVING NEAR THE RAILWAY

TRAIN WHISTLES

CANADIAN RAILWAY OPERATING RULE 14 (L) (1)

- ____ o ____
- At public crossings at grade *and at every whistle post*
- Whistle cessation:
<http://www.tc.gc.ca/eng/railsafety/guideline-287.htm>
- Whistle cessation is a detailed process which, if appropriate, will take time to complete.



CP

BLOCKED CROSSINGS

CANADIAN RAILWAY OPERATING RULE 103 – SPECIAL SYSTEM INSTRUCTION

- A train cannot sit in a crossing for more than five (5) minutes, when vehicular or pedestrian traffic requires passage.
- Switching operations must not obstruct vehicular or pedestrian traffic for a longer period than five (5) minutes at a time.
- When emergency vehicles require passage, employees must cooperate to quickly clear the crossing involved.

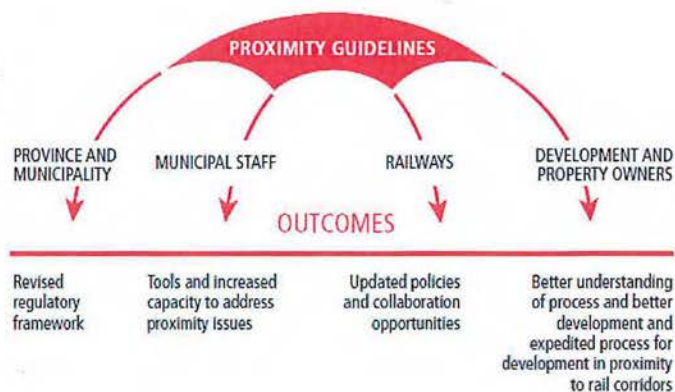


CP

PROXIMITY GUIDELINES

WWW.PROXIMITYISSUES.CA

- Created by the Federation of Canadian Municipalities and the Railway Association of Canada.
- Updated in 2012.
- Re-launched at FCM 2013 in Vancouver



NEW GRADE CROSSING REGULATION

INFORMATION SHARING BY NOVEMBER 30, 2016

RAILWAYS

- CP has developed a Database to enter, track, and share information
- Number of tracks;
- Average annual railway movements;
- Railway design speed;
- Type of warning system;
- Stop sign on railway crossing sign;
- Whistling at the crossing.

ROAD AUTHORITY

- Number of lanes of traffic;
- Width of each lane and shoulder;
- Road crossing design speed;
- Road specifications and standards;
- Average annual daily traffic;
- Design vehicle;
- Stopping sight distance;
- Average approach gradient;
- Crossing angle;
- Departure, Activation, and Pre-Emption times; and
- Sidewalks, paths, or trails



REGULATIONS, STANDARDS, AND INFORMATION

Federal Grade Crossings Regulations

<http://laws-lois.justice.gc.ca/eng/regulations/sor-2014-275/index.html>

Federal Grade Crossings Standards

<https://www.tc.gc.ca/media/documents/railsafety/grade-crossing-standards.pdf>

Canada's Grade Crossings Regulations at-a-glance

https://www.tc.gc.ca/media/documents/railsafety/GradeCrossings_FACT_SHEET_EN_8x11.pdf

Determining Minimum Sightlines at Grade Crossings

<https://www.tc.gc.ca/eng/railsafety/railsafety-978.html#printable>

Grade Crossing Closure Program

<http://www.tc.gc.ca/eng/railsafety/publications-45.htm>

Questions or assistance please contact:

- Pete Bayerle, Public Works Manager, pete_bayerle@cpr.ca or 403 319-7488
- Paul Whalen, Grade Crossing Coordinator, paul_whelen@cpr.ca or 403 260-5857



CONNECT

Mike LoVecchio

Director Government Affairs

778 772-9636

mike_lovecchio@cpr.ca

Public information:

CP Community Connect (24/7)

800 766-7912

community_connect@cpr.ca

www.cpr.ca

@CanadianPacific

Emergencies:

CP Police Service (24/7)

800 716-9132



APPENDIX: REGULATORY CHANGE

REGULATORY CHANGE

CP MEETS OR EXCEEDS ALL REGULATORY REQUIREMENTS

Transport Canada Emergency Directives

- Crew, size
- Train securement
- Braking
- DOT 111 tank car retirement

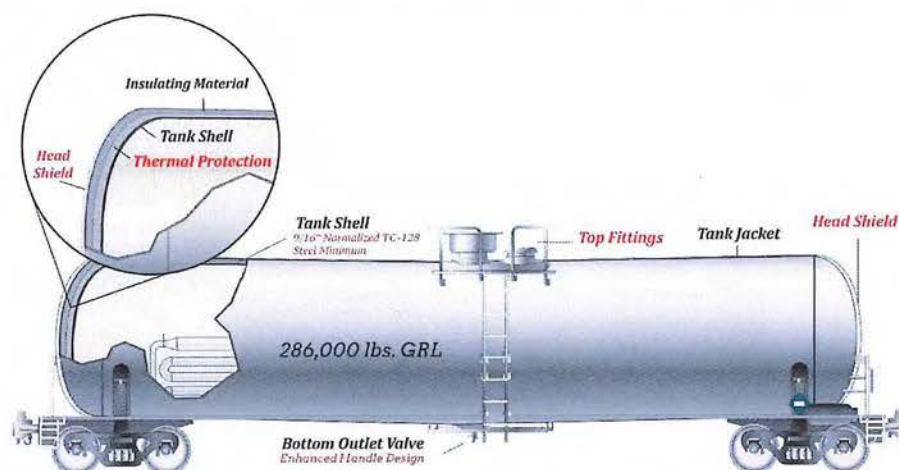
Transport Canada – Transportation of Dangerous Goods Act Protective Directions

- Testing, documentation
- Information sharing (FCM)
- ERAP for crude oil, ethanol
- Railroads support increased standards



CHANGES TO TANK CAR STANDARDS FOR FLAMMABLE LIQUIDS

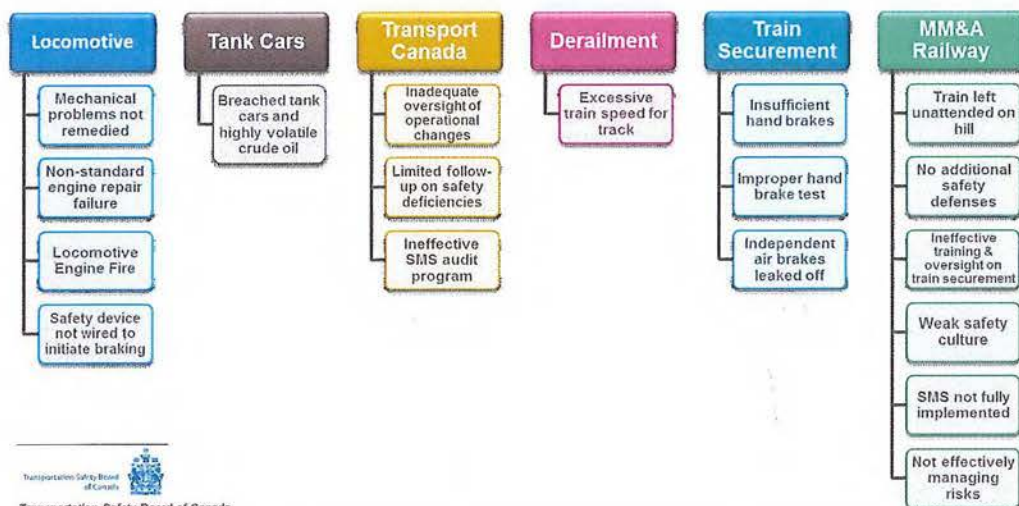
New Construction Standards for the DOT/TC 117 are Harmonized



CP

LAC MEGANTIC

TSB IDENTIFIED 18 CONTRIBUTING FACTORS



Transportation Safety Board of Canada
Investigative findings, 2013

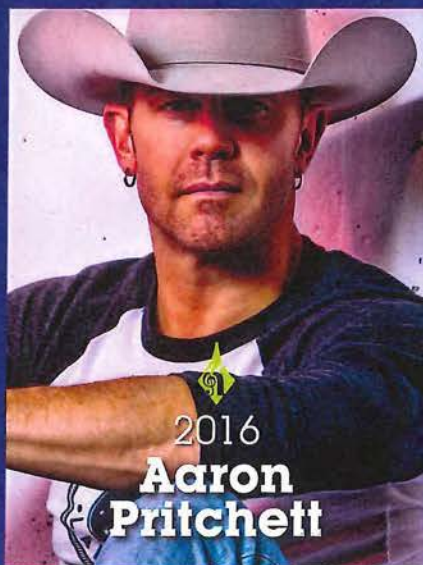
CP

KarmaTM CONCERTS

HEADLINER ARTISTS



2015
**Deric
Ruttan**



2016
**Aaron
Pritchett**



2017
**The
Washboard
Union**

\$100,000 GIVEN BETWEEN
2015 - 2017



BENEFACTORS HAVE INCLUDED



Boys & Girls Club
of Leduc



By creating unique
entertainment events,
we can be the catalyst within
communities to generate
the financial support
necessary to fund
educational, health, music,
and recreational
programs for children.

**Be the Karma in
Your Community™**

780-918-8569
info@karmaconcerts.ca
www.karmaconcerts.ca



NEXT YEAR'S CABARET

April 27, 2018

Leduc Recreation Centre
Curling Club

4th ANNUAL

PROCEEDS WILL BE DONATED TO
BENEFIT CHILDREN IN LEDUC COUN

Karma™ CONCERTS

FRIDAY, APRIL 27, 2018
LEDUC RECREATION CENTRE CURLING CLUB

SPECIAL GUEST



Nice Horse

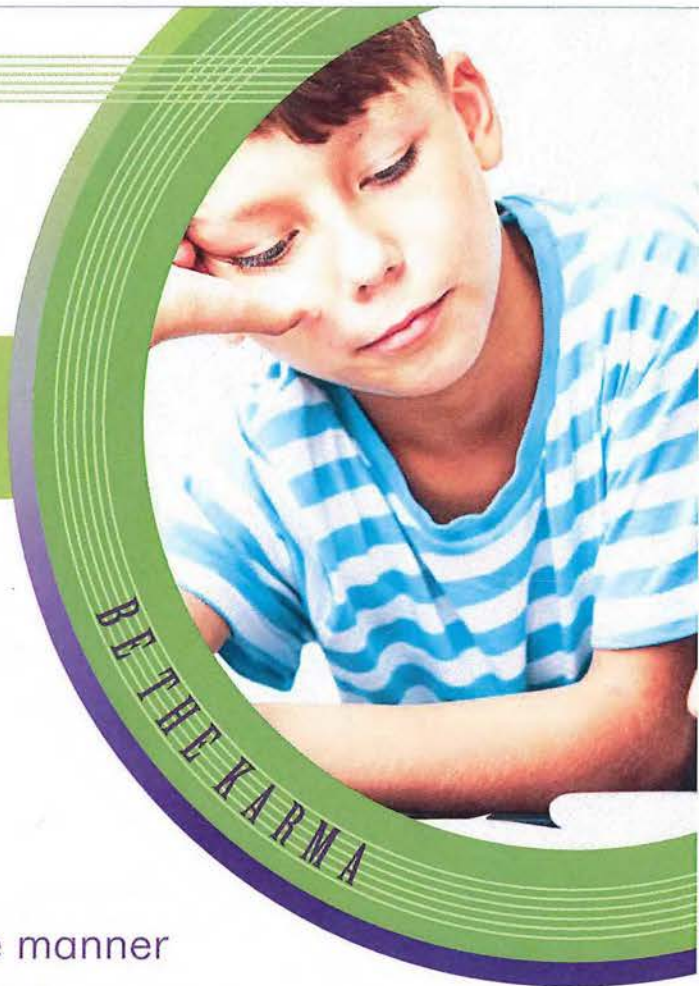


HEADLINE

AARON
GOODVIN

EMCEE: DANNY HOOPE

What & Why



What is Karma?

- Karma is cycle-giving where people consciously work together in a positive manner
- Everybody has the ability to create karma
- You can create good karma in your own backyard
- You can bring joy to children in your community

Why You?

- We know you care
- You are a leader in this community
- You have invested in building this community
- By investing in Karma Concerts, you can
Be the Karma in Your Community to help children in need

It is with great pleasure that we offer your organization a wonderful opportunity to become a valuable sponsor of the fourth annual Karma Concerts cabaret.

Our volunteer-driven Foundation along with our volunteer board, have been organizing our annual concert to benefit children within your community.

An investment in Karma Concerts provides you with the opportunity to enhance your organization's profile, while creating an experience for your employees and clients. Funds raised will help children in the greater area in which the concert is held. Karma Concerts is committed to donating proceeds through registered charities and appropriate associations.

We appreciate you considering our proposal for sponsorship. Please feel free to contact us if you require more information about the program.

Thank you in advance for your support.

Sincerely Yours,

Karma Concerts Board



\$100,000 GIVEN TO THE KIDS

Did you know?

- 21,675 Snacks were distributed between 34 schools within Leduc County between January - December 2015.
- 41,825 Snacks were distributed between 35 schools within Leduc County between January - December 2016.

Quick Facts

- Presently 105 children per day access the Boys & Girls Club of Leduc within Leduc County, a 50% increase from 2016.
- Youth Programs (ages 12-18) are in high demand. Presently there are no year round programs available with current resources.



Boys & Girls Club
of Leduc

The Boys and Girls Club of Leduc has been providing a safe place to kids to go after school in Leduc since 1988.

Karma Concerts contribution of **\$35.5K** has created opportunities for local youth through the club whether it be more frequent offerings of healthier snacks or additional sporting and recreation activities i.e.: archery, art, dance, swimming, yoga. Children that attend our programs develop their recreational, social-emotional and practical life skill set.



Leduc & District
Food Bank
Snack Attack

The LDFB Snack Attack is a program designed to address the increasing need for snacks in our schools for children and youth who come to school hungry. This program provides a choice of healthy snacks based on the approved Alberta Health Services (AHS) standard.

Karma Concerts contribution of **\$32.5K** has funded over 50% of what's required in order to run this program to support schools within our community.



MusiCounts Band Aid Program is awarded to public (elementary, secondary & separate) schools in Canada. The grants impact thousands of young Canadians and support diverse music programs that include concert and jazz bands to drum and guitar ensembles from Pre K to Grade 12 in elementary, junior high and high schools in urban, rural, remote and First Nations communities from coast to coast.

Karma Concerts contribution of **\$25K** to MusiCounts has positively impacted schools in our region. Schools are made aware of the Band Aid Program opportunity and encouraged to apply for funds.



840/CFCW
Alberta's / Country Legend

CISN  **103.9**
COUNTRY

WILHAUK
BEEF JERKY



 **Karma**
CONCERT

Sponsorship Opportunity \$10,000

VIP Meet & Greet Lounge Experience

- Main Artist 3 Song Set
- Private Meet & Greet with Artists
- Autographs
- Appetizers and Alcoholic Beverages Served

Concert Table Service 1 Table of 10

- Reserved seating with personal host service
- Complimentary Wine & Entree

Exclusive VIP Bar

Recognition

- Logo name recognition and positioning on All Promotional Materials
- 75% of Radio Spot Mentions on CISN and CFCW
- Exclusive T.V. Advertisement Logo Recognition on Global
- Website Logo and Link to Your Site
- Social Media Mentions and 25,000 on-line impressions
- Premium Placement of Logo at Event
- Opening Remarks at Event
- Framed Promotional Poster Autographed

Your investment matters

- \$10,000 could provide 25 schools with snacks for children for 4 months
- \$10,000 could allow 50 children to be able to participate in recreation programs

Please make cheque payable to Karma Concerts Foundation



Sponsorship Opportunity \$5,000

Concert Table Service

1 Table of 10

- Reserved seating with personal host service
- Complimentary Wine & Entree

Exclusive VIP Bar

Recognition

- Logo Name Recognition and Positioning on Promotional Materials
- 25% of Radio Spot Mentions on CISN and CFCW
- Website Logo and Link to Your Site
- Social Media Mentions and 25,000 on-line impressions
- Placement of Logo at Event
- Framed Promotional Poster Autographed

Your investment matters

- \$5,000 could provide 25 schools with snacks for children for 2 months
- \$5,000 could allow 25 children to be able to participate in recreation programs

Please make cheque payable to Karma Concerts Foundation



Sponsorship Opportunity \$2,500

Concert Table Service

1 Table of 8

- Reserved seating
- Complimentary Wine & Entree

Exclusive VIP Bar

Recognition

- Logo on Banner, Program, and Media Print
- Website Logo
- Social Media Mentions and 25,000 on-line impressions
- Framed Promotional Poster Autographed

Your investment matters

- \$2,500 could provide 25 schools with snacks for children for 1 month
- \$2,500 could allow 12 children to be able to participate in recreation programs

Please make cheque payable to Karma Concerts Foundation



Sponsorship Opportunity \$1,250

Concert Table Service

1 Table of 8

- Reserved seating
- Complimentary Wine & Entree

Exclusive VIP Bar

Recognition

- Logo on Banner, Program, and Media Print
- Website Logo
- Framed Promotional Poster Autographed

Your investment matters

- \$1,250 could provide 12 schools with snacks for children for 1 month
- \$1,250 could allow 6 children to be able to participate in recreation programs

Please make cheque payable to Karma Concerts Foundation



Friends of Karma \$500+gst Reserved Table of 8 Public Seating Area

Create a Positive Impact

- Drive traffic to your business for client enter to win opportunity*
- Gift your VIP clients the Karma Concerts cabaret experience

**Karma Concerts will promote participating businesses on social media (twice per week) if concert tickets are used as enter to win opportunity.*

Friends of Karma Reserve Table valid until December 15, 2017.

Recognition

- Business Acknowledgement in Concert Program



Friends of Karma & Good Karma

Donations

- ☐ Friends of Karma \$500+ ☐ Other _____
- ☐ Good Karma \$250+

Name: _____

Address: _____

Ph#/Email: _____

Please fill out and mail to:
Box 5236 Leduc, AB T9E 6L6 or donate online at www.karmaconcerts.ca

*Please make cheque payable to Karma Concerts Foundation.
Your donation is greatly appreciated.*



Karma Concerts was founded by Ray and Tammy Bradley in April 2014. What began as a casual conversation over a year earlier, evolved into building a foundation that will allow people to enjoy an intimate concert experience, knowing that they are also making a difference in a young person's life.

Karma Concerts is committed to donating the proceeds through registered charities and appropriate associations.

Meet the Board

We believe it's important to support local children within communities we live in. As we feel blessed by what we have, we volunteer our time to raise funds using a concert platform. We are grateful to be able to provide an opportunity to others in the community to engage in making a difference for our youth.

Tammy Bradley *President*
tammy@karmaconcerts.ca

Ray Bradley *Vice President*
ray@karmaconcerts.ca

Tammy Thember *Treasurer*
treasurer@karmaconcerts.ca

Melissa Langlois *Secretary*
secretary@karmaconcerts.ca

Carla Lancaster *Marketing & Promotions*
carla@karmaconcerts.ca

April Whenham *Marketing & Promotions*
april@karmaconcerts.ca

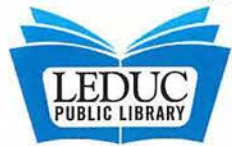


BE THE KARMA IN YOUR COMMUNITY™



By creating unique entertainment events,
we can be the catalyst within communities to generate
the financial support necessary to fund educational,
health, music, and recreational programs
for children.

780-918-8569 info@karmaconcerts.ca www.karmaconcerts.ca
Box 5236 Leduc, AB T9E 6L6



Leduc Public Library 2018 Update

Carla Frybort, Library Director

Welcome to Your Library!

► Introduction



Where are we Going? Strategic Plan

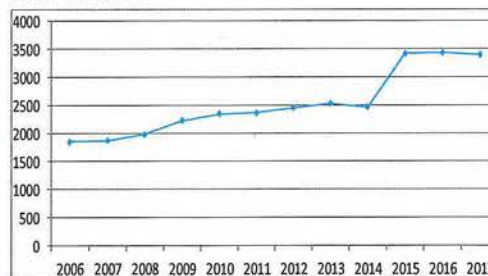
- ▶ Strategic Plan covers 2015–2019
- ▶ *Planning for Results* method
- ▶ Priority Service Responses chosen by Residents
- ▶ Monitored by Board
- ▶ Living document



Who is coming to the Library?

- ▶ Residents of Leduc
- ▶ Residents of Leduc County
- ▶ Patrons from other TRAC libraries
- ▶ Residents of Edmonton and other non- TRAC libraries

of New
Library
Cards
Issued

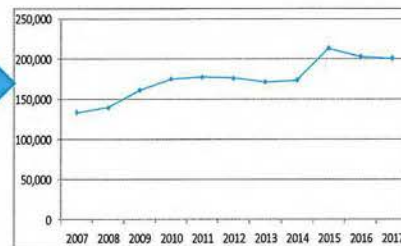


Books Go In, Books Go Out!

- ▶ Over 70,000 items in Leduc
- ▶ 2 million items from TRAC
- ▶ YRL – E-books, E-magazines, streaming movies and downloadable audiobooks
- ▶ Lent out 33,000 items to other TRAC patrons, Borrowed 41,000



Check
-Outs



Meeting Room Use By Our Community

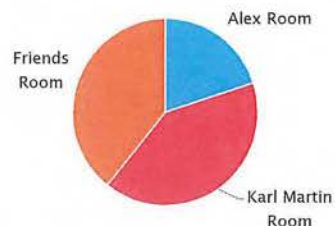
- ▶ Prior to 2015 we did not rent out rooms
- ▶ New facility, new rooms!

- ❖ Alexandra Program Room
- ❖ Friends of the Leduc Library Meeting Room
- ❖ Karl Martin Meeting Room

Rental Fees
Waived for
Community
Groups

of Bookings – Community
Groups & Businesses

2017 Total:
536 Room
Bookings
3,579 in
Attendance



A Great Community Space!

- ▶ Seating & Elsie John's Art Wall, Florence Lede Patio
- ▶ Public computers & wireless
- ▶ Study space
- ▶ Community events posters and City information
- ▶ Popular children's area
- ▶ Surrounded by park, playground, Alex Arena and the Splash Park!



Programs & Services New Directions

- ▶ More programs for all ages
- ▶ Better link to literacy and education
- ▶ Maker space ideas
- ▶ Homebound Services
- ▶ 1 on 1 basic computer help
- ▶ Technology
- ▶ Local History
- ▶ Books for Babies with Leduc Health Unit



Leduc Adult Learning

- July 2017 – Library Board is now funding Recipient
- Basic Computer Training
- English Language Learning
- 1 to 1 Tutoring
- GED Prep Help
- & More!

LEARN FOR LIFE
Leduc Adult Learning

Questions?



*Without libraries what have we?
We have no past and no future.
- Ray Bradbury*

IV.

RECOGNITION ITEMS

There were no Recognition Items.

V.

PUBLIC COMMENTARY

VI.

PUBLIC HEARING

VII.

PRESENTATIONS

There were no Presentations.

MEETING DATE: February 12, 2018

SUBMITTED BY: George Clancy, Director, Emergency Management

PREPARED BY: George Clancy, Director, Emergency Management

REPORT TITLE: Emergency Management Exercise - Dark Cloud

REPORT SUMMARY

This report summarizes, inclusive of recommendations, the annual Emergency Management Exercise held on May 11th, 2017. This report meets the requirements set out under the Alberta Emergency Act and our Municipal Emergency Plan and is submitted by the Leduc Emergency Management Agency as information

BACKGROUND

KEY ISSUE(S) / CONTEXT:

Under the current Emergency Management Act, it is required for each municipality to exercise the Municipal Emergency Plan to ensure that it is current and provides the necessary information to assist a municipality mitigate any emergent event it may face.

The main objective behind Exercise Dark Cloud was to review and engage our current Municipal Emergency Plan (MEP). This exercise also provided a venue to identify how our municipal emergency plan dovetails into industry emergency plans and identify how effective these plans are. A key objective was to ensure all involved in the emergency coordination center operations are coordinated in their response, communication, and action processes. In addition, a key area of the exercise was to provide familiarization with the Emergency Coordination Center (ECC) layout, operations, and protocol to those experiencing it for the first time.

The exercise focused on some pivotal areas, which may challenge the functionality of ECC operations during an event. Ideas and concepts were shared among the exercise participants to review processes and adjust plans where required.

There was also a lot of emphasis placed on how emergency response would coordinate with industry during an Incident. The critical element associated with this challenge is communication between the Incident command, our industry partners, and the ECC.

Participants identified in the exercise were either directly or indirectly involved as support to the response or actively involved in the decision making process, e.g.: Unified Command at the incident or the ECC Agency.

KEY OBJECTIVES

The potential for environmental disaster in any community is certainly more prevalent today than in the past. Weather is out of our control, and we will respond to, and mitigate, any affects that it causes. However, when we look at the risks that our city has the potential to face, it is pivotal that we are proactive and have the plan in place to respond, mitigate, and recover as soon as possible.

There are many risks found within our community. Some of those include: a large industrial sector, a major rail line, major highways, and of course an international airport. It is pivotal that we exercise our MEP to ensure that we can properly

respond and mitigate emergent events that this type of municipal infrastructure can cause. Exercise Dark Cloud allowed us to test our MEP, our response, and the interoperability of our response with our industrial partners.

Another objective behind this exercise was to test city staff whom are expected to respond when an activation of our Emergency Communications Centre (ECC) is required. This exercise allowed us to test those staff on their understanding of the MEP and how they would react to an event that removes them from their comfort zone. This was all under the observation of our Alberta Emergency Management Agency Field Officer.

KEY RECOMMENDATIONS

The following are some of the key recommendations that were identified throughout the event:

- Create standing offers of agreements (SOA's) with finance for food, water, sanitation.
- The tracking of all resources.
- Provide clearer information on what each ICS document is intended to accomplish.
- Current positions identified in the training strategy can have alternate staff take advantage of the emergency management (EM) training. It is recommended directors engage with those staff interested in availing of the Emergency Management training
- Ensure that we have adequately trained staff to fulfill the specific roles expected to work within the ECC/EOC
- Improve/train on how key ECC/EOC staff on how to navigate through the MEP.

The Emergency Management Team will ensure that all recommendations are implemented.

ATTACHMENTS:

Leduc Emergency Management Agency report: Dark Cloud Exercise

Others Who Have Reviewed this Report

B. Loewen, Acting City Manager / D. Melvie, General Manager, Community & Protective Services

Leduc Emergency Management Agency

Exercise Dark Cloud May 11, 2017 09:00hr

HYBRID EXERCISE REPORT

MAY 18, 2016

Scope:

The premise behind exercise Dark Cloud was to identify the interagency relationship between the City of Leduc and our industrial partners when faced with a major emergency and or disaster.

With the past and current expansion of the North Industrial Park, building relationships before disaster occurs is critical to a successful outcome for all stakeholders involved. This exercise will also provide our industrial partners with some insight as to their role and responsibility during an emergent even.

Objective:

The main objective behind Exercise Dark Cloud was to review and engage our current Emergency Plans. This exercise also provided a venue to identify how our municipal emergency plan dovetails into industry plans and identify how effective these plans are. A key objective was to ensure all involved in the emergency coordination center operations are coordinated in their response, communication, and action processes. In addition, a key area of the exercise was to provide familiarization with the Emergency Coordination Center (EEC) layout, operations and protocol to those experiencing it for the first time.

The exercise focused on some pivotal areas, which may challenge the functionality of ECC operations during an event. Ideas and concepts were shared among the exercise participants to review processes and adjust plans where required.

There was also some emphasis placed on how emergency response would coordinate with industry during an Incident. The critical element associated with this challenge is communication between the Incident command, our industry partners, and the ECC.

Participants identified in the exercise were either directly or indirectly involved as support to the response or actively involved in the decision making process e.g. Unified Command at the incident or the ECC Agency.

Leduc Emergency Management Agency

Exercise Dark Cloud May 11, 2017 09:00hr

Exercise Planning Points

- Fire located in the Industrial Park (Allen's Transport)
 - Fire Control
 - Toxic Smoke Plume
 - Wind direction (what effects would this have on our community)
- Goal
 - Test the City of Leduc Evacuation Plan, ESS Plan, and ECC Operations
 - Emergency response to a serious industrial emergency event
 - Identify collaboration areas between industry and municipal departments
- Objective
 - Evacuate effected areas in the municipality
 - Identify areas for enhancement to the MEP and use as a learning opportunity for all participants
 - Identify any key deficiencies with emergency response
 - Further enhance relationship with Industry partners
- Key Stake Holders
 - Internal
 - Council
 - CPO
 - FCSS

Leduc Emergency Management Agency

Exercise Dark Cloud May 11, 2017 09:00hr

- Fire / EMS
- RCMP
- Operations
- Transit
- External
 - Alberta Emergency Management Agency
 - Bulk fuel providers
 - Tow Truck companies
 - Industry
 - CP Rail
 - Edmonton International Airport
- Real-time Tests
 - Emergency Response capacity levels
 - Emergency Social Services Reception center operations
 - Dangerous Goods response and containment
 - Smoke plume evacuation profile: how large, distance for evacuation, outcomes and potential concerns derived from evacuation

Preparation

- Prepare and plan to host exercise on May 11th, 2017
- Identify and meet with industrial partner
- Ensure all departments are aware of exercise and identify commitment

Leduc Emergency Management Agency

Exercise Dark Cloud May 11, 2017 09:00hr

- Review Evacuation Maps
 - New sub divisions – any changes needed
- Industry Partners
 - Fire House 1 - Board room to be used as Incident Site (Fire Simulation program to be used)
 - Fire House 1 - Training room to be used as Emergency Command Centre
 - Reception center Operations Table top at Civic Center
- Points to Consider
 - Shelter in place or Evacuate
 - Areas to be evacuated
 - Primary reception in evacuation zone
 - Alternate Reception Site
 - Regional Reception Site
 - Instructions to residents
 - Turn off furnace fans
 - Close and seal windows and exterior doors
 - Area for pets
 - Nursing Homes evacuation or Shelter in place
- Recovery
 - Air quality
 - Inside buildings
 - Outside

Leduc Emergency Management Agency

Exercise Dark Cloud May 11, 2017 09:00hr

- Business continuity requirements for industry partner

Leduc Emergency Management Agency

Exercise Dark Cloud May 11, 2017 09:00hr

The following participants took part in the exercise:

NAME	AGENCY
George Clancy	City of Leduc Fire Services
Gerry Kelly	City of Leduc Fire Services
Bo Moore	City of Leduc Fire Services
Dale Wilson	City of Leduc Fire Services
Shawn Murphy	City of Leduc Fire Services
Kevin Kunetzski	Leduc RCMP
Chad Orr	Leduc RCMP
Craig Mercredi	Leduc RCMP
Al Gulas	Leduc RCMP
Donna Brock	City of Leduc FCSS
Tabitha White	City of Leduc FCSS
Shawn Olson	City of Leduc Engineering
Jim Backs	Allen's Transport
Duane Kremp	Allen's Transport
David Pearce	City of Leduc GIS
Mike Pieters	City of Leduc Engineering
Nikki Booth	City of Leduc Communications
Mariann McLaughlin	City of Leduc Communications
Myrna Solila	City of Leduc Engineering
Carol Hounsell	City of Leduc Finance
Gerald Unger	City of Leduc IT/Emergency Management
Jennifer Garries	Chamber of Commerce
Bruce Knisley	City of Leduc Facilities
Shawn Tooth	City of Leduc Public Services

Leduc Emergency Management Agency

Exercise Dark Cloud May 11, 2017 09:00hr

3 scenarios were the focus of the exercise:

Event	Location	Scenario
Incident Site	Table top in fire House #1 Boardroom (table top simulation)	<p>Industrial incident fire impacting occupants.</p> <p>Consideration:</p> <ol style="list-style-type: none">1. Shelter in place2. Alternate location <p>What are the processes for each</p> <p>Threat issued toward EIA, Hwy 2 and residential subdivisions</p> <ol style="list-style-type: none">1. What process is in place to protect all occupants <p>What mechanism is in place for communication between occupants and emergency services</p>
Emergency Coordination Center	Fire House #1 Class Room	<p>Support to the incident site and the rest of the community</p> <ol style="list-style-type: none">1. What is the evacuation procedure2. Where are people being evacuated to3. What is the accountability process (head count)?4. How are we connecting into provincial assets
Reception Center Operations	Civic Center (table top simulation)	<p>Setting up reception center operations</p> <ol style="list-style-type: none">1. What is the set up procedure2. Where are people being evacuated to3. What is the accountability process (head count)?4. What are considerations to take into account for such an undertaking

Leduc Emergency Management Agency

Exercise Dark Cloud May 11, 2017 09:00hr

The following action items were identified as areas working well and challenges to overcome:

Points to sustain

1. Maintain the positive attitude and can do attitudes of all team members
2. Its ok to make mistakes
3. Excellent support materials for the ECC (totes with each sections gear in it, checklists etc.)
4. Keep training at the individual and collective training levels
5. Used your plan and constantly refer to it.

Exercise Recommendations

1. Use briefing tools such as maps and diagrams both paper and electronic. Make lots of maps and keep it with your ECC prior to an event. The use of Maps for situational awareness need to be laminated so can be marked up
2. Create standing offers of agreements (SOA's) with finance for food, water, sanitation. (These are great to put into action at 0300 hrs on a Sat as you already have contracts for service).
3. Insure sign in of personnel and equipment at Incident command post (ICP), ECC, and staging area.
4. Must track all resources.
5. Provide information on what the various ICS documents are intended for.
6. Have the Everbridge Mass Notification System show the ECC Manager as the main contact for an activation of the ECC
7. Enhance to availability of hazardous materials inventory to first responders
8. Establish a list of scribes available in the ECC section chiefs documentation
9. Add Chamber of Commerce contact information into the Everbridge System
10. Use of Breakout Rooms
11. Current positions identified in the training strategy can have alternate staff take advantage of the emergency management (EM) training. It is recommended directors engage with those staff interested in availing of the EM training

Overall the training was very effective and further strengthened the partnerships with the municipality, industry, and the province. Well done!

MEETING DATE: February 12, 2018

SUBMITTED BY: George Clancy, Director, Emergency Management

PREPARED BY: George Clancy, Director, Emergency Management

REPORT TITLE: Partial Activation of Emergency Coordination Centre – Electrical Storm, May 24, 2017

REPORT SUMMARY

This report summarizes a partial activation of the Emergency Coordination Centre (ECC) on May 24, 2017, in response to a major power outage affecting approximately half of the City of Leduc. This report is submitted by the Leduc Emergency Management Agency and identifies some major areas of vulnerability for our corporation that surfaced during this emergent event.

BACKGROUND

KEY ISSUE(S) / CONTEXT:

On the afternoon of May 24, 2017, approximately 14:00 hrs, a storm system entered the Capital Region with heavy rain and winds in excess of 98km/hr. This storm system caused serious damage resulting in downed trees, wide scale power outages, and severe wind damage to property.

The RCMP, Fire Services, and Public Services were stretched to capacity ensuring the safety of our citizens. Due to the potential for a lengthy power outage for approximately 50% of our city, a conversation with Fortis was requested to identify the length of time that our city could expect to be without power. Following multiple calls between Fortis and the Director of Emergency Management, it was decided that a partial activation was required. All Chief Officers, including Asst. DDEM Gerald Unger, responded to the ECC and assumed the roles of ECC/Manager, Logistics, and Operations. An official partial ECC activation was put in place at 17:00 hrs.

A request to the RCMP and Public Services to have a member attend and participate in the ECC was requested; this request was fulfilled at 17:40 hrs. The Acting City Manager Irene Sasyniuk, and Community and Protective Services General Manager Darrell Melvie, were updated regularly as to the current status of the event.

At 19:40 hrs, power was restored to all areas of the city. At 20:30 hrs, and following no further interruption to power, the ECC was deactivated.

Although, the event was managed quite well during the period of the emergency, some areas of concern were identified:

- No policy on decision making for activation of the ECC/EOC
- No business continuity plan for each department during a disaster
- No phone communication to and from the ECC/EOC
- Reduced auxiliary power available for key ECC/EOC infrastructure

It is imperative as a corporation that we are ready to respond, and following the few activations of our ECC/EOC over the last couple of years, I believe that we will respond and respond well to any emergency we face.

However, this event showed how vulnerable we could be as a corporation, and why there needs to be a stronger emphasis placed on business continuity planning for each department. The pressure experienced by many services during and post a disaster will be heightened, so it is pivotal that we can continue to respond as a corporation and endure these heightened pressures until we can function as a normal city once again.

Some areas of concern and vulnerability were identified during this event, and the following is required to mitigate these concerns:

Item	Recommendation	Responsible Party
1	Implement a policy that will identify proper procedure for activation of the ECC/EOC	Emergency Management Team
2	Develop a process that will provide clear communication for specific staff when assuming the role of senior executive positions i.e. CAO	Executive Management Team
3	Fix phone communications located within the ECC/EOC	IT Team
4	To alleviate confusion for all staff during an emergency, create a business continuity plan with an all hazards approach for each business unit.	GMs, Directors, Consultant
5	Upgrade auxiliary power to ensure all relevant ECC/EOC infrastructure is available during a power outage	Facilities

Others Who Have Reviewed this Report

B. Loewen, Acting City Manager / D. Melvie, General Manager, Community & Protective Services

MEETING DATE: February 12, 2018

SUBMITTED BY: George Clancy, Director of Emergency Management

PREPARED BY: George Clancy, Director of Emergency Management

REPORT TITLE: Emergency Management Recommendations – Action Items

REPORT SUMMARY

Following the Dark Cloud exercise and the Emergency Coordination Centre partial activation last May, some key action items were identified as requirements for our Municipal Emergency Plan. This report includes new processes that meet the recommendations from both events and is submitted by the Leduc Emergency Management Agency as information.

BACKGROUND

KEY ISSUE(S) / CONTEXT:

The responsibility for the City of Leduc during all phases of an emergency is significant. It is imperative that we as a municipality can respond, mitigate, and recover from any crisis we may face. Having a strong Municipal Emergency Plan (MEP), and understanding our roles and responsibility, is critical for a successful outcome when faced with a disaster.

There are many phases to responding, mitigating, and recovering from a disaster. It is also important that those who are responding are cognizant of the steps required when faced with a disaster. The following documents have been created to provide staff members with relevant information on their roles and responsibilities when they are faced with a response, and will make available to them some clear direction during a disaster.

ECC/EOC Activation Policy

An Emergency Communication Centre/Emergency Operations Centre (ECC/EOC) is a central command and control facility responsible for carrying out the principles of emergency preparedness, emergency management, or disaster management functions at a strategic level during an emergency. It is also a pivotal and central element to response of a disaster whilst also ensuring the continuity of operation of our corporation.

Following a recent partial activation of the ECC, it was identified that there was no clear policy on an activation process for this pivotal piece of infrastructure during a disaster.

ECC/EOC Activation Process

Following activation of the ECC/EOC, it is imperative that those asked to respond and assume key roles within this critical piece of infrastructure, are aware of the expectations placed on these roles during an emergency. The attached ECC/EOC Activation Protocol will explain what is expected from key staff that assume specific roles within an ECC/EOC during a disaster. This protocol also provides some information on specific documentation they may encompass as they fulfill their duties during the event.

Donation Management Guidelines

During a disaster the need and request for donations is quite high, and the response from most communities is usually very positive; this was obvious during the Fort McMurray Wildfires. It is imperative that we, as a corporation, put in place some guidelines on the role of our corporation, and particularly our FCSS department, on what our role/support would entail surrounding the donation process during a disaster.

ECC/EOC Crisis Communication Plan

Communication during and immediately after a disaster situation is an important element of response and recovery. It connects affected people, families, and communities with first responders and support systems. It is imperative that we are proactive in disseminating factual and accurate information as soon as possible. It is also imperative that those responsible for communications are fully aware of their role and responsibility during and post a disaster.

ATTACHMENTS:

1. ECC/EOC Activation Policy
2. ECC/EOC Activation Process
3. Donation Management Guidelines
4. ECC/EOC Communication Plan

Others Who Have Reviewed this Report

M. Pieters, Acting City Manager / B. Loewen, City Solicitor / I. Sasyniuk, General Manager, Corporate Services / D. Melvie, General Manager, Community & Protective Services / M. Pieters, General Manager, Infrastructure & Planning



City of Leduc Policy

Policy Title: ECC/EOC Activation

Policy No: Records Dept.
Administers the Policy No.

Supersedes: Records Dept.
has info

Revision #: Records Dept.
has info

Authority City Manager:	
Section: Leduc Emergency Management Agency	Approval Date:
Responsible Department:	Effective Date:
Relevant Legislation: Alberta Emergency Management Act	
Relevant Council Resolution(s) and Date(s):	
Relevant Bylaw and Date(s): City of Leduc Bylaw No. 840-2013: Emergency Management Bylaw	
Authority's Signature:	

Policy Objective:

The following information will provide all city staff as to the criteria for activating the ECC/EOC

Definitions:

ECC:	Emergency Coordination Centre
EOC:	Emergency Operations Centre
ECC:	Emergency Coordination Centre
DEM:	Director of Emergency Management
DDEM:	Deputy Director of Emergency Management
ADDEM:	Assistant Deputy Director of Emergency Management
EPIO:	Emergency Public Information Officer
POC:	Provincial Operations Centre
IC:	Incident Command
CM:	City Manager or Alternate
MEP:	Municipal Emergency Plan

Policy:

The Emergency Coordination Centre/Emergency Operations Centre (ECC/EOC) is activated when an incident occurs that causes the establishment of resource management priorities. The ECC/EOC is activated at the discretion of the Incident Commander (IC) and/or the Director of Emergency Management (DEM). The DEM falls under the responsibility of the Fire Chief or the individual that is acting in the role of Fire Chief.

The following criteria indicates when an ECC/EOC should be activated:

- Resources beyond local capabilities are required
- The emergency is of long duration
- Major policy decision will or may be needed
- Activation of an ECC/EOC will be advantageous to the successful management of an emergency
- A state of local emergency is proclaimed
- At the request of a neighbouring municipality/authority

Process:

Levels of Plan Activation (AEMA, 2017)

There are three levels of emergency that can affect a community, which are defined by the Alberta Emergency Management Agency:

Level I:

Is a low impact, short duration incident in which the municipality has adequate resources (e.g. a routine event that first responders handle on a routine basis using existing standard operating procedures). A municipal emergency service, on becoming aware of the situation, alerts other emergency services involved in the response and municipal administration, who may advise the Director of Emergency Management (DEM). The MEP is usually not activated for this level of event.

Level II:

Is a high impact, short duration incident in which coordination is required to support site operations. An example is a transportation of dangerous goods incident that results in evacuation of the surrounding area. Dangerous goods experts may be required on scene and a reception centre opened. As well, outside support may be required (e.g. from mutual aid partners). An emergency site manager will be designated; there will be a need for emergency public information support. The DEM and other personnel may be on site. The DEM takes such action as is necessary to minimize the effects of the emergency on the municipality by doing those things not being done by the first responders, such as:

- a) communicating with elected officials,
- b) notifying members of the emergency management agency,
- c) activating the MEP, in whole or in part,
- d) recommending to elected officials that there be a "declaration of a state of local emergency",
- e) supporting emergency site operations by disseminating information in preparation for media inquiries,
- f) Providing public awareness information.

Level III:

Is a high impact and or long duration incident that interrupts normal activities in the community and requires response from multi-organizational and multi-jurisdictional resources. The situation will require full coordination, external resources, activating the ECC and confirmation of an Incident Commander. Example: Pine Lake Tornado, July 14, 2000.

General Concept of ECC/EOC:

An ECC/EOC is a central command and control facility responsible for carrying out the principles of emergency preparedness, emergency management, or disaster management functions at a strategic level during an emergency. It is also a pivotal and central element to response of a disaster whilst also ensuring the continuity of operation of our corporation.

There are two types of centres: Emergency Operations Centre and Emergency Coordination Centres.

- Emergency Operations Centre: An EOC will be established when no specific incident site exists, as disasters like pandemics or floods may not have an incident command post. The EOC Manager will assume responsibility for both coordinating tasks of the response and resources required.
- Emergency Coordination Centre: An ECC will be established when an incident site exists. The ECC Manager coordinates the resources and support being provided to the IC at the site. ***The ECC does not control the incident site. This is the responsibility of the Incident Commander/Unified Command.***

An ECC/EOC is responsible for strategic direction and operational decisions and does not normally directly control field assets, instead leaving tactical decisions to lower commands. The common functions of ECC/EOCs is to collect, gather and analyze data; make decisions that protect life and property; maintain continuity of the corporation within the scope of applicable laws; and disseminate those decisions to all concerned agencies and individuals.

The primary ECC/EOC is located at the Protective Services Building (Classroom) with a secondary located at the Telford Room at the Civic Centre. All members required to report to the ECC/EOC will be informed via emergency notification (Everbridge) as to its location. The ECC/EOC will only be activated on request by the DEM, or his/her alternate, following consultation with the lead response agency.

Levels of Activation:

Activation of the ECC/EOC as early as possible is pivotal to a good outcome of any major incident. However, one size of activation does not fit all incidents, and it is essential that the activation be to an appropriate level when required. There shall be three levels of activation for an ECC/EOC operated by the City of Leduc:

Level 1: Pre-emptive set up:

Is activated when the Emergency Management Team is made aware of a large event being held within the City of Leduc Corporate Limits that could have significant resource pressures if a disaster was to occur during the event. This level is a proactive approach and will involve the following:

Set up the ECC/EOC

1. Emergency notification of activation
2. Staffing of ECC/EOC is **not** required
3. the DEM will ensure that he/she is aware of all relevant senior administration who are currently in the following administration/political roles during the time frame of the event: Mayor, City Manager

Level II Partial Activation:

Is activated when notification of an environmental event, a potential developing incident, or on request from emergency services as a precautionary measure, specifically if the event/concern may effect multiple corporate agencies. This partial activation will involve the following:

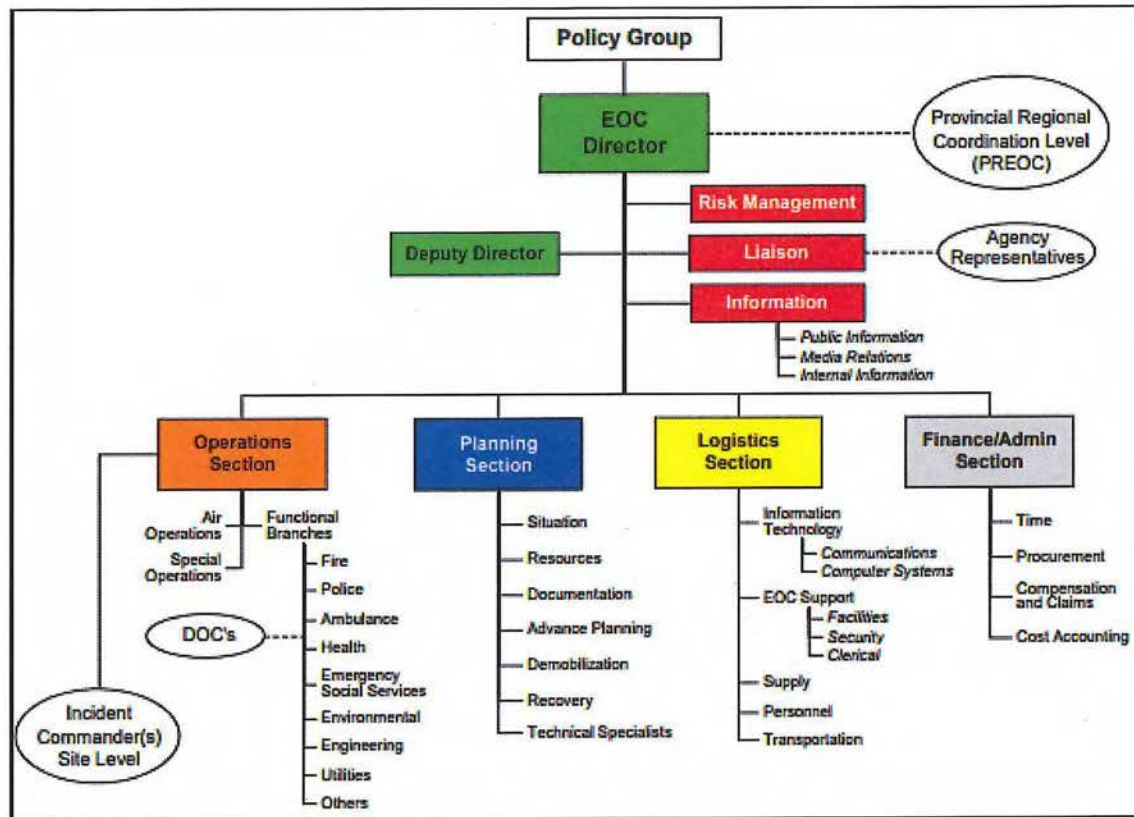
1. Emergency notification of activation
2. Provincial Operations Centre (POC) notified
3. Set up the ECC/EOC.
4. Minimum staffing of the following positions:
 - a. ECC Manager
 - b. EPIO
 - c. Operations
 - d. Logistics
5. Each position will review their responsibilities; a list of responsibilities can be found in your assigned tote located at the ECC
6. Inform the City Manager of the partial activation and reason for such an activation.

Level III Full Activation:

Is activated when a high impact and or long duration incident that interrupts normal activities in the community and requires response from multi-organizational and multi-jurisdictional resources, a full activation will be called for. This full activation will involve the following:

1. Emergency Notification of activation.
2. Provincial Operations Centre (POC) notified
3. Set up the ECC/EOC.
4. Immediately staff the following positions:
 - a. ECC Manager
 - b. General Staff (EPIO, Safety Officer, Liaison Officer)
 - c. Operations
 - d. Logistics
 - e. Planning
 - f. Finance
5. Each position will review their responsibilities; a list of responsibilities can be found in your assigned tote located at the ECC.
6. Inform the City Manager of the full activation and provide a situational report.

Example of ECC/EOC Organizational Chart



Events of Long Duration:

For events that are of a long duration, it is pivotal that our Planning Section has mapped out a schedule for the rotation of personnel for all ECC positions. To ensure that the transfer of responsibilities is seamless, and the specific information that is relevant to the event and the position being relieved is been shared appropriately with the oncoming shift, the individuals being relieved will ensure that a transfer of responsibilities will be followed.

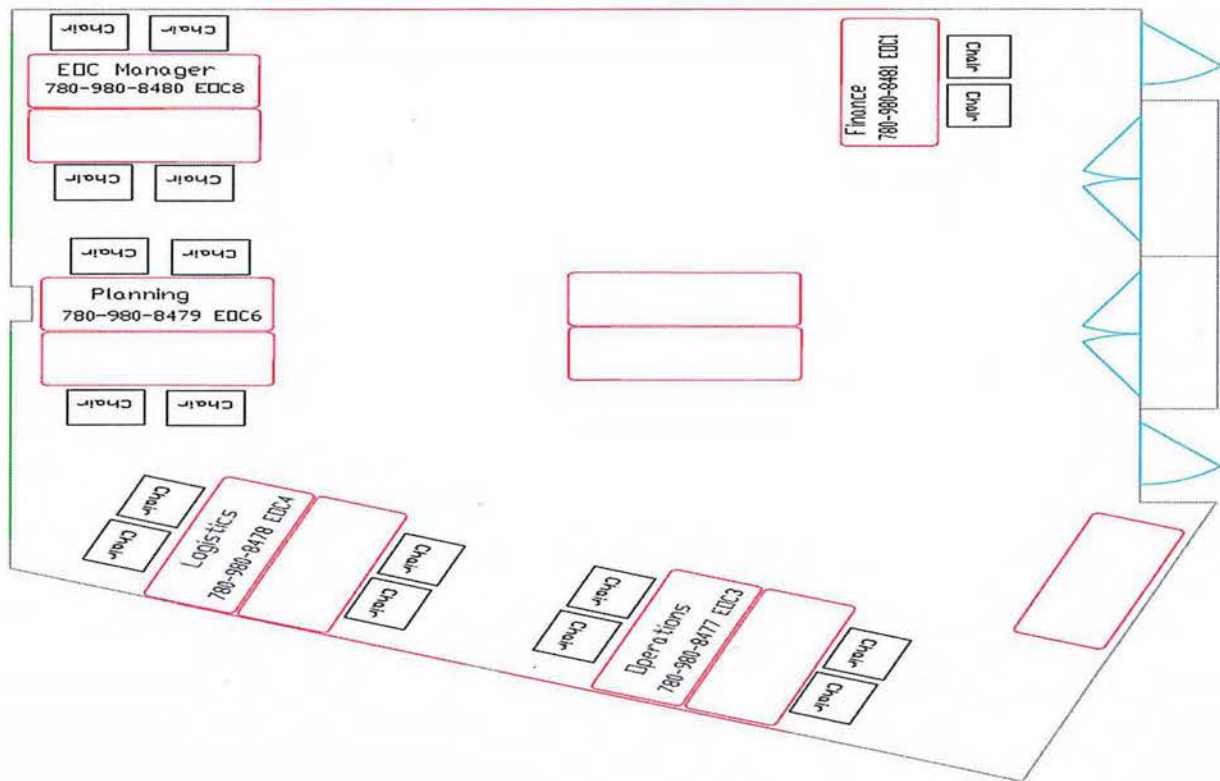
- Transfer of Responsibilities (Shift Changes)

When a staff member transfers their responsibilities to another, a simple but formal transfer briefing will be required. The recommendation, and where and when feasible, should be no longer than 8 – 12 hours. When scheduling shift rotations, it is recommended that shifts overlap by 30 minutes to prevent a staff position from being inadequately relieved. A transfer briefing should summarize the activities of the past shift, identify "open" incidents or activities, and if time permits, be accompanied by a short written summary of the same information for later use during the operation or at a post operation debriefing.

- Staffing Considerations:

The ECC could run on a 24/7 basis so it is extremely important that we schedule appropriately and staff are rested. Time must be allowed for rest, meals, psychological support etc. Ensure responsibilities of seconded positions for ECC/EOC are maintained where and when possible. It is also important to limit activities at the ECC/EOC that require all staff members to attend, other than during their shift. They interrupt necessary rest time and can preclude such necessary events as site visits and media interviews.

City of Leduc ECC/EOC Set Up:

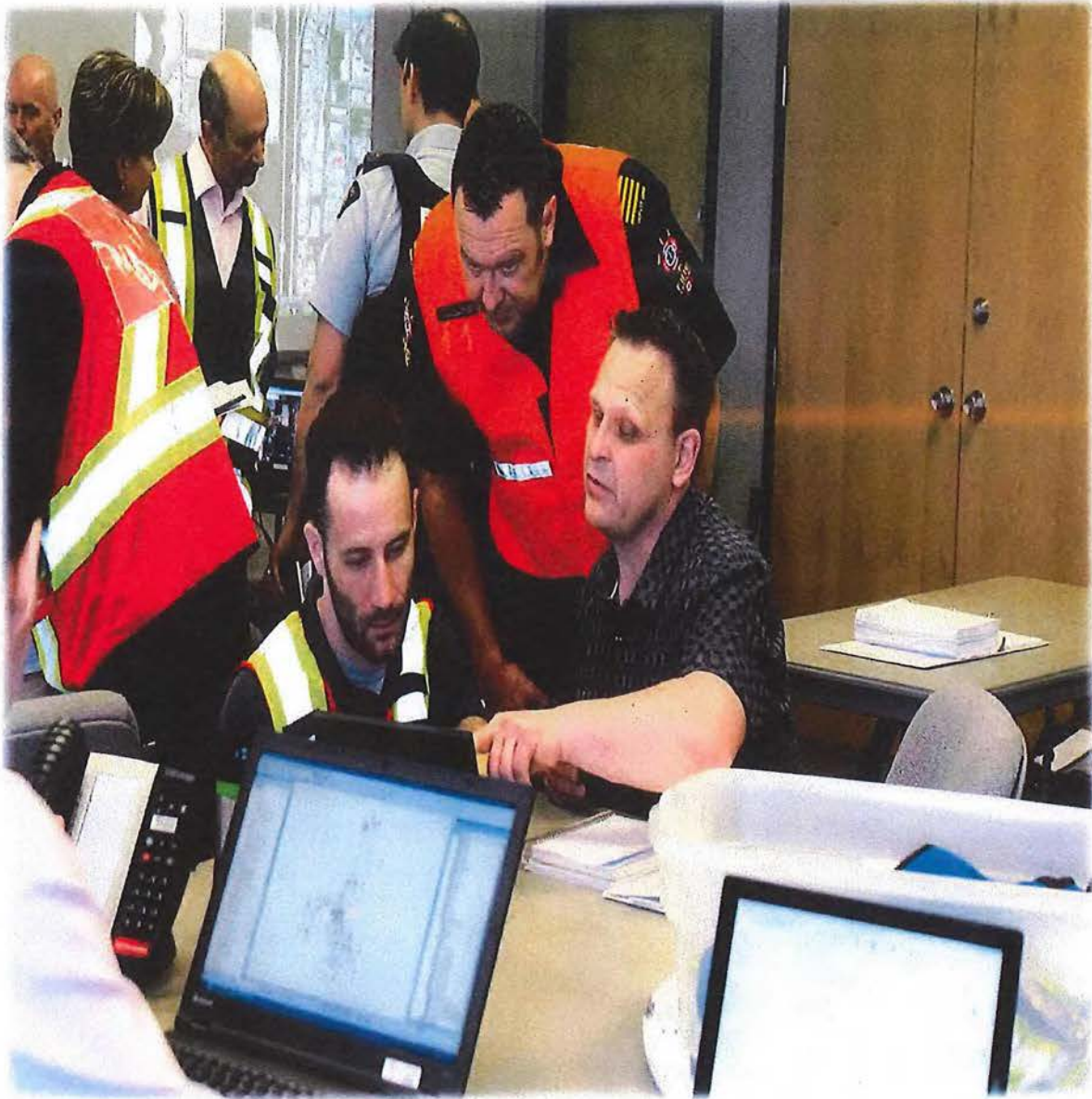


Termination:

The ECC/EOC Manager will terminate the ECC/EOC activity for the current incident and notify all participants. The Manager must consider the requirements of termination virtually from the outset. Depending on the size of the event, the ECC/EOC Manager or Demobilization Unit Coordinator will supervise and administer the termination process, staying behind if necessary after the ECC/EOC is closed.

Suggested criteria for terminating EOC operations includes:

- Individual EOC functions are no longer required
- A State of Local Emergency is rescinded
- Coordination of response activities and/or resources is no longer required
- Event has been contained and emergency personnel have returned to regular duties.
- The restoration of remaining corporate services have resumed to the current expected function in accordance with the Corporate Business Continuity Plan.
- A full report will be provided to the City Manager within 30 days of the deactivation of the ECC/EOC



**Emergency Coordination Centre (ECC)/
Emergency Operations Centre (EOC)
Process**

EMERGENCY COORDINATION/OPERATIONS CENTRE ACTIVATION PROTOCOL

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EMERGENCY COORDINATION/OPERATIONS CENTRE ACTIVATION PROTOCOL

Emergency Coordination Centre/ Emergency Operations Centre Activation (ECC/EOC)

The activation of the Emergency Coordination Centre/Emergency Operations Centre (ECC/EOC) is critical to any response to any major emergency or disaster in the community. There are three stages of ECC/EOC activation:

Level 1: Pre-emptive set up of the ECC/EOC

The ECC/EOC is brought to a state of readiness and all equipment within the ECC/EOC is deployed and not staffed. This is in the event the ECC/EOC is required to support an incident.

Level 2: Partial Activation

The ECC/EOC has been activated but only certain positions are required to be functional e.g. ECC/EOC manager, Operation and Logistics. Not all ECC/EOC staff are required to attend to the ECC/EOC.

Level 3: Full Activation

The ECC/EOC has been activated and all positions are required to be functional to support an incident. All ECC/EOC staff are required to attend and a shift rotation established to support an incident.

Note: All three levels of activation must be communicated to the City Manager (CAO)

EMERGENCY COORDINATION/OPERATIONS CENTRE ACTIVATION PROTOCOL

ECC/EOC Manager Position

This position is filled by the first arriving person to the ECC/EOC and can be taken over by an equally or higher trained emergency management official.

Initial Tasks:

1. Set up ECC/EOC Manager position; follow diagram on closet door
2. Request for scribe assistance (see list in Position Binder)
3. Assign a security detail and have all attendees sign in
4. Give out ECC/EOC ID (*there should be 3 per box*)
5. Notify the Provincial Operations Centre that you have activated the ECC/EOC
6. Have an Everbridge notification sent out to the ECC/EOC agency of the activation
 - a. *See list of authorized users in Position Binder*
7. Notify communications of the activation
8. The ECC/EOC Manager's phone number will be the main point of contact until additional positions are activated (See page 8 of this protocol for number)
9. All supplies are in the ECC/EOC closet; the key is located in the office of the Deputy Chief of Community Preparedness's office, top drawer of the credenza (red tag ECC/EOC closet)
10. Don the Green Vest
11. Get as much up to date information from the Incident Commander as possible
12. All documentation can be found in the tote labeled ECC/EOC Manager
13. Establish an Incident Action Plan and Operational Period (refer to documentation in Position Binder)
14. Electronic forms are located either on the thumb drives in the ECC/EOC closet or via the network on
L:\Emergency_Management\Municipal_Emergency_Plan\Leduc_ICCS_ECC/EOC_Forms
15. Follow check list for the position found in Position Binder
16. Initiate an incident briefing with ECC/EOC agency
17. Initiate Position Log
18. Document all request for services by vendors
19. The ECC/EOC Agency is a team; communicate with all positions in the ECC/EOC

Emergency Management is a team sport

EMERGENCY COORDINATION/OPERATIONS CENTRE ACTIVATION PROTOCOL

Operations Chief

1. Set up ECC/EOC Operations Chief position; follow diagram on closet door
2. Request for scribe assistance (see list in Position Binder)
3. Provide the Operations Chief's phone number to stakeholders (See page 8 of this protocol for number)
4. All supplies are in the ECC/EOC closet
5. Don the Orange Vest
6. All documentation can be found in the tote labeled Operations
7. Understand the Incident Action Plan and Operational Period timeline
8. Electronic forms are located either on the thumb drives in the ECC/EOC closet or via the network on
L:\Emergency_Management\Municipal_Emergency_Plan\Leduc_ICS_ECC/EOC_Forms
9. Follow check list for the position found in Position Binder
10. Attend incident briefings
11. Initiate Position Log
12. Document all request for services by vendors/resources using the requisition form
13. Submit all requisitions to the Logistics Chief
14. The ECC/EOC agency is a team; communicate with all positions in the ECC/EOC

Emergency Operations is a team sport

EMERGENCY COORDINATION/OPERATIONS CENTRE ACTIVATION PROTOCOL

Logistics Chief

1. Set up ECC/EOC Logistics Chief position; follow diagram on closet door
2. Request for scribe assistance (see list in Position Binder)
3. Provide the Logistics Chief phone number to stakeholders(See page 8 of this protocol for number)
4. All supplies are in the ECC/EOC closet
5. Don the Yellow Vest
6. All documentation can be found in the tote labeled Logistics
7. Understand the Incident Action Plan and Operational Period timeline
8. Electronic forms are located either on the thumb drives in the ECC/EOC closet or via the network on
L:\Emergency_Management\Municipal_Emergency_Plan\Leduc_ICCS_ECC/EOC_Forms
9. Follow check list for the position found in Position Binder
10. Attend incident briefings
11. Initiate Position Log
12. Document all request for services by vendors/resources using the requisition form
13. Submit all requisitions, and those from other sections, to the Finance Chief
14. The ECC/EOC agency is a team; communicate with all positions in the ECC/EOC

Emergency Operations is a team sport

EMERGENCY COORDINATION/OPERATIONS CENTRE ACTIVATION PROTOCOL

Planning Chief

1. Set up ECC/EOC Planning Chief position; follow diagram on closet door
2. Request for scribe assistance (see list in Position Binder)
3. Provide the Planning Chief phone number to stakeholders(See page 8 of this protocol for number)
4. All supplies are in the ECC/EOC closet
5. Don the Blue Vest
6. All documentation can be found in the tote labeled Planning
7. Understand the Incident Action Plan and Operational Period timeline
8. Electronic forms are located either on the thumb drives in the ECC/EOC closet or via the network on
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9. Follow check list for the position found in Position Binder
10. Attend incident briefings
11. Initiate Position Log
12. Document all request for services by vendors/resources using the requisition form
13. Submit all requisitions to the Logistics Chief
14. The ECC/EOC agency is a team; communicate with all positions in the ECC/EOC

Emergency Operations is a team sport

EMERGENCY COORDINATION/OPERATIONS CENTRE ACTIVATION PROTOCOL

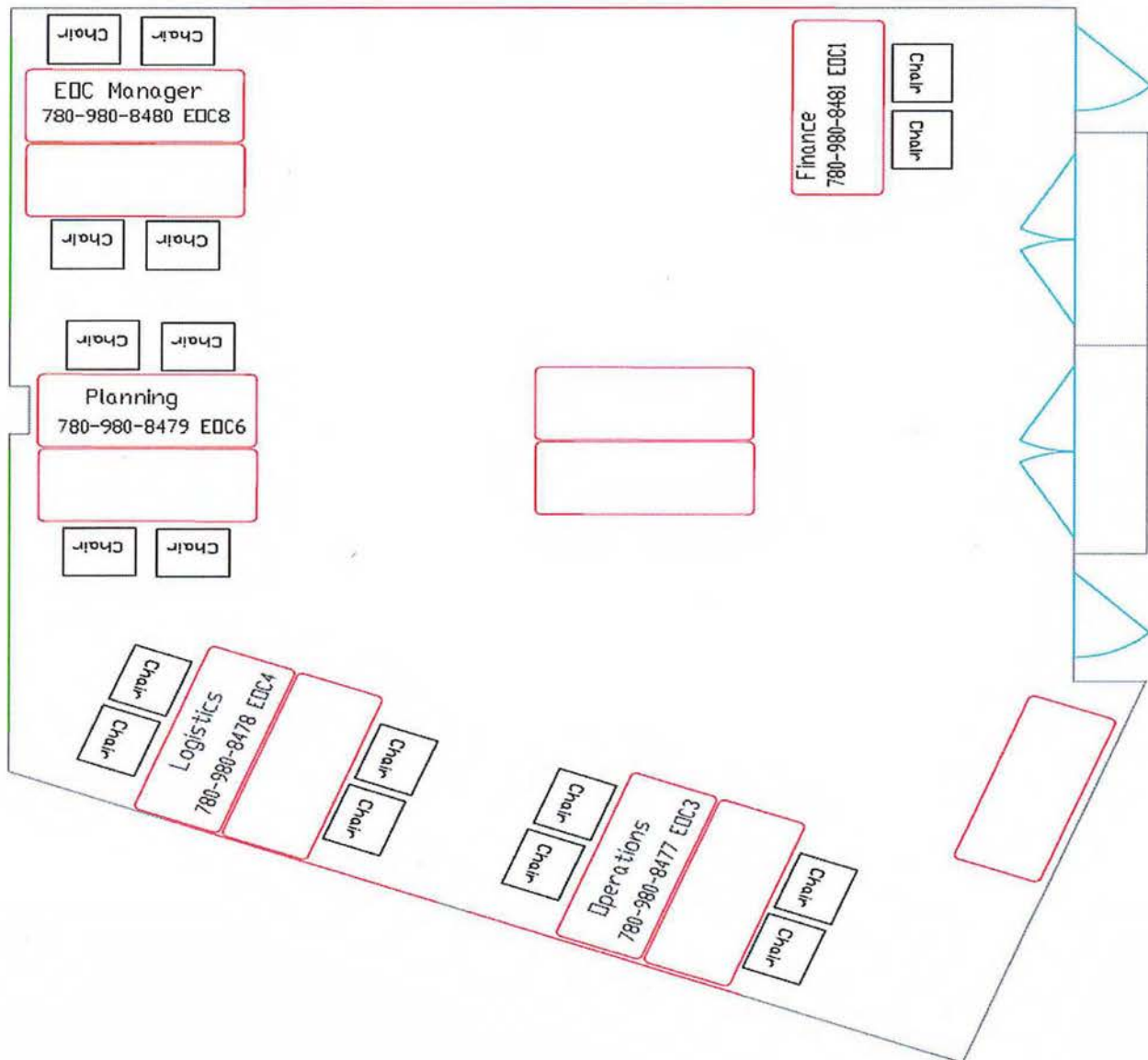
Finance/Administration Chief

1. Set up ECC/EOC Finance/Admin Chief's position; follow diagram on closet door
2. Request for scribe assistance (see list in Position Binder)
3. Provide the Finance/Admin Chief phone number to stakeholders
4. All supplies are in the ECC/EOC closet
5. Don the White Vest
6. All documentation can be found in the tote labeled Operations
7. Understand the Incident Action Plan and Operational Period timeline
8. Electronic forms are located either on the thumb drives in the ECC/EOC closet or via the network on
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9. Follow check list for the position found in Position Binder
10. Attend incident briefings
11. Initiate Position Log
12. Document all request for services by vendors/resources using the requisition form
13. Submit all requisitions to the Logistics Chief
14. Ensure all approved requisitions sanctioned by the Logistics Chief have been submitted to the Finance/Admin Chief for accounting
15. The ECC/EOC agency is a team; communicate with all positions in the ECC/EOC

Emergency Operations is a team sport

EMERGENCY COORDINATION/OPERATIONS CENTRE ACTIVATION PROTOCOL

ECC/EOC set up:



ICS Forms and what they are intended to achieve:

Incident Master Log

Purpose.

The Master Log records significant activities at any ICS level. This log provides significant incident activity documentation, and a reference for any after-action report. It also provides situational awareness to the ECC/EOC agency.

A Master Log should be initiated and maintained by the ECC/EOC Manager. The ECC/EOC agency should document in the master log how relevant incident activities are occurring and progressing, or any notable events or communications. It is the responsibility of the ECC/EOC agency to provide this information for the Master Log.

- The ECC/EOC personnel: assigned staff occupying the ICS positions in the ECC/EOC
- Operational Period: the shift rotation currently underway; can be broken into various timelines i.e. 16:00hr to 23:59hr
- Incident Action Plan Brief: what exactly is the objective i.e. evacuation of a subdivision, restoration of utilities, flood prevention etc. This can be a 1 sentence statement
- Major Events: significant information that needs to be documented that can affect the outcome of an operation, support an operation, identify a need for action, etc.

EMERGENCY COORDINATION/OPERATIONS CENTRE ACTIVATION PROTOCOL

Section Log

Purpose.

The_Section_Log records details of notable activities at any ICS level, including single resources, equipment, task forces, financial expenditures, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

A Section Log will be initiated and maintained by all ICS positions. ECC/EOC agency personnel should document how relevant incident activities are occurring and progressing, as well as financial expenditures, or any notable events or communications.

- Section personnel assigned: who is working in your particular section?
- Operational Period: the shift rotation currently underway and can be broken into various timelines i.e. 16:00hr to 23:59hr
- Objectives Brief: what exactly is the objective i.e. evacuation of a subdivision, restoration of utilities, flood prevention etc. This can be a 1 sentence statement
- Major Events: significant information that needs to be documented that can affect the outcome of an operation, support an operation, identify a need for action, etc.

EMERGENCY COORDINATION/OPERATIONS CENTRE ACTIVATION PROTOCOL

Incident Action Plan Detail

Purpose.

An Incident Action Plan (IAP) contains general objectives reflecting the overall incident strategy and specific action plans for the next operational period. The Incident Commander / ECC/EOC Manager / Unified Command, Command Staff, and General Staff develop the IAP which is coordinated by the Planning Chief.

The Planning Section Chief compiles the IAP, with key tactical input from the Operations Section Chief. The Plan is to be completed following each Planning Meeting. The plan should be approved and signed by the ECC/EOC Manager or Incident Commander.

- General Objectives: what actions need to be undertaken to resolve the situation and overall incident. This can be outlined by prioritizing actions and determining what is a need versus a want.
- Weather Forecast: fill in this section based on current and projected weather conditions.
- Safety Information: what consideration need to be addressed in the ECC/EOC i.e. fatigue considerations, trip and fall hazards, and psychological needs etc.
- Check boxes: check off what resources are required and document others as needed.

EMERGENCY COORDINATION/OPERATIONS CENTRE ACTIVATION PROTOCOL

Assignment Sheet

Purpose.

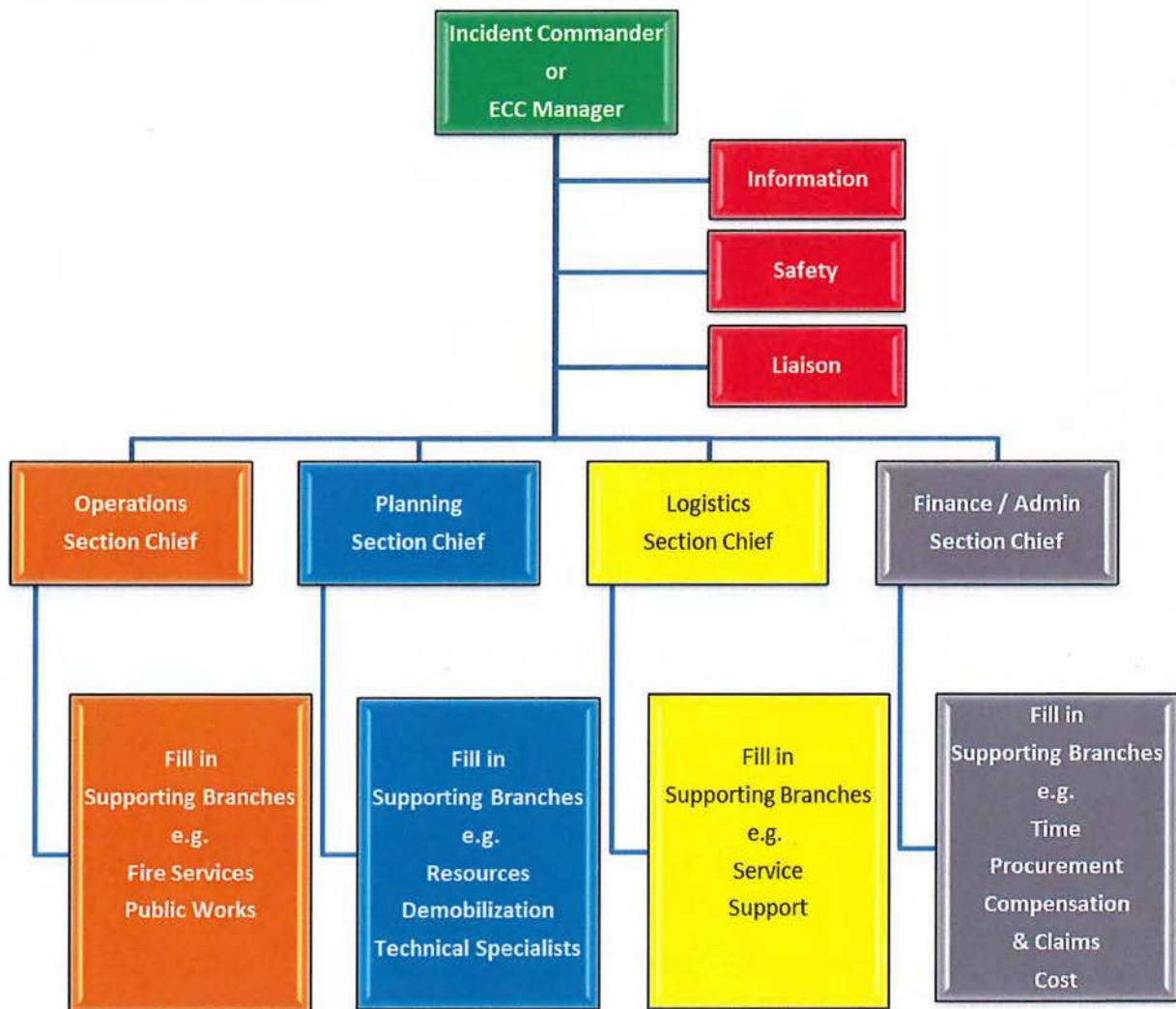
The Assignment List(s) informs Division and Group supervisors of incident assignments. Once the assignments are agreed to by the ECC/EOC Manager or the Incident Commander, the assignment information is given to the appropriate ECC/EOC Chief / Divisions and Groups.

The Assignment List is normally prepared by the Resources Unit, using guidance from the Incident Objectives, Operational Planning, and the Operations Section Chief. The Assignment List must be approved by the Planning Section Chief. When approved, it is included as part of the Incident Action Plan (IAP).

- Section Personnel: those assigned to a particular section i.e. operations, logistics etc.
- Resources Assigned this period: Tasks-what is being done or directed to be done
- Name of leader/supervisor and contact information
- Number of staff: staff required to execute the task
- Special instructions: X the box and elaborate in the special instructions section. E.g. safety concerns, timeline or PPE etc.
- Communications information: how you will communicate with staff i.e. portable radio, cell phone, Satellite phone etc.

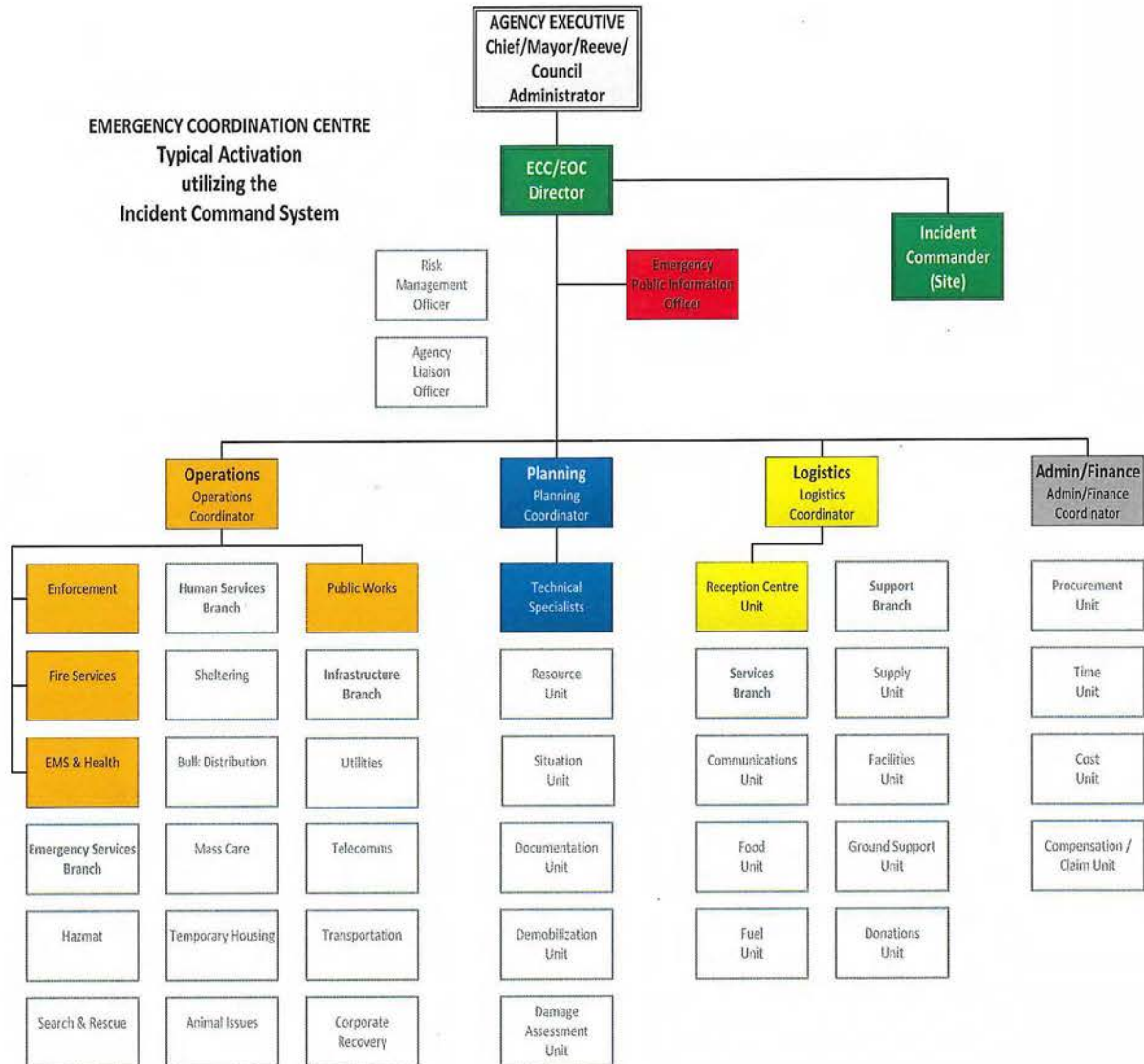
EMERGENCY COORDINATION/OPERATIONS CENTRE ACTIVATION PROTOCOL

ICS Command Structure

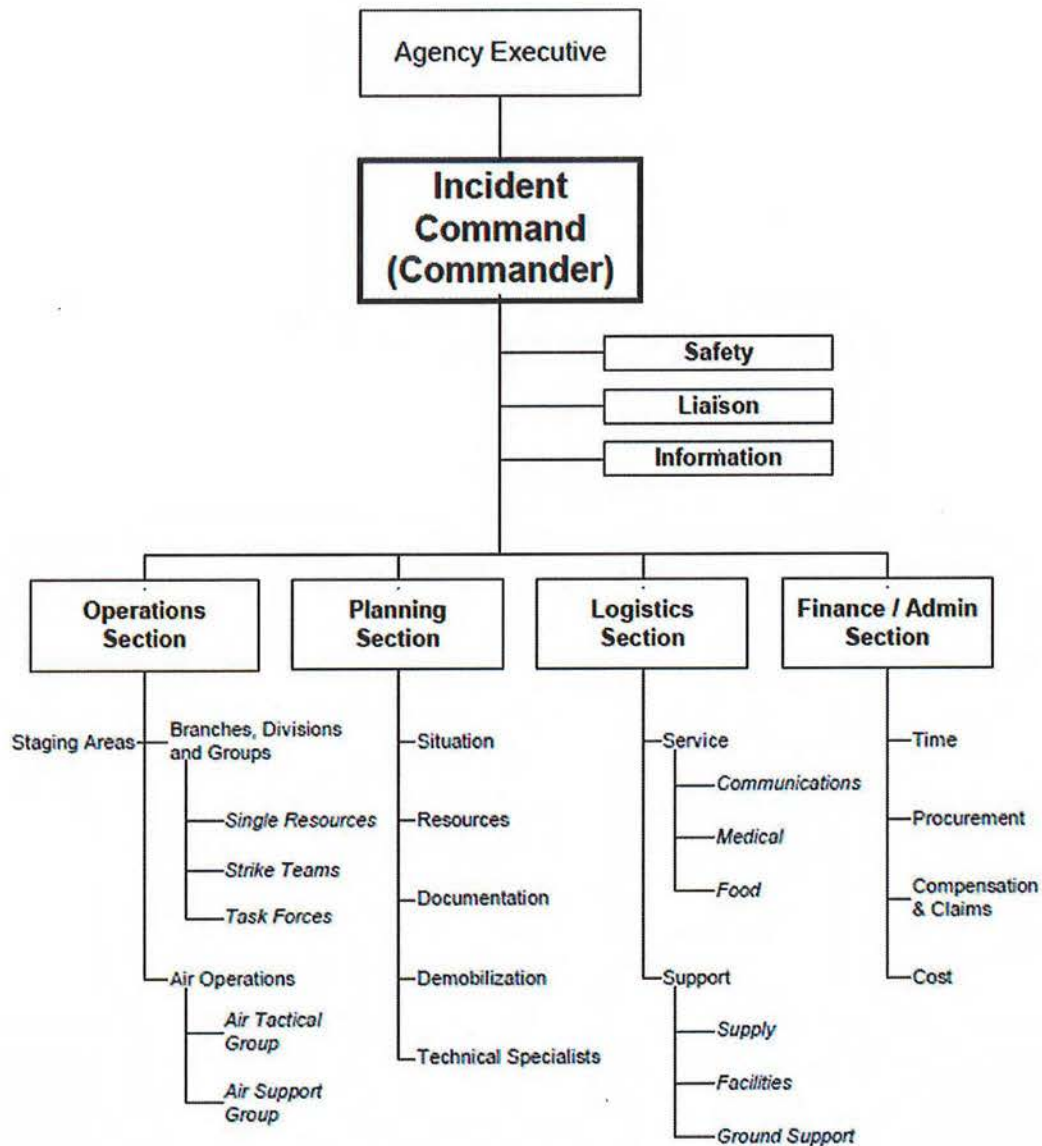


EMERGENCY COORDINATION/OPERATIONS CENTRE ACTIVATION PROTOCOL

ICS Structure Group, Divisions, Sections



EMERGENCY COORDINATION/OPERATIONS CENTRE ACTIVATION PROTOCOL



Section Log

Period_1

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EMERGENCY COORDINATION/OPERATIONS CENTRE ACTIVATION PROTOCOL

Assignment Sheet

Assignment Sheet

Incident Name		Operational Period	Section Name	Date and Time	
Section Personnel	Name	Contact Numbers	Agency		
Section Chief					
Section Staff					
Section Staff					
Section Staff					
Resources Assigned this Period					
Task / Resource ID	Leader / Supervisor	Contact Info	# of Staff	Notes / Remarks <small>Indicate Special Instructions</small>	X
Special Instructions:					
Communications Information :					
Radio and or Phone contact numbers needed for this assignment :					
Name / Function :		Radio Channel :		Phone :	

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1 of 1

City of Leduc Donation Management Guidelines

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1 Purpose

The following guidelines describe the function of coordinating donated goods, services, and money in the event of a major disaster or emergency.

1.1 Assumptions

- Historically, persons not directly affected by an emergency or disaster are eager to assist victims through donations of money, goods and services.
- The larger the event, including loss of life and property, the more donors will offer to assist.
- Lack of an organized system of management for the identification, receipt, organization, and distribution of donated goods and services will result in decreased service delivery for evacuees.
- The plan will outline processes for the coordination, acceptance, control, receipt, storage, distribution and disposal of donations.
- Non-governmental organizations (NGO's) may have their own assessment teams, call centers, and processes for managing donations and services made directly to them.
- Cash is the most useful donation.
- An emergency or disaster may impact multiple jurisdictions and other levels of government may establish long term recovery programs including assessments of individual and community needs.

1.2 Responsibility

The City of Leduc is responsible for the coordination of all phases of a comprehensive emergency management plan including preparedness, response and recovery. Resource management activities including donation management are a part of this activity. The non-profit sector will serve to support donation management efforts with other community organizations and agencies, other levels of government, the business sector, media and the affected community.

1.3 Policies

- The City of Leduc does not have the resources or mandate to act as a holding facility for donated items nor in managing their distribution; however, the City will act as an information source for those looking to provide donations and those to which the donations are intended for,
- The City of Leduc as designated lead agency, will provide guidance and/or support to those NGO's with established donation management structures already in place to

receive and deliver donated goods, services and money to emergency victims and the community.

- The City of Leduc Donation Management Guidelines encourages donors making financial contributions and/or volunteering their personal services with a recognized NGO to facilitate their involvement in public emergency relief and recovery activities.
- The City of Leduc will not accept cash donations. Our principal NGO partners, for example, the Canadian Red Cross, have the experience and structures in place to handle cash donations.

1.4 Scope and Implementation

- The Donation Management Guidelines will be implemented once it is determined that the emergency is of such magnitude that donations management is needed. It is anticipated that coordination of donation management will begin within the first 24 hours of the onset of the disaster and will seek to provide assistance to the community as soon as possible.
- Donation Management primarily occurs during the recovery phase of an emergency, although some donation management activities could also occur during the preparedness and response phases.

1.5 Notification

The Coordinator of Emergency Social Services will assemble City staff with a lead role in emergency management for an initial meeting and the Donations Management Guidelines will be activated as necessary.

1.6 Needs Assessment

Although it would be beneficial if an overall needs assessment could be coordinated among all organizations, this may often not be the case. Assessment is ongoing and is best done by those working directly with the people and community. The City will encourage each agency or organization involved in disaster operations to conduct their own internal needs assessments of individuals, businesses and the overall community throughout the incident.

1.7 Objectives

- Determine the needs of disaster victims/evacuees and inform potential donors of those needs through the media and a variety of other means.
- Provide awareness to victims/evacuees on how and where to access donated goods and cash donations.
- Discourage donations of goods and services that are not needed.
- Coordinate through the appropriate Public Information Officers, the timely release of information regarding the processes and procedures to ensure appropriate and

essential donations management.

2 Action Plan

2.1 Preparedness

- Meet annually with ESS team and NGO partners to review the guidelines.
- Participate in planned exercises and train staff on an ongoing basis.
- Review any lessons learned or best practices from other jurisdictions.

2.2 Response

- Work in a coordinated and collaborative manner with partners.
- Liaise with the various emergency sectors, recovery committees, and others to meet the needs of individuals and the community.
- Liaise with other levels of government, promoting a cooperative coordinated response.
- Make early contact with representatives from organizations, business, and others regarding donations and volunteers.
- Ensure the donation management guidelines are implemented effectively.
- Identify and work with NGO's engaged in supporting the response.
- Establish planning work which includes monitoring media, early signs of collection drives, and levels of calls received; and respond accordingly.
- Monitor unscrupulous donations offered at a "discount" to disaster victims where any real savings are minimal or non-existent.
- The City may decide to maintain a current needs list that identifies donations needed and donations not needed for smaller scale disaster events.
- Liaise with Communications team to establish a Facebook page designated to providing information to the public on donation opportunities.
- Identify key messages and approve for distribution to media:
 - Provide timely release of information to the public regarding needs of community and individuals, points of contact, process for donations and any other information.
 - Promote the donation of cash over goods, and the process to donate to legitimate, charitable organizations.
 - Publish and market appropriate telephone numbers of call centers.
- Coordinate response with NGO's associated with the event to ensure needs are met without duplication of effort.
- Provide advice to local groups and businesses wishing to act as donation drop off site.

- Produce reports concerning donation and volunteer activities.
- Assist in making a decision to consolidate or demobilize the donation management operation.

2.3 Recovery

- Provide advice to local organizations (i.e. drop off sites) on distribution of items not used.
- Ensure that people and other communities are thanked for their support.
- Document lessons learned at the end of disaster/emergency debriefing.

3 Donations Reporting

- Track goods received and goods distributed (if applicable).
- Track all responses and referrals (e.g. telephone, email & in person).
- Gather data on monetary donations received and distributed.
- Document tasks accomplished.
- Maintain a current needs list that identifies donations required and donations not needed.
- Handle any issues, correspondence or any other information relevant to the donations management guidelines.
- Compile on a daily basis a summary of donations management activity:
 - Number of calls offering donations
 - Number of deliveries and collections
 - Significant donations offered
 - Major issues and challenges
 - Current hours of operation
 - Number and names of volunteers and agencies involved
 - Monetary donations and goods received and distributed

4 Donations Management Roles

4.1 FCSS

- May act as call center, providing up to date information on the support available to evacuees.
- Responds to issues raised at the call centre in a timely manner.

- Works with all call centers to ensure that the information is consistent.
- Brings any issues and concerns to the ESS team and/or Director of FCSS.
- Assigns ESS staff to an affected area to assess needs, listen to concerns, and requests and responds with donation management guidance and support as necessary (e.g. reception centre).
- Liaises with partnering NGO's to carry out related activity.
- In collaboration with NGO's, may manage an inventory list of donations being offered by the community (i.e. hard copy shared with evacuees or utilizes Facebook as a tool), and assesses requests received for appropriateness.
- May direct public to participating NGO's who are accepting goods and services for those affected by disaster or emergency.
- Identifies unmet needs of disaster victims/evacuees or communities.
- Encourages redirection of donated funds to meet these needs.
- Lobbies for funds and or resources to meet the needs required.
- Communicates unmet needs to appropriate organizations.

4.2 Communications

- Liaises with the Municipal Public Information Team to ensure key messages and required donations needs are sent out to the public in a timely manner.
- Ensures consistent messaging.
- Develops key messages for unsolicited goods and services.
- Monitors the individuals, community, media, and non-partner NGO's regarding the collection of goods and services.

4.3 Community Development and Volunteer Coordinator

- Liaises with NGO's and FCSS; provides ongoing information on the volunteer needs of individuals and the community.
- Ensures that organizations providing volunteers are working in a collaborative and coordinated manner.

5 Considerations

- Donations may be given/delivered whether or not they are requested or required.
- In a catastrophic disaster, NGO's may require other assistance with a sizable flow of donations.

- Unsolicited donations of cash may be sent directly to the City.
- Some donations may be unusable, have strings attached, or are not really donations at all. That is:
 - be given with an expectation of repayment or publicity
 - be out of date, such as expired food or pharmaceuticals, broken furniture, torn or dirty clothing
 - skilled trades that are not properly licensed
 - be volunteers that are not needed or do not meet announced or advertised expectations or capabilities
 - be provided fraudulently
- Donated goods may arrive without warning day or night. Delivery drivers may be looking for someone to unload the goods.
- Donations may arrive unsorted, and with minimal packaging and markings.
- Donors may want to:
 - know how to transport their donation or want donations picked up
 - start a drive for donations
 - earmark their donation for a specific group, community, or family
 - want to know who received their donation
 - have their donation received/recognized by an official
 - be fed and provided with lodging
- Disaster and Emergency victims/evacuees may:
 - desire to have immediate access to donations
 - believe that donations may not have been distributed fairly
 - have unmet needs
 - wish to have an accounting of cash donations

6 Definitions

6.1 Monetary Donations

Currency, cheques, money orders, debit and credit cards.

6.2 Goods

Food, water, clothing, equipment, toys, furniture, pharmaceuticals, bedding, cleaning supplies.

6.3 Volunteers and Services

- Individuals who are not members of any particular NGO who often converge on the scene, often referred to as spontaneous, non-affiliated volunteers.

- Individuals with specialized training and expertise (doctors, nurses, mental health workers, demolition, construction, fire fighters, heavy equipment operators etc.
- Volunteers from large organizations like churches, schools, businesses that are looking for a role to play.
- Volunteers that organize themselves and begin to collect goods; including media outlets, church organizations, and private citizens.
- Individuals who are members of a recognized disaster relief organization and have undergone specialized training.
- Organizations with specialized equipment that are called in to assist in the operation.

7 Media Information Bulletin

Sample template

How the Public can help after a Disaster

- Financial aid is an immediate need of disaster victims. Financial contributions should be made through a recognized voluntary organization to help ensure the contributions are directed to their intended use
- Wait for instructions from local authorities before donating food or clothing. Immediately after a disaster, relief workers usually don't have time or facilities to setup distribution channels and too often these items go to waste
- Volunteers should contact a recognized NGO. The agency knows what is needed and is prepared to deal with it. Local emergency services officials also coordinate volunteer efforts for helping in disasters
- Organizations and community groups wishing to donate items should first contactto find out what is needed and send it. Be prepared to deliver the items to one location; tell officials when you will arrive, and provide for transportation and unloading

8 List of Supporting Documents

Figure 1 Sample Record of Donation Form

Record of Donation

Call received by _____ Date: _____

Donor Name and Information:

Last Name: _____ First Name: _____

Title: _____ Organization: _____

Phone 1: _____ Phone 2: _____

Address: _____

City: _____ Province: _____

Postal Code: _____ Email Address: _____

Donation:

Description/Notes: Specifics including quantity, size, transportation details, delivery dates etc.

Supervisory/Action:

Follow Up:

Figure 2 Media Release Form

Sample Media Release Form

For More Information Contact: _____

We are receiving citizen and community inquiries regarding the _____

The calls primarily involve citizens who want to offer assistance or make donations to the _____ disaster victims. It is important that such good intentions do not create the potential for a disaster within a disaster. Therefore, people who wish to offer assistance should do so in as effective a manner as possible.

Individuals and organizations that want to provide assistance to victims of the _____ should first work through their local disaster relief organizations. Cash is the best contribution since items can be purchased within the affected areas to meet the specific needs of victims. To contribute cash, contributions should be sent to _____

If people prefer to donate goods or services, they should still work through their local disaster relief organizations. These organizations know the immediate needs of people in the affected areas, how best to meet those needs, and how to ensure assistance is appropriate, adequate and delivered to the right places. The disaster relief organizations can tell potential donors what is needed and what is not needed and how to package and transport those goods that are needed to the disaster area.

We encourage people not to send unsolicited donations to the disaster area. Unsolicited donations may not reach the proper people or even meet their current needs. If donors plan to travel to the disaster area, they may find that lodging and other services are unavailable and they may add to problems in the disaster area rather than helping.

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City of Leduc ECC/EOC Crisis Communication Plan

Developed by
George Clancy, Fire Chief
Director of Emergency Management

May 14th, 2017

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Amendment Record

Amendment Number	Issue Date	Page(s) Replaced	Amended By	Date

Distribution list

Department	Issue Date	Number of Plans Issued
Public Works		1
RCMP		1
Fire Services		1
Communications		Master Copy
Engineering		1
FCSS		1
LRC		1
Transit		1
Municipal Emergency Plan		

Introduction:

The Director of Emergency Management has primary responsibility for effectively managing any disaster within the City of Leduc. Disasters or large-scale emergencies can happen suddenly, creating a situation in which normal operational and support services for the municipality may become overwhelmed. During a crisis, our municipality requires processes that address the needs of emergency response operations and recovery management. To address such emergencies, the City of Leduc has established emergency response procedures, that provide guidelines for the management of the immediate actions and operations required to respond to an emergency or disaster.

The overall priorities of the municipality during a disaster are the protection of lives, property, the community, the environment, and an effective recovery. The global objective is to respond to emergency conditions, mitigate, and manage the process of restoring services as soon as possible. This document represents the base plan for the City of Leduc's Crisis Communications Team, which provides direction to those responsible for providing communications during and post disaster.

Authority:

This plan is prepared under the authority of the Director of Emergency Management, prescribed in Section 11.2(2) of the EMERGENCY MANAGEMENT ACT Revised statutes of Alberta 2000 Chapter E-6.8, as identified within the City of Leduc Emergency Management Bylaw 840-2013, and the Municipal Emergency Plan

Purpose:

The purpose of this plan provides the structure, key responsibilities, and general procedures to address immediate and post-event crisis communication requirements for a major disaster or emergency in which normal operations are interrupted, and special measures must be taken.

Objectives:

- Our guiding principle will be to communicate facts as quickly and accurately as possible, updating information regularly as circumstances change, and to ensure the safety of all citizens that may be affected by the disaster.
- To assemble an Emergency Public Information Officer (EPIO) and/or Crisis Communications Team that will make recommendations on appropriate responses.
- To implement immediate actions to communicate facts about the disaster in order to minimize rumors and restore order and/or confidence to all citizens that are affected by the disaster.
- To speak with accuracy about what we know and not to speculate about details we do not know
- We will use multiple mediums to reach as many citizens as possible with accurate, timely information.
- Our goal is to be open, accountable and accessible to all audiences, while also being mindful of legal and privacy concerns.

Scope:

The audiences for this plan include the City of Leduc's Emergency Coordination Centre/Emergency Operations Centre (ECC/EOC) staff and those responsible for providing communication during and post disaster. This plan will provide clear direction to those individuals with responsibility to align messages and operations, promoting effective communications during a disaster. This plan is only activated when emergency conditions exist in which normal operations cannot be performed and immediate action is required.

Levels of Plan Activation (AEMA, 2017)

Level I:

Is a low impact, short duration incident in which the municipality has adequate resources (e.g. a routine event that first responders handle on a routine basis using existing standard operating procedures). A municipal emergency service, on becoming aware of the situation, alerts other emergency services involved in the response and municipal administration, who may advise the Director of Emergency Management (DEM). The MEP is usually not activated for this level of event.

Level II:

Is a high impact, short duration incident in which coordination is required to support site operations. An example is a transportation of dangerous goods incident that results in evacuation of the surrounding area. Dangerous goods experts may be required on scene and a reception centre opened. As well, outside support may be required (e.g. from mutual aid partners). An emergency site manager will be designated; there will be a need for emergency public information support. The Director of Emergency Management and other personnel may be on site. The director of emergency management takes such action as is necessary to minimize the effects of the emergency on the municipality by doing those things not being done by the first responders, such as:

- a. communicating with elected officials,
- b. notifying members of the emergency management agency,
- c. activating the MEP, in whole or in part,
- d. recommending to elected officials that there be a "declaration of a state of local emergency",
- e. supporting emergency site operations by disseminating information in preparation for media inquiries,
- f. providing public awareness information.

Level III:

Is a high impact and or long duration incident that interrupts normal activities in the community and requires response from multi-organizational and multi-jurisdictional resources. The situation will require full coordination, external resources, activating the ECC/EOC and confirmation of an Incident Commander. Example: Pine Lake Tornado, July 14, 2000.

Assumptions:

- The decision to activate the ECC/EOC shall be made by Director of Emergency Management, or his/her alternate, following briefing from the responsible emergency response agency.
- Following activation of the ECC/EOC, the ECC/EOC Manager will be committed to effective and timely communications and must participate fully in the communications process.
- Warning time available to implement this plan varies from little or none to days or weeks, depending on the type of hazard.
- The City of Leduc ECC/EOC Senior Information Officer will connect with the Alberta Government Provincial Operations Centre (POC) as soon as the ECC/EOC is activated.
- Buildings and infrastructure such as ground-based and cellular communications, microwave and repeater based radio systems, and information systems may be damaged
- Normal media outlets may be minimized under disaster conditions
- Effective communication is based on the timely collection, analysis, accuracy and dissemination of information from the disaster area in accordance with basic principles of effective communications, such as transparency and truthfulness
- Understand what information our internal and external stakeholders need and build communication mechanisms that deliver this information in a timely and accurate fashion.

Roles and Responsibilities:

Following arrival at the ECC/EOC, the following checklist should be considered as the minimum requirements for communications from the Director of Emergency Management. Some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident:

Director of Emergency Management (DEM):

1. The Director of Emergency Management, or alternate, will assume the role of ECC/EOC Manager.
2. The ECC/EOC Manager will be briefed by the responding emergency service on the current situation and will initiate a partial/full activation of the ECC/EOC.
3. The ECC/EOC Manager will inform the City Manager, or alternate, when the ECC/EOC is activated.
4. The ECC/EOC Manager will immediately assign an Emergency Public Information Officer to ensure regular communications are provided during and post the event.
5. The ECC/EOC Manager will follow through on his/her checklist and ensure all other ECC/EOC positions are occupied.

Following arrival at the ECC/EOC, the following checklist should be considered as the minimum requirements for the role of the Emergency Public Information Officer. Some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

Emergency Public Information Officer (EPIO):

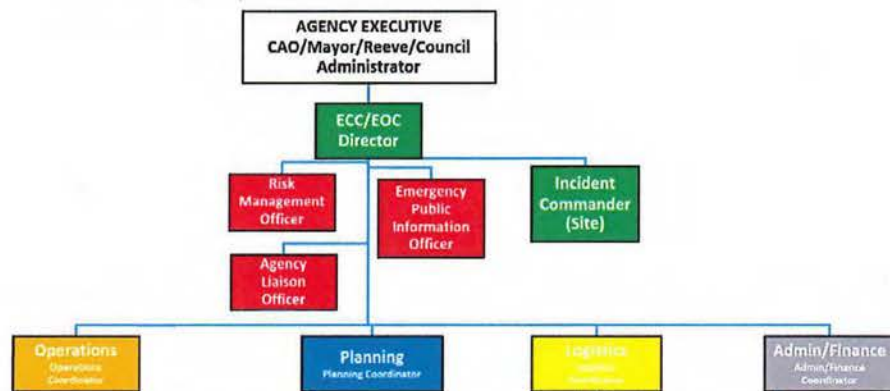
1. Report to ECC/EOC and obtain briefing from ECC/EOC Manager to:
 - a. determine current status of Incident,
 - b. identify lead agency at incident,
 - c. advise the Alberta Government Provincial Operations Centre (POC) as soon as the ECC/EOC is activated.
 - d. determine point of contact for media,
 - e. determine current media presence,
 - f. determine what information is already out of social media
 - g. prepare initial information summary as soon as possible after activation. If no other information is available, consider the use of the following general statement: (See annex A),
 - h. determine if the event requires activation of an emergency communication team that will provide communications to and from relevant areas,
2. Participate in all ECC/EOC Manager's briefing.
3. Determine constraints on information process.
4. Determine pre-existing agreements for information centers, Joint Information Centres (JICs), etc.
5. Assess need for special alert and warning efforts, including but not limited to the hearing impaired, non-English speaking populations, and industries especially at risk for a specific hazard, or which may need advance notice in order to shut down processes.
6. If required, coordinate the development of door-to-door protective action statements.
7. Arrange for necessary workspace, materials, telephones and internet access.
8. Establish contact with local, regional, or provincial media representatives as appropriate.
9. Establish location of Information Centre for media and public away from the ECC/EOC, incident site(s) and reception centres.
10. Establish schedule for information briefings.
11. Coordinate the activation and staffing of message center "rumour control" lines to receive and answer questions from the public. Provide statement to pertinent information officers. This includes, but is not limited to, social media, website, phone calls, and media.
12. Obtain current incident status reports and coordinate a schedule for updates.
13. Observe constraints on the release of information imposed by the ECC/EOC Manager.
14. Obtain approval for information release from ECC/EOC Manager to:
 - a. confirm details to ensure no conflicting information is released,
 - b. identify site and time for press briefings, and confirm participation by other Incident Management Team (IMT) members.
15. Release information to media and on social media, and post same in ECC/EOC/, Incident Command Post, Reception Centres, and other appropriate locations.
16. Record all interviews and copy all information releases:
 - a. Utilize media to correct erroneous or misleading information being provided to the public.
17. Coordinate information releases with pertinent staff from other agencies and jurisdictions to ensure that information provided to the public is consistent.
18. Respond to special requests for information.
19. Gather all information releases, bulletins, and summaries for future reference.
20. Track all social media posts and questions that come in through those channels.
21. Participate in Planning Meetings.

22. Confirm with ECC/EOC Manager the process for the release of information concerning incident-related injuries or deaths.
23. Document all activity on Emergency Operations Log sheet.

Activation of the Emergency Communications Team:

The following checklist should be considered as the minimum requirements for activation of an Emergency Communications Team:

- a. The ECC/EOC EPIO will assign themselves as the Senior EPIO for the Event.
- b. It will be the responsibility of the Senior EPIO to ensure they have adequate personnel to follow through on the role and responsibilities of providing crisis communications during and post-event.
- c. In consultation with the ECC/EOC Manager, a decision to activate an Emergency Communications Team will be made.
- d. The Senior EPIO will develop his/her team and place PIOs in all relevant areas i.e. incident, joint information centres, receptions centres, etc.
- e. The Senior EPIO will brief his/her team as soon as they are in place.
- f. No information / messaging will be released to any source without approval from the Senior EPIO following consultation with the ECC/EOC Manager.
- g. The Senior EPIO reports directly to the ECC/EOC Manager; all other EPIO (s) report directly to the Senior EPIO
- h. ECC/EOC Structure:



- i. Identify a credible spokesperson (Fire Chief, Police Chief) for the Incident; this is done in conjunction with the ECC/EOC Manager.
- j. The Senior EPIO will develop an Incident Action Plan (IAP) for communication dissemination, which will identify the communication network/tools for provision of accurate and factual information for the event.
- k. The Senior EPIO will be responsible for the updating of the Alberta Emergency Alert Platform (Annex C)
- l. All communication personnel assigned to specific areas will report directly to the Senior EPIO and will not disseminate information unless permission is received from the Senior EPIO.

Logistical Support/Resources

It is pivotal to ensure that the Senior EPIO disseminates accurate/factual information during and post-event in a timely fashion, ensuring specific audiences are kept apprised of current conditions. To ensure the flow of information is made available to all audiences, access to all forms of media will be made available to the Senior EPIO and the communication team. This will include necessary workspace, materials, telephones and internet access. Depending on the size of the event, the EPIO will ensure to assign personnel to the following:

- a. Incident Command at scene.
- b. Rumour Control channels.
- c. Joint Information Centre (Annex B).
- d. Reception Centre(s).
- e. Graphic and visual design.
- f. Wherever the EPIO deems necessary to ensure the factual dissemination of information is being delivered to the right audience.

Demobilization

Circumstances will always vary, but each event will inevitably reach the point where the ECC/EOC is no longer required. The decision to demobilize will be made by the ECC/EOC Manager in consultation with the Section Chiefs. Following this decision, it is imperative that the Senior EPIO prepares the Emergency Communications Team for demobilizing. As sections of this team are no longer required, the Senior EPIO will ensure the following:

- Identify which communication sections are no longer required i.e., Social Media Control, Joint Information Centre, Incident Site, etc.
- Prepare a comprehensive deactivation news release for lead-agency.
- Provide notification to our community, media outlets, social media, agency communications managers and local officials as to the deactivation of the EOC/ECC and the status of the event.
- Provide information via all pertinent media outlets where individuals can get further information relevant to the status of the event.
- Identify the main communications person responsible for communications during demobilization.
- Detailed report on all aspects of communications used during the crisis, including successes, challenges and gaps.

Recovery Phase

As our municipality returns to normal operations, it is imperative that we learn from what just happened. An after action report of what was done right, what was done wrong, what could be done better next time, and how to improve various elements of crisis preparedness is another must-do activity for any Crisis Communications Team. This report will review all areas of communications, including media coverage, media inquiries, and public inquiries, to determine the effectiveness of the communications efforts. The Senior EPIO will provide this report to the Emergency Management Team with 14 days post event

Training/Evaluation of Plan:

The Manager for Communication Services will take the lead in educating our community about how and when members would get messages from the City of Leduc during an emergency. This information process will also include on how the city will connect with media outlets. This information can be made available through the city web site.

The City Communications Team will test the crisis communications plan on an annual basis; this will be in conjunction with the Emergency Management team's annual exercise. This will ensure that all elements of the plan are working and updated where and when required.

The Communications Manager will ensure that we remain current on all crisis communications best practices and will ensure that the Emergency Management Team is apprised of these current practices. This will ensure the Crisis Communication element of our Municipal Emergency Plan (MEP) remains current, and is also in line with the Corporate Emergency Management Training Strategy.

Plan Maintenance and Dissemination:

The Manager for Communications is responsible to:

- ensure that the plan is revised, rewritten, and maintained on an annual basis,
- will exercise the plan annually in conjunction with the City's Emergency Management Team,
- will disseminate the plan to the respective departments,
- will ensure that all specific communication staff are aware of the premise behind the crisis communication plan.
- Any amendments, updates, or additions to the plan are communicated to the Emergency Management Team for updating of the Municipal Emergency Plan appendices.

Annex A. Initial Information Summary

Sample of Initial Information Summary:

Media Advisory

We are aware that an [accident/incident] involving [type of incident] occurred at approximately [time], in the vicinity of [general location]. [Agency personnel] are responding, and we will have additional information available, as we are able to confirm it. We will hold a briefing at [location], and will notify the press at least ½ hour prior to the briefing. At this time, this briefing is the only place where officials authorized to speak about the incident and confirmed information will be available. Thank you for your assistance.

Social Media Advisory:

An [accident/incident] involving [type] occurred at approx. [time]. [agency personnel] are responding. Updates will be available via Twitter and on Leduc.ca.

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Annex B: Joint Information Center (JIC)

Depending on the scale of the disaster, a joint information centre (JIC) may be put into operation. The Senior EPIO will designate an individual that will be the EPIO for this operation.

The tasks for a JIC are as follows:

- contact information for JIC will be made available to all media outlets as well as other agencies as soon as possible,
- public information officers from other responding agencies may operate from this centre,
- information is compiled from various sources and checked for accuracy,
- media releases are prepared for dissemination,
- the information media may call for information,
- provide personal and psychological support for staff.

The JIC set up:

- be set up at a convenient location,
- ensure that power is available 24/7 with auxiliary power available if required,
- is easily accessible by foot or vehicular traffic,
- has parking sufficient to accommodate information media vehicles, including their large remote broadcast vans,
- is isolated from the ECC/EOC to prevent uninvited media intrusion into that facility,
- be convenient to Crisis Management Team members, appropriate emergency personnel,
- may operate on a 24-hour basis for the duration of the crisis, until the ECC/EOC Manager declares an all clear and normal city operations have resumed.

JIC Equipment:

- land-line telephones,
- fax/scanning machines,
- mobile telephones,
- computers (with email and Internet capability), and printers (with paper),
- two-way radio communication,
- at least two (2) designated telephone "hotlines" should be established to offer pre-recorded messages to callers, giving them updates on the crisis, and methods the city is employing to deal with the situation, e.g., temporary accommodation, reception centre etc.

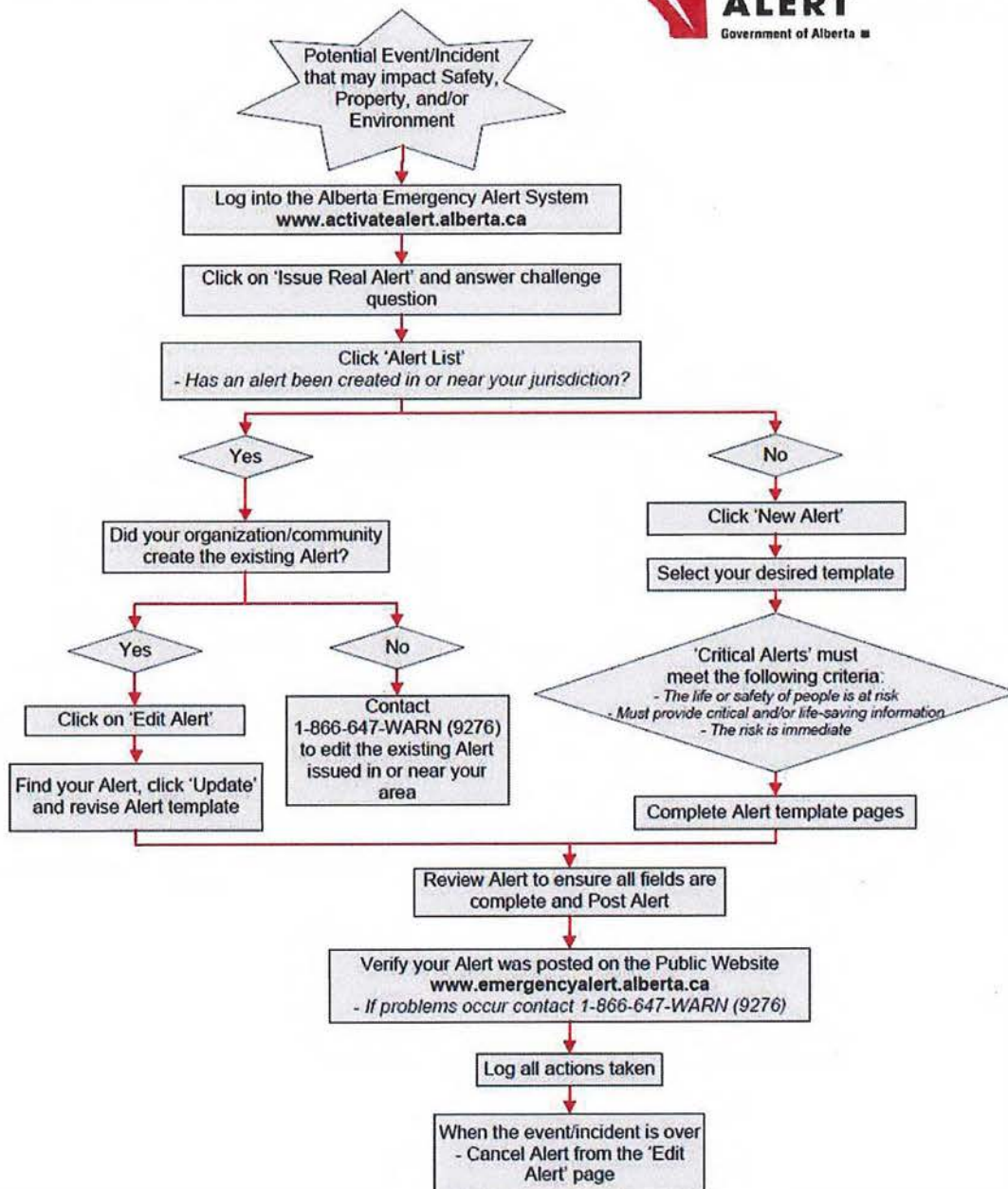
JIC PIO Responsibilities:

- all information releases to the media and public must be sanctioned by the ECC/EOC Manager and available through the Senior EPIO
- set up media briefings,
- keep JIC staff members briefed continually on developments related to the crisis,
- ensure the flow of information to and from all parties involved in the crisis response is continuous to ensure that all stakeholders are informed of current conditions,
- fact sheets/information released publicly or posted to the Internet must be time stamped and updated as information changes,
- alert the appropriate media and ensure communication with the media occurs frequently, as new information is known. Information from media briefings may be captured in audio and/or video and posted to the Internet, along with updated fact sheets,

- monitor information coverage in key media outlets and correct significant inaccuracies,
- facilitate access to key knowledgeable individuals and respond quickly to as many requests as possible. Communication must occur early and often but be confined to the facts,
- maintain a current contact list of all information media that would likely cover the disaster,
- Follow all relevant media and other agencies that are likely to cover or be engaged in the disaster on social media channels,
- maintain a current contact list of public relations staff connected to all agencies that are involved in the disaster i.e.:
 - hospitals,
 - fire and police departments,
 - the Red Cross,
 - CP Rail,
 - Edmonton International Airports,
 - Weather Service,
 - city and county governments,
 - federal and provincial agencies.
- the use of the Everbridge Notification System can be utilised to provide information to the above stakeholders

Annex C: Activation of Alberta Emergency Alert

Activation Quick Steps



Annex D: Contact List

Contact Name	Phone
AB Gov. (POC) Provincial Operations Center	866-618-2362 F780-644-7962
Request required agencies to attend E.C.C. (Using Everbridge Mass Notification System)	E.C.C. Group
Director of Emergency Management	p780-980-8484 c780-920-6474
Deputy Director of Emergency Management	p780-980-8485 c780-919-2740
Fire/EMS Services	c780-499-0141
RCMP	p780-980-7244
Public Services	p780-980-7133 c780-499-3767
Alberta Health Services	p800-282-9911
City of Leduc Finance Dept.	p780-980-7160 c780-999-5656
City of Leduc Human Resources	p780-980-7144 c780-887-7145
City of Leduc FCSS	p780-980-7152 c780-719-9004
City of Leduc Corporate Communications	p780-980-8473

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COUNCIL REQUEST FOR DECISION

DATE: January 23, 2018

MEETING DATE: February 12, 2018

SUBMITTED BY: S. Davis, City Clerk

PREPARED BY: S. Davis, City Clerk

REPORT TITLE: Bylaw No. 966-2017 - Council Remuneration Committee Bylaw

REPORT NUMBER: 2018-CR-015

REPORT SUMMARY

This report provides an overview of the Council Remuneration Committee Bylaw No. 966-2017 ("Bylaw") that is being presented to Council for First, Second and Third Readings.

RECOMMENDATION

1. That Council give Bylaw No. 966-2017 First Reading.
2. That Council give Bylaw No. 966-2017 Second Reading.
3. That Council unanimously agrees to consider Bylaw No. 966-2017 Third Reading.
4. That Council give Bylaw No. 966-2017 Third Reading.

BACKGROUND

KEY ISSUE(S) / CONTEXT:

At the December 11, 2017, Committee-of-the-Whole meeting, Administration brought forward an option to form a Council Remuneration Committee ("Committee") for the consideration. The Committee would be mandated to provide a report, with recommendations relative to Council remuneration, as well as a re-write of the current Council Remuneration and Expenses Policy. Striking a committee depoliticizes the matter of compensation, allowing for increased transparency and trust in the process.

The Committee's report will be due by early July 2018. This timing will ensure the remuneration recommendations can be brought forward for Council consideration during 2019 budget deliberations. Any remuneration changes passed by Council would take effect January, 2019.

At the January 15, 2018, Committee-of-the-Whole meeting, Administration presented the first draft of the Bylaw for review and comments. At that time, due to time restrictions, Administration recommended that the Bylaw receive all three readings at the same Council meeting.

The Bylaw being presented to Council contains the requested amendment (Clause #13) and has been being brought forward for First, Second and Third Reading.

PAST COUNCIL CONSIDERATION:

Reports were presented to the Committee-of-the-Whole at the December 11, 2017, and January 15, 2018, meetings.

IMPLICATIONS OF RECOMMENDATION

ORGANIZATIONAL:

There will be an impact on the Office of the City Clerk in Q1 and Q2 as it supports the Committee. This work will be added to 2018 work plans.

There may also be an impact on both Human Resources and Finance if support is requested by the Committee.

FINANCIAL:

The Committee will be charged with bringing forward a report, and recommendations, in the first month of Q3 in order to have any changes included in the budget for Council consideration during 2019 deliberations. This time line will allow for consideration of the effects to Council compensation caused by the removal of the tax-free exemption on one-third of their income. Any compensation changes passed by Council would take effect January, 2019.

POLICY:

The Committee will be creating a new Council Remuneration Policy for consideration by Council.

LEGAL:

The Bylaw complies with s.145 of the *Municipal Government Act*, R.S.A. 2000.

IMPLEMENTATION / COMMUNICATIONS:

Any compensation changes passed by Council would take effect January, 2019.

ALTERNATIVES:

That Council request amendments to Bylaw No. 966-2017 and that it will return to Council at a later date.

ATTACHED REPORTS / DOCUMENTS:

Bylaw No. 966-2017 Council Remuneration Committee Bylaw

Others Who Have Reviewed this Report

B. Loewen, Acting City Manager / B. Loewen, City Solicitor / I. Sasyniuk, General Manager, Corporate Services/ J. Cannon, Director, Finance

Bylaw No. 966-2017
COUNCIL REMUNERATION COMMITTEE BYLAW

PAGE 1

Code 00/00

A BYLAW OF THE CITY OF LEDUC, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE COUNCIL REMUNERATION COMMITTEE

Whereas, pursuant to section 145 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, Council may by bylaw establish Council committees and prescribe rules for their conduct and procedure;

And Whereas, pursuant to sections 196 through 198 of the *Municipal Government Act*, Council committee meetings must be conducted in public unless the matters under discussion is within one of the exceptions to disclosure under the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25, or a member of the public is expelled for improper conduct;

And Whereas, pursuant to section 208 of the *Municipal Government Act*, the chief administrative officer must ensure that the enumerated administrative functions under that section are performed, including recording minutes, identifying members present at meetings, providing minutes for adoption at the next meeting, safekeeping Council and Council committee records, and informing Council and Council committees in writing of their legal responsibilities under the *Municipal Government Act*;

And Whereas, section 95 of the *Freedom of Information and Protection of Privacy Act* requires every public body to, by the means by which it makes decisions, appoint a FOIP Head and establish a fee schedule for answering information requests, but the fee schedule may not exceed the maximum fees set in the *Freedom of Information and Protection of Privacy Regulation*, AR 31/2012, as amended;

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

PART I: BYLAW TITLE AND PURPOSE

1. That bylaw shall be known as the "Council Remuneration Committee" Bylaw.
2. The purpose of this bylaw is to establish a Council committee named the Council Remuneration Committee, and to prescribe a mandate, terms of reference, composition and procedural rules for that Committee.

APPROVED
As to Form

B. L.

City Solicitor

Bylaw No. 966-2017
COUNCIL REMUNERATION COMMITTEE BYLAW

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**PART II: DEFINITIONS AND
RULES FOR INTERPRETATION**

DEFINITIONS:

City:	the Municipal Corporation of the City of Leduc
City Manager:	the Chief Administrative Officer of the City, as appointed pursuant to the <i>Municipal Government Act</i> or delegate
Committee:	the Council Remuneration Committee
Council:	the Council of the City.

INTERPRETATION:

3. The marginal notes and headings in this bylaw are for reference purposes only.

PART III: ESTABLISHMENT

ESTABLISHMENT

4. The Council Remuneration Committee is hereby established as a committee of Council.

MANDATE

5. The mandate of the Committee is to review the compensation paid to members of Council and recommend reasonable changes to Council remuneration, as required.

TERMS OF REFERENCE

6. The Committee will fulfill its mandate by:
 - (a) examining the Council remuneration practices of other municipalities;
 - (b) gathering and reviewing reports and other evidence relevant to its mandate;
 - (c) reviewing the Council Remuneration & Expenses Policy, being policy number 11.00:25, and recommending amendments to that policy; and
 - (d) providing recommendations to Council on how to best manage Council remuneration.

Bylaw No. 966-2017
COUNCIL REMUNERATION COMMITTEE BYLAW

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PART IV: MEMBERS

MEMBERS

7. The Committee will be comprised of:
- (a) two members of Council; and
 - (b) three members of the public.

CHAIR

8. The Committee will select its chair from among its membership.

ADMINISTRATIVE SUPPORT

9. The City Manager, or delegate, will provide the Committee with all of the administrative support it requires, including but not limited to:
- (a) managing Committee documents;
 - (b) preparing and keeping safe minutes of Committee meetings;
 - (c) any other assistance the Committee may request.

PART V: PROCEDURE

MEETINGS

9. The Committee will meet as often as required to fulfill its mandate, and no less than:
- (a) once per quarter in its first year; and
 - (b) once per year in each following year.

QUORUM

10. Quorum is established by the attendance of both:
- (a) a majority of the members of the Committee; and
 - (b) one member of the Committee who is also a member of Council,
- at a properly called meeting of the Committee.

PROCEDURES

11. The Committee will follow the procedures set out in the *Council Procedures Bylaw, No. 493-2001*, as amended.

Bylaw No. 966-2017
COUNCIL REMUNERATION COMMITTEE BYLAW

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RESOLUTIONS

12. Committee decisions will be made by show of hands, and resolutions will be passed with a majority vote of those present at the meeting.

FINAL REPORT

13. Only members of the Committee who are not members of Council may vote to approve a Committee report.

MINUTES AND RECORDS

14. The Committee must prepare and keep safe minutes and records relating to its decisions or reports.

FOIP

15. The Committee will pass resolutions appointing a head and adopting a fee schedule for information requests as required by the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25, as amended.

REPORTING

16. The Committee will report to Council when requested to do so by Council.

PART VI: ENACTMENT

This Bylaw shall come into force and effect when it receives Third Reading and is duly signed.

READ A FIRST TIME IN COUNCIL THIS 12 DAY OF FEBRUARY, 2018.

READ A SECOND TIME IN COUNCIL THIS 12 DAY OF FEBRUARY, 2018.

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS 12 DAY OF FEBRUARY, 2018

Bob Young
MAYOR

Sandra Davis
CITY CLERK

Date Signed

PUBLIC COMMENTARY

XI.A.

IN-CAMERA ITEMS

Approval of IAFF Bargaining Mandate

(Removed Pursuant to Sections 16, 24 & 25 of the FOIP Act)

Presented by:

C. Tobin

XII.

RISE & REPORT FROM IN-CAMERA ITEMS

XIII.

UPDATES FROM BOARDS & COMMITTEES



Mayor's Report January 15-February 4, 2018

January 15, 2018:

- CoW Agenda Review
- EA/Council Update
- Committee of the Whole meeting

January 16, 2018:

- Speech Coach
- Meeting with N. Yanitski, Superintendent of Black Gold Regional School Board

January 17, 2018:

- Breakfast meeting with G. Kriskhe
- Naming Committee Meeting
- Unplugged Commercial 2018 Photo/Video Shoot – Telford Ice Oval
- North Telford Road Rehabilitation Project Photo Shoot
- Leduc Regional Housing Foundation – Agenda Review

January 18, 2018:

- Breakfast meeting with I. Phillips from Shaw Communications

January 18-21, 2018:

- Out of Office

January 22, 2018:

- CoW and Council Agenda Review
- Debriefing meeting – Breakfast with the Guys
- State of the Region prep meeting
- Committee of the Whole Meeting

January 23, 2018:

- Speech Coach
- Meeting with resident, D. Kuzmak-Traffic Concern

January 24, 2018:

- Inspirational Planning Meeting
- Prep meeting with K. Chomlak – FCM Webinar-Weather and Climate Readiness Plan – Elected Official Champion
- Meeting with Edmonton-Wetaskiwin MP Mike Lake

January 25, 2018:

- FCM Webinar Dry Run
- Leduc Regional Housing Foundation Board meeting – Annual Statistics Trends & Advocacy

January 27, 2018:

- 2018 Skate Canada Mountain Regional Championships – Opening Ceremonies
- Emma Carrier 100th Birthday
- Leduc Nighthawks Xmas Party

January 29, 2018:

- Leduc Estates School – Read-a-long
- Meeting with C. Chisholm, Manager RCMP Admin. & Enforcement Services

January 30, 2018:

- Speech Coach
- Mock Council prep meeting
- Webinar internet connection trial

January 31, 2018:

- FCM Webinar - Weather and Climate Readiness Plan – Elected Official Champion

February 1, 2018:

- Meeting with City Solicitor
- Lunch with B. MacDonald
- Regional Mayor's and City Manager's Hosting - Oilers vs. Avalanche

February 2, 2018:

- Interagency NP Meeting with Minister of Municipal Affairs Shaye Anderson
- Frozen Four Opening Ceremonies

MEETING DATE: February 12, 2018

SUBMITTED BY: Ken Woitt, Director of Planning and Economic Development

PREPARED BY: Fiona Paquet, Development Officer

REPORT TITLE: Year End Building Permit Summary 2017

REPORT SUMMARY

This report summarizes building permit applications approved in 2017, and is being submitted by the Planning and Economic Development Department as information.

BACKGROUND

KEY ISSUE(S) / CONTEXT:

In 2017 the City experienced moderate recovery in the building permit activity from 2016. The number of permits issued in 2017 increased from 687 in 2016 to 866 permits issued and the total permit value for 2017 increased by approximately 24% (\$122.8 M to \$160.8 M).

New residential dwelling units increased this year from 222 in 2016 to 325 in 2017. In 2017, 181 single detached dwellings were constructed compared to 105 constructed in 2016, and the construction of multi-family residential units increased from 117 in 2016 to 144 in 2017. The multi-residential dwellings in 2017 included street-fronting duplexes totaling 57 units and tri-plex, 4-plex and row housing totaling 87 units. In 2017, permit value for new residential development increased from \$67.9 M in 2016 to \$103.2 M. Total permit value for residential accessory structures, including sheds, garages, residential additions and alterations also increased in 2017 from \$5.7 M in 2016 to \$7.5 M.

In 2017, the number of new industrial building permits decreased slightly from 5 permits issued in 2016 to 4 permits issued in 2017. Permits for Industrial additions, alterations and accessory structure permits were slightly increased from last year from 22 to 30 permits issued in 2017. The permit value for new industrial buildings did increase from \$7.1 M in 2016 to \$31.3 M in 2017. Permit values for industrial additions, alterations and accessory structures decreased from \$3.6 M to \$2.9 M in 2017. The total permit value for all industrial development increased from \$10.7 M in 2016 to \$34.2 M in 2017.

Major industrial development in 2017 included:

- 1 – Ford Distribution Warehouse - Leduc Business Park
- 1 – Truss Manufacturing Facility – Northeast Industrial Park
- 1 – Industrial Building with Warehouse/shop/office – Leduc Business Park
- 1 – Industrial Building Multi Bays with Warehouse/shop/office – Leduc Business Park

New commercial building permits increased slightly in 2017 from 4 in 2016 to 5. Permit values for new commercial decreased from \$15.1 M in 2016 to \$3.6 M. Commercial additions, alterations and accessory structure permits increased from last year's 39 permits to 51 permits issued in 2017. The permit values however decreased from \$9.9 M in 2016 to \$7.0 M. The total permit value for all commercial development decreased from \$25.0 M in 2016 to \$10.7 M in 2017.

Major commercial development in 2017 included:

- 1 – Automotive Dealership and Servicing Building – Northwest Commercial
- 1 – Multi-unit Complex - Suntree
- 1 – Zulu Hair Salon and Retail Unit Building – Central Business District

- 1 – Multi-Unit Building – Central Business District
- 1 – Kosmos Catering and Retail Unit Building – Central Business District

Overall the City of Leduc experienced an increase in value of commercial and industrial development by 20% from \$35.8 M in 2016 to \$45.0 M in 2017.

2017 did not attract any new government/institutional building permits. Government/institutional additions, alterations and accessory structures permits increased slightly from 22 permits issued in 2016 to 23 permits in 2017. In 2017, total value of government/institutional permits decreased from \$13.3 M in 2016 to \$5.0 M in 2017.

FINANCIAL IMPLICATION:

The revenue generated by all building permit fees in 2017 increased approximately by 24% from \$122.8 M for 2016 to \$160.8 M.

CONCLUSION:

In 2017, the City experienced an increase in residential development for new single family residential, duplex and multi-family development. The total number of new industrial and commercial permits stayed relatively the same and the value of these permits increased in 2017 from \$22.2 M in 2016 to \$34.9 M. The amount of Government/institutional additions and alterations permits increased by 1 permit in 2017, however the value of permits decreased.

According to our records, there are currently 494 vacant serviced residential lots available within Black Stone, Bridgeport, Deer Valley, Meadowview, Tribute, West Haven Estates, Suntree, Windrose, Southfork, Robinson and Woodbend subdivisions.

The following table contains subdivision information in regards to their intent and their status:

Black Stone Stage 1B	42 zero side yard 20 townhouse 1 park	Registered (Nov 21 2017)
Southfork Stage 9	61 single detached 1 private park 1 public park	Registered (Nov 6 2017)
***Southfork Stage 10A	33 zero side yard 26 duplex	Registered (Nov 6 2017)
***Relotting Southfork Stage 10A	24 duplex and 1 zero side yard (original 10A) replaced with 22 zero side yard (relotted 10A)	In process (not approved)
Robinson Stage 5	21 single detached	Registered (Oct 19 2017)
Robinson Stage 6	32 duplex	Registered (Oct 19 2017)
Leduc Business Park Stage 10	5 medium industrial	Registered (June 5 2017)
West Haven Stage 7	12 single detached	Registered (June 19 2017)
West Haven Stage 8	22 single detached 16 duplex	Registered (Oct 6 2017)

Bridgeport Lands	4 commercial 1 PUL	Refused (Sep 25 2017)
Southfork Stage 7B	36 zero side yard	Approved (Dec 20 2017)
Black Stone Stage 3	42 zero side yard 2 PUL	In process (not approved)
Black Stone Stage 4	14 zero side yard 15 townhouse	In process (not approved)
Black Stone Stage 2	26 single detached 6 duplex* 9 zero side yard** 12 townhouse - *6 zero side yard registered with Stg 3 - **10 townhouse registered with Stage 1B	Approved (June 23 2015) Not yet endorsed
City/Moussa Subdivision (NW 28)	2 undeveloped parcels	In process (not approved)
Meadowview Stage 16	78 residential (estimated 36 duplex, 15 townhouse, 13 single detached, 15 zero side yard)	Approved (Jan 5 2015) Not yet registered
Lot Boundary Adjustment (Meadowview Stage 14)	0 new parcels	Registered (June 20 2017)
Lot Boundary Adjustment (Fiberex)	0 new parcels	Endorsed (July 26 2017)
Lot Boundary Adjustment (Woodbend Stage 1)	0 new parcels	Registered (Nov 17 2017)

ATTACHMENTS:

Year-end building permit summary for 2017 and yearly comparison charts.

Others Who Have Reviewed this Report

M. Pieters, Acting City Manager / M. Pieters, General Manager, Infrastructure & Planning

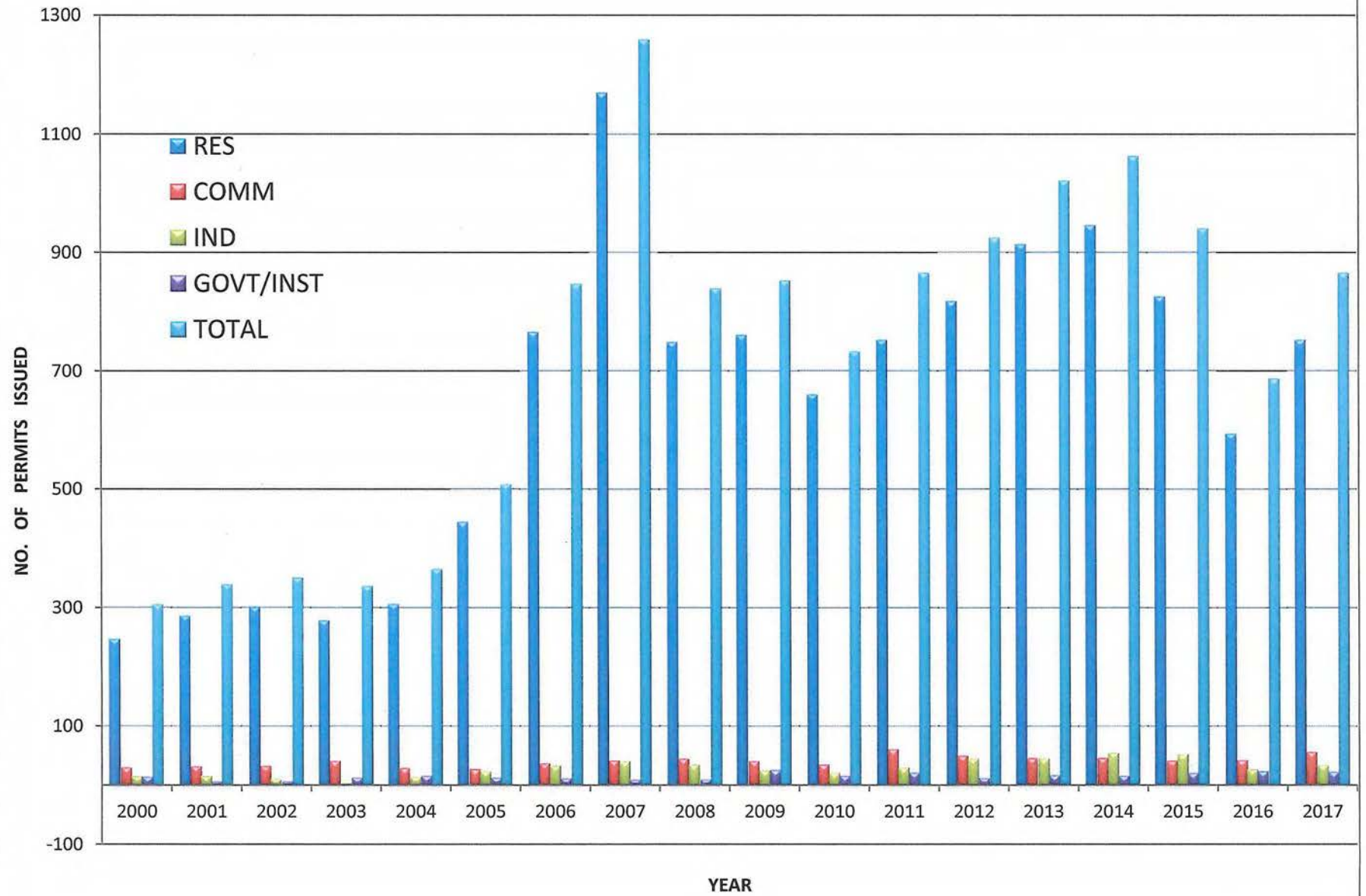


Building Permit Summary

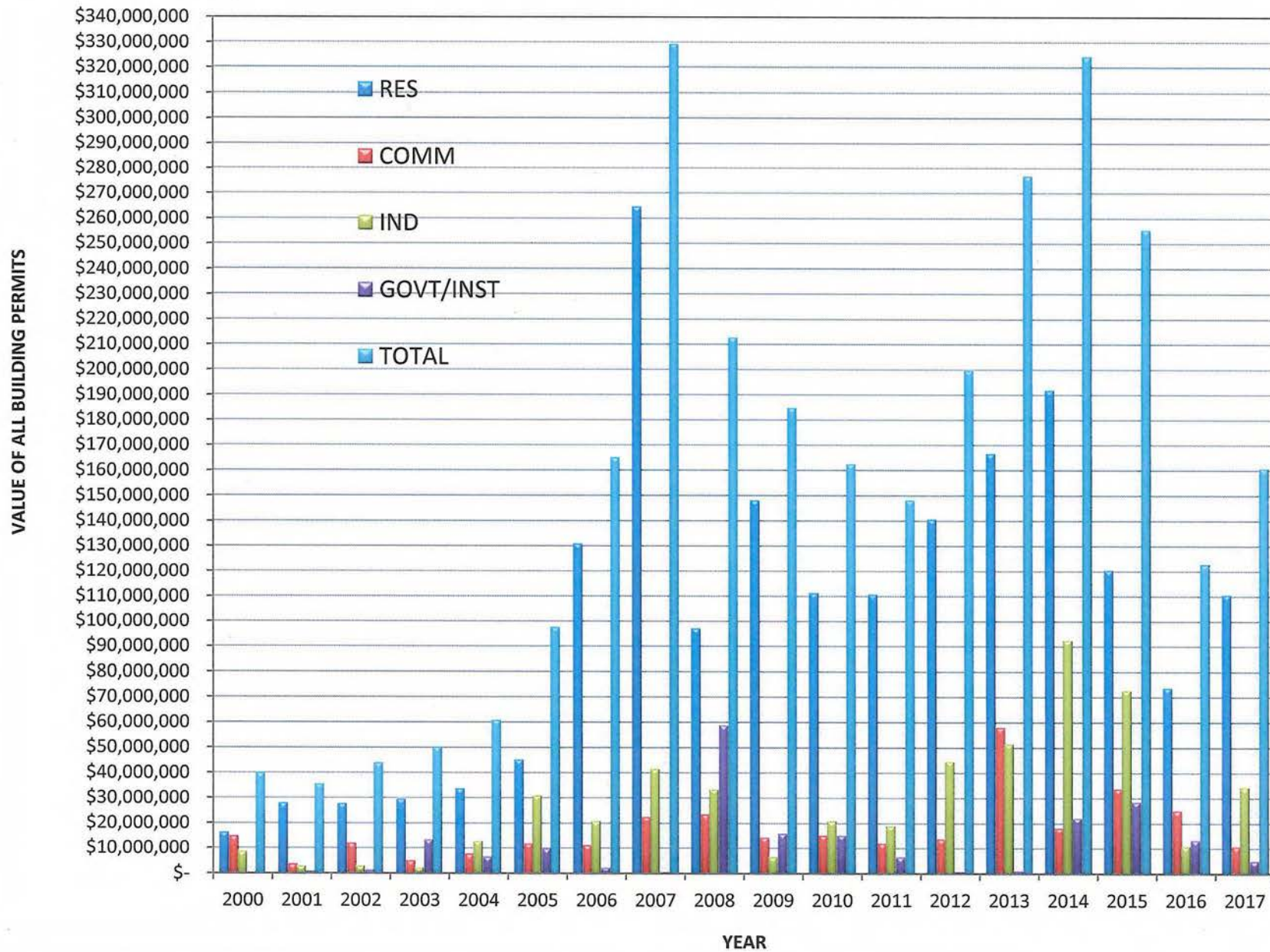
Issued between: **January 1, 2017-December 31, 2017** (inclusive)

Commercial	Permits	Value	Units
Accessory Structure - Temporary	4	\$20000.00	
Addition to existing building non-residential & residential	2	\$335885.00	
Alteration and improvements	45	\$6735544.00	
New Construction - Commerical Building	5	\$3658000.00	
Commercial Total	56	\$10749429.00	
Duplex Dwelling	Permits	Value	Units
New Construction - Duplex	59	\$18634500.00	59
Duplex Dwelling Total	59	\$18634500.00	59
Government/Institutional	Permits	Value	Units
Accessory Structure - Modular School Classroom	4	\$2340208.00	
Accessory Structure - Shed	2	\$31500.00	
Accessory Structure - Temporary	9	\$137000.00	
Accessory Structure Other	1	\$156600.00	
Alteration and improvements	5	\$1301000.00	
Other	1	\$1000000.00	
Pre-fabricated building	1	\$38000.00	
Government/Institutional Total	23	\$5004308.00	
Industrial	Permits	Value	Units
Accessory Structure - Sea Container	1	\$7900.00	
Accessory Structure - Temporary	1	\$100000.00	
Accessory Structure Other	1	\$125000.00	
Alteration and improvements	27	\$2690191.00	
New Construction - Industrial Building	4	\$31372000.00	
Industrial Total	34	\$34295091.00	
Multi-Residential	Permits	Value	Units
New Construction - Four-Plex	3	\$1820000.00	12
New Construction - Townhouse	5	\$3684000.00	22
Multi-Residential Total	8	\$5504000.00	34
Other Residential	Permits	Value	Units
Accessory Structure - Deck Uncovered	97	\$448439.48	
Accessory Structure - Detached Garage	131	\$1843389.68	
Accessory Structure - Hot Tub	19	\$154225.00	
Accessory Structure - Shed	9	\$36500.00	
Accessory Structure - Swimming pool	1	\$5000.00	
Accessory Structure - Temporary	1	\$24000.00	
Accessory Structure Other	2	\$7400.00	
Addition	2	\$23400.00	
Addition - Deck Cover/Roof	9	\$85416.00	
Alteration and improvements	29	\$1525500.00	
Basement Development	133	\$2879040.00	
Demolition	4	\$36000.00	-2
Secondary suite	13	\$456700.00	
Wood Stove/fireplace	2	\$15000.00	
Other Residential Total	452	\$7540010.16	-2
Single Detached Dwelling	Permits	Value	Units
New Construction - Single Detached Dwelling	181	\$65448711.02	181
Single Detached Dwelling Total	181	\$65448711.02	181
Townhouse (3-6 units) Fee Simple Lots	Permits	Value	Units
New Construction - Townhouse	53	\$13671850.00	53
Townhouse (3-6 units) Fee Simple Lots Total	53	\$13671850.00	53
	866	\$160847899.18	325

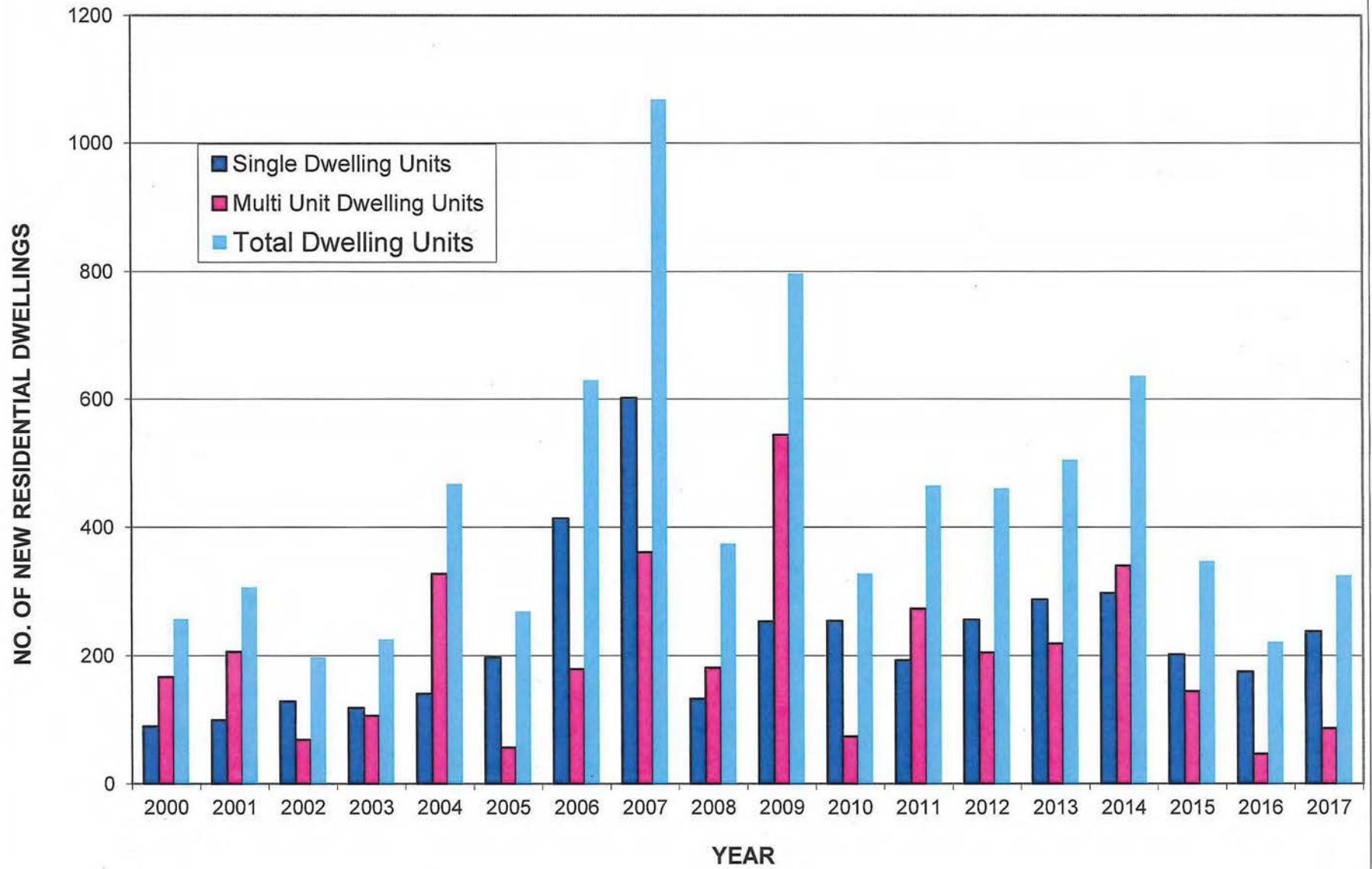
BUILDING PERMIT ACTIVITY 2000 - 2017



VALUE OF BUILDING PERMITS 2000 - 2017



RESIDENTIAL DWELLING UNITS DEVELOPED 2000 - 2017



YEAR-END BUILDING PERMIT VALUE COMPARISON 2000 - 2017

COMPARISON:

<u>YEAR</u>	<u>PERMIT VALUE</u>
2000	\$ 39,948,122.00
2001	\$ 32,308,731.00
2002	\$ 43,860,161.00
2003	\$ 50,026,214.00
2004	\$ 60,795,450.00
2005	\$ 97,572,234.00
2006	\$ 165,092,170.00
2007	\$ 329,360,067.40
2008	\$ 212,706,398.78
2009	\$ 184,730,346.00
2010	\$ 162,578,405.00
2011	\$ 148,261,062.69
2012	\$ 199,683,980.66
2013	\$ 277,006,935.64
2014	\$ 324,553,162.25
2015	\$ 255,531,261.56
2016	\$ 122,826,869.93
2017	\$ 160,847,899.18



Building Permit Detail Summary

January 1, 2018-January 31, 2018 (inclusive)

Commercial					
Permit	Type of Work	Builder	Units	Area	Valuation
PRBD201702373 (Issued-22/01/2018)	Alteration and improvements	PETROCOM CONSTRUCTION LTD		Suntree	\$250,000.00
PRBD201704284 (Issued-22/01/2018)	Alteration and improvements	BLUE LAKE DEVELOPMENTS		Central Business District	\$100,000.00
PRBD201704343 (Issued-17/01/2018)	Alteration and improvements	Wolfe Construction		Central Business District	\$250,000.00
PRBD201704347 (Issued-18/01/2018)	Alteration and improvements	GH Construction Ltd.		Suntree	\$175,000.00
PRBD201704606 (Issued-18/01/2018)	Alteration and improvements	ATOM CONTRACTING LTD		Leduc Business Park	\$28,000.00
Subtotal		5			\$803,000.00
Duplex Dwelling					
Permit	Type of Work	Builder	Units	Area	Valuation
PRBD201704190	New Construction - Duplex	BEDROCK HOMES LIMITED	1	Woodbend	\$288,000.00
PRBD201704534	New Construction - Duplex	Lincolnberg Multi Family Inc.	1	Black Stone	\$247,000.00
PRBD201704550	New Construction - Duplex	Lincolnberg Multi Family Inc.	1	Black Stone	\$247,000.00
PRBD201704552	New Construction - Duplex	Lincolnberg Multi Family Inc.	1	Black Stone	\$265,000.00
Subtotal		4	4		\$1,047,000.00
Industrial					
Permit	Type of Work	Builder	Units	Area	Valuation
PRBD201704358 (Issued-18/01/2018)	Alteration and improvements	Fire Protection Inc.		Northeast Industrial Park	\$38,236.00
PRBD201704526 (Issued-26/01/2018)	Alteration and improvements	Proudline Fire Protection Services Ltd		Leduc Business Park	\$69,231.00
PRBD201800023 (Issued-30/01/2018)	Alteration and improvements	Scott Builders Inc.		Northeast Industrial Park	\$132,740.00
Subtotal		3			\$240,207.00
Other Residential					
Permit	Type of Work	Builder	Units	Area	Valuation



Building Permit Detail Summary

January 1, 2018-January 31, 2018 (inclusive)

PRBD201704258 (Issued-02/01/2018)	Accessory Structure - Detached Garage	Pacesetter Homes Partnership		Meadowview Park	\$13,000.00
PRBD201704264 (Issued-02/01/2018)	Accessory Structure - Detached Garage	Pacesetter Homes Partnership		Meadowview Park	\$13,000.00
PRBD201704272 (Issued-02/01/2018)	Accessory Structure - Detached Garage	Pacesetter Homes Partnership		Meadowview Park	\$13,000.00
PRBD201704275 (Issued-02/01/2018)	Accessory Structure - Detached Garage	Pacesetter Homes Partnership		Meadowview Park	\$13,000.00
PRBD201704414 (Issued-03/01/2018)	Basement Development	PRESCOTT CONSTRUCTION LTD		Meadowview Park	\$32,000.00
PRBD201704426 (Issued-02/01/2018)	Accessory Structure - Detached Garage	JAYMAN BUILT LTD		Southfork	\$18,000.00
PRBD201704443 (Issued-02/01/2018)	Basement Development	LOSCHIAVO BRUNO		Meadowview Park	\$21,000.00
PRBD201704447 (Issued-17/01/2018)	Accessory Structure - Detached Garage	CRANSTON HOMES LTD		Black Stone	\$15,000.00
PRBD201704457 (Issued-12/01/2018)	Accessory Structure - Detached Garage	HOMEXX CORPORATION		West Haven	\$15,000.00
PRBD201704551	Basement Development	DTC CONCRETE LTD		Corinthia Park	\$8,000.00
PRBD201704573 (Issued-24/01/2018)	Alteration and improvements	PRINS JONATHAN		Willow Park	\$2,000.00
PRBD201704583 (Finaled-12/01/2018)	Alteration and improvements	SMITH CRAIG		Deer Valley	\$12,000.00
PRBD201800013	Basement Development	LINDSKOOG DALLAS	0	Robinson	\$31,000.00
PRBD201800042 (Issued-24/01/2018)	Accessory Structure - Detached Garage	Lincolnberg Homes Ltd		Black Stone	\$13,000.00
PRBD201800044	Basement Development	FOX KEVIN R			\$12,000.00
PRBD201800070	Basement Development	Prominent Homes Edmonton Ltd		Black Stone	\$25,000.00
PRBD201800071 (Finaled-25/01/2018)	Accessory Structure - Detached Garage	CRANSTON HOMES LTD		Meadowview Park	\$12,000.00
PRBD201800074 (Issued-29/01/2018)	Accessory Structure - Hot Tub	SMEITINK ROGER		Meadowview Park	\$11,000.00
PRBD201800090 (Issued-29/01/2018)	Accessory Structure - Deck Uncovered	SAMBHUDYAL BHAWAN		Suntree	\$5,000.00



Building Permit Detail Summary

January 1, 2018-January 31, 2018 (inclusive)

PRBD201800100 (Issued-26/01/2018)	Accessory Structure - Deck Uncovered	WEISBROD KIMBERLEY		Meadowview Park	\$5,000.00
PRBD201800106 (Issued-26/01/2018)	Accessory Structure - Shed	WEISBROD KIMBERLEY		Meadowview Park	\$2,000.00
PRBD201800112	Accessory Structure - Hot Tub	WYLIE NATHAN P		Robinson	\$5,000.00
PRBD201800127	Basement Development	DAVIDSON & SONS CARPENTRY LTD		Southfork	\$16,800.00
PRBD201800129 (Issued-26/01/2018)	Demolition	DINGWALL TERRY J		South Telford	\$5,000.00
PRBD201800152	Basement Development	BARR IAN		Southfork	\$10,000.00
PRBD201800167	Basement Development	Prominent Homes Edmonton Ltd		Black Stone	\$25,000.00
PRBD201800172	Basement Development	PURCHA JEFF		West Haven	\$20,000.00
PRBD201800181	Basement Development	HAWRYLUK TYLER J		Suntree	\$24,000.00
PRBD201800236	Basement Development	RYAN ANTHONY		Southfork	\$10,000.00
PRBD201800243	Basement Development	PEARSON KRISTINE		Robinson	\$9,000.00
Subtotal		30	0		\$415,800.00
Single Detached Dwelling					
Permit	Type of Work	Builder	Units	Area	Valuation
PRBD201703943 (Issued-25/01/2018)	New Construction - Single Detached Dwelling	Coventry Homes Inc.	1	Woodbend	\$538,125.00
PRBD201704256 (Issued-11/01/2018)	New Construction - Single Detached Dwelling	SUBURBAN STRUCTURES	1	Windrose	\$464,000.00
PRBD201704403 (Issued-03/01/2018)	New Construction - Single Detached Dwelling	SEHJAS HOMES LTD	1	Deer Valley	\$405,500.00
PRBD201704407 (Issued-02/01/2018)	New Construction - Single Detached Dwelling	SEHJAS HOMES LTD	1	Deer Valley	\$405,500.00
PRBD201704408 (Issued-05/01/2018)	New Construction - Single Detached Dwelling	SEHJAS HOMES LTD	1	Deer Valley	\$397,000.00
PRBD201704412 (Issued-02/01/2018)	New Construction - Single Detached Dwelling	HOMES BY AVI (EDMONTON) LP	1	Southfork	\$320,000.00
PRBD201704425 (Issued-03/01/2018)	New Construction - Single Detached Dwelling	JAYMAN BUILT LTD	1	Southfork	\$350,000.00
PRBD201704432 (Issued-18/01/2018)	New Construction - Single Detached Dwelling	CRANSTON HOMES LTD	1	Black Stone	\$365,000.00



Building Permit Detail Summary

January 1, 2018-January 31, 2018 (inclusive)

PRBD201704451 (Issued-09/01/2018)	New Construction - Single Detached Dwelling	HOMEXX CORPORATION	1	West Haven	\$350,000.00
PRBD201704465 (Issued-30/01/2018)	New Construction - Single Detached Dwelling	ENCORE MASTER BUILDER INC	1	West Haven	\$427,483.59
PRBD201704515 (Issued-30/01/2018)	New Construction - Single Detached Dwelling	ENCORE MASTER BUILDER INC	1	West Haven	\$338,000.00
PRBD201704519 (Issued-18/01/2018)	New Construction - Single Detached Dwelling	HOMEXX CORPORATION	1	West Haven	\$400,000.00
PRBD201704557 (Issued-10/01/2018)	New Construction - Single Detached Dwelling	1770338 AB LTD	1	Deer Valley	\$333,000.00
PRBD201800036 (Issued-11/01/2018)	New Construction - Single Detached Dwelling	JAYMAN BUILT LTD	1	Southfork	\$550,000.00
PRBD201800038 (Issued-24/01/2018)	New Construction - Single Detached Dwelling	Lincolnberg Homes Ltd	1	Black Stone	\$277,000.00
PRBD201800059 (Issued-12/01/2018)	New Construction - Single Detached Dwelling	TRIUMPH HOMES LTD	1	Black Stone	\$430,000.00
PRBD201800061 (Issued-12/01/2018)	New Construction - Single Detached Dwelling	TRIUMPH HOMES LTD	1	Black Stone	\$450,000.00
PRBD201800069 (Issued-30/01/2018)	New Construction - Single Detached Dwelling	HOMES BY SANTOS CONSTRUCTION	1	Meadowview Park	\$350,000.00
PRBD201800085 (Issued-31/01/2018)	New Construction - Single Detached Dwelling	CRANSTON HOMES LTD	1	Black Stone	\$295,000.00
PRBD201800113 (Issued-18/01/2018)	New Construction - Single Detached Dwelling	JAYMAN BUILT LTD	1	Southfork	\$450,000.00
PRBD201800138 (Issued-19/01/2018)	New Construction - Single Detached Dwelling	ART CUSTOM HOMES INC	1	Meadowview Park	\$464,000.00
PRBD201800140 (Issued-23/01/2018)	New Construction - Single Detached Dwelling	ART CUSTOM HOMES INC	1	Meadowview Park	\$283,000.00
PRBD201800182 (Issued-26/01/2018)	New Construction - Single Detached Dwelling	JAYMAN BUILT LTD	1	Southfork	\$356,000.00
PRBD201800184 (Issued-26/01/2018)	New Construction - Single Detached Dwelling	JAYMAN BUILT LTD	1	Southfork	\$267,000.00
PRBD201800185 (Issued-25/01/2018)	New Construction - Single Detached Dwelling	JAYMAN BUILT LTD	1	Southfork	\$299,000.00
Subtotal		25	25		\$9,564,608.59



Building Permit Detail Summary

January 1, 2018-January 31, 2018 (inclusive)

Townhouse (3-6 units) Fee Simple Lots					
Permit	Type of Work	Builder	Units	Area	Valuation
PRBD201704257 (Issued-02/01/2018)	New Construction - Four-Plex	Pacesetter Homes Partnership	1	Meadowview Park	\$239,390.00
PRBD201704262 (Issued-02/01/2018)	New Construction - Four-Plex	Pacesetter Homes Partnership	1	Meadowview Park	\$232,730.00
PRBD201704265 (Issued-02/01/2018)	New Construction - Four-Plex	Pacesetter Homes Partnership	1	Meadowview Park	\$233,285.00
PRBD201704274 (Issued-02/01/2018)	New Construction - Four-Plex	Pacesetter Homes Partnership	1	Meadowview Park	\$239,390.00
Subtotal		4	4		\$944,795.00
Total		71	33		\$13,015,410.59

TOTAL RESIDENTIAL UNITS COMPARISON OF 2018 TO 2017

YEAR 2018	Single Family	Duplex (side by side and up & down)	Multi Family (3-plex, 4-plex, townhouse, rowhousing and apartments)
	No. of Units	No. of Units	No. of Units
January	25	4	4
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
Year-to-date Totals			

YEAR 2017	Single Family	Duplex (side by side and up & down)	Multi Family (3-plex, 4-plex, townhouse, rowhousing and apartments)
	No. of Units	No. of Units	No. of Units
January	6	4	29
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			
Year-to-date Totals			

TOTAL PERMIT VALUE COMPARISON OF 2018 TO 2017

Year 2018	Residential Permits	Commercial Permits	Institutional Permits	Industrial Permits	Total of all Building Permits
January	\$ 11,972,203.59	\$ 803,000.00		\$ 240,207.00	\$ 13,015,410.59
Feburary					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
Year-to-date Totals					

Year 2017	Residential Permits	Commercial Permits	Institutional Permits	Industrial Permits	Total of all Building Permits
January	\$ 3,527,200.00	\$ 260,000.00	\$ -	\$ 49,000.00	\$ 3,836,200.00
Feburary					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
Year-to-date Totals					

JANUARY 2018 - Newly Issued Business Licences

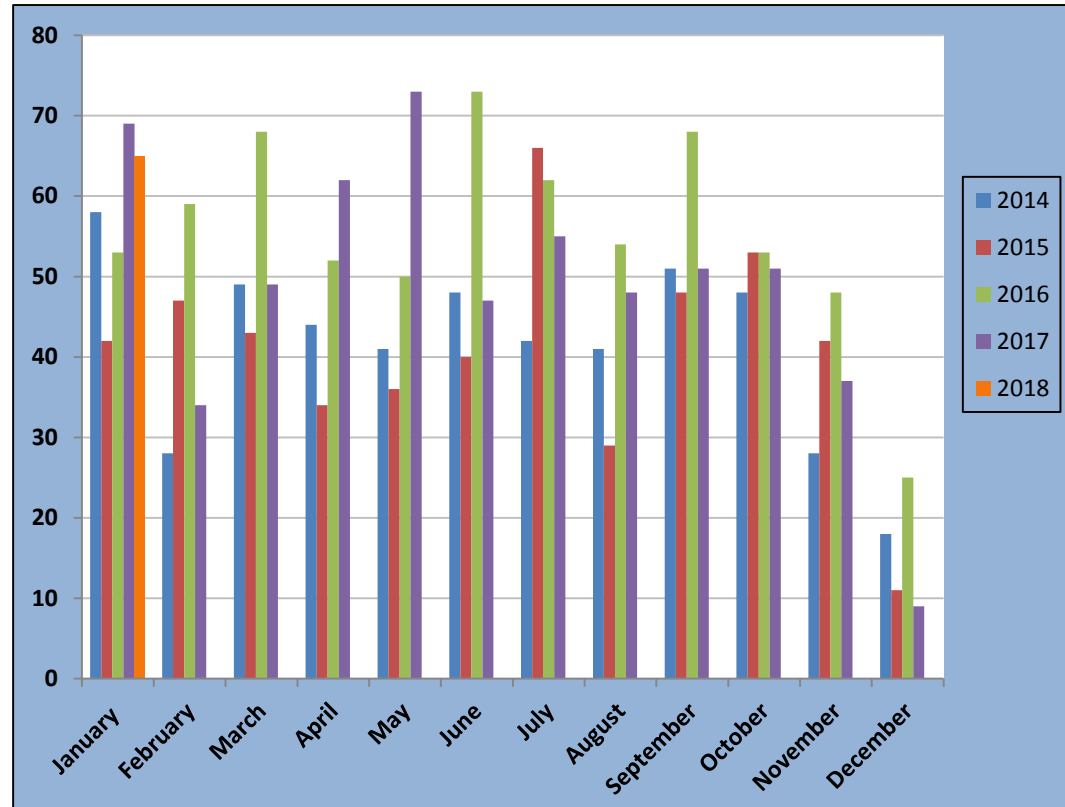
License #	Business Name	Address	Activity	Contact	Category	TaxRoll
LCB201601691	GFL Environmental Inc	7009 - 45 ST	WASTE MANAGEMENT	7806127484	General	009507
LCB201701208	EM Precision Rifles Ltd	810 SOUTHFORK GREEN, Leduc	Custom rifle builder	7806907513	Home Based	014509
LCB201701354	NEW AGE OILFIELD SERVICES INC.	7403 36 ST, Leduc, AB	OILFIELD SERVICES	7809860155	General	018544
LCB201701436	The Healing Difference	63 SANDALWOOD PL, Leduc, AB	Reiki, Crystal healing	7806227991	Home Based	018228
LCB201701466	LEDUC MARTIAL ARTS ACADEMY	4722 51 AVE, Leduc, AB	MARTIAL ARTS SCHOOL	7809191981	General	010413
LCB201701507	1844907 Alberta Ltd	312 AVENA LINK, Leduc, AB	Vehicle wholesale/retail dealer	7808034849	Home Based	014217
LCB201701519	Southfork Childcare	102 SOUTHFORK DR, Unit:102	Childcare centre	5878739994	General	013166
LCB201701527	BASHA DONAIR	5110 50 ST, Leduc, AB	FAST FOOD RESTAURANT	7807392020	General	010320
LCB201701534	BlackGold Travel	506 REYNALDS WYND, Leduc, AB	Provide trip and travel booking services	7802387708	Home Based	016742
LCB201701537	LEDUC COUNSELLING CONNECTION	4807 48 ST, Leduc, AB	Counselling	7809098379	General	010115
LCB201701538	RESTORE AND RENEW	5120 47 ST, Leduc, AB	Used/Antique furniture sales & service	7809861822	General	009941
LCC201701543	1772277 Alberta Ltd	114 WM BELL DR, Leduc, AB	Light Home Renovations	7808937101	Home Based	007378
LCB201701546	MARITIME TRAVEL INC.	6108 50 ST, Leduc, AB	TRAVEL AGENCY	7809862606	General	010379
LCB201701550	LASH BOUTIQUE & LOUNGE	70 LEDUC TOWNE CENTRE	EYELASH EXTENSIONS	9024991891	General	006577
LCB201701551	OUTLAWS CHEER POSSE INC.	5512 45 ST, Unit:111, Leduc, AB	Commercial school	7802781494	General	
LCC201701566	Suburban Structures	37 WESTLIN DR, Leduc, AB	CONSTRUCTION	7806861009	Home Based	016817
LCB201701573	Maximum Oilfield Inspection Services Ltd.	7501 42 ST, Leduc, AB	NDT inspection of downhole tools	7809863655	General	015058
LCB201701587	Castle Engineering Inc	3912 82 AVE, Unit:105, Leduc, AB	Design of valve actuation mounting kits	4036064427	General	019468
LCB201701624	Andrea Kaiser	5201 50 ST, Leduc, AB	Registered massage therapy	7809805443	General	010322
LCB201701629	Rocanda Enterprises Ltd.	6709 39 ST, Leduc, AB	Chemical manufacturer	6472083987	General	017513
LCB201701651	Multigas Detection & Instrumentation		Gas detection & instrumentation	7809800799	Non-Resident	
LCB201701660	Fit Body Bootcamp	6109 45 ST, Unit:7, Leduc, AB	Gym/ Fitness classes	4035972698	General	015494
LCC201701663	5 STAR ELECTRICAL CONTRACTORS LTD		ELECTRICAL CONTRACTOR	7809187813	Non-Resident	
LCB201701692	VIETNAM PARADISE INC	20 LEDUC TOWNE CENTRE	VIETNAMESE RESTAURANT	7807086695	General	006577
LCB201701707	SRT Motorsports LTD	3901 65A AVE, Leduc, AB	Vehicle and powersports	7806194548	General	017946
LCC201701721	Integrated Home Systems		RESIDENTIAL ELECTRICAL	7804673508	Non-Resident	
LCC201701747	ALL TYPE ELECTRIC INC.		ELECTRICAL CONTRACTOR	7804628226	Non-Resident	
LCC201701775	Brymar Electric Ltd		Commercial Electrical	7804139023	Non-Resident	
LCC201800002	ATOM CONTRACTING LTD		GENERAL CONTRACTING	5875010680	Non-Resident	
LCC201800006	Lincolnberg Homes Ltd		Home Builder	7804318824	Non-Resident	
LCB201800007	MEAT STREET PIES		FOOD TRUCK	5875945782	Mobile	
LCB201800015	A-PLUS WELDING INC	4401 46A AVE, Leduc, AB	RIG WELDER	7802887130	Home Based	009592
LCB201800019	PORTES CARS	748 BERG LOOP, Leduc, AB	BUY & SELL VEHICLES (online)	7807104687	Home Based	019496
LCB201800020	FROM THE HEART REIKI AND FITNESS	76 SANDALWOOD PL, Leduc, AB	MOBILE REIKI & PERSONAL TRAINING	7802668862	Home Based	018174
LCB201800023	Tertiary Well Control Solutions Inc.	4407 66 AVE, Leduc, AB	General oilfield service work	7809044786	General	010959

JANUARY 2018 - Newly Issued Business Licences

LCB201800025	deMANDS Property Care		Residential Painting and Cleaning	7809158073	Non-Resident	
LCB201800046	Heat Strike Pest Control	158 KIRPATRICK BEND, Leduc, AB	Pest Control	7807229261	Home Based	017619
LCB201800056	Quantum Digital Inc	3907 65A AVE, Leduc, AB	Crypto-currency Mining Facility	7806044599	General	017943
LCB201800061	4 Cubs Inc	4 WALTERS CRT, Leduc, AB	Power skating	7809331419	Home Based	013979
LCB201800063	MOON SHADOW	5214 49 ST, Leduc, AB	METAPHYSICAL SUPPLIES	7808687616	Home Based	010216
LCB201800079	ORIGINAL JOES RESTAURANT & BAR	5411 DISCOVERY WAY, Unit:101	RESTAURANT & BAR	7809866965	General	
LCC201800080	MANWINDER AND HARJIT MANN	540 REYNALDS WYND, Leduc, AB	HOME BUILDER	7802394779	Home Based	017985
LCC201800081	CLEAR SKIES PLUMBING LTD		PLUMBING & GAS	7804614411	Non-Resident	
LCB201800084	LEDUC CLEANING SERVICES	56 MCKAY CLOSE, Leduc, AB	CLEANING SERVICE	7809707467	Home Based	011591
LCB201800086	Daystar Church Fundraiser	2 ALEXANDRA PK, Leduc, AB	Fundraiser - selling donuts	7809865461	Mobile	007434
LCB201800088	Daystar Church Fundraiser	6420 50 ST, Leduc, AB	Fundraiser Event	7809865461	Mobile	010390
LCB201800097	Edmonton Synchronized Skating Club	4330 BLACK GOLD DR, Leduc, AB	Synchronized Skating Event	7802674367	Mobile	005981
LCC201800107	JLE Electrical		Electrical Contractor Services	7809106053	Non-Resident	
LCC201800109	Rapid Home Solutions Inc		Heating & cooling products	7802334328	Non-Resident	
LCC201800113	WESTERN ELECTRICAL SERVICES LTD		ELECTRICAL CONTRACTOR	7809389749	Non-Resident	
LCC201800114	AQUA TECH MECHANICAL LTD		PLUMBING/GASFITTING	7809108550	Non-Resident	
LCC201800116	Lincolnberg Multi Family Inc.		Home Builder	7804318824	Non-Resident	
LCB201800126	FAS GAS LEDUC	4811 50 ST, Leduc, AB	Gas station/convenience store	7809867800	General	010318
LCB201800130	Canadian Energy Assessment Services Inc.	8 BRIDGEPORT WYND, Leduc, AB	HVAC sales	7803289966	Home Based	008136
LCB201800131	GFL ENVIRONMENTAL INC	3905 65A AVE, Leduc, AB	WASTE MANAGEMENT	5879901272	General	017944
LCC201800155	Northstar Sharp's Foundation Specialists Ltd		Caisson and Foundations	7809145309	Non-Resident	
LCC201800179	Patno's Plumbing Heating A/C Inc.		Plumbing, Heating, Gas fitting	7809131190	Non-Resident	
LCC201800197	ASAP Solutions Inc.		Streetlight Maintenance	7802670422	Non-Resident	
LCB201800212	C & T Cleaning		JANITORIAL SERVICES	7809335428	Non-Resident	
LCB201800217	IMMANUEL'S PARTY RENTALS	4756 45 AVE, Unit:3, Leduc, AB	PARTY NEEDS/SUPPLIES	7802316140	Home Based	
LCB201800218	LIBERTY TAX SERVICE	4922 51 AVE, Leduc, AB	TAX SERVICES	7807397076	General	010425
LCC201800224	Diversified Mechanical Ltd.		New home plumbing and gasfitting	7804849867	Non-Resident	
LCB201800241	QUALITY FLOOR COVERINGS CARPET ONE	4703 50 AVE, Leduc, AB	FLOOR COVERINGS SALES	7809867534	General	010224
LCC201800245	Pro Call Electric Ltd		Electrical contractor	7802386169	Non-Resident	
LCC201800250	BELAL HASHEM		ELECTRICAL INSTALLATIONS	7809032955	Non-Resident	
Total		65				

Newly Issued Business Licences Comparison by Year

	2014	2015	2016	2017	2018
January	58	42	53	69	65
February	28	47	59	34	
March	49	43	68	49	
April	44	34	52	62	
May	41	36	50	73	
June	48	40	73	47	
July	42	66	62	55	
August	41	29	54	48	
September	51	48	68	51	
October	48	53	53	51	
November	28	42	48	37	
December	18	11	25	9	
Total	496	491	665	585	65



Current Licence Types

	General	Resident (Occ)	Non-Res.	Mobile	Non-Profit	Total
January	755	221	427	6	15	1424
February						0
March						0
April						0
May						0
June						0
July						0
August						0
September						0
October						0
November						0
December						0

2014 Year End for Comparison

Total	897	351	803	14	11	2076
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2015 Year End for Comparison

Total	936	371	840	41	15	2203
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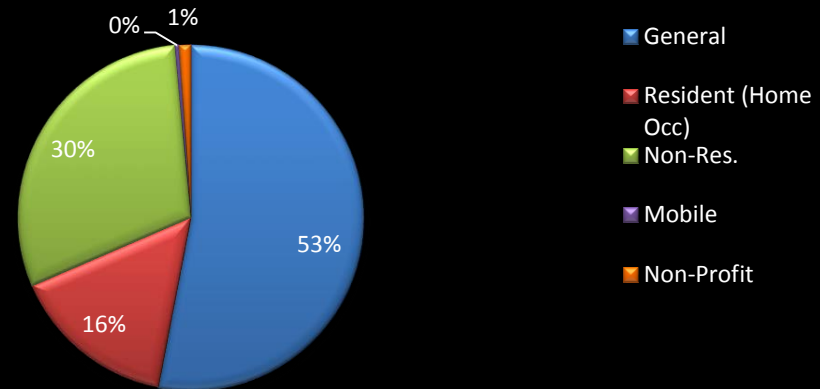
2016 Year End for Comparison

Total	971	403	809	44	23	2250
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2017 Year End for Comparison

Total	972	405	895	23	30	2325
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Licence Types as of Jan. 31, 2018



XV.

ADJOURNMENT