

**REGULAR COUNCIL MEETING AGENDA  
MONDAY, APRIL 23, 2018 AT 7:00 P.M.  
COUNCIL CHAMBERS, LEDUC CIVIC CENTRE  
1 ALEXANDRA PARK, LEDUC, ALBERTA  
PAGE 1**

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**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 Regular Council Meeting held Monday, April 9, 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**

- |             |   |
|-------------|---|
| C. Klooster | A. Mayor's Poetry City Challenge – Poetry Reading |
|-------------|---|

**VIII. BUSINESS**

- |                   |  |
|-------------------|--|
| Insp. K. Kunetzki | A. Introduction of Sgt. D. Kendall, Acting OIC |
| Insp. K. Kunetzki | B. RCMP Annual Update                          |
| R. Yeung          | C. Municipal Grant – Leduc Arts Foundry        |

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**IX. BYLAWS**

- |                         |    |  |
|-------------------------|----|--|
| J. Cannon               | A. | Bylaw No. 975-2018 - 2018 Property Tax Rate Bylaw (2nd & 3rd Readings)                     |
| S. Losier               | B. | Bylaw No. 970-2017 – Amendment to Bylaw No. 809-2013 Land Use Bylaw (1st Reading)          |
| S. Losier               | C. | Bylaw No. 971-2017 - Amendment to Bylaw No. 767-2011 Business Licence Bylaw (1st Reading)  |
| C. Chisholm             | D. | Bylaw No. 981-2018 - Amendment to the Community Standards Bylaw No. 711-2008 (1st Reading) |
| S. Davis /<br>B. Loewen | E. | Bylaw No. 957-2017 - Council Code of Conduct Bylaw (2nd & 3rd Readings)                    |

**X. PUBLIC COMMENTARY**

**XI. IN-CAMERA ITEMS**

- |                |    |   |
|----------------|----|---|
| Mayor B. Young | A. | Council Appointment of a Public Member to the Assessment Review Board (FOIP s. 24 & 29) |
|----------------|----|---|

**XII. RISE AND REPORT FROM IN-CAMERA ITEMS**

**XIII. INFORMATION REPORTS**

- |    |                |
|----|----------------|
| A. | Mayor's Report |
|----|----------------|

**XIV. 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**



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

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

Mayor B. Young called the meeting to order at 7:03 pm.

**I. ADOPTION OF AGENDA**

**MOVED** by Councillor G. Finstad 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. Financial Statement Presentation/Auditor's Report
- B. 2017 Audited Financial Statement
- C. Leduc Environmental Advisory Board ("LEAB")
- D. Annual Environmental Progress Report
- E. Edmonton International Airport Accord Transit Services and Funding

**IX. BYLAWS**

- A. Bylaw No. 975-2018 – 2018 Property Tax Rate Bylaw (1<sup>st</sup> Reading)
- B. Bylaw No. 976-2018 – Amendment to Southfork Area Structure Plan (2<sup>nd</sup> and 3<sup>rd</sup> Readings)
- C. Bylaw No. 973-2018 – Redistricting Southfork Stage 7B (2<sup>nd</sup> Reading)

**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, March 26, 2018**

**MOVED** by Councillor L. Tillack that the minutes of the Regular Council Meeting held Monday, March 26, 2018, be approved as presented.

Motion Carried Unanimously

**IV. RECOGNITION ITEMS**

There were no recognition items.

**V. PUBLIC COMMENTARY**

M. Nesimiuk, a resident of Southfork, and teacher at Willow Park School, spoke to Council on two matters:

Responsible  
Department

1. M. Nesimiuk is a member of a group of community gardeners ("gardeners"). The site the gardens are located on is a future school site; however, the gardeners would like it to be considered as a permanent location. M. Pieters, General Manager, Infrastructure and Planning, advised that the site is a high priority site for a new school, but advised that Administration will contact M. Nesimiuk in order to work with the gardeners.

IP

2. M. Nesimiuk also spoke to Council about concerns that the Administration of Willow Park School have relative to the high level of social service needs. M. Nesimiuk advised that children as young as five are home alone, children as young as eight are looking after younger siblings and a number of children come to school hungry. The school has started a cooking class to help children learn to prepare their own breakfast; however, a home alone program is required. The school has met a number of road blocks in trying to meet this need. M. Nesimiuk requested assistance to provide a home alone program directed to children aged five and up, in partnership with Family and Community Support Services.

CPS

D. Melvie, General Manager, Community and Protective Services, will have a member of Administration contact M. Nesimiuk.

**VI. PUBLIC HEARING**

Mayor B. Young provided an explanation of the Public Hearing Process.

**A. Bylaw No. 976-2018 – Amendment to Southfork Area Structure Plan**

Mayor B. Young declared the Public Hearing for Bylaw No. 976-2018 open at 7:17 p.m.

**Written Submissions:**

No written submissions were received.

**Presentations:**Administration

K. Woitt, Director, Planning and Development, made a presentation.

Other Presentations

There were no other presentations.

Mayor B. Young declared the Public Hearing for Bylaw No. 976-2018 closed at 7:21 pm.

**B. Bylaw No. 973-2018 – Redistricting Southfork Stage 7B**

Mayor B. Young declared the Public Hearing for Bylaw No. 973-2018 open at 7:22 p.m.

**Written Submissions:**

No written submissions were received.

**Presentations:**Administration

K. Woitt, Director, Planning and Development, made a presentation.

Other Presentations

There were no other presentations.

Mayor B. Young declared the Public Hearing for Bylaw No. 973-2018 closed at 7:24 pm.

**VII. PRESENTATIONS****A. Alberta Figure Skating Foundation**

M. McDonald, Vice-Chair, Alberta Figure Skating Foundation, and M. Strome, Executive Director, Skate Canada, made a presentation providing background on the Wild Rose Skating Competition ("Competition") and why the City of Leduc was chosen to host the Competition.

M. McDonald advised that within two years the Competition will need to have three surfaces. Currently, the Leduc Recreation Centre ("LRC") has three surfaces, however, without sound attenuation between two of the three ice surfaces, only two ice surfaces are useable. M. Strome advised that there is a possibility that the Competition could have to move in order to be able to use three ice surfaces.

M. McDonald was asked if the sound attenuation was installed, could a multi-year hosting agreement be entered into. M. Strome advised that a multi-year hosting agreement is a possibility and that the use of three ice surfaces could lead to other competitions coming into the LRC.

D. Melvie, General Manager, Community and Protective Services, M. McDonald and M. Strome answered Council's questions.

**VIII. BUSINESS****A. Financial Statement Presentation/Auditor's Report**

S. Walker and C. Cholak, MNP LLP, made a PowerPoint presentation (Attached) and answered Council's questions.

Responsible  
Department

Council requested they be provided with a broader view of capital expenditures from comparator municipalities more similar in size to the City of Leduc.

CS



**B. 2017 Audited Financial Statements**

J. Cannon, Director, Finance, made a presentation.

**MOVED** by Councillor G. Finstad that, pursuant to section 281 of the *Municipal Government Act*, Council hereby receive the 2017 Auditors Report, inclusive of the year-end financial statement.

Motion Carried Unanimously

**C. Leduc Environmental Advisory Board ("LEAB")**

S. Ruddy, Vice-Chair, LEAB, made a PowerPoint presentation (Attached) and answered Council's questions.

Responsible  
Department

Council thanked LEAB for all the initiatives being brought forward and for the collaborations with other community groups.

IP

Councillor G. Finstad requested that Administration ensure that there are sorting bins at all outdoor events as the City of Leduc is an environmental leader. M. Pieters, General Manager, Infrastructure and Planning, advised that the matter will be looked into.

**D. Annual Environmental Progress Report**

K. Chomlak, Environmental Sustainability Coordinator, and S. Olson, Director, Engineering, made a PowerPoint presentation (Attached) and answered Council's questions.

**E. Edmonton International Airport Accord Transit Services and Funding**

M. Pieters, General Manager, Infrastructure and Planning, and K. Wenzel, Manager, Public Transportation, made a PowerPoint presentation (Attached) and answered Council's questions.

**MOVED** by Councillor B. Hamilton that Council authorize the expenditure of approximately \$700,000, funded by the General Contingency Reserve that is not currently in the 2018 budget.

Motion Carried Unanimously

**IX. BYLAWS****A. Bylaw No. 975-2018 – 2018 Property Tax Rate Bylaw (1<sup>st</sup> Reading)**

J. Cannon, Director, Finance, G. Damo, Manager, Revenue Services, and P. Benedetto, City Manager, made a PowerPoint presentation (Attached).

P. Benedetto and I. Sasyniuk, General Manager, Corporate Services, answered Council's questions.

Administration recommends Bylaw No. 975-2018 receive first reading.

**MOVED** by Councillor T. Lazowski that Council give Bylaw No. 975-2018 First Reading.

Motion Carried Unanimously

**B. Bylaw No. 976-2018 – Amendment to Southfork Area Structure Plan (2<sup>nd</sup> & 3<sup>rd</sup> Readings)**

K. Woitt, Director, Planning and Development, made a PowerPoint presentation (Attached) and answered Council's questions.

Administration recommends Bylaw No. 976-2018 receive second and third readings.

**MOVED** by Councillor T. Lazowski that Council give Bylaw No. 976-2018 Second Reading.

Motion Carried Unanimously

**MOVED** by Councillor G. Finstad that Council give Bylaw No. 976-2018 Third Reading.

Motion Carried Unanimously

**C. Bylaw No. 973-2018 – Redistricting Southfork Stage 7B (2<sup>nd</sup> Reading)**

K. Woitt, Director, Planning and Development, made a PowerPoint presentation (Attached)

Administration recommends Bylaw No. 973-2018 receive second reading.

**MOVED** by Councillor B. Beckett that Council give Bylaw No. 973-2018 Second Reading.

Motion Carried Unanimously

**X. PUBLIC COMMENTARY**

G. Crnikovic, a resident of Southfork, stated that there is a need for more medium density housing, particularly a true mixed use inclusive of retail development.

Council advised that there is more retail development planned for Southfork.

**XI. IN-CAMERA ITEMS**

There were no in-camera items.

**XII. RISE AND REPORT FROM IN-CAMERA ITEMS**

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**XIII. UPDATES FROM BOARDS AND COMMITTEES**

**A. Council Member Updates from Boards and Committees**

There were no updates.

**B. Council Member Updates from Commissions, Authorities, Other**

There were no updates.

**XIV. INFORMATION REPORTS**

**A. Mayor's Report**

**B. Building Inspector's Report**

**C. Newly Issued Business Licences**

There was no discussion.

**XV. ADJOURNMENT**

The Council meeting adjourned at 9:27 pm.

\_\_\_\_\_  
B. Young  
MAYOR

\_\_\_\_\_  
S. Davis  
CITY CLERK



## City of Leduc Audited Financial Statements

Scott Walker, CPA, CA, CAFM

Presented by: Chris Cholak, CPA, CA

Date: April 9, 2018

## Administrative Items



- Ask questions any time.
- If we can not answer directly, we will add to a list and address later or after the presentation.



# Independent Audit Opinion



## Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the City of Leduc as at December 31, 2017, and the results of its operations, changes in net financial assets (debt), and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

April 9, 2018  
Leduc, Alberta

*MNP LLP*  
Chartered Professional Accountants

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# Statement of Operations



	Budget 2017 (Note 18)	2017	2016
<b>Revenue</b>			
Net municipal property taxes (Schedule II)	43,384,268	43,218,446	41,535,230
Utility services	21,826,600	21,346,879	20,207,552
Sales, user charges and costs recovered	8,127,217	9,112,227	8,869,108
Government transfers (Schedule III)	7,865,231	8,572,860	8,113,735
Contributions and levies	1,041,000	3,890,086	1,363,165
Property revenue	2,047,358	2,119,814	2,104,392
Interest and penalties	1,698,500	1,605,100	1,982,460
Enforcement services	1,820,000	1,335,790	2,267,456
Gain on disposal of assets	-	-	7,158
	87,810,174	91,201,200	86,450,256

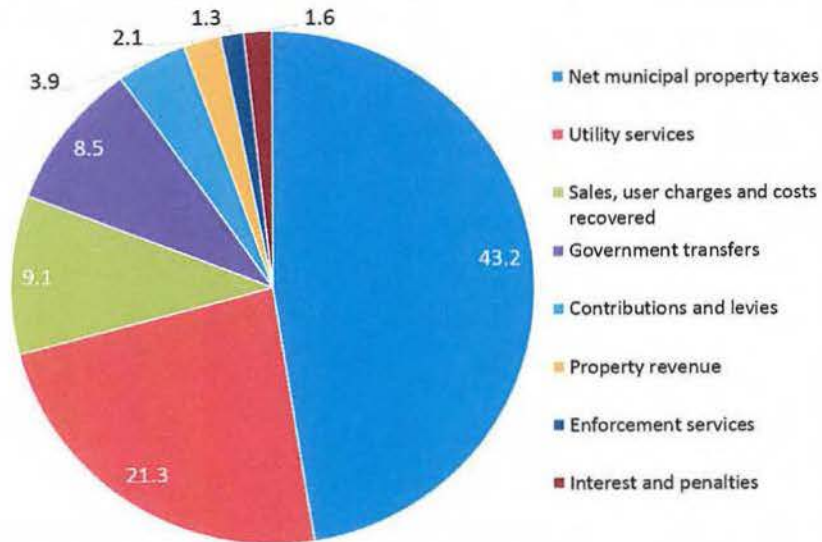
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## Revenue (millions of dollars)

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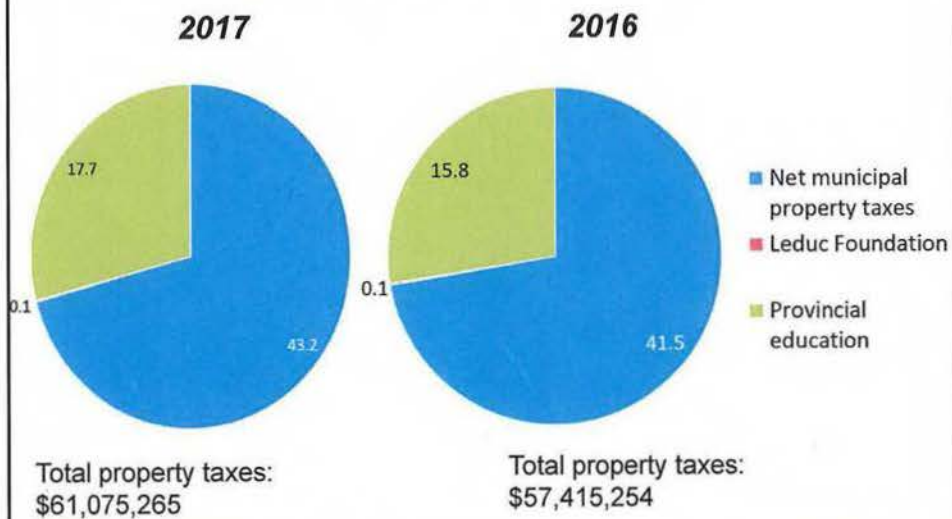


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## Property Taxes (millions of dollars)

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# Statement of Operations

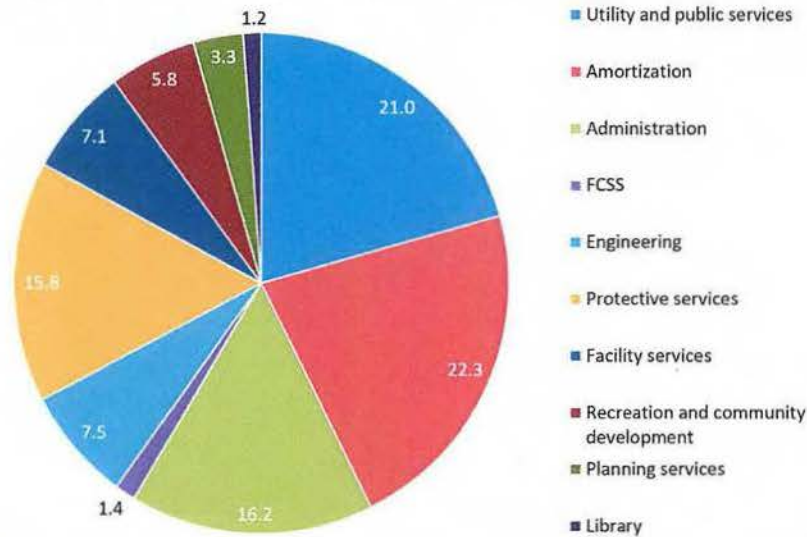


	Budget 2017 (Note 18)	2017	2016
<b>Expenses</b>			
Amortization (Note 18)	-	22,318,384	20,352,013
Utility and public services	22,442,506	21,026,402	22,218,078
Administration	16,952,577	16,225,101	15,460,076
Protective services	16,344,187	15,804,968	16,692,624
Engineering	7,613,984	7,517,495	4,756,883
Facility services	7,060,713	7,093,177	7,272,224
Recreation and community development	6,279,525	5,768,084	6,054,502
Planning services	3,604,138	3,314,558	4,365,585
Family and community support services	1,686,398	1,355,172	1,281,441
Library	1,198,704	1,224,407	1,175,736
Loss on disposal of assets (Note 9)	-	309,828	-
	83,182,733	101,957,576	99,629,163

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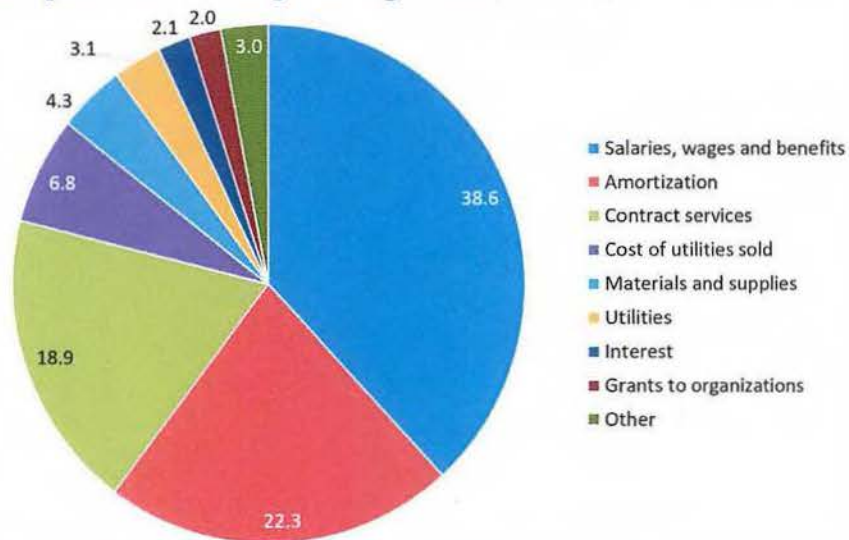
## Expenses by Function (millions)



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## Expenses by Object (millions)



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## Consolidated Statement of Financial Position



	2017	2016
<b>Financial assets</b>		
Cash	9,047,133	10,417,310
Investments (Note 2)	52,816,394	52,932,581
Property taxes receivable (Note 3)	1,591,640	1,459,496
Trade and other accounts receivable (Note 4)	6,061,358	7,418,955
	<b>69,516,525</b>	<b>72,228,342</b>

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## Selected Notes to the Financial Statements



Property taxes receivable	2017	2016
Current taxes	1,335,343 (83.9%)	1,242,988 (85.2%)
Non-current taxes	256,297 (16.1%)	216,508 (14.8%)
	<u>1,591,640 (100%)</u>	<u>1,459,496 (100%)</u>

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## Consolidated Statement of Financial Position

(continued)



	2017	2016
<b>Liabilities</b>		
Accounts payable and accrued liabilities	13,049,079	13,308,879
Deposits and deferred revenue (Note 6)	11,479,311	10,822,298
Long-term debt (Note 7)	48,643,130	52,273,583
	<u>73,171,520</u>	<u>76,404,760</u>
<b>Net financial assets (debt)</b>	<b>(3,654,995)</b>	<b>(4,176,418)</b>

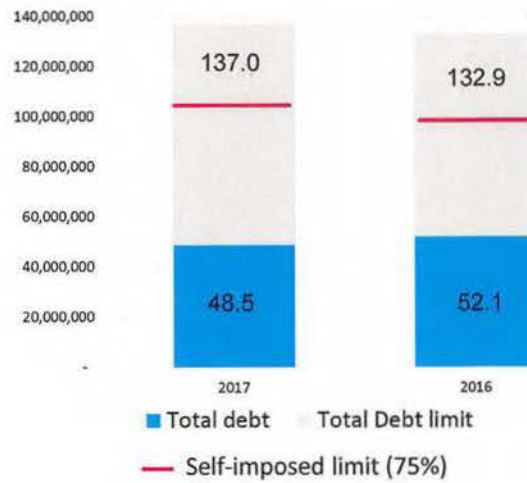
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## Debt Limits

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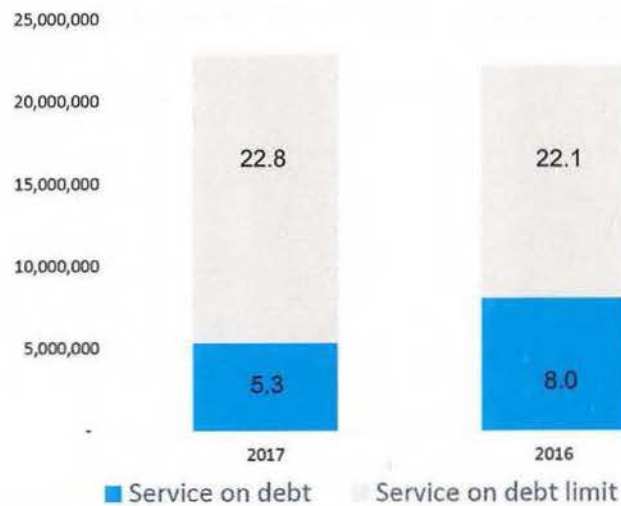


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## Debt Service Limits

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# Consolidated Statement of Financial Position



(continued)

	2017	2016
<b>Net financial assets (debt)</b>	<b>(3,654,995)</b>	<b>(4,176,418)</b>
<b>Non-financial assets</b>		
Tangible capital assets (Note 9)	797,272,707	749,035,771
Inventory for consumption	558,223	582,832
Prepaid expenses	223,786	170,140
	<b>798,054,716</b>	<b>749,788,743</b>
<b>Accumulated surplus (Schedule I)</b>	<b>794,399,721</b>	<b>745,612,326</b>
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# Tangible Capital Assets



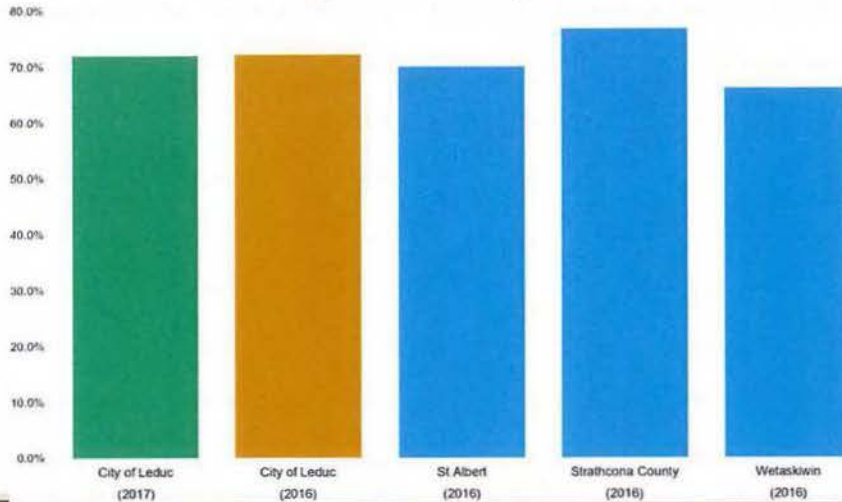
	Cost	Accumulated Amortization	NBV
Land	121,616,766	-	121,616,766
Land improvements	28,409,549	8,337,865	20,071,684
Buildings	131,484,071	32,167,743	99,316,328
Machinery and equipment	27,252,397	13,827,439	13,424,958
Vehicles	11,064,180	4,979,691	6,084,489
Engineered structures	777,896,645	250,297,939	527,598,706
Construction in progress	9,159,776	-	9,159,776
	<b>1,106,883,385</b>	<b>309,610,676</b>	<b>797,272,707</b>

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## Net Book Value as a % of Cost of Tangible Capital Assets

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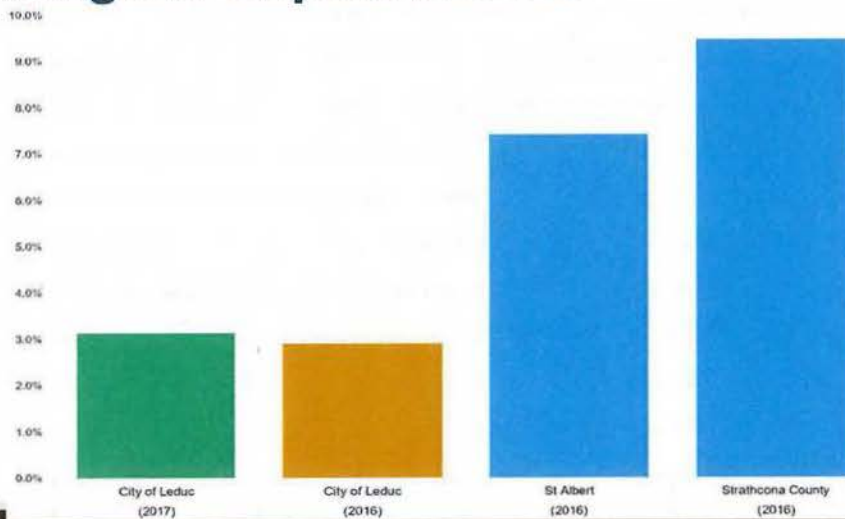


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## Capital Reserves as a % of Tangible Capital Assets

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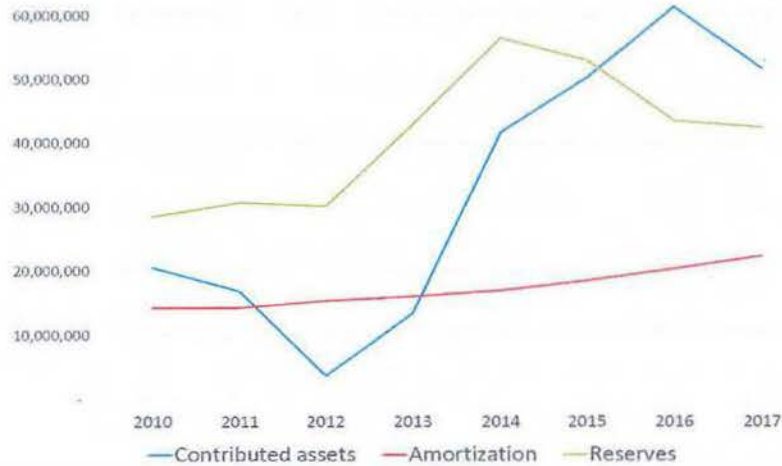


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## Financial Indicators

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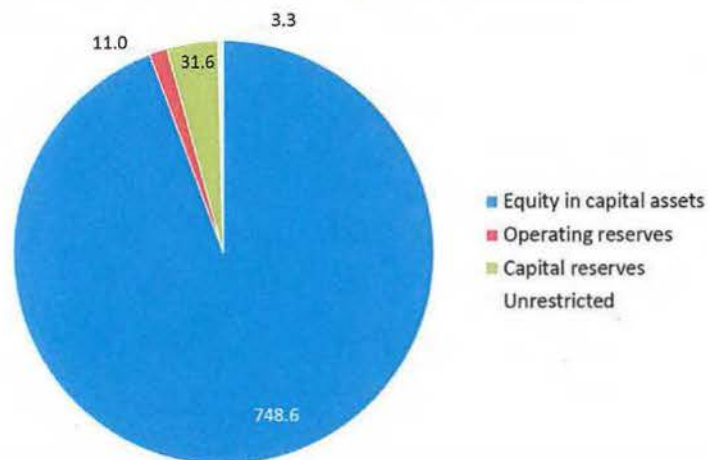


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## Components of Accumulated Surplus (millions)

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## Audit Findings



### Significant Audit, Accounting and Reporting Matters:

Changes from Audit Service Plan	None
Significant deficiencies in internal control	None
Difficulties encountered	None
Identified or suspected fraud	None
Identified or suspected non-compliance with laws and regulations	None
Uncertainties related to application of going concern assumption	None
Significant unadjusted differences	None
Accounting policies used by the City of Leduc	Appropriate
New accounting policies, or changes in accounting policies	None

## Audit Findings



- Areas of audit emphasis:
  - Deferred revenue and grant revenue
  - Tangible capital assets
- Testing of employee credit cards:
  - No expenses that didn't appear reasonable
  - No instances where detailed receipts were not included
- Compliant with investment policy
  - Composition of investment holdings
  - Credit rating of investment holdings

**Thank You**



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# **LEAB**

**Leduc Environmental  
Advisory Board**

## **LEAB Committee of Council Update**

**April 9, 2018**

**Sheila Ruddy, Vice Chair**

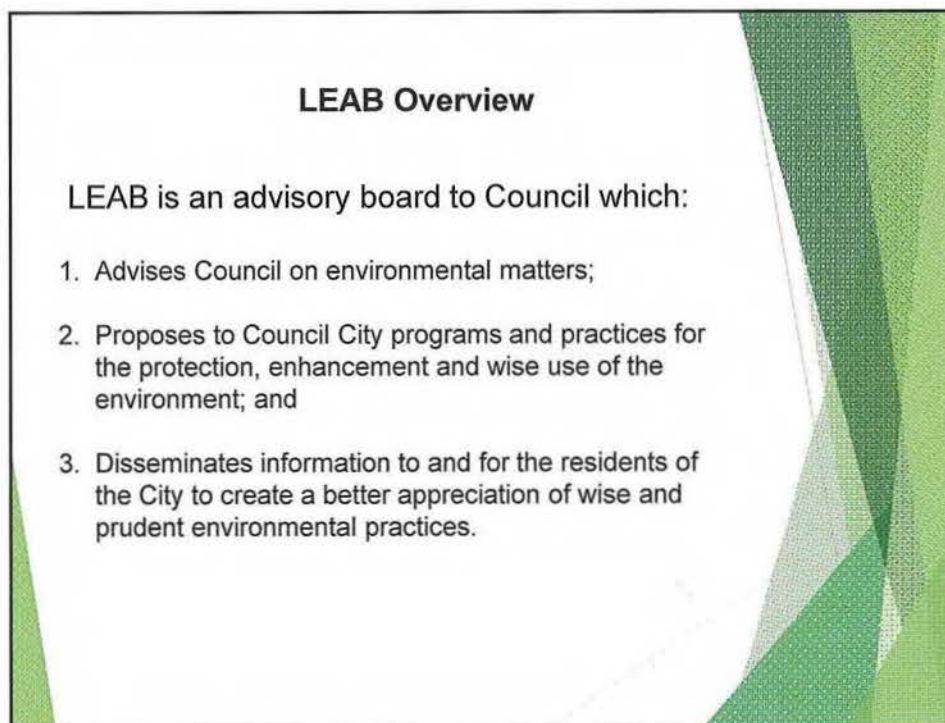
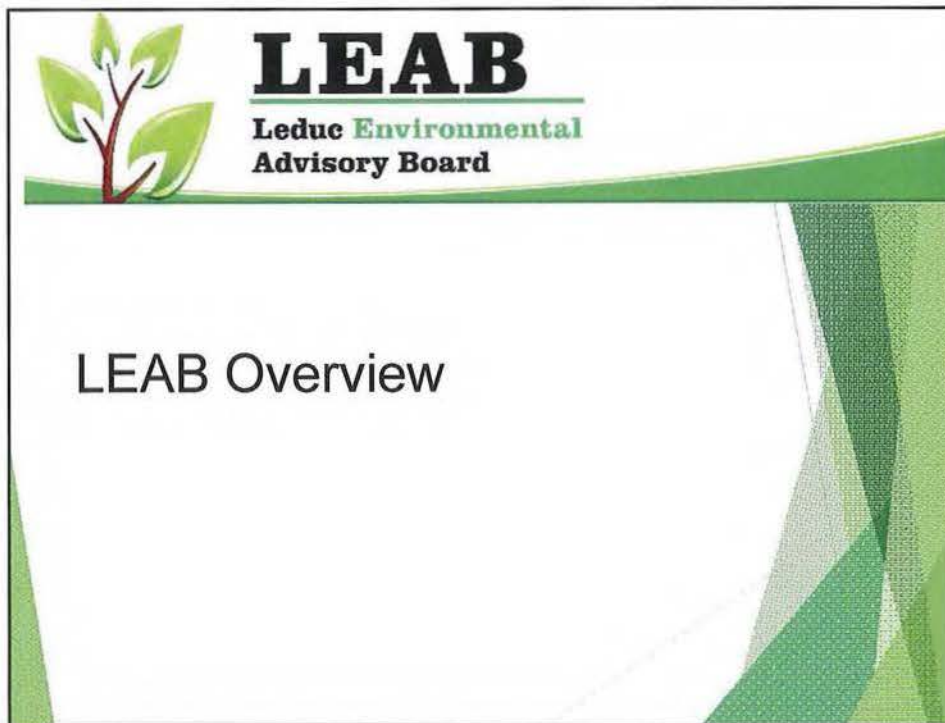


# **LEAB**

**Leduc Environmental  
Advisory Board**

### **Outline**

- LEAB Overview
- Historical Focus
- Progress Update
- Upcoming Events



## LEAB Overview

Councillor Lars Hansen  
Councillor Glen Finstad (alternate)  
Katie Oliver, Chair  
Sheila Ruddy, Vice Chair  
Jaimee Dupont Morozoff  
Jill Mitchell  
Douglas Hube  
Brad Beesley  
Cory Kartz  
Jennifer Roach  
Thorren Koopmans  
April Ziegler  
Kerra Chomlak  
Shirley Weslosky



# LEAB

Leduc Environmental  
Advisory Board

## Historical Focus



### Historical Focus

- Recycling
- Tree Planting
- Composting and Water Conservation
- Light Pollution
- Environmental Plan 2012



**LEAB**

**Leduc Environmental  
Advisory Board**

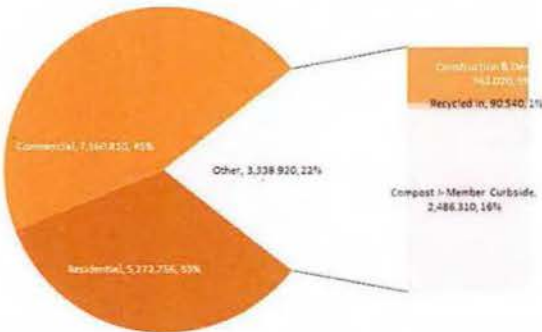
### Progress Update

# Progress Update - Waste Diversion



## Progress Update - Waste Diversion Industrial, Commercial, Institutional

City of Leduc 2016 Waste Stream by Tonnage and %



## Progress Update - Alberta Summer Games Sustainability Torch



## Progress Update - Community Gardens





### Progress Update - Light Pollution



### Progress Update - Pollinators

What's all the Buzz  
about????

## Progress Update - Pollinators

### Pollinator Gardens



## Progress Update - Pollinators

### Million Pollinator Challenge

- Initiating 'Million Pollinator Challenge'
  - Plant your pollinator garden
  - 'BEE Counted' by registering your garden
  - 'Share the BUZZ' by spreading the word
- Kick off April 18 at the Leduc Public Library
- Promote the challenge at community events
- Registration May - August
- Wrap up event in the fall

### Progress Update - GHG Reduction Plan

- Established a LEAB GHG Reduction Sub Committee
- Climate Management Express Workshop - April 25, 2018
- Ongoing Consultation



# **LEAB**

**Leduc Environmental  
Advisory Board**

### Upcoming Events



## Upcoming Events

Business Expo - April 14/15, 2018



## Upcoming Events

Arbour Day - May 12, 2018



### Upcoming Events

Green and Gold Event - May 26, 2018



### Upcoming Events

Environment Week: June 3 - 9, 2018

- Spring Bird Count - June 3, 2018
- Peter Puffin Presentation - June 4, 2018
- Pollinator Garden Planting - June 4, 2018
- Clean Air Day (Free Transit) - June 6, 2018
- City Staff Commuter Challenge - June 3-9, 2018



## Upcoming Events

Waste Reduction Week: October 15 - 20, 2018



## Upcoming Events

Festival of Trees - December 8-9, 2018



## Upcoming Events

Winter Bird Count - December 16, 2018



# LEAB

Leduc Environmental  
Advisory Board

## Questions



# Environmental Progress Report

Kerra Chomlak to City of Leduc Council

April 9, 2018

[www.leduc.ca](http://www.leduc.ca)

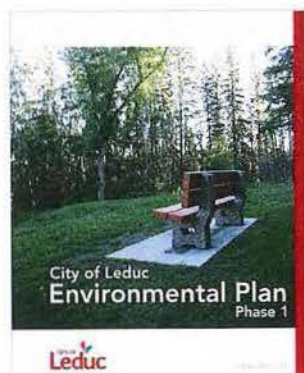


## Outline

1. Environmental Progress Report 2017
  - highlights
2. Five year report on implementation
  - conclusions



## Environmental Commitment



Commitment to report publically on progress.

## Fifth Annual Report



## LEDUC STRATEGIC PLAN *environmental initiatives*

LEAD DEPARTMENT KEY ACTIONS & RESULTS

- **Goal 1.2** Plan and construct Telford lake amenities
  - ✓ boardwalk, pollinator garden, weir
- **Goal 1.3** Complete Phase 2 of Downtown Master Plan
  - ✓ 21 three-stream waste receptacles
- **Goal 2.1** Implement Environmental Sustainability Plan
- **Goal 3** Transportation
  - ✓ transit ridership increases
- **Goal 4** - Regional partnerships
  - ✓ capital region: airshed, waste, sustainability
- **Goal 6** – Fiscal Sustainability
  - ✓ solar savings

## Community Outreach Highlights

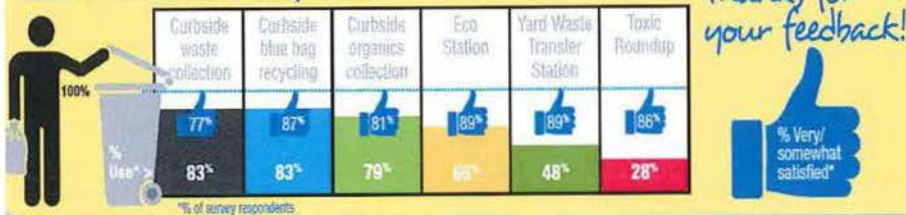
- Earth Hour
- Green Gold at Rona
- Environment Week:
  - Peter Puffin
  - Clean Air Day
  - Art Wall
- Alberta Care Recycling Conference
- Large Item Pick up
- Toxic Round Up
- City events:
  - Business Expo
  - Community Registration Day
  - Festival of Trees



## What We Achieved



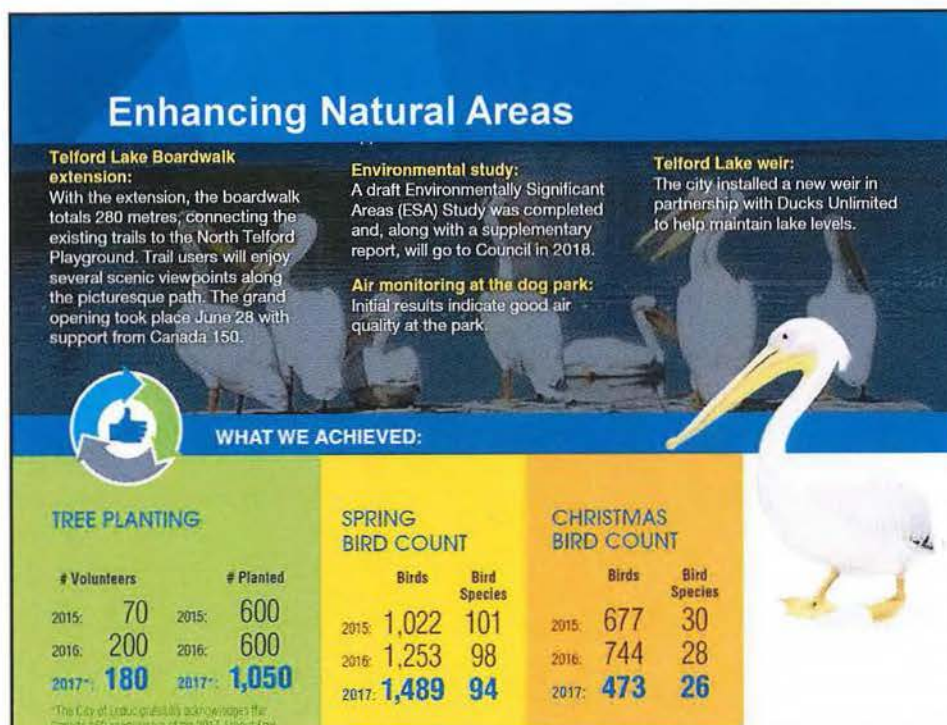
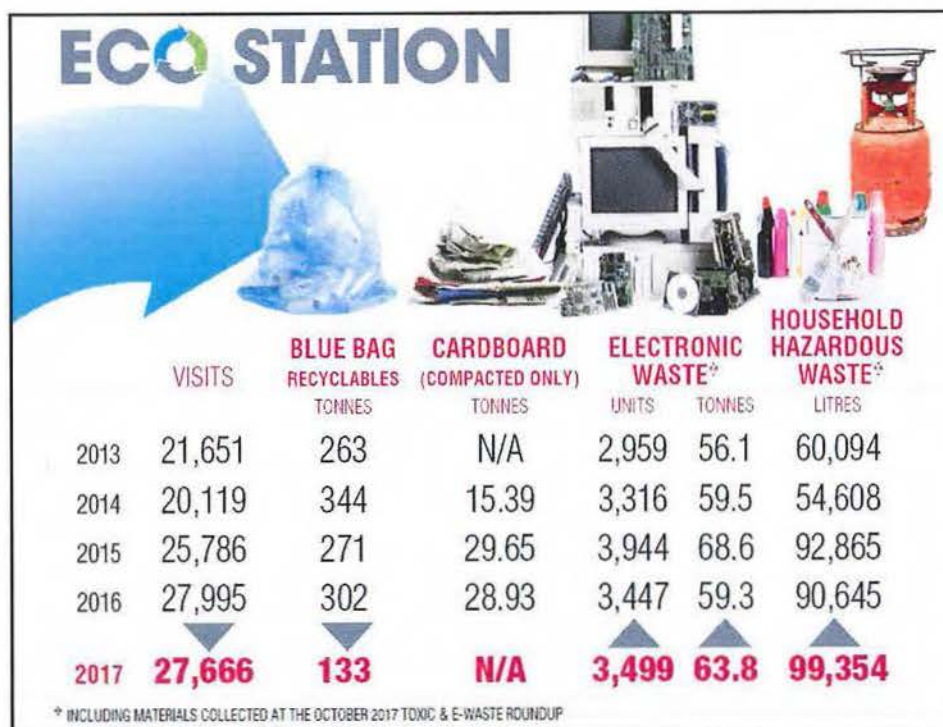
### Citizen satisfaction survey 2017



### RESULTS: % RESIDENTIAL CURBSIDE DIVERSION









## Invasive Species and Weed Management

- **Integrated Pest Management Plan**
  - environmentally sensitive decision making model to prevent, manage and evaluate pest problems
  - pro-active pest prevention rather than reactive action to control pests
  - a variety of non-chemical pest management strategies will be used or considered before using pesticides



## Energy Conservation

— reducing our  
eco footprint



2017 Energy Benefits LPC & Operations Building



## Five Year Report on Implementation



PARTNERING with **nature**

**SMART**

## Five Year Report on Implementation

### Conclusions:

1. All short term actions complete.
2. City of Leduc has made great strides since 2012:
  - key policies approved e.g. climate readiness, water efficiency
  - important projects e.g. organics, solar, stormwater
  - well-established annual community program e.g. harbour day, green gold, environment week, bird counts, toxic round up
  - regional collaboration – e.g. Blackmud/Whitemud surface water
  - awards e.g. waste diversion, sustainable sport of the year

PARTNERING with **nature**

**SMART**

Questions?



# EIA Accord

## Transit Services and Funding

Presented by:  
Michael Pieters, GM, Infrastructure & Planning  
Kevin Wenzel, Manager, Public Transportation



### Proposed Services

Edmonton Route 747  
Leduc Transit Route  
South EIA Route  
North EIA Route





## Leduc Transit Opportunity

- Connection to route 747 at EIA extending our access to City of Edmonton for students and residents of the City of Leduc and Leduc County
- Access to employment opportunities at EIA including mall, Costco, racetrack & casino, Aurora, etc.
- Passenger travel to and from EIA including stops at hotels as well as opportunity for Leduc businesses to attract visitors from EIA through public transit
- Support continued development of Aerotropolis which includes EIA and adjacent lands



## Cost Share

Service	Estimated Cost**	City of Leduc	Leduc County
Route 747	\$500,000	50%	50%
Enhancements	\$130,000***	33%	33%
EIA Internal Transit	\$770,000	50%	50%
Leduc Transit Route*	\$528,000	65%	35%

\* As per Joint Venture Agreement

\*\*Cost will be pro-rated for 2018

\*\*\*Frequency Increase to include share by City of Edmonton (assumed)

## Other Considerations

### Route 747

- Additional capital costs for buses as frequency increases

### EIA Internal Transit

- Clarity on level of service and future growth

### Leduc Transit

- Cost to increase capacity of park n' rides or to increase frequency of feeder routes
- Sufficient users to justify cost of subsidy (need to monitor)

### 2019 Integrated Transit

- What impact on fiscal projections to EIA Accord Partners?
- Impact on Leduc Transit partnership

## Operating and Capital Costs

Operating Costs - City of Leduc Portion			
Description	Comments	Total Costs	City of Leduc's Total Cost
ETS Route 747	Funding Split 50/50 (Leduc County, City of Leduc)	350,000	175,000
Fare Reduction to \$5	Funding Split 50/50 (Leduc County, City of Leduc)	150,000	75,000
Frequency Increase	Split 3 ways includes City of Edmonton	130,000	43,333
EIA Internal Transit	Funding Split 50/50 (Leduc County, City of Leduc)	770,000	385,000
Leduc Transit (60 min interval)	Funding Split 65/35 (Leduc County, City of Leduc)	528,000	343,200
<b>Total</b>		<b>1,928,000</b>	<b>1,021,533</b>
Capital and One-time Costs - City of Leduc Portion			
Description	Comments	Total Costs	City of Leduc's Total Cost
ETS Route 747	Funding Split 50/50 (Leduc County, City of Leduc)	570,000	285,000
	Unclear if Edmonton will contribute		
EIA Internal Transit	Funding Split 50/50 (Leduc County, City of Leduc)	500,000	250,000
Park 'n Ride Addition	Funding Split 65/35 (Leduc County, City of Leduc)	500,000	325,000
Leduc Transit (60 min interval) -Bus Purchase	Funding Split 65/35 (Leduc County, City of Leduc)	420,000	273,000
Bus Lease (Interim)	Funding Split 65/35 (Leduc County, City of Leduc)	22,400	14,560
Smart Fare	Funding Split 65/35 (Leduc County, City of Leduc)	151,000	98,150
	Assume 2020 start		
Smart Bus	Funding Split 65/35 (Leduc County, City of Leduc)	318,000	206,700
	Assume 2020 start		
<b>Total</b>		<b>2,481,400</b>	<b>1,452,410</b>

2019 Costs may vary greatly from those shown as an integrated model is to be developed on the direction of the EIA Accord Oversight Committee

## Questions



## RECOMMENDATION

That Council authorize the expenditure of approximately \$700,000, funded by the General Contingency Reserve that is not currently in the 2018 budget. This will fund the enhancement of regional transit services to the EIA in 2018 pending the development of the integrated transit service model starting in 2019.

# 2018 Property Tax Rate

## Bylaw 975-2018

### First Reading

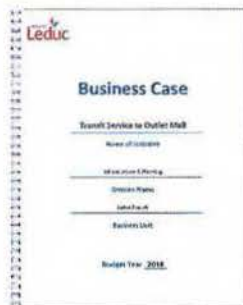
Presented by:  
Jennifer Cannon, Director, Finance



## Emerging Issues

### Business Case

Transit Service To Outlet Mall



Nov

2017

- Business Case presented to Committee of the Whole at Public Budget Meetings

- Business Case required additional information

- Business Case was not approved



## EIA Transit – 2018 Timeline



- ✓ Transit Task Force presented proposed costs & services
- ✓ Kick-starts transit business case once again



- ✓ Accord partners agree to implement cost sharing transit service to EIA mall and enhanced service to Edmonton



- ✓ EIA Accord Transit Services and Funding Report provides in-depth information
- ✓ Authorization sought to adjust the City's 2018 operating budget



- ✓ Service to begin to coincide with Outlet Mall opening

## EIA Transit Costs

### December 4, 2017 Budget Approval

	2018	2019	2020
Base Operational / Capital Requirements	2.33%	3.27%	3.37%
	+	+	+
Dedicated Mill Rate Strategy for Protective Services	1.32%	1.32%	1.32%
	=	=	=
Proposed Tax Revenue Increase Requirement	3.65%	4.59%	4.69%

### Modified Multi-Year Millrate (inclusive of transit)

	2018	2019	2020
Dec 4 <sup>th</sup> , 2017 Multi-year tax strategy	3.65%	4.59%	4.69%
	+	+	+
EIA Transit Requirement one time funded	one time funded	1.11%	1.11%
	=	=	=
	3.65%	5.70%	5.80%

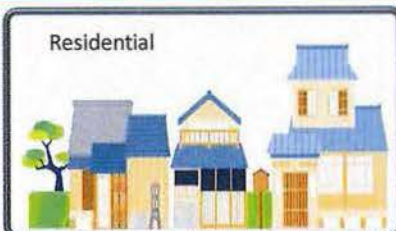
**\$1.021M = 2.22%**

tax revenue increase

City of Leduc's Portion

## 2018 Provincial Education Property Tax - Residential

Flow  
Through  
Tax



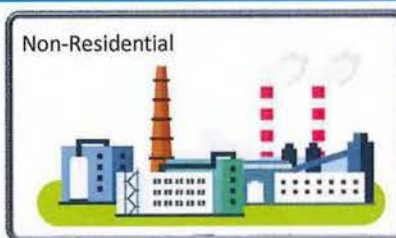
↓ 2018: \$9,993,636  
2017: \$10,248,908  
**Decrease** = \$255K

Favorable

Municipal Requirement (Dec 4):	3.65%
Provincial Requirement:	-0.55%
<b>Total Tax Revenue Increase:</b>	<b><u>3.10%</u></b>

## 2018 Provincial Education Property Tax - Residential

Flow  
Through  
Tax



Unfavorable

↑ 2018: \$8,110,926  
2017: \$7,503,783  
**Increase** = \$607K

Municipal Requirement (Dec 4):	3.65%
Provincial Requirement:	<u>1.31%</u>
<b>Total Tax Revenue Increase:</b>	<b><u>4.96%</u></b>

## Targeted Approach

Municipal Targeted Approach to Alleviate  
Non-Res Provincial Increase:



1. Reduce Contracted Services by \$230k
2. Use 2017 Year End Surplus of \$200k



## Shift in Fiscal Philosophy



	2018	2019	2020
Tax Revenue Requirement Approved Dec 4, 2017	3.65%	4.59%	4.69%
+			
Emergent Items EIA Transit Requirement	\$700k one time funded	1.11%	1.11%
=			
Modified Multi-year Millage	3.65%	5.70%	5.80%
Proposed Revised Strategy	2.90%	4.00% to 4.50%	4.00% to 4.50%

**Current Philosophy**  
Surplus funds

Support community  
re-investment

- Capital
- One-time

**Revised Philosophy**  
Surplus funds

Support community  
re-investment  
& strategic  
taxation options

## Mill Rate Bylaw

Built on the Foundation of:

- 1) Combine tax revenue increase of 2.90% for both Residential and Non-Residential by:
  - a) reducing 2018 contracted services budget by \$230k
  - b) using \$200k from the 2017 year end surplus
  - c) 2018 EIA Transit requirement (\$700k) funded by 2017 year end surplus
- 2) Administration and Council develop a revised policy for 2019 that:
  - a) aligns tax smoothing strategies and fiscal sustainability
  - b) managing the magnitude of shifts between budget years
  - c) to reduce tax revenue requirements in 2019 and 2020

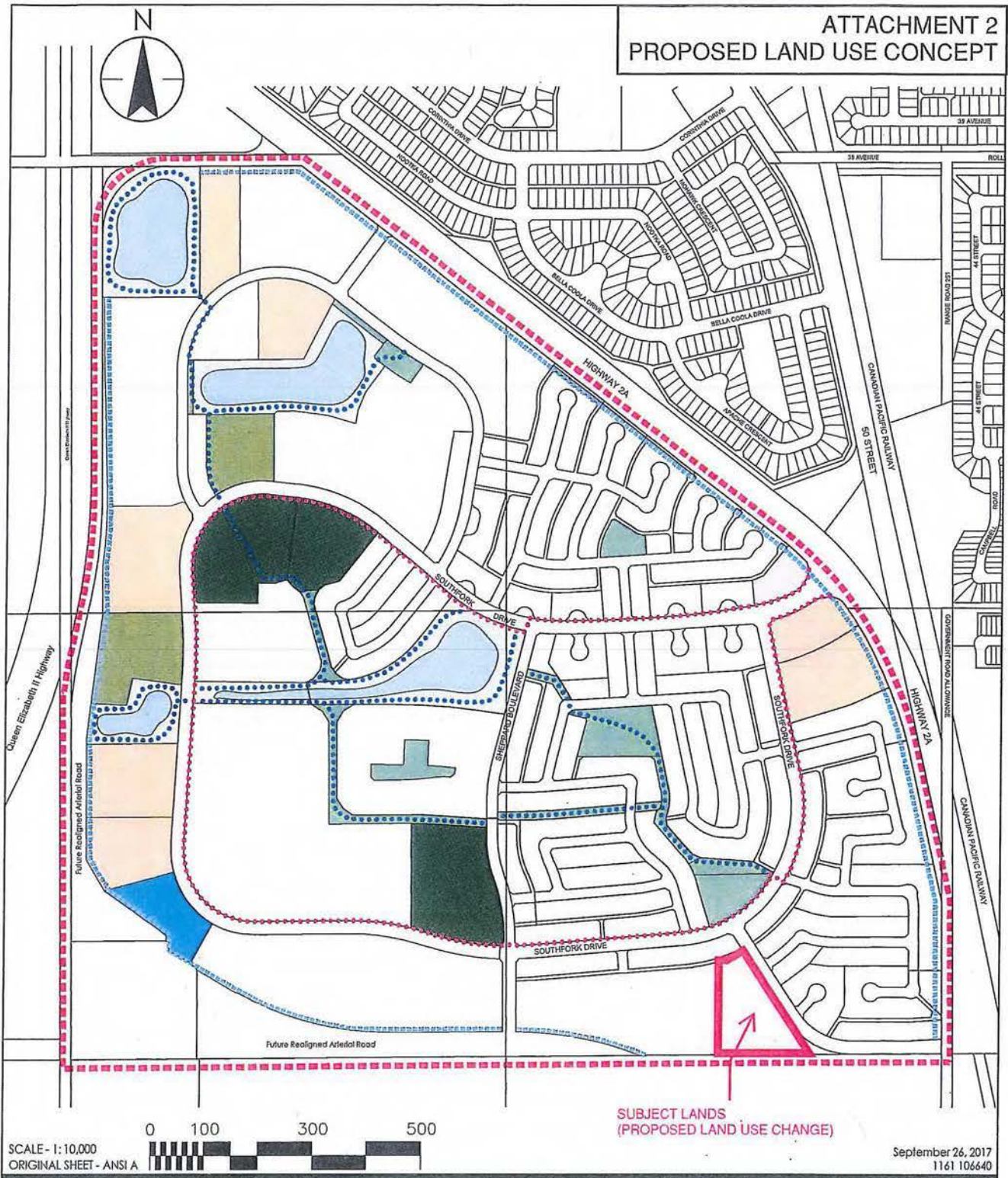
## Recommendation

**That Council give  
Bylaw No. 975-2018  
First Reading.**



# Discussion

# ATTACHMENT 2 PROPOSED LAND USE CONCEPT



## Legend

- |                            |                                |
|----------------------------|--------------------------------|
| Low Density Residential    | Natural Area                   |
| Medium Density Residential | Stormwater Management Facility |
| Commercial                 | Multiway                       |
| Institutional              | Secondary Pathway              |
| School / Public Park       | Buffer (If Required)           |
| Park / Greenway            | Area Structure Plan Boundary   |

Client/Project

SOUTHFORK  
AREA STRUCTURE PLAN  
CITY OF LEDUC

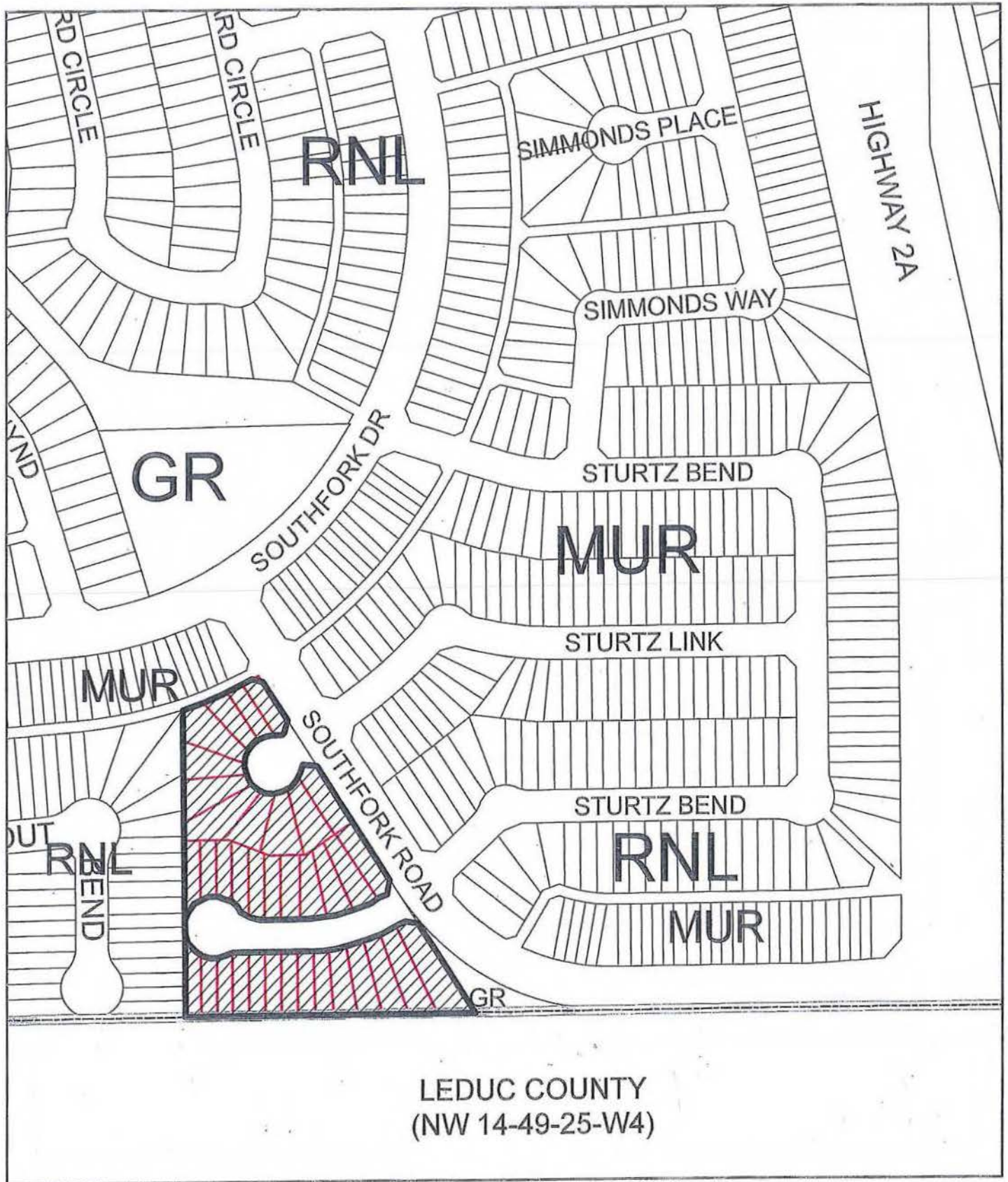
Figure No.

3.0

Title

LAND USE PLAN  
2017 AMENDMENT





FROM: MUN - MIXED-USE NEIGHBOURHOOD  
TO: RNL - RESIDENTIAL NARROW LOT



IV.

# RECOGNITION ITEMS

There were no Recognition Items.



# **PUBLIC COMMENTARY**

VI.

# **PUBLIC HEARING**

There is no Public Hearing for the Agenda

# **PRESENTATIONS**

Mayor's Poetry **City** Challenge  
– Poetry Reading

Presented by:

C. Klooster

# **Business**

Introduction of Sgt. D. Kendall, Acting OIC

Presented by:

Insp. K. Kunetzki





# YEAR IN REVIEW 2017

## Leduc RCMP Detachment

---

*Prepared for April 23, 2018 by: Chadwick Orr, S/Sgt.*

*Kevin R.H. Kunetzki, Insp.*



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## WELCOME MESSAGE

2017 will be remembered as one of the busiest years on record for the Leduc RCMP Detachment. This past year we saw just under 10,000 files in the City of Leduc, and just over 6,000 files in Leduc County. There were a number of unique challenges to face, but also a great number of successes. With prosperity and growth, there will always be a need for increased police services. The City of Leduc's population has grown by an astounding 14% since 2013. The goal within this positive environment is to be as strategic as possible, such that we can also have the safest community within manageable costs.



Two significant issues detailed within this report include stolen motor vehicles and fentanyl. In 2017 a total of 531 vehicles were stolen in this area. In about 40% of these cases, the keys were left in the vehicle. Alberta has the highest number of stolen vehicles in the country, higher even than Ontario. Leduc Detachment has undertaken significant endeavours to address this issue at our local level, the least of which has been increased awareness and education. The second issue, fentanyl, is really concerning. In 2017, Leduc Detachment experienced at least 6 fentanyl-related deaths. But again, Leduc's situation appears reflective of a much greater problem. At the end of the Q3 period, the Province of Alberta reported at least 482 suspected opioid deaths. This is up from 346 during the same period last year. Leduc Detachment has been part of a working group to help develop and deliver on a strategic framework for opioids. A third drug member was added to our organization chart recently to help address this issue.



Success in 2017 relates primarily to our persons crimes and our collective endeavours to addressing increased crimes trends in the Region. Leduc Detachment still has fewer persons crimes than what was experienced in 2013. At that time there were 674 incidents of assault; whereas in 2017 that number was 568. This is significant, especially when the community growth over this same period is considered. Leduc County's figures are similar (209 versus 239). In 2017, Leduc and other hub Detachments contributed a resource to the newly formed "Integrated Crime Reduction Team". This team has been very active in addressing some of our more challenging prolific offenders. They have the ability to be exclusively proactive and to target repeat offenders and locations. Since starting in the fall of 2017, they have arrested 46 prolific offenders and laid 239 charges. In some cases, these offenders are believed to have been responsible for more than 200 offences. The success of this team has led to the creation of other teams in the Division, and it now resulting in our own establishment of a local Crime Reduction Unit.

As we go forward in 2017, strategic resource planning and forecasting will be the key to our success. Strategic planning is not only about adding members and support staff; it's also about identifying how these resources should best be utilized. Our Commanding Officer has identified 'Crime Reduction' as a key theme for the future in "K" Division (Alberta). We have already begun the process of restructuring Leduc Detachment to be more in line with this model. We will continue to support those endeavours and strategies that fit within this approach to keeping our communities safe.



*Kevin R.H. Kunetzki, Insp.  
Officer in Charge  
Leduc Detachment*





## STATISTICAL HIGHLIGHTS

The following charts show the most common types of police files, as well as the files which are most time consuming to investigate and conclude. The first two charts show the numbers for the City of Leduc, and the next two show the details for the County.

It is worth noting that false alarms are the number one and number two file types for the City of Leduc and Leduc County, respectively. Leduc Detachment has been working with the City of Leduc to help address this issue. The Manager of RCMP Administration and Enforcement Services will be bringing a revised false alarm bylaw to a Committee of the Whole meeting in 2018. The draft bylaw, as it is in its present form, looks to address this issue with Education and Enforcement for both home / business owners, as well as the alarm companies. Many communities have struggled to balance the need to address property crime and effectively manage resources against the daunting intelligence that shows the majority of alarms (as high as 97%) are false. More information will follow on this issue.

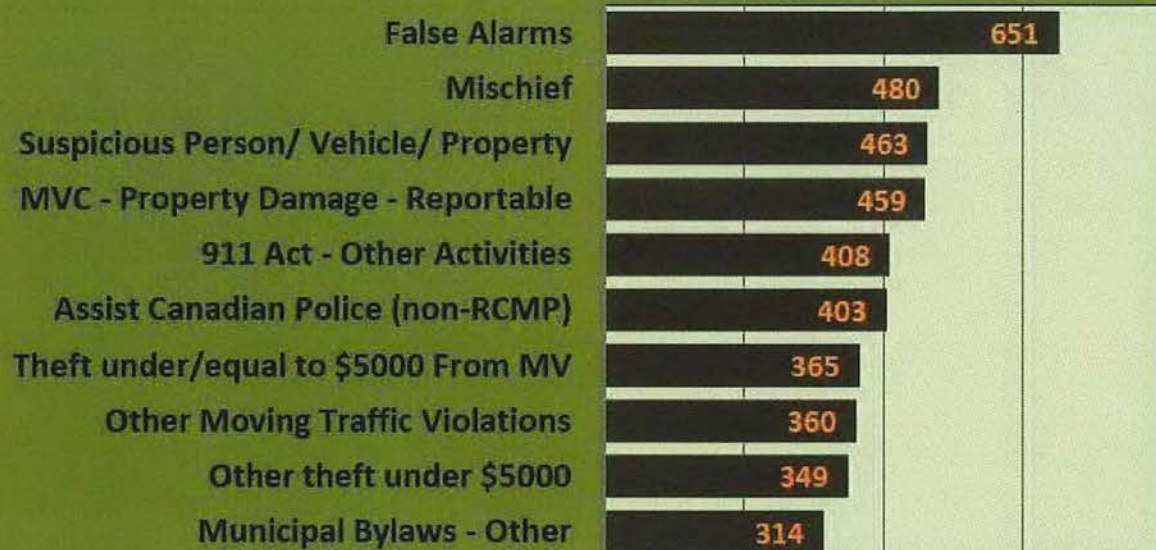


*Leduc members participate in IARD training at Leduc Composite High School, August 2017*

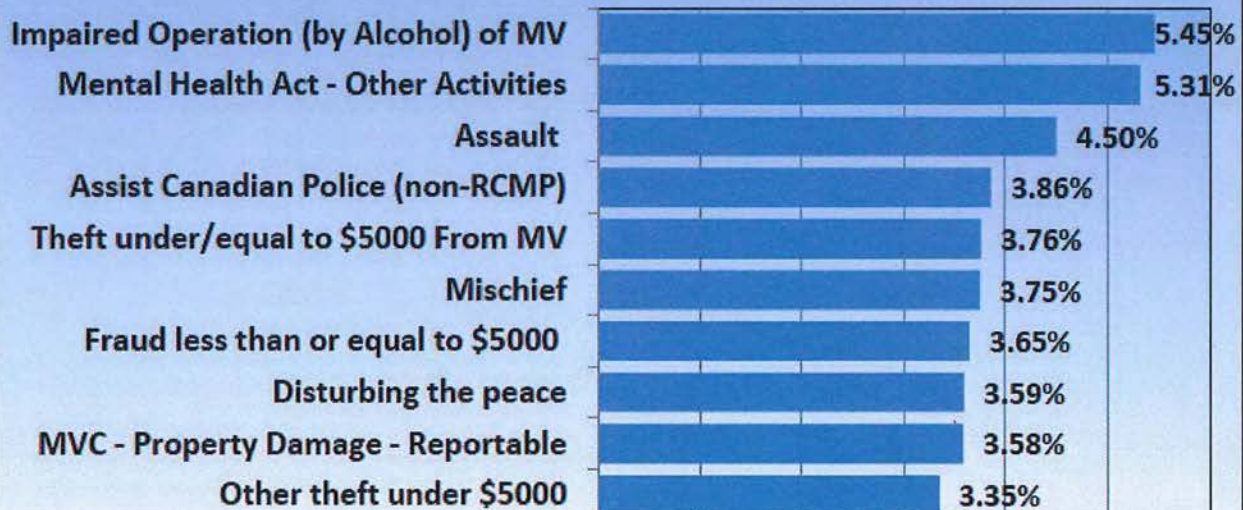


## Crime Statistics – City of Leduc

**Leduc Municipal Detachment - Top Ten File Types by Count (2017)**



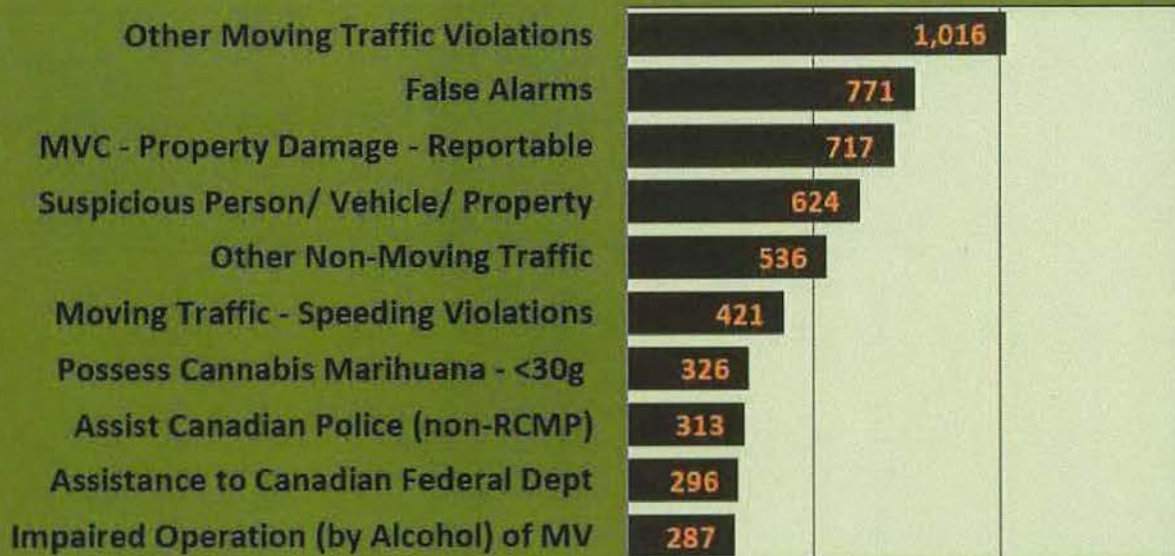
**Leduc Municipal Detachment - Top Ten File Types by Workload (2017)**



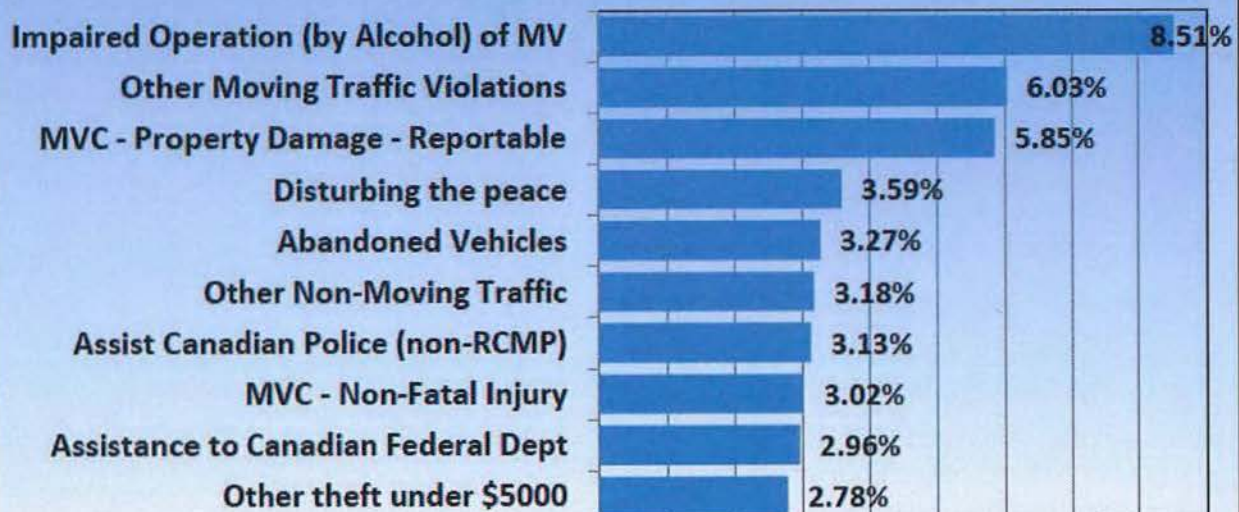


## Crime Statistics – Rural / Leduc County

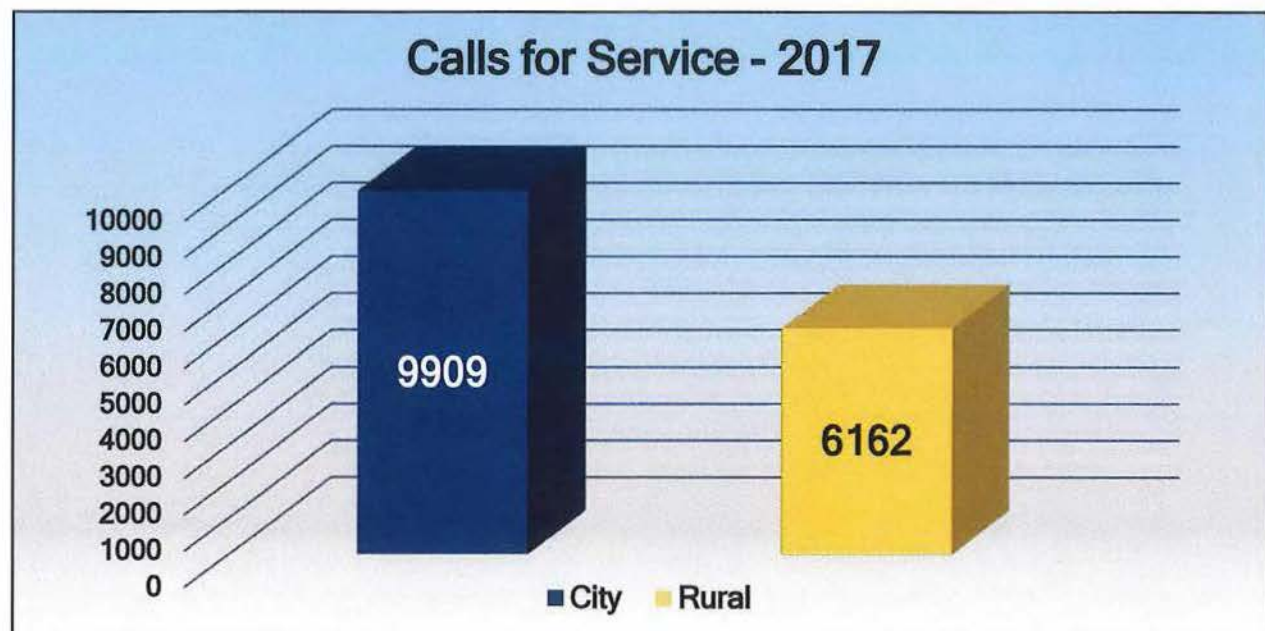
Leduc Provincial Detachment - Top Ten File Types by Count (2017)



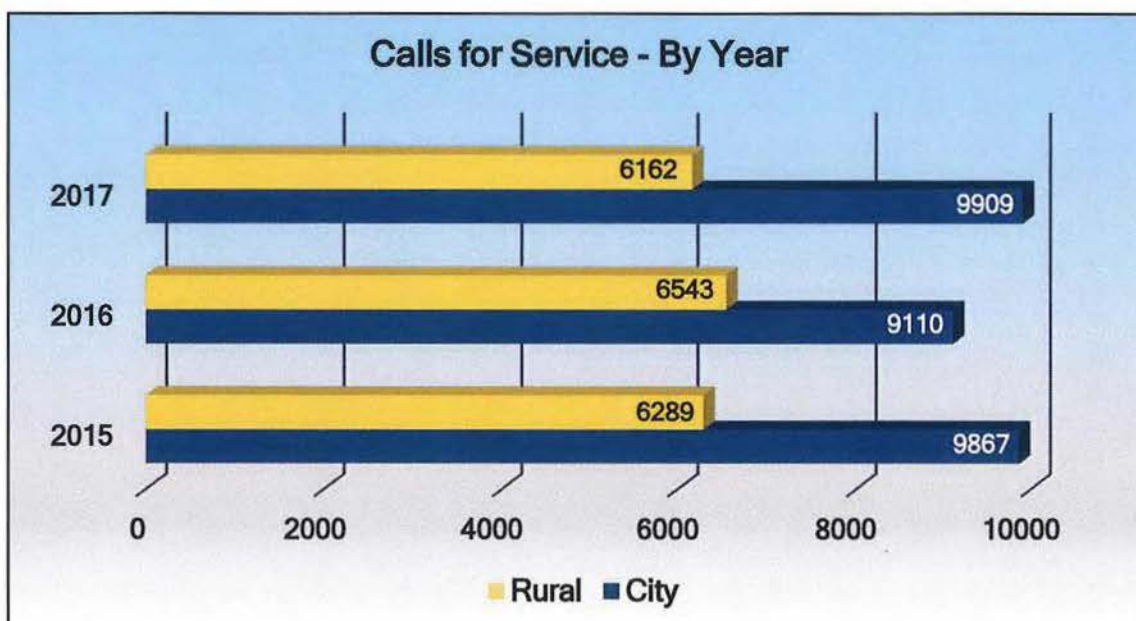
Leduc Provincial Detachment - Top Ten File Types by Workload (2017)



## Total PROS Occurrences for 2017



The chart above shows the number of calls for service our members handled in the past year: 16,071 in total. These numbers average out to 27 City and 17 Rural calls per day in 2017, which further demonstrates how busy our growing city has become. It must be noted that our total file count in 2017 is the highest we have had in recent years, as the chart below highlights.





## THE WATCHES

2017 was a landmark year for the Leduc Detachment and, as always, the Watches led the way.

Leduc Detachment provides 24/7 coverage for the City of Leduc as well as Leduc County and Calmar. We can cover that many hours and that large of an area because we work under the integrated post model. The integrated post model has municipally funded positions working hand in hand with provincially funded positions and allows us to best serve all of our contract partners. There are four watches: each watch consists of a Sergeant Watch Commander, a Corporal Road Supervisor and up to eight Constables.



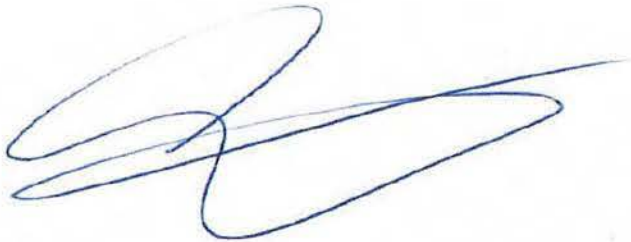
The spike in property crime, particularly Auto Theft, had a large impact on the watches. Members are often spread throughout the Detachment area dealing with property crime investigations and trying to find stolen vehicles. An internal study on the auto theft issue showed that predominantly trucks were being stolen and around half of all vehicles stolen had keys in them. A multi phase project was created to address the auto theft issue. The project included prevention, education and enforcement. A traditional and social media campaign was launched reminding people to lock their vehicles and to make people aware of what type of vehicles were being targeted. The Nighthawks distributed flyers to just about every truck in the City advising what steps could be taken to avoid theft. Crime Reduction techniques and intelligence gathering were used to identify high volume car thieves. Projects were undertaken to have the offenders arrested and remanded into custody or be given strict release conditions.



More recently, we have seen a drop in auto thefts and with continuing work from the watches and the detachment as a whole we hope to keep those numbers going down.

Human resources and the emergence of the Fentanyl issue have been great challenges over the year. Injured members and members transferring out have left some watches short on personnel for significant portions of the year. We do everything possible to bring new members in, however it has proven difficult to maintain a full complement. Members responded to many overdose deaths over the year, most of which are believed to be from Fentanyl. Fentanyl is a very toxic drug and members have to guard against exposure to it constantly. Members have to use respirators and other personal protective equipment and carry Naloxone with them at all times. This is a new normal for us and has taken some getting used to.

Looking forward to 2018 I anticipate continuing high call volume and an increase in the complexity of calls. As always the watches will be there to provide the best service possible.

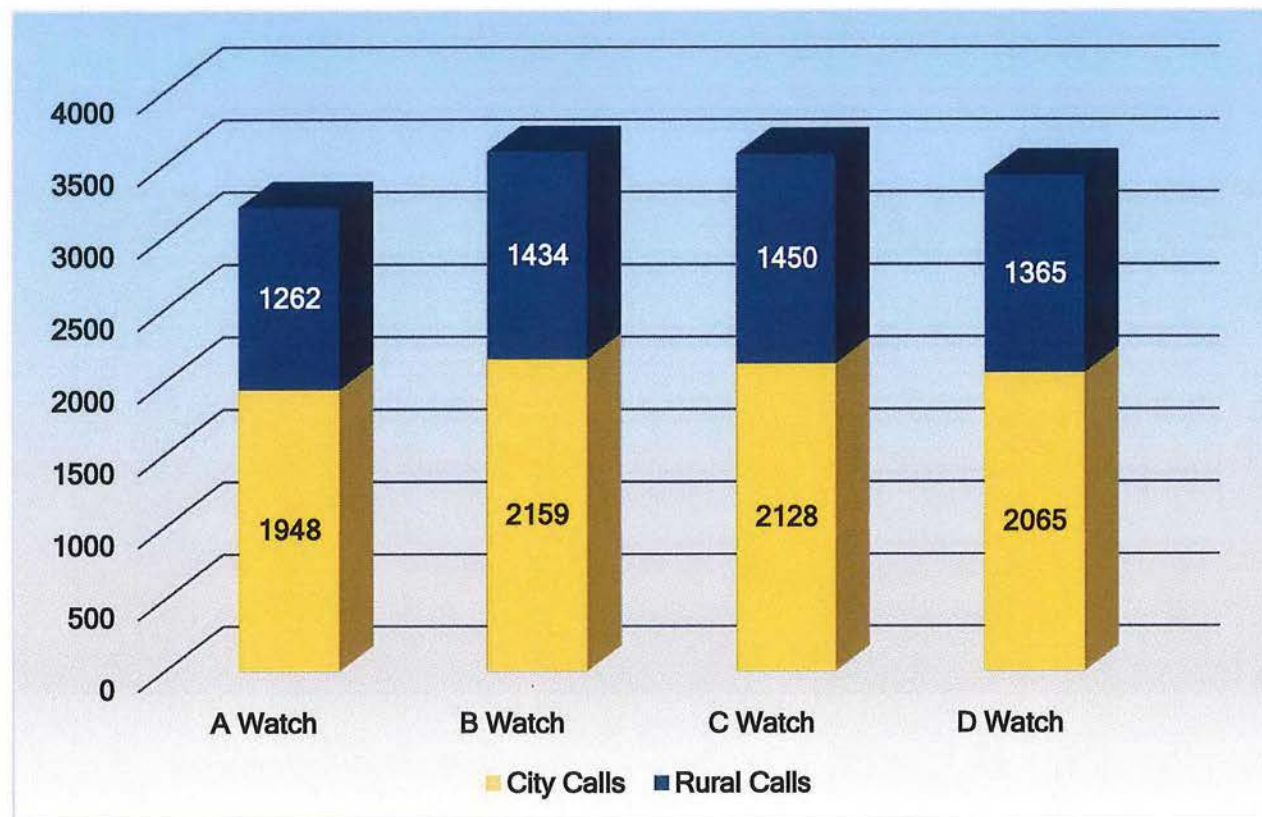


*Chadwick T. Orr, S/Sgt.*





## Calls for Service by Watch

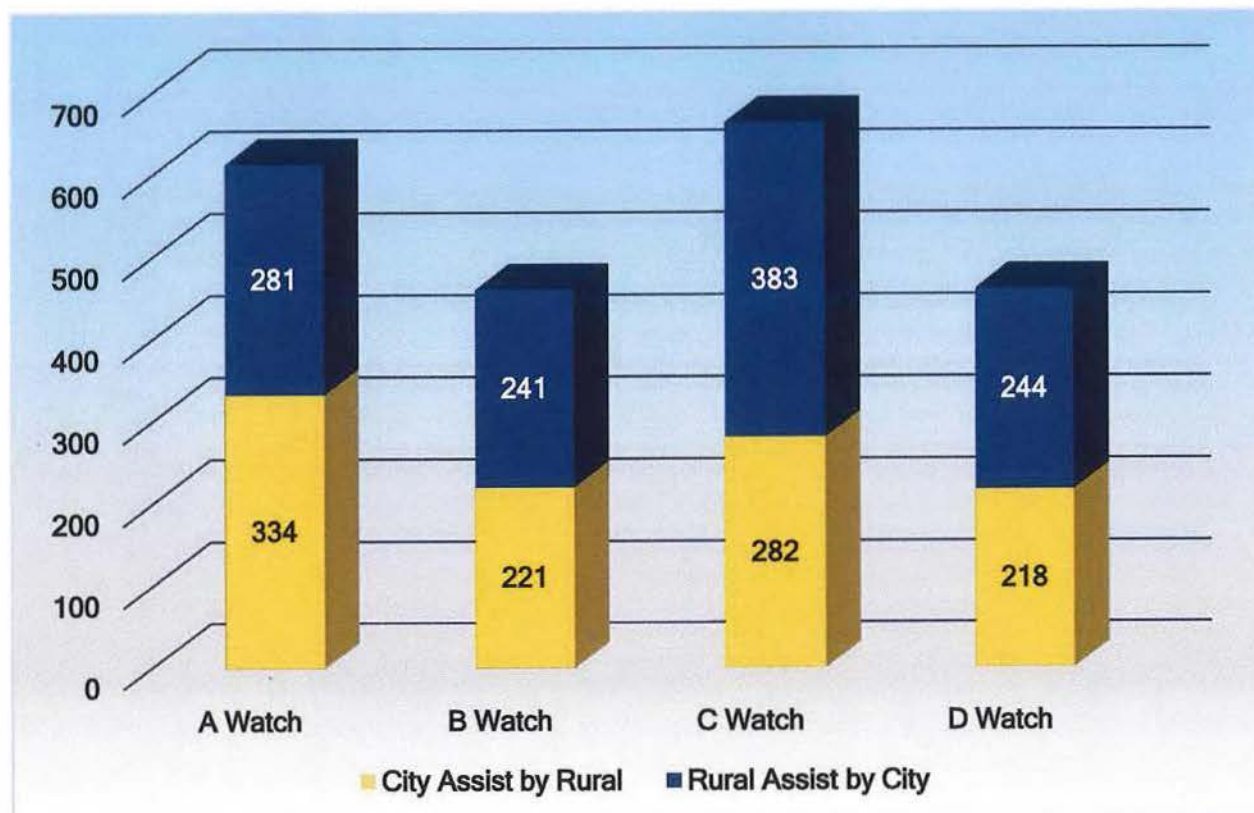


This chart shows how all of the calls for service received at the detachment are spread across the four watches. The distribution evens out by the end of the year, with no one team ending up with significantly more work than any other.

It is of note that the totals from this chart will not be equal to the overall 2017 file count spoken to earlier in this report. The reason for this is that Leduc detachment provides an additional level of service to the public and to our own membership through the employment of Reserve Constables working at the front counter. The difference in numbers accounts for those files that are handled by the reserve officers who are not assigned to one of our four Watches.



## City & Rural Assists



This graphic shows how many times City members assisted Rural members with calls on each Watch, and vice versa, throughout 2017. This can mean, for example, that a member occupying a Municipal position went and assisted with a call somewhere in Leduc County. Our members do this on every shift in order to maintain our consistent standard of service to the public. The numbers routinely level out to similar figures for each watch by the end of the year, as seen above.

**The integrated post model that defines the city and rural split in our membership allows the detachment to respond to all calls for service in a timely manner regardless of geographical location in the jurisdiction.**





## OPERATIONS

A number of support services form the Operation Support Services team: the Leduc Municipal Integrated Traffic Unit (MITU), Community Policing/Victim Services Liaison, School Resource Officer (SRO) and the Leduc County Enhanced team are all included under this umbrella.

Many of our successes this year were achieved through partnerships. We partnered with Alberta Health Services to educate community members about the emerging deadly trend of Fentanyl abuse, which is affecting communities all across Alberta. We promoted awareness through a series of open houses and other community sessions, including a roundtable discussion at the MacLab Centre in May.



Property Crime stood out as a growing trend throughout 2017. In response a group composed of the Nighthawks, Rural Crime Watch, the MITU, County Community Peace Officers and Victim Services created the **Secure It or Lose It Campaign**. This initiative encourages community members to install a unique theft prevention screw onto their licence plates. Over 700 of these screws have been handed out to date in this ongoing project. Leduc Rural Crime Watch and the Nighthawks partnered to begin developing a Crime Prevention program based on Crime Prevention Through Environmental Design with materials and presentations featuring easy-to-implement changes you can make in your lifestyle and home to keep your property safe.



This year the SRO, Cst. Neil MUZ, taught the DARE program to 18 different classes in Leduc schools. City of Leduc CPO Brad AGOTNES taught 2 additional classes at Leduc Estates School. Cst. MUZ continues to provide schools with numerous presentations on topics of internet safety, bullying, drunk and distracted driving, drug awareness and motivational speeches to Junior High classes. Cst. MUZ also attends student assemblies and is a positive presence throughout the schools. In addition, Cst. MUZ has begun to present the PARTY Program to grade 9 students. Cst. MUZ interacts with students on a daily basis wherever he is, and coaches sports teams at both of the High Schools.

Some other notable events we participated in or led in the community in 2017:

- RCMP Detachment Open House, 600 people attended
- Mayor's Youth Conference for distracted driving
- Seniors presentations on frauds / scams and how to avoid them
- Participation at the Black Gold Rodeo, Canada Day and Santa Claus Parade
- Town Hall in New Sarepta to discuss Property Crime & Crime Prevention



*Brent K. Dueck, Sgt.*



## FACILITIES & INFRASTRUCTURE

2017 saw our City Council approve plans in the upcoming budget for the \$13,000,000 renovation and expansion of the Leduc detachment building. This will be a cost-recovery shared project with the Province as part of continuing support for our integrated model of policing. Initial estimates of the building size upon completion have reached just over 3,300m<sup>2</sup>, which will accommodate future growth of RCMP membership and support staff for years to come.

As of the end of 2017 the RCMP had only entered into the beginning planning stages of the upgrade: selecting and meeting with an architect group, consideration of additional resources, etc. There will be a great many changes coming our way in 2018, but the growing pains and transitions will be well worth the wait.



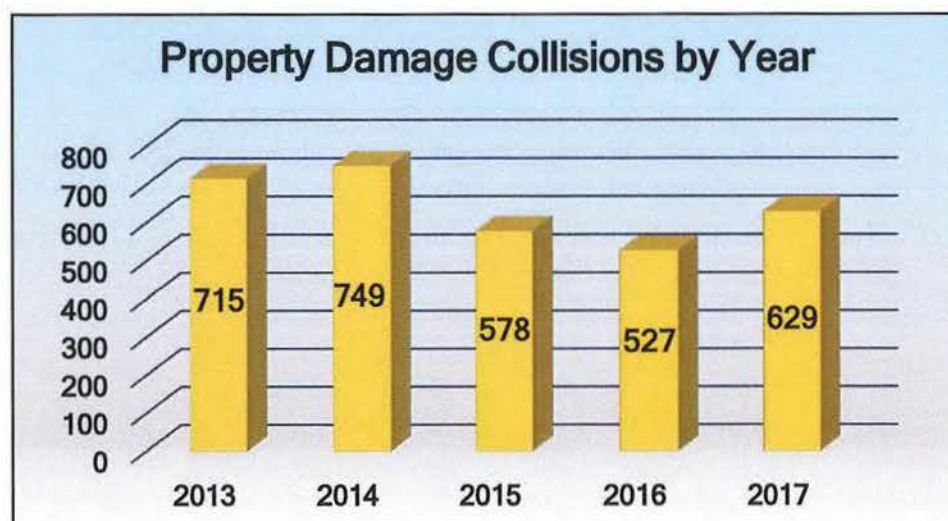
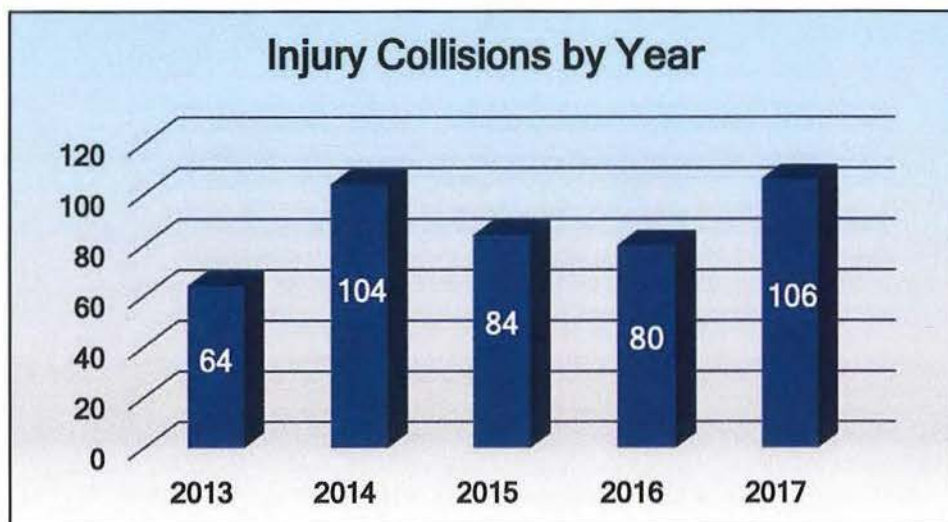


## TRAFFIC ENFORCEMENT

### Municipal Integrated Traffic Unit (MITU)

The Municipal Integrated Traffic Unit has been active in the City of Leduc since July of 2015. The MITU currently operates with 2 RCMP Constables and 1 City of Leduc Peace Officer, answerable to the Operations Sergeant.

In 2017 there were 106 injury collisions in the City of Leduc, up from 80 in 2016. The charts below outline how the number of collisions over the past 5 years has declined more overall, with the most significant increase occurring between 2016 & 2017.





The reasons for the increase in injury collisions against the previous declining trend are not fully known, but factors that may have influenced the change include the population increase, a subsequent rise in traffic volumes, and road conditions. ATE was absent during a significant part of 2017. This may also have been a factor. The figures remain relatively low when considering the longer term trend and the increase in population.

Manned enforcement has been a major focus for the MITU in response to the discontinuation of ATE: they conducted a total of 3114 documented traffic stops during the year. Not all traffic stops result in violation tickets; however, many motorists are given warnings in an effort to further educate and inform our citizens.

In keeping with its goal to promote awareness, the MITU will be increasing the number of media releases sent out. Topics will cover things such as the Alberta Transportation Traffic Safety Calendar themes, adverse weather readiness, and the importance of seatbelt safety. At least two informative media releases per month have been scheduled to allow us to surpass our 2017 count, which was 19.

## **Impaired Driving**

Impaired driving is a top-tier priority for the Leduc Detachment, and there have been several initiatives identified that will help us to combat the issue:

### Education

Assisting or conducting presentations within the schools and in the community to increase awareness of the effects of impaired driving.

MITU participated in the Distracted Driving Youth Conference in October 2017, held at the LRC. Over 150 students came in from schools across the Capital Region to learn about the dangers of distracted driving and how they can take action to prevent it. The event saw several incredible keynote speakers come to Leduc to share their stories with our youth, and was very positively received.

### Impaired Check Stops

Driving while impaired by alcohol continues to be the most prominent factor that contributes to serious, sometimes even fatal, motor vehicle accidents across Canada.

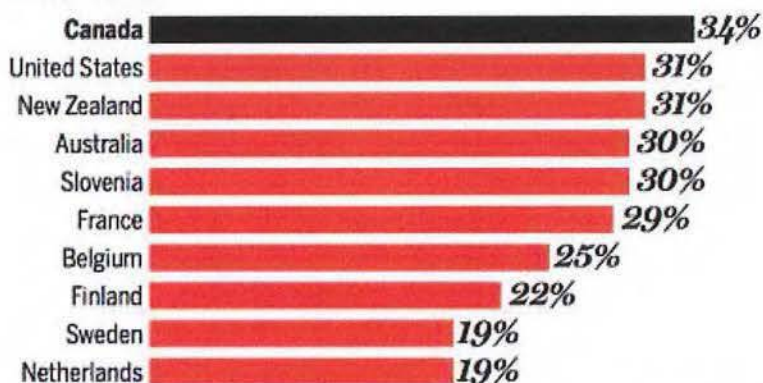


Recent studies done are showing us that now, more than ever, law enforcement agencies need new strategies and initiatives to combat this deadly pattern of behaviour.

## FATAL DECISION

### ALCOHOL-RELATED VEHICLE DEATHS

PERCENTAGE OF MOTOR VEHICLE DEATHS RELATED TO ALCOHOL IMPAIRMENT, AMONG HIGH-INCOME COUNTRIES



SOURCE: IRTAD ROAD SAFETY ANNUAL REPORT, 2015

NATIONAL POST

Alberta is no exception to the rule: in 2016 Alberta Transportation found that there were over 12,000 reported incidents of impaired driving across the province, and 20 people lost their lives.

It is for these reasons that impaired driving was, and continues to be, a highly important focus for the Leduc RCMP. MITU conducted its annual Candy Cane Check Stop again in December 2017, with the goal being to 'normalize' check stops and help the public see them in a more positive light. Check stops in Leduc consist of at least 3 of our members actively engaged in an operation for 30 minutes or more. The MITU conducted a total of 27 impaired driving check stops in 2017, far exceeding our yearly goal of 18.

### Automated Traffic Enforcement

The City of Leduc contracted Automated Traffic Enforcement in 2017 through a company called Global Traffic Solutions, whose services ended on June 30<sup>th</sup>. Under Provincial guidelines, the police service of jurisdiction is responsible for the deployment of ATE in a given area. It is expected that the City of Leduc will resume ATE operations in 2018 with an in-house provided service.





What we have learned that ATE and manned traffic enforcement, to be the most effective, must be strategically deployed in response to issue analysis. As the police service of jurisdiction, our top priority is to reduce the number of collisions and injuries to the public. It is to also ensure that the community feels safe. To that end, funding has been secured for a Traffic Enforcement/ATE Clerk position that will be responsible for collecting, interpreting and analyzing RCMP traffic data for use in selecting the most effective deployment areas and to target trending issues.

### **QE II Speed Management Project**

The Leduc RCMP and the University of Alberta, with the support of City Council, the Community Safety Advisory Committee and other significant partners, have been approved to conduct a study on speed management and safety on the QE II Highway. The 6 kilometre stretch of highway that runs between the City of Leduc boundaries is the focal area for this study: from Airport Road to the Commercial Vehicle Inspection Station (or, weigh scales) south of the city.

The project will unfold in phases, the first of which was a data collection period where basic speed data was collected and analyzed by engineers at the University in order to produce an enforcement plan for the RCMP.

The second phase will begin in May 2018; there will be signs erected at the beginning and end of the QE II 'Leduc Corridor' warning motorists that there will be increased enforcement in the area. These signs will remain in place for 4 weeks before actual manned enforcement commences.

During the enforcement period, officers will be ticketing for speeds registered above the established safety thresholds as well as for excessive speeds noted while passing emergency vehicles.



## STRATEGIC POLICING

### Detachment Annual Performance Plan (APP)

Each fiscal year the Leduc RCMP set out an Annual Performance Plan in line with Provincial and National policing priorities, along with key input and assistance from our community partners. This allows the citizens we serve to have a voice in how policing is guided within their communities. 2017 saw the detachment focus on three major issues: impaired driving, illegal drug related offences and major property crime. Within each of these areas we set out specific objectives for the detachment to meet, followed by formulating initiatives to help us make it happen. This allows us to effectively tackle the issues and provide the best policing we can to our community. These initiatives include education and enforcement pieces that will involve both the residents of Leduc and Leduc County as well as our RCMP members. As an example, tackling the issue of impaired driving is not strictly an enforcement issue. Educating the community on the issues behind impaired driving, such as school presentations, educating RCMP members on case law, proper investigative techniques and training new breath technicians all allow us continue to combat this deadly trend.

Our drug unit saw another member added to their team in 2017, bringing the total up to 3 full-time investigators under a Corporal and a Sergeant. The unit was very effective this fiscal year and completed many projects, working alongside with other drug units and teams from surrounding areas to combat the issues. All of the initiatives set out for this area of our APP were met and the unit had a successful year overall.

Our major property crime objective is referenced further along in this report and includes our "Hot Spot" and prolific offender checks, as well as bait device deployment program and educational pieces such as community presentations. This evolving approach to major property crime has allowed us to effectively focus our attention in the right areas and allows us to make arrests, recover property and stop crime from happening. All of the objectives in our APP were not only met in 2017 but exceeded, showing the commitment and great work that our members are doing day to day.





## Prolific Offender Management

History and statistical analysis shows that the same people are responsible for most of the crimes committed in our communities. Generally, 20% of the population is responsible for 80% of crime. Equipped with this knowledge, in 2017 we completed **454 prolific offender checks** in Leduc.

This is where our officers personally check on the conditions of persons that we have determined are most likely to commit further crimes. These prolific offenders have been through the court system and had conditions of their release placed on them. Most commonly, these conditions are curfew related or drug and alcohol related. The officers will attend their residences, places of work, and frequented locations to ensure they are abiding by those conditions set out for them by the courts. If they are found in breach of those conditions, they are arrested and charged with the offence. Most of these checks result in a non-event when the subjects are found to be compliant.

A consistent and targeted approach to this system of checking prolific offenders keeps them in check and causes less crime to be committed overall in the community. The checks oftentimes result in the offender being arrested in a quick and appropriate manner, which takes them off of the streets and again allows for less crime to occur. The list of prolific offenders is regularly reviewed and monitored by senior RCMP members to ensure continuing best results from the initiative are achieved.

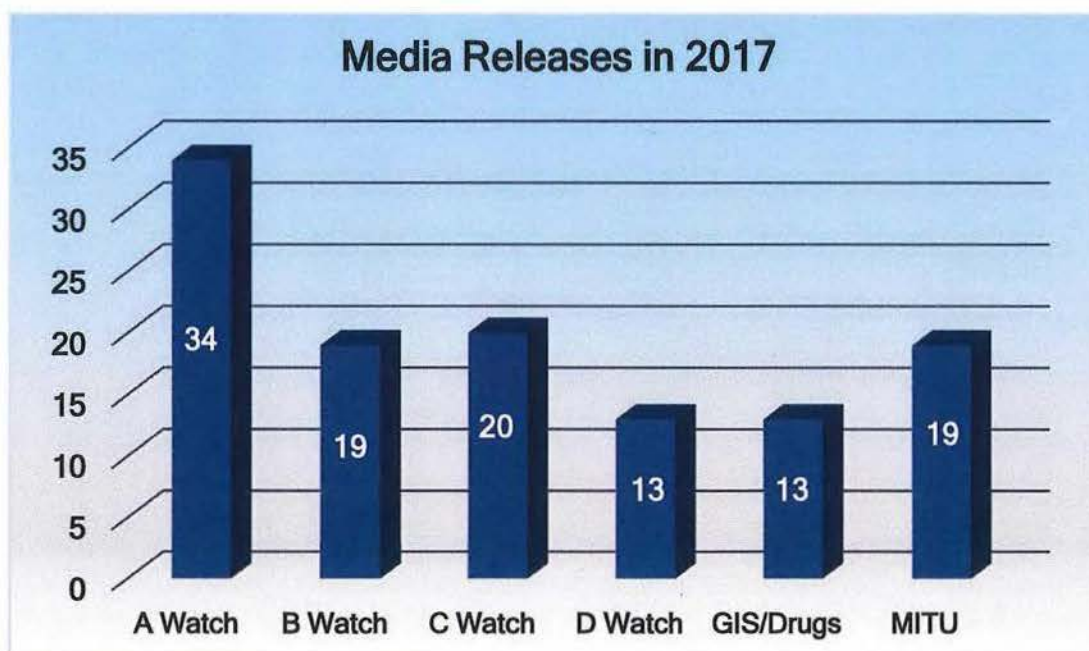


## Hot Spot Checks

In 2017, Leduc RCMP officers completed **6508 "Hot Spot" checks**. These are checks of certain places in the community that have been identified to have had property crime issues in the past or are seen as places that could be an area of concern. Some of these places include the LRC, parking lots, the Telford Lake boat launch schools and industrial areas. These areas are continually monitored by all of the Watches and can be changed if intelligence leads us that way. Often these checks result in the recovery of stolen vehicles and stolen license plates. Members have also located people in these areas with no valid reason for being there at the time. We believe that these interactions and the obvious police presence in the area helps prevent crime from occurring.

## Strategic Communications

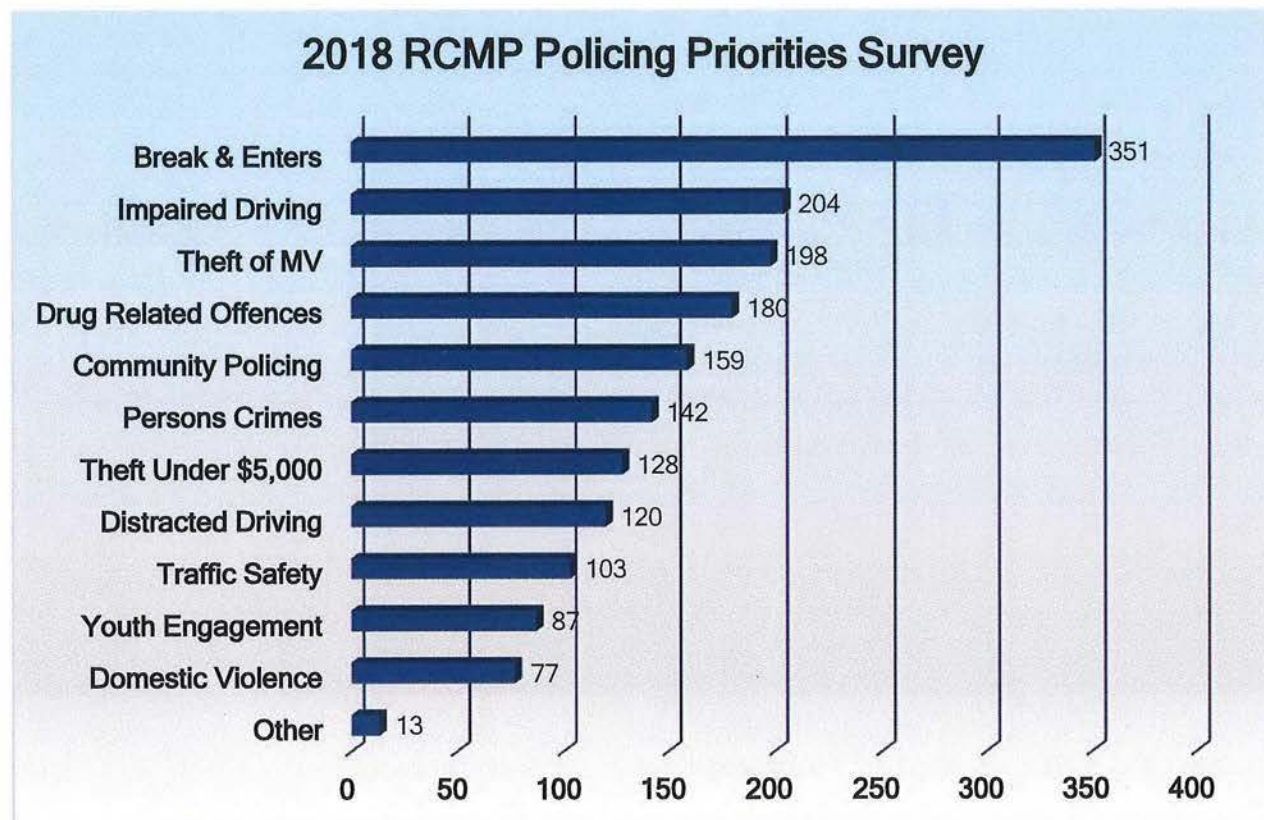
Communication both internally and externally is critical for an effective and efficient Detachment. The use of the media to inform the public about our activities is important in that our Detachment can improve support by the public, obtain assistance from the public on investigations and demonstrate to the public the value of our services. The media can deliver important messages to the public that promote community safety and prevent crime. The media is an important and valuable community policing partner.





## Moving Forward – 2018 APP

As the needs of our community evolve, so too must the policing priorities of the detachment that serves them. In February of 2018 the detachment, in partnership with the City and County of Leduc, conducted an online survey to engage community residents and find out what their policing priorities are for the next two years. RCMP Alberta “K” Division has mandated that Crime Reduction and Employee Wellness be priorities for all detachments in addition to those issues identified by their communities. 568 people contributed to the February survey, and the results are highlighted in the chart below.



The number one priority is property crime, comprising of break & enters and motor vehicle thefts. This is directly in line with the divisional crime reduction strategy, and initiatives are being crafted accordingly. The community also indicated that impaired driving and illegal drugs related offences are high priorities as well, so they will be combined into one objective with multiple initiatives to address the issues.





Subject to final approval by the City of Leduc, the Annual Policing Priorities for the Leduc detachment moving forward into 2018 and beyond will be:

- Crime Reduction (Major Property Crime & Auto Theft)
- Employee Wellness
- Alcohol & Drug Related Offences (Impaired Driving by Alcohol & Drugs, Drug Trafficking, and other related offences)



## GIS / DRUG SECTION

The Leduc RCMP General Investigation Section (GIS) had an extremely busy 2017. GIS members are involved in taking the lead role and/or providing assistance to the General Duty RCMP members in serious property and person crime offences in the City of Leduc and Leduc County. This role is complex and requires experienced members who have received specialized training.



This year, GIS conducted investigations into several home invasions that resulted in numerous suspects being arrested and charged. GIS also investigated an armed robbery involving suspects that were later determined to be implicated in other serious crimes in the area. This in-depth investigation resulted in charges laid against multiple individuals.

GIS members have also developed a plan to combat increasing auto theft by deploying a BAIT vehicle in both the City of Leduc and Leduc County. BAIT devices have also been deployed to combat other property crime in the community involving various types of theft.

The General Investigation Section enhances the Leduc Detachment's overall response to serious, violent & organized crime, allowing our general duty members to spend more time responding to calls for service in the community.

*Lyle A. Rattray, A/Sgt.*





### **Rural Enhanced / County Position**

The rural enhanced position was highly engaged in supporting the General Investigative Section in 2017. Very complex investigations were conducted on a number of high profile home invasions that had occurred in the County.

As well, the enhanced member played important roles in numerous other investigations including two kidnappings and a robbery. Another important focus for the position was supporting Rural Crime Watch and the Nighthawks in developing a Crime Reduction program. This is based on a mix of formal Crime Prevention Through Environmental Design strategies and target hardening (better locks, security systems, etc.).

In the spirit of education on these important topics three presentations were given in the County, with a combined attendance of more than 200 residents. Assistance from both Leduc County and the City of Leduc in developing brochures, developing a website and marketing plans was of great help as well. This program will be continuing into the following year providing knowledge to residents and businesses on how they can play a part in decreasing property crime.

The enhanced member also worked with Leduc County in starting a new Traffic Advisory Committee, which will focus on developing strategies and changes to the local road network to improve safety for all users.





## Criminal Intelligence Analyst

A Criminal Intelligence Analyst is a specialized support with a specific mandate to gather information and translate that into useable intelligence to better assist officers in detecting, solving, and preventing crime. An analyst like this is a critically important piece of the strategic policing puzzle, and an invaluable aid to officers in the field. The information and intelligence gathered by the analyst is used to identify viable suspect targets, help members focus on specific geographical areas in need of targeted patrols, and to monitor habitual offenders.

In 2017 Leduc RCMP created and presented a Five Year Resource Plan to Council, which clearly outlined the direction the detachment wanted to go in the years to come. Within that report, completed in August 2017, the Officer in Charge of the detachment presented a business case for why Leduc would benefit from having an analyst. The plan was positively received and budget funding approved in 2018 in support of adding an intelligence analyst to our team. We are pleased at this time to report that the hiring process has been completed and our analyst will start on April 30, 2018.



## Integrated Crime Reduction Unit (ICRU)

The RCMP formed the Integrated Crime Reduction Unit (ICRU) in mid-October 2017 as a pilot project. As quickly as October 23, one of the first targeted arrests was completed. Leduc RCMP members and support staff were directly involved with a number of ICRU operations in the last quarter of 2017, and helped contribute to the overall success of the initiative. One of our own general duty Constables was seconded from his Watch to work with the fledgling team and produced outstanding results. Given the positive results of this pilot and the additional funding recently announced by the Province of Alberta, the RCMP is pleased to report that a full time unit has been established. In keeping with the focus of this Unit, the name has been changed to the Central Alberta District Crime Reduction Unit (CRU).

The CRU is a support section to all of the detachments in Central Alberta District in the apprehension of serious prolific offenders, conducting special operations and gathering criminal intelligence. Intelligence is shared amongst neighbouring detachments as well as with the Edmonton Police Service, including their specialized sections. The CRU tracks crime trends and develops strategies aimed at reducing future crimes.

To date, the CRU has recovered almost \$500,000 in stolen property, including 18 stolen vehicles. More than 20 firearms / weapons have been seized. The team has made a total of 59 arrests of prolific offenders and their criminal associates. These arrests resulted in excess of 500 charges laid by either the CRU team, or by other jurisdictions as a result of the assistance of the CRU team. The CRU has executed over 50 outstanding warrants with the arrests of these offenders. The RCMP is reinforcing the fact that crime reduction requires a collaboration with community members. We want you to report suspicious people or activities to your local RCMP whenever they occur.

*"The Integrated Crime Reduction Unit project has shown, in a short period of time, that a targeted, intelligence-led approach to policing works. With the support of the Province, the RCMP will continue to keep Albertans safe by working with policing and community partners to find and arrest the people that hurt our communities the most."*

**- Deputy Commissioner Todd Shean, Commanding Officer, Alberta RCMP**





## LEDUC SUPPORT STAFF



The Leduc RCMP and Enforcement Services Administration team has continued to evolve this year in an effort to meet the needs of the RCMP, the contract partners, and the communities we serve. Needs have been evaluated to ensure that we are working smart and we are meeting the changes necessary for administrative support to both the RCMP members and Community Peace Officers. In the general duty call for service we have evaluated where our needs have grown, what avenues have been used by other regions to meet similar growth, and begun to implement transitions for effective change management.

Some of the factors that have altered our roles are the implementation of the new bail hearing process, impending AAFRAC's radio system changes, and substantial increases in both property and drug related crime. We believe an effective strategy to provide this support is to implement an additional support clerk to each watch, inclusive of coverage on evenings, weekends and statutory holidays. This implementation has started with staffing actions, re-assignment of duties and training.

We have modified our cross training and assignment tasking in all areas of our administrative team to ensure we have personnel ready to perform all duties. The City of Leduc has supported a new Traffic Clerk position that has allowed for additional support to the members of our community working both traffic safety and traffic enforcement.





The administrative team is absorbing the computer data entry obligations that previously were completed by members. We have refined the gathering and analysis of statistical traffic data to ensure that enforcement is being deployed in a strategic manner that focuses on traffic safety, and we continue to provide analysis of information for modifications as necessary. We continue to strive everyday to find ways of adapting to growth, community priorities and public safety here in Leduc.



A handwritten signature in blue ink that reads "LeeAnne McLeod".

*LeeAnne McLeod*  
*Operations Supervisor*

A handwritten signature in blue ink that reads "Sandra MacDonald".

*Sandra MacDonald*  
*Administrative Supervisor*



## LEDUC RCMP & ENFORCEMENT SERVICES



Working closely with the Leduc RCMP Detachment, Leduc Enforcement Services (LES) raises awareness and ensures compliance with City bylaws and select Provincial statutes. This enforcement responsibility includes traffic enforcement, parking control, community standards, animal control, weed control and property compliance.

In addition to enforcement, the team of Community Peace Officers (CPO's) that make up LES are involved in a variety of community activities which help build Leduc. Some of these activities include positive ticketing, bike safety rodeos, Candy Cane check stops, food drives, school presentations and Drug Awareness and Resistance Education (DARE). LES consists of a team of seven CPO's, with one CPO dedicated to the Municipal Integrated Traffic Unit on a rotational basis.

In 2017, there were 2,746 LES related calls for service from the public. This represents about a 22% increase over our 2016 calls for service. With respect to self-generated files, Enforcement Services created 481 files that were initiated by Leduc CPO's. In 2017, Enforcement Services attended to 346 snow related files, 165 weed related files and 623 animal related files.

Over 1,025 hours of community work was performed by the CPO's in the City of Leduc. These statistics represent an important contribution with respect to keeping the community safe and improving the quality of life in Leduc.
















## FIVE YEAR TRENDS 2013 - 2017

### Municipal (City) Statistics

The following charts show the calls for service at the detachment separated by crime type and location.

#### Leduc Municipal Detachment 5 Year Traffic Summary - January to Q4

January to Q4	Trend	2013	2014	2015	2016	2017
Fatals		0	2	1	1	1
Injury MVC		64	104	84	80	106
Property Damage MVC (Reportable)		715	749	578	527	629
Property Damage MVC (Non Reportable)		132	85	64	77	63
Total MVC		911	940	727	685	799

January to Q4	Trend	2013	2014	2015	2016	2017
Impaired Operation*		Currently Not Available				
Roadside Suspensions - alcohol related - No charge**		41	49	87	35	35
Occupant Restraint/Seatbelt Violations**		294	222	76	79	56
Speeding Violations**		226	1004	527	613	721
Intersection Related Violations**		182	310	84	249	284
Driving without Due Care or Attention*		Currently Not Available				
Other Moving Traffic*		Currently Not Available				
Other Non-Moving Violation**		865	1224	812	948	803
Other CC Traffic***		83	49	47	37	40

\*Include "Cleared by Charge" and "Cleared Other" \*\*\*Actual" \*\*\*\*Reported"





**Leduc Municipal Detachment**  
**Statistical Comparison**  
**January to Q4: 2013 - 2017**

All categories contain "Attempted" and/or "Completed"

January-05-18

CATEGORY	Trend	2013	2014	2015	2016	2017
Homicides & Offences Related to Death		5	4	1	2	0
Robbery		8	12	22	6	17
Sexual Assaults		22	34	24	22	27
Other Sexual Offences		16	4	15	11	19
Assault		329	315	294	228	308
Kidnapping/Hostage/Abduction		6	11	5	5	7
Extortion		3	1	1	2	6
Criminal Harassment		143	95	81	87	83
Uttering Threats		134	132	105	89	100
Other Persons		8	7	5	3	1
<b>TOTAL PERSONS</b>		<b>674</b>	<b>615</b>	<b>553</b>	<b>455</b>	<b>568</b>
Break & Enter		125	131	184	150	187
Theft of Motor Vehicle		89	118	126	165	344
Theft Over \$5,000		35	19	24	26	44
Theft Under \$5,000		524	550	574	708	870
Possn Stn Goods		56	55	84	76	140
Fraud		184	191	224	226	293
Arson		12	6	6	8	3
Mischief To Property		542	540	543	474	510
<b>TOTAL PROPERTY</b>		<b>1,567</b>	<b>1,610</b>	<b>1,765</b>	<b>1,833</b>	<b>2,391</b>
Offensive Weapons		43	37	51	50	43
Public Order		8	3	4	0	0
Disturbing the peace		393	348	241	206	232
<b>OTHER CRIMINAL CODE</b>		<b>557</b>	<b>594</b>	<b>522</b>	<b>492</b>	<b>511</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>1,001</b>	<b>982</b>	<b>818</b>	<b>748</b>	<b>786</b>
<b>TOTAL CRIMINAL CODE</b>		<b>3,242</b>	<b>3,207</b>	<b>3,136</b>	<b>3,036</b>	<b>3,745</b>



**Leduc Municipal Detachment**  
**Statistical Comparison**  
**January to Q4: 2013 - 2017**

All categories contain "Attempted" and/or "Completed"

CATEGORY	Trend	2013	2014	2015	2016	2017
Drug Enforcement - Production		4	2	3	1	4
Drug Enforcement - Possession		154	162	158	145	106
Drug Enforcement - Trafficking		57	59	54	40	53
Drug Enforcement - Other		1	2	1	1	3
<b>Total Drugs</b>		<b>216</b>	<b>225</b>	<b>216</b>	<b>187</b>	<b>166</b>
Federal - General		64	89	59	35	39
<b>TOTAL FEDERAL</b>		<b>280</b>	<b>314</b>	<b>275</b>	<b>222</b>	<b>205</b>
Liquor Act		180	191	132	84	66
Other Provincial Stats		337	357	309	287	400
<b>Total Provincial Stats</b>		<b>517</b>	<b>548</b>	<b>441</b>	<b>371</b>	<b>466</b>
Municipal By-laws Traffic		161	55	48	34	26
Municipal By-laws		500	281	249	282	310
<b>Total Municipal</b>		<b>661</b>	<b>336</b>	<b>297</b>	<b>316</b>	<b>336</b>
Fatals		0	2	1	1	1
Injury MVC		64	104	84	80	106
Property Damage MVC (Reportable)		715	749	578	527	629
Property Damage MVC (Non Reportable)		132	85	64	77	63
<b>TOTAL MVC</b>		<b>911</b>	<b>940</b>	<b>727</b>	<b>685</b>	<b>799</b>
<b>Provincial Traffic</b>		<b>2,752</b>	<b>4,159</b>	<b>2,491</b>	<b>3,219</b>	<b>2,825</b>
<b>Other Traffic</b>		<b>41</b>	<b>49</b>	<b>87</b>	<b>35</b>	<b>35</b>
<b>Criminal Code Traffic</b>		<b>360</b>	<b>333</b>	<b>292</b>	<b>294</b>	<b>242</b>
















## Provincial (Rural) Statistics

The following statistics show the data from all of Leduc County within our jurisdiction.

### Leduc Provincial Detachment 5 Year Traffic Summary - January to Q4

January to Q4	Trend	2013	2014	2015	2016	2017
Fatals		4	8	7	5	4
Injury MVC		225	210	178	157	163
Property Damage MVC (Reportable)		1117	1063	905	717	840
Property Damage MVC (Non Reportable)		207	124	124	115	112
Total MVC		1553	1405	1214	994	1119

January to Q4	Trend	2013	2014	2015	2016	2017
Impaired Operation*		Currently Not Available				
Roadside Suspensions - alcohol related - No charge**		63	56	83	48	28
Occupant Restraint/Seatbelt Violations**		238	170	25	15	17
Speeding Violations**		2979	2416	402	373	549
Intersection Related Violations**		451	76	55	52	66
Driving without Due Care or Attention*		Currently Not Available				
Other Moving Traffic*		Currently Not Available				
Other Non-Moving Violation**		2057	1795	753	753	875
Other CC Traffic***		115	83	60	46	60

\*include "Cleared by Charge" and "Cleared Other" \*\*"Actual" \*\*\*"Reported"































**Leduc Provincial Detachment**  
**Statistical Comparison**  
**January to Q4: 2013 - 2017**

All categories contain "Attempted" and/or "Completed"

January-05-18

CATEGORY	Trend	2013	2014	2015	2016	2017
Homicides & Offences Related to Death		2	3	8	4	4
Robbery		6	3	11	12	15
Sexual Assaults		14	7	8	4	5
Other Sexual Offences		5	1	5	4	3
Assault		138	137	147	88	121
Kidnapping/Hostage/Abduction		6	4	3	11	4
Extortion		0	0	1	2	2
Criminal Harassment		50	54	26	30	31
Uttering Threats		66	60	46	41	52
Other Persons		0	1	2	0	1
<b>TOTAL PERSONS</b>		<b>287</b>	<b>270</b>	<b>257</b>	<b>196</b>	<b>238</b>
Break & Enter		142	141	163	170	225
Theft of Motor Vehicle		140	135	144	147	217
Theft Over \$5,000		46	30	31	54	70
Theft Under \$5,000		290	323	327	334	506
Possn Stn Goods		77	101	79	57	144
Fraud		99	110	123	107	137
Arson		10	15	13	11	21
Mischief To Property		215	281	242	163	254
<b>TOTAL PROPERTY</b>		<b>1,019</b>	<b>1,136</b>	<b>1,122</b>	<b>1,043</b>	<b>1,574</b>
Offensive Weapons		103	102	80	90	70
Public Order		2	1	1	3	0
Disturbing the peace		360	315	259	225	195
<b>OTHER CRIMINAL CODE</b>		<b>256</b>	<b>245</b>	<b>224</b>	<b>247</b>	<b>263</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>721</b>	<b>663</b>	<b>564</b>	<b>565</b>	<b>528</b>
<b>TOTAL CRIMINAL CODE</b>		<b>2,027</b>	<b>2,069</b>	<b>1,943</b>	<b>1,804</b>	<b>2,340</b>



**Leduc Provincial Detachment**  
**Statistical Comparison**  
**January to Q4: 2013 - 2017**

All categories contain "Attempted" and/or "Completed"

CATEGORY	Trend	2013	2014	2015	2016	2017
Drug Enforcement - Production		3	1	1	2	2
Drug Enforcement - Possession		127	124	91	86	74
Drug Enforcement - Trafficking		23	21	22	14	13
Drug Enforcement - Other		14	11	4	7	6
<b>Total Drugs</b>		167	157	118	109	95
Federal - General		474	185	51	60	71
<b>TOTAL FEDERAL</b>		641	342	169	169	166
Liquor Act		93	125	130	101	57
Other Provincial Stats		186	213	167	201	222
<b>Total Provincial Stats</b>		279	338	297	302	279
Municipal By-laws Traffic		1	4	7	2	5
Municipal By-laws		33	10	35	20	20
<b>Total Municipal</b>		34	14	42	22	25
Fatals		4	8	7	5	4
Injury MVC		225	210	178	157	163
Property Damage MVC (Reportable)		1,117	1,063	905	717	840
Property Damage MVC (Non Reportable)		207	124	124	115	112
<b>TOTAL MVC</b>		1,553	1,405	1,214	994	1,119
<b>Provincial Traffic</b>		8,383	7,049	3,172	2,712	3,594
<b>Other Traffic</b>		63	58	83	48	28
<b>Criminal Code Traffic</b>		671	547	367	354	370





**Town of Calmar - Leduc Provincial Detachment  
Crime Statistics  
2014 - 2017**

January-10-18

CATEGORY	Trend	2014	2015	2016	2017
Homicides & Offences Related to Death		0	0	0	0
Robbery		1	7	0	4
Sexual Assaults		1	2	1	0
Other Sexual Offences		1	2	0	0
Assault		35	31	12	17
Kidnapping/Hostage/Abduction		2	0	1	0
Extortion		0	0	0	0
Criminal Harassment		16	10	3	11
Uttering Threats		7	9	3	8
Other Persons		0	0	0	0
<b>TOTAL PERSONS</b>		63	61	20	40
Break & Enter		19	14	12	29
Theft of Motor Vehicle		17	11	16	27
Theft Over \$5,000		5	2	0	6
Theft Under \$5,000		46	59	36	70
Possn Stn Goods		8	3	4	25
Fraud		11	13	11	16
Arson		0	8	0	0
Mischief To Property		45	38	21	39
<b>TOTAL PROPERTY</b>		151	148	100	212
Offensive Weapons		6	9	0	2
Public Order		0	0	0	0
Disturbing the peace		7	24	12	10
<b>OTHER CRIMINAL CODE</b>		33	42	25	48
<b>TOTAL OTHER CRIMINAL CODE</b>		46	75	37	60
<b>TOTAL CRIMINAL CODE</b>		260	284	157	312





**Town of Calmar - Leduc Provincial Detachment**  
**Crime Statistics**  
**2014 - 2017**

CATEGORY	Trend	2014	2015	2016	2017
Drug Enforcement - Production		0	1	1	0
Drug Enforcement - Possession		2	4	8	7
Drug Enforcement - Trafficking		0	8	2	2
Drug Enforcement - Other		0	0	0	0
<b>Total Drugs</b>		2	13	11	9
Federal - General		3	2	1	1
<b>TOTAL FEDERAL</b>		5	15	12	10
Liquor Act		3	16	6	5
Other Provincial Stats		20	9	21	34
<b>Total Provincial Stats</b>		23	25	27	39
Municipal By-laws Traffic		2	1	2	2
Municipal By-laws		2	12	9	5
<b>Total Municipal</b>		4	13	11	7
Fatals		0	0	1	0
Injury MVC		2	1	1	3
Property Damage MVC (Reportable)		17	11	16	26
Property Damage MVC (Non Reportable)		1	3	2	1
<b>TOTAL MVC</b>		20	15	20	30
Provincial Traffic		49	52	35	46
Other Traffic		0	2	1	1
Criminal Code Traffic		19	20	18	16
<b>Common Police Activities</b>					
False Alarms		40	63	70	57
False/Abandoned 911 Call and 911 Act		10	6	9	8
Suspicious Person/Vehicle/Property		13	30	21	28
Persons Reported Missing		4	10	7	7



# COUNCIL REQUEST FOR DECISION



**MEETING DATE:** April 23, 2018

**SUBMITTED BY:** Rachel Yeung, Manager, Community Development

**PREPARED BY:** Elana Hansen, Administrator, Community Development

**REPORT TITLE:** Municipal Grant– Leduc Arts Foundry

## REPORT SUMMARY

Administration has received and processed an application from the Leduc Arts Foundry for an Event Hosting Grant through the City's Municipal Grant Request Program.

## RECOMMENDATION

That Council awards a grant to Leduc Arts Foundry for an amount not to exceed \$5,000, which is to be funded from Council Community Grants to help offset expenses related to hosting the annual Leduc Art Walk on Main Street on July 14, 2018.

## BACKGROUND

### KEY ISSUE(S) / CONTEXT:

The Leduc Arts Foundry has applied for a hosting grant to offset event expenses associated with the Leduc Art Walk to be held on July 14, 2018.

This is the second annual one-day street festival, which brings together local community and Alberta based artists and artisans to display and sell art and any other handmade local goods in the historical Main Street District of Leduc, AB. Artists will engage with the community, offering workshops, demonstrations and performances by local musicians scheduled throughout the day to create an immersive and all-encompassing community arts experience. The event provides for an inclusive environment designed by artists to engage the broader community, inspiring collaborative creativity and culture to artists and patrons alike. Last year's event brought in an attendance of 3000+, hosted over 55 artist displays and included performances by local musicians. Current artist registration is already over 68, and registration is nearly full.

The grant, if approved, would be allocated to offset overhead costs for the event, volunteer and medical services including nourishment, tent, table and chair rental, chalk and balloon artist, and misc. (e.g. insurance).

The Grant Application Subcommittee recommends the grant be approved for the full amount requested (\$5,000)

## IMPLICATIONS OF RECOMMENDATION

### FINANCIAL:

Funds for this grant will be funded through the Council Community Grants Account.



# COUNCIL REQUEST FOR DECISION



## ALTERNATIVE(S):

That Council award a grant to Leduc Arts Foundry for an alternate amount, which is to be funded from Council Community Grants to help offset expenses related to hosting the annual Leduc Art Walk on Main Street on July 14, 2018.

## ATTACHMENTS:

Hosting Grant Application – Leduc Arts Foundry

## Others Who Have Reviewed this Report

P. Benedetto, City Manager / J. Cannon, Acting General Manager, Corporate Services / D. Brock, Acting General Manager, Community & Protective Services J. Cannon, Director, Finance



## City Council Hosting Grant Request

### Application Form

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council Grant. The information is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act and may become public information. Questions regarding the collection of this information can be directed to the City Clerk at (780) 980-7177, #1 Alexandra Park, Leduc, AB, T9E 4C4.

File# \_\_\_\_\_

Application# \_\_\_\_\_

Applications must be received no less than six (6) weeks prior to the scheduled event date; however (eight) 8 weeks prior is preferred for administrative purposes. Applications will be processed as submitted.

### Event Information

1. Describe the nature of the event to be hosted (include date, location and volunteer component(s):

Art Walk 2018 - downtown Leduc  
Saturday July 14, 2018

2. Select the type of event to be hosted (choose all that apply):

☐ Amateur Sport ☒ Multicultural/Arts ☐ Recreation

3. Select event geographic (choose one):

☒ Regional  
☐ Provincial  
☐ Inter-Provincial  
☐ National  
☐ International

4. Select which best describes the history of this event (choose one):

☒ Regular and ongoing / annual one day festival  
☐ New Initiative

5. Is this event a public event for City of Leduc residents to attend? (choose one)

☒ Yes ☐ No

6. How many people are expected to participate? 6000 - 10,000 attendees.

100+ vendors (artists/artisans)

60-80 volunteers.

## City Council Hosting Grant Request

### Applicant Information

- Select the applicant status (choose all that apply):
  - ☒ Non-profit organization
  - ☐ Local school
  - ☐ Local group affiliated with a National or Provincial entity  
(name of entity: \_\_\_\_\_)
- Has the applicant been registered or in operation for at least one year? (choose one)
  - ☒ Yes
  - ☐ No
- Has the applicant been awarded a hosting grant within the same calendar year? (choose one)
  - ☐ Yes
  - ☒ No
- Please give a brief description about your organization including its primary objectives:

This one day street festival brings together local community & Alberta based artists and artisans to display and sell art and any other handmade, local goods in the historical Main Street district of Leduc, AB. Artists will engage with the community, offering workshops and demonstrations, and performances by local musicians are scheduled throughout the day to create an immersive and all-encompassing community arts experience.

broader community, inspiring collaborative creativity and culture in artists and patrons alike.

- Organization Name: Leduc Arts Foundry
- Name of Contact: Chandell Popik (Chair of the Board)
- Contact's Position in Organization: Chair & potential tenant/advisor glass works
- Address of Contact: Street: [REDACTED]  
City: Calmar  
Province: AB  
Postal Code: T0C 0V0  
Phone (home): [REDACTED]  
Phone (work): [REDACTED]  
Fax: —  
Email: chair@artsfoundry.ca

## City Council Hosting Grant Request

### Grant Request

1. Select the type of request (choose one):

- ☐ \_\_\_\_\_ % of facility/equipment rental (attach rental agreement)
- ☐ 100 % (\$ \_\_\_\_\_)
- ☐ 75 % (\$ \_\_\_\_\_)
- ☐ 50 % (\$ \_\_\_\_\_)
- ☐ 25 % (\$ \_\_\_\_\_), or
- ☒ Defray event costs. Please indicate the amount requested: \$ 5000.00

NOTE: Grants cannot be used toward damage deposits

2. If applicable, provide details how the grant will be allocated to defray event costs:

Funding if granted would support the following:

- Volunteer  $\frac{1}{2}$  medical services tent, tables  $\frac{1}{2}$  chairs (rental)
- nourishment for volunteers
- hiring of chalk artist
- hiring of balloon artist
- event staff and volunteer lanyards/name tags.

3. What is the total operating budget for your group or organization including fundraising initiatives? Please give revenue and expenditure details. Attach additional pages if necessary.

Please see attached project budget document  
total festival costs = \$ 24,860

4. Please provide a budget for this event. If applicable, include what facilities will be required including number of hours and cost of rental. Attach additional pages if necessary.

\$24,860 - as per attached project budget

Event will run for the public from 11am - 8pm as  
a one day festival with volunteers and LAF project team /  
board members volunteering from 6:30am - 10pm.



## City Council Hosting Grant Request

### Application Declaration

We the undersigned do hereby declare that to the best of our knowledge this application:

1. Contains a full, current and accurate account for all matters stated herein,
2. Is made for and on behalf of the Organization by the undersigned,
3. Is in respect of a project which is in the best interests of the Organization and which has been officially approved by a majority vote as defined by the constitution of the Organization,
4. We declare that the monies will be used for the purpose the application was approved. If the event is not undertaken, the grant money will be returned, and
5. We agree to fulfill the commitments of the grant, which include submitting the required final report within one month following the completion of the event identifying the project outcome and an evaluation of the project in relation to its objectives.

If grant awarded, the cheque will be made payable to:

Name of Organization: Leduc Arts Foundry  
Address of Organization: Box 3152 Leduc Main St, Leduc AB  
T9E 6L9

"Original Signed"

[Signature]  
Signature of Chairperson/President

[Signature]  
Signature of Vice-Chair or Vice-President

Feb 1, 2018  
Date

Return this completed application with all supporting material attached to:

Elana Hansen, Community Development

City of Leduc

#1 Alexandra Park

Leduc, AB, T9E 4C4

Phone: 780-980-7180

Fax: 780-980-7127

Email: [ehansen@leduc.ca](mailto:ehansen@leduc.ca)

**NOTE:** To add additional information, attach a separate sheet in the same format.

\* Please see Page 2 for donated-In kind template

Donated Labour*				
Description of anticipated labour	No. of Volunteers	Total Hours Worked	Rate/Hr	Total Value of Work
Website and registration development/support	2	75	\$ 35.00	\$ 2,625
Event Planning committee	5	55	\$ 35.00	\$ 1,925
Event set-up crew	20	6	\$ 35.00	\$ 210
Event take-down-crew	20	6	\$ 20.00	\$ 120
Sponsor/funding exploration and grant writing team	2	45	\$ 35.00	\$ 1,575
Event day ambassadors	10	10	\$ 20.00	\$ 200
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Total B				\$ 6,655

Donated Equipment*			
Description of work being completed including type of equipment	Total Equipment Hours (includes operator)	Rate/Hr	Total Value of Work
Speakers and sound system	\$ 14.00	\$ 70.00	\$ 980
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
Total C			\$ 980

Donated Material/Services		
Description of material/services	Donated by (please attach a donation letter on company letter head)	Total Value of Equipment/ Materials
Speakers and sound system		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
Total D		\$ -

Total Project Cost (= Total A + Total B + Total C + Total D)	\$ 24,860
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\* Rates are: \$20/hr for unskilled labour, \$35/hr for skilled labour and \$70/hr for equipment including operating



**MEETING DATE:** April 23, 2018

**SUBMITTED BY:** Jennifer Cannon, Director, Finance

**PREPARED BY:** Jennifer Cannon, Director, Finance

**Gino Damo – Manager, Revenue Services**

**REPORT TITLE:** 2018 PROPERTY TAX BYLAW 975-2018 SECOND AND THIRD READING

## REPORT SUMMARY

To consider Second and Third Readings of Bylaw 975-2018.

## RECOMMENDATION

1. That Council give Bylaw 975-2018 Second Reading.
2. That Council give Bylaw 975-2018 Third Reading.

## BACKGROUND

### KEY ISSUE(S) / CONTEXT:

#### Background on the Emerging Issues

##### **1. EIA Transit**

At the Airport Accord Oversight Committee meeting on February 23, 2018, the partners to the Accord (City of Leduc, Leduc County, City of Edmonton, and Edmonton International Airport (EIA)) agreed to implement an integrated sub-regional service with the Accord Partners based on a cost sharing model by December 31, 2018. They also agreed to short term actions to be implemented by May 1, 2018 to coincide with the opening of the mall. The new transit will link Route 747 at the EIA and extend enhanced opportunities to travel between Edmonton and Leduc. In addition, it will increase access to the EIA with the opening of the new mall and future amenities.

It is important to recognize that there was a business case brought forward as part of the Committee of the Whole public budget meetings in November 2017. Administration was aware that there would be a need for transit to the new EIA mall, but the information was incomplete due to availability of limited information; as a result the business case was not approved. It was determined that more information was needed in addition to seeking financial partnerships. At the EIA Accord Oversight Committee on February 23, 2018, the Transit Task Force presented the proposed services and costing. This kick-started the transit business case and on March 26, directed Administration to make the financial commitment. The EIA Accord Transit Services and Funding report (2018-CR-047 presented April 9, 2018) provides significant information about this initiative and seeks the authorization to adjust the 2018 operational budget. At this time the 2018 figures are an estimate and further refinement will occur during the 2019 budget process.

## EIA Transit Costs

As already stated, the regional partners agreed to implement an integrated sub-regional service with the Accord Partners based on a cost sharing model by December 31, 2018. They also agreed to short term actions to be implemented by May 1, 2018 to coincide with the opening of the mall, with the short-term enhancements to be cost-shared by Leduc County and the City of Leduc. The estimated costs for this service enhancement is as follows:

Annual operating cost will be \$1.928M with the City of Leduc's portion being \$1.021M. As this service is expected to start May 1, 2018, the operational base impact will span two years:

- 2018 will be \$1.195M with the City of Leduc's portion being approximately \$650k.
- 2019 will be \$733k with the City of Leduc's portion being approximately \$371k.

Capital and one –time costs will also span two years, but these are one-time funded and do not impact the operational base (except for future reserve allocations). The estimated costs are as follows:

- 2018 will be \$22.4k with the City of Leduc's portion being \$14.56k.
- 2019 will be \$2.459M with the City of Leduc's portion being \$1.438M.

The costs associated with the EIA transit initiative were not included in the December approval of the 2018 budget. It is Administration's intention to use one-time funding for the annual operating cost of approximately \$650k-\$700k in 2018, by utilizing the 2017 year-end surplus. The ongoing operational funding requirement will be addressed through the 2019 budget process. To provide perspective, the \$1.021M equates to an approximate 2.22% tax revenue increase requirement (below is an illustration of how this could look based on the Dec 4<sup>th</sup> approved multi-year strategy).

### December 4, 2017 Budget Approval

	2018	2019	2020
Base Operational / Capital Requirements	2.33%	3.27%	3.37%
	+	+	+
Dedicated Mill Rate Strategy for Protective Services	1.32%	1.32%	1.32%
	=	=	=
Proposed Tax Revenue Increase Requirement	3.65%	4.59%	4.69%



### Modified Multi-year Millrate (inclusive of transit)

	2018	2019	2020
Dec 4 <sup>th</sup> , 2017 Multi-year tax strategy	3.65%	4.59%	4.69%
	+	+	+
EIA Transit Requirement	one time funded	1.11%	1.11%
	=	=	=
	3.65%	5.70%	5.80%

## 2. Provincial Education Requisition

The second emerging issue was a result of the Provincial Education Requisition.

The Provincial Education Requisition for 2018 is \$18,104,561 increased from last year \$17,752,690 (2017). This requisition is made of two components: residential and non-residential. To enhance clarity it is important to recognize that the Provincial Education Requisition uses equalized assessment which is based on assessment values from 2016 (as provincial equalized assessment lags one-year compared to municipalities assessments).



*Defining equalized assessment - As stated from Municipal Affairs, "Equalized assessment is a process that levels the playing field for municipalities so that property tax requisitions and grants can be fairly allocated."*

Since equalized assessment "levels the playing field for municipalities", areas that experience growth in declining economic conditions will be impacted unfavourably by the requisition. As the City of Leduc continued to experience non-residential growth when other areas in Alberta saw a decline, the result for this year was a considerable unfavorable increase to the non-residential component of the requisition. In 2017, the City of Leduc was requisitioned \$7,503,783 for non-residential; this year it increased to \$8,110,926. The \$607,143 increase is the equivalent to a 1.31% tax revenue increase for the non-residential ratepayers. To provide perspective this would mean:

Municipal requirement	3.65%
Provincial requirement	<u>1.31%</u>
Total tax revenue increase	4.96%

Reviewing the residential component of the requisition, in 2018 there was a decrease from \$10,248,908 (2017) to \$9,993,636 (2018). The \$255,272 decrease is favourable and is equivalent to a 0.55% reduction in the tax revenue requirement. To illustrate:

Municipal requirement	3.65%
Provincial requirement	<u>-0.55%</u>
Total tax revenue increase	3.10%

Recognizing the increase was both significant and unexpected for the non-residential ratepayers Administration recommends alleviating the impact to the non-residential ratepayers through a targeted approach with a combination of expenditure reduction and the use of 2017 year-end surplus funds.

## Municipal Targeted Approach

Through collaboration, it is Administrations understanding that Council has a desire to keep the tax revenue increase to a minimum; a shared goal between both Administration and Council. Recognizing that the Provincial School Requisition has placed pressure upon the non-residential ratepayers while providing a reduction to the residential ratepayers Administration is recommending through a targeted approach a consistent tax revenue increase inclusive of both municipal and provincial levies. The combined tax revenue increase of 2.90% is being proposed for both residential and non-residential ratepayers. This lofty goal will be achieved by reducing the 2018 contracted services budget by \$230,000. As this is a reduction of expenses this is considered ongoing reduction to the operational base and will extend into 2019. The remaining revenue (approximately \$200k) will be sourced from the 2017 year-end surplus. As surplus funds are considered one-time funding they will not extend into 2019. This means that in 2019 these one-time funds will need to be addressed.

## Next Steps

Administration developed proposed budget revisions based on Council's desire to find a way to utilize year-end surplus funds, to be split between the operating and capital budget. Until 2017, the year-end surplus funds were re-invested into the community and have supported numerous capital projects such as the spray park, Telford Lake rowing facility, and the Library expansion to name a few. The 2018 budget will need to be revised as the surplus has been strategically used to support the emergent EIA transit requirement and to provide targeted assistance to the non-residential ratepayers as a result of the unanticipated increase of the provincial requisition.



# COUNCIL REQUEST FOR DECISION

Recognizing the need to capture the EIA transit funding within the operational base beyond 2018 and the desire to keep tax revenue increases to a minimum Administration based on the direction from Council, further reviewed a shift in fiscal philosophy with respect to year-end surplus funds. As part of the 2019 budget process Administration is committed to researching how other municipalities utilize year-end surplus funds. Administration is cautious as surplus funds are one-time and would like to ensure appropriate due-diligence is taken. This research will be used to support and draft a revised philosophy, in addition to a new fiscal policy that supports continued community capital re-investment in combination with a taxation strategy.

## Shift in Fiscal Philosophy

The current fiscal philosophy uses surplus funds to support community re-investment through capital and one-time projects. The revised policy will be based on a new platform that continues to support community re-investment, but also provides strategic taxation options.

The focus for Administration with regard to the fiscal philosophy will be to find ways that the surplus can be used to reduce in a prudent manner the 2019 and 2020 tax revenue requirements; 5.70% and 5.80% respectively (inclusive of EIA transit as identified previously. Administration is confident in working with Council to developing a philosophy that can align tax smoothing strategies and fiscal sustainability that will manage the magnitude of shifts between budget years.

An example of a revised fiscal strategy that could be used would be to establish a conservative "forecasted" surplus and use 50% for community re-investment and 50% for tax reduction. Please note, this example is high level and does not define an exact multi-year mill rate target for 2019 and 2020.

To provide an example:

	2018	2019	2020
Tax Revenue Requirement Approved Dec 4, 2017	3.65%	4.59%	4.69%
	+	+	+
Emergent Item EIA Transit Requirement	\$700k one time funded	1.11%	1.11%
	=	=	=
Modified Multi-year Millrate	3.65%	5.70%	5.80%
Proposed Revised Strategy	2.90%	4.00% to 4.50%	4.00% To 4.50%

## RECOMMENDATION

To reiterate, it is Administrations recommendation to have a combined tax revenue increase of 2.90% for both residential and non-residential. This will be achieved by reducing the 2018 contracted services budget by \$230,000, with the remaining \$200k from the year-end surplus funds.

Secondly, Administration is committed to working with Council in developing a revised fiscal policy for 2019 that can align tax smoothing strategies and fiscal sustainability, while managing the magnitude of shifts between budget years. The intent will be to reduce the tax revenue requirements in 2019 and 2020 in a manner similar to the above example.

## General Background

### **Community Stability & Fiscal Sustainability**

On December 4, 2017 Council approved the following smoothed multi-year tax strategy.

	2018	2019	2020
Base Operational / Capital Requirements	2.33%	3.27%	3.37%
	+	+	+
Dedicated Mill Rate Strategy for Protective Services	1.32%	1.32%	1.32%
	=	=	=
Proposed Tax Revenue Increase Requirement	3.65%	4.59%	4.69%

This multi-year tax strategy was accepted as part of a value proposition aimed at meeting the needs of the community. In both the 2018 budget planning survey (conducted May 2017) and 2018 citizen satisfaction survey, the City of Leduc residents indicated high service levels and quality of life as their top key performance indicators. The mill-rate strategy offers, maintained high service levels and a focus on continued capital investment.

The approved budget delivers a balanced approach to achieve short-term goals and long-term fiscal sustainability. The formula for continued success is comprised of:

### **Value Proposition + Infrastructure Investment Strategy + Integrated Capital Financing Program**

**The Value Proposition** - The City of Leduc is dedicated to ensuring citizens receive excellent value for taxes paid, resulting in a high quality of life. Recognizing citizen's desire for high levels of service is paramount and this budget delivers on this. It also provides a value proposition that creates an environment that allows businesses to invest, innovate, grow and prosper.

**Infrastructure Investment Strategy** – Is a formal process established to align our capital program in a manner that identifies capital projects as critical, necessary and desirable; which in itself supports robust and viable infrastructure. This is imperative as the city maintains a capital program in excess of \$1 billion dollars (historical value).

**Integrated Capital Financing Program** – is a methodology that is used, that takes into consideration smart debt, reserve optimization, year-end surplus reinvestment, capital grants utilization, and asset management, to strategically maintain the capital program (current and future). This approach maximizes financial flexibility and reinforces long term vitality.

These reasonable measures are developed in alignment with the Government Finance Officers Association (GFOA) international best practices, and contribute to sound government management and financial planning.

### **Value Proposition**

The value proposition underpins the foundation for short-term success and long-term fiscal sustainability, bridging the gap between short-term needs and long-term pressures.



The proposed 2018-2020 budget balances long term vision with short term needs. By utilizing tools such as the revenue registry and growth indicators, the City is able to be proactive and adaptive to change. The three year mill rate strategy provides a fiscally balanced path that keeps the City of Leduc's high services levels intact while providing enhanced funding for arts and culture, protective services, economic development and community organizations. This value proposition of balancing community needs with fiscal sustainability is tested annually through various means such as the citizen engagement survey and more specifically the budget survey. Leduc has consistently rated above 70% with respect to perceived value for tax dollars paid since the conception of the annual budget survey.

## **Supporting Capital Investments**

As mentioned previously, the infrastructure investment strategy supports the overall capital assets program. Currently, 86% of the capital investments is either a mandatory/critical project or a necessary project. Overall the City of Leduc capital assets program amount to \$1.1 Billion. Keep in mind this amount is based on historical cost and not replacement cost. This is rather important to note as replacement cost is much higher than historical cost.

## **Other Considerations**

The City of Leduc has numerous "other" considerations which can have an impact on the current and future operational and capital budgets.

1. It is important to recognize that the City is engaged in the Airport Accord and the costs stemming from this initiative are not defined and in some cases unknown. As a regional partner there could be emergent items come forward that have not been considered and this is important to understand as Administration may not be able to plan for them adequately.
2. The Airport Tax Agreement was scheduled for review at the end of 2017, however a mutual agreement between the City of Leduc and Leduc County has been made to extend this review. The uncertainty surrounding the continuation of this significant revenue stream creates a high level of vulnerability with respect to the operational reliance.
3. There are numerous unfunded capital projects and other operational requirements in the near future that need to be considered. These include:

### **Unfunded Capital**

- Snow storage site - \$4.1M (2021-2022)
- Facilities master plan projects - \$17.2M (2025-2027)
- North fire hall - \$4.6M 2019 (2021-2022)
- Aquatics expansion - \$3.1M (2020-2021)
- Downtown redevelopment plan - \$6.4M (2021,2023-2025)
- Crystal Creek Servicing (High School)

### **Potential Operational**

- Leduc Regional Fire Service

## **2018 Mill Rate in Detail**

As part of the taxation process, it is important to understand some factors that play a role.



## Assessment in Review

Assessment is a key component of the taxation process. Changes in property assessment over the prior year are the result of either:

- a) Assessment growth, which results from new developments such as renovations and/or new buildings (generating new tax revenue), and
- b) Market value adjustments, which are changes to property assessments resulting from market forces such as supply, demand and inflation. Within Leduc, on an overall basis, market value adjustments do not generate new tax revenue, as the City's practice has been to reduce property tax mill rates in an amount equivalent to offset overall market value increases. It is important to note that properties whose market value has increased or decreased at a rate different from the overall average will be impacted by their change in market value compared to the average.

2018 Property assessments changes:

- Total new residential assessment growth is 3.05%.
- Total new non-residential assessment growth is 2.67%.

With respect to the existing assessment base:

- 85% of residential tax rolls fall within the -3% to 3% assessment adjustment range. This means that the majority of residents will see a minimal change in assessment over last year.
- 89% of non-residential tax rolls will see an assessment decrease over last year.

## Municipal Property Tax

The 2018 municipal property tax revenue is \$45,753,226 (\$43,300,662 in 2017). This increase in the revenue requirement will be funded by a \$28,094,737 in residential and \$17,658,489 in non-residential taxation.

Residential: The 2018 municipal tax revenue increase results in a tax mill rate of 7.155 for 2018 (6.780 for 2017)

Non-residential: The 2018 municipal tax revenue increase results in a tax mill rate of 8.568 for 2018 (8.060 for 2017).

## Leduc Foundation

The 2018 Leduc Foundation requisition is \$115,563 (\$103,180 in 2017). The Foundation tax mill rate will be 0.020 (0.017 for 2017). For clarity, this requisition is also a flow through tax that is collected on behalf of the Foundation by the municipality.

## 2018 Property Taxes

Based on Bylaw 975-2018, total taxes levied (municipal, provincial, and foundation) for 2018 are \$64,175,644.

A residential property based on an average market value of \$350,000 will see their property tax increase (including municipal, education and foundation) by approximately \$97 for the year or \$8 per month.

## LEGISLATION AND/OR POLICY:

The Municipal Government Act Part 10, Section 353(1) requires a Bylaw (Attachment 1) to establish property tax rates, against assessed property, to raise sufficient tax revenue to fund the 2018 Operating and Capital budgets and to provide for various requisitions from outside organizations such as School Boards and the Leduc Foundation. Each year Council sets a mill rate taking into consideration new assessment growth, market value changes and inflationary increases in property values.

## PAST COUNCIL CONSIDERATION:

2018 Property Tax Rate Bylaw 975-2018

- 1<sup>st</sup> reading approved on April 9<sup>th</sup>, 2018.

Predecessor - 2017 Property Tax Rate Bylaw 943-2017

- 1<sup>st</sup> reading approved on April 10<sup>th</sup>, 2017.
- 2<sup>nd</sup> and 3<sup>rd</sup> reading approved on April 24<sup>th</sup> 2017.

## CITY OF LEDUC PLANS:

None

## IMPLICATIONS OF RECOMMENDATION

### GENERAL:

The City of Leduc determines its revenue requirements through a public budget process each fall. If the market value of assessable property has increased more than the revenue requirements, then the tax mill rate decreases. However, if the revenue requirement increase exceeds the market value changes, a tax mill rate increase occurs.

### ORGANIZATIONAL:

None

### FINANCIAL:

Approval of the 2018 Property Tax Rate Bylaw will provide funding as per the 2018 Municipal Budgets. As the Budget is developed and approved in December prior to finalization of the assessment, assessment growth projections are based on best available information at the time. Final property assessments were completed February 28, 2018 as per the Municipal Government Act and resulted in an overall new growth of 5.72% (combined residential and non-residential).

## POLICY:



## Shift in Fiscal Philosophy

The current fiscal philosophy uses surplus funds to support community re-investment through capital and one-time projects. The revised policy will be based on a new platform that continues to support community re-investment, but also provide strategic taxation options.

The focus for Administration with regard to the fiscal philosophy will be to find ways that the surplus can be used to reduce in a prudent manner the 2019 and 2020 tax revenue requirements; 5.70% and 5.80% respectively (inclusive of EIA transit as identified previously). Administration is confident in working with Council to developing a philosophy that can align tax smoothing strategies and fiscal sustainability that will manage the magnitude of shifts between budget years.

## LEGAL:

The Municipal Government Act requires that tax rates for a municipality be set by bylaw (s.353). The tax rate must be set for each assessment class (s.354 (2)) and it may be different for each assessment class (s.354 (3)). The Act requires that the tax rate be calculated by dividing the amount of revenue required by the total assessment of all property on which that rate will be imposed (s. 355). The amount of tax due from a specific property will be calculated by multiplying the assessment for that property by the tax rate contained in the bylaw (s.356). If a council did not meet the obligations in the Act it would be unable to pay the expenditures and transfers set out in the budget or other requisitions.

Section 364 of the Municipal Government Act, allows Council to pass a bylaw that exempts machinery and equipment used for manufacturing or processing to the extent they consider appropriate. This bylaw creates a 100% exemption for this category of assessment.

## IMPLEMENTATION / COMMUNICATIONS:

Assessment/tax notices will be sent out mid-May 2018.

## ALTERNATIVES:

1. That Council defeats Bylaw No. 975-2018.

## ATTACHMENTS:

1. Bylaw No. 975-2018 – 2018 Property Tax Rate Bylaw.

Others Who Have Reviewed this Report

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



**Bylaw No. 975-2018**  
**2018 PROPERTY TAX RATE BYLAW**

PAGE 1

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**A BYLAW OF THE CITY OF LEDUC IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY FOR THE 2018 TAXATION YEAR.**

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The *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended, grants a Municipality the authority to adopt a Property Tax Rate Bylaw annually to authorize Council to impose a tax on property in the Municipality to raise revenue to pay for expenditures and transfers set out in the City's budget, and to pay for requisitions.

**AND:** in accordance with the Act, Council approved the final 2018 budget at the Council meeting of April 23, 2018 calculated for Municipal purposes at \$97,788,153 and for capital purposes at \$74,755,090

**AND:** it has been estimated that the sum of \$51,959,927 will be collected by the City from sources other than from current property taxes.

**AND:** the revenue requirements for requisitions received by the City from other authorities are:

Alberta School Foundation Fund (ASFF)

Residential/Farm land	\$9,321,337
Non-Residential	\$6,904,071

Opted Out School Boards

Residential/Farm land	\$702,124
Non-Residential	\$1,301,561

Total School Requisitions	\$18,229,093
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Requisition Allowance MGA (359(2))	\$75,000
Leduc Foundation	\$118,325

**AND:** the *Municipal Government Act* provides for each Municipality to prepare an assessment for each property in the municipality except for the properties identified in the Act that no assessment is to be prepared for those properties.

**AND:** the total assessable value of property in the City is:

Residential/Farmland	\$3,918,943,100
Non-Residential	\$2,052,312,470
Machinery and Equipment	\$4,344,120
	<hr/>
	\$5,975,599,690

**APPROVED**  
**As to Form**  
B.L.

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**City Solicitor**

**Bylaw No. 975-2018**  
**2018 PROPERTY TAX RATE BYLAW**

**PAGE 2**

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**AND:** Council has passed Bylaw 974-2018 being a Bylaw authorizing the supplementary assessment of all improvements to properties which are completed or occupied or moved into The City in 2018, but not including machinery and equipment

**AND:** the taxation rates and taxation revenue for certain properties which were brought into The City of Leduc as a result of annexation governed by:

- Order in Council 258/2013

**THEREFORE:** the Council of the City of Leduc in the Province of Alberta enacts as follows:

**PART I: BYLAW TITLE**

1. That this Bylaw shall be known as the '2018 Property Tax Rate Bylaw'.

**PART II: DEFINITIONS**

2. In this bylaw, unless the context otherwise requires:
  - a. "City": means the municipal corporation of the City of Leduc
  - b. "City Manager": means the chief administrative officer of the City or his or her delegate.

**PART III: APPLICATION**

3. a. Council authorizes the City Manager to impose taxes for the purpose of raising revenue to be used towards the payment of expenditures and transfers set out in the budget of the City and for the purpose of raising funds for the school requisition as a consequence taxes are hereby imposed on each class of assessed property within the City, whether listed in the assessment roll or supplementary assessment roll, at the rates for each class shown below:

	Tax Levy	Assessment	Tax Rate
<b>General Municipal</b>			
Residential	\$28,019,737	\$3,918,943,100	7.155
Non-Residential	\$17,583,489	\$2,052,312,470	8.568
Machinery and Equipment	\$ -	\$ -	8.568
Supplemental	\$ 150,000		
	<u>\$45,753,226</u>	<u>\$5,971,255,570</u>	
<b>ASFF</b>			
Residential/Farm Land	\$9,321,337	\$3,644,402,534	2.558
Non-Residential	\$6,904,071	\$1,698,600,831	4.065
	<u>\$16,225,408</u>	<u>\$5,343,003,365</u>	

**Bylaw No. 975-2018**  
**2018 PROPERTY TAX RATE BYLAW**

**PAGE 3**

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**Opted-Out School Boards**

Residential/Farm Land	\$702,124	\$274,512,466	2.558
Non-Residential	\$1,301,561	\$320,221,639	4.065
	\$2,003,685	\$594,734,105	

**Requisition Allowance**

Includes Machinery & Equipment

\$75,000      \$5,975,599,690      0.013

**Foundation**

Includes Machinery & Equipment

\$118,325      \$5,942,081,590      0.020

b. Notwithstanding the tax rate set for machinery and equipment, Council completely exempts from taxation machinery and equipment used for manufacturing or processing, pursuant to section 364(2) of the *Municipal Government Act*.

**PART VI: ENACTMENT**

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

READ A FIRST TIME IN COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, AD 2018.

READ A SECOND TIME IN COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, AD 2018.

READ A THIRD TIME IN COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, AD 2018.

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**Bob Young**  
**MAYOR**

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**Sandra Davis**  
**CITY CLERK**

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Date Signed



# **BYLAWS**

Bylaw No. 970-2017 – Amendment to  
Bylaw No. 809-2013 Land Use Bylaw (1<sup>st</sup> Reading)

(Distributed Under Separate Cover)

**DATE:** April 7, 2018

**MEETING DATE:** April 23, 2018

**SUBMITTED BY:** Ken Woitt, Director, Planning & Development

**PREPARED BY:** Sylvain Losier, Manager, Current Planning and Development

**REPORT TITLE:** Bylaw 971-2017 – Amendment to the Business Licence Bylaw

**REPORT NUMBER:** 2017-CR-133

## REPORT SUMMARY

Bylaw 971-2017 is proposing to amend the Business Licence Bylaw by updating references to existing bylaws and deleting a section that will become obsolete once the federal legislation on cannabis is in effect.

## RECOMMENDATION

That Council give Bylaw 971-2017 first reading and set the Council meeting of May 14<sup>th</sup> as the time and place for the Public Hearing of said bylaw to be held in accordance with the Municipal Government Act (MGA).

## BACKGROUND

### KEY ISSUE(S) / CONTEXT:

With the upcoming legalisation of cannabis by the Government of Canada and the upcoming cannabis framework set by the Government of Alberta, the City of Leduc should take this opportunity to review its Business Licence Bylaw to evaluate how the proposed new acts and regulations could impact the Business Licence Bylaw. Under the proposed federal Act (Bill C-45), cannabis accessories are defined as follow:

#### ***cannabis accessory means***

- (a) a thing, including rolling papers or wraps, holders, pipes, water pipes, bongs and vaporizers, that is represented to be used in the consumption of cannabis or a thing that is represented to be used in the production of cannabis; or
- (b) a thing that is deemed under subsection (3) to be represented to be used in the consumption or production of cannabis. (*accessoire*)

#### **Deeming — cannabis accessory**

- (3) For the purposes of the definition *cannabis accessory*, a thing that is commonly used in the consumption or production of cannabis is deemed to be represented to be used in the consumption or production of cannabis if the thing is sold at the same point of sale as cannabis.

It is Administration's understanding that the Government of Alberta does not intend to restrict the sale of accessory as defined by federal legislation. However, all accessory to be sold at cannabis premises will have to be kept under lock. If a municipality adds additional restrictions to those imposed by the other levels of government, this will impact the competitiveness of the retail store. Therefore, an amendment to the bylaw is necessary as we currently limit to two (2) the type of accessory that can be sold in one (1) location (section 3, License requirements, subsection 5a). To be competitive, Administration believes that these stores may need to sell accessories.

As for the background verification in order to obtain a business license, considering that the provincial framework is quite robust, requiring financial, personal, and criminal verifications, Administration felt that it would not be necessary to duplicate the process by adding similar requirements to the municipal licensing process. As with any other industry, the issuance of a business license does not eliminate or supersede the requirements of meeting all federal and provincial acts, regulations, and other requirements.

## LEGISLATION AND/OR POLICY:

1. Municipal Government Act, RSA 2000, Chapter M-26, as amended
  - S. 7 A council may pass bylaws for municipal purposes respecting the following matters:
    - (a) the safety, health and welfare of people and the protection of people and property; and
    - (e) businesses, business activities and persons engaged in business;...
  - Business License Bylaw 767-2011, as amended

## PAST COUNCIL CONSIDERATION:

The upcoming legalisation and its potential implication for the Business License Bylaw has been discussed three (3) times (June 26<sup>th</sup> and December 4<sup>th</sup>, 2017, March 19, 2018) in Committee of the Whole (CoW). This is the first time that Bylaw 971-2017 is presented to Council.

## CITY OF LEDUC PLANS:

Bylaw 971-2017 is consistent with the City's Municipal Development Plan, as amended.

## IMPLICATIONS OF RECOMMENDATION

### ORGANIZATIONAL:

There are no organizational implications.

### POLICY:

There are no policy implications.

### IMPLEMENTATION / COMMUNICATIONS:

The public hearing will need to be advertised in the April 27<sup>th</sup> and May 4<sup>th</sup>, 2018 issues of 'The Representative' and notification will also be made available on the City of Leduc cannabis webpage.

### ALTERNATIVES:

1. That Council direct Administration to amend the proposed Bylaw before giving 1<sup>st</sup> reading as amended.
2. That Council defeat Bylaw 971-2017, cancel the public hearing of May 14<sup>th</sup>, and direct Administration to create a new amending bylaw to address the upcoming legalisation of cannabis. The new approach could contemplate options such as:
  - a. categorizing industries for which a business licence is required,
  - b. imposing various fees pending on the industry category, and/or



- c. limiting the number of licence for certain industries.

## ATTACHED REPORTS / DOCUMENTS:

1. Bylaw 971-2017
2. City of Leduc Business License Bylaw

Others Who Have Reviewed this Report

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

## Bylaw No. 971-2017

PAGE 1

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### A BYLAW OF THE CITY OF LEDUC IN THE PROVINCE OF ALBERTA, TO AMEND BYLAW 767-2011 TO LICENSE AND REGULATE BUSINESSES

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**WHEREAS** pursuant to section 7(e) of The *Municipal Government Act*, a council may pass bylaws for municipal purposes respecting businesses, business activities and persons engaged in business;

**AND**, in accordance with the Act, Council finds it desirable to amend Bylaw 767-2011;

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

That Bylaw 767-2011 shall be amended as follows:

1. Section 2 (1)(k) shall be deleted in its entirety and replaced with the following:

(k) "Fees Bylaw" means the current City of Leduc Fees Bylaw;

2. Section 2 (1)(m) shall be deleted in its entirety and replaced with the following:

(m) "Land Use Bylaw" means The City of Leduc Land Use Bylaw No. 809-2013;

3. The phrase "and Charges" shall be struck from sections 2(1)(o), 5(4), 5(6), 5(7) and 12(1).
4. Section 3(5)(a) shall be deleted in its entirety.
5. This Bylaw shall come into force and effect when it receives Third Reading and is duly signed.

READ A FIRST TIME IN COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_, AD 2018.

READ A SECOND TIME IN COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_ AD 2018.

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS \_\_\_\_ DAY OF \_\_\_\_\_, AD 2018.

**APPROVED**  
As to Form

B. L.

\_\_\_\_\_  
City Solicitor

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
**Bob Young**  
MAYOR

\_\_\_\_\_  
**Sandra Davis**  
CITY CLERK

Date of Consolidation: September 3, 2014

**Consolidation of Bylaw 767-2011**

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**CITY OF LEDUC BUSINESS LICENSE BYLAW**

Adopted September 26, 2011

As Amended By:

**Bylaw 861-2014 adopted June 23, 2014**

This consolidation is not an Official Bylaw. It is prepared by the City Clerk's Office for the assistance only.

Copies of the official bylaw(s) may be purchased from the City Clerk's Office.

This consolidated bylaw was authorized pursuant to Bylaw No. 389-97



**Bylaw No. 767-2011**  
**THE BUSINESS LICENCE BYLAW**

PAGE 1

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**A BYLAW OF THE CITY OF LEDUC, IN THE PROVINCE OF ALBERTA, TO LICENSE AND REGULATE BUSINESSES**

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**WHEREAS** pursuant to section 7(a) of the *Municipal Government Act*, a council may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property; and

**WHEREAS** pursuant to section 7(e) of the *Municipal Government Act*, a council may pass bylaws for municipal purposes respecting businesses, business activities and persons engaged in business; and

**WHEREAS** pursuant to section 7(e) of the *Municipal Government Act*, a council may pass bylaws for municipal purposes respecting the enforcement of bylaws made under the *Municipal Government Act* or any other enactment including any or all of the matters listed therein; and

**WHEREAS** pursuant to section 8 of the *Municipal Government Act*, a council may in a bylaw:

- (a) Regulate or prohibit;
- (b) Deal with any development, activity, industry, business or thing in different ways, divide each of them into classes and deal with each class in different ways; and
- (c) Provide for a system of licences, permits or approvals, including any or all of the matters listed therein;

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

**PART I – GENERAL LICENSING PROVISIONS**

**Short Title**

- 1 This Bylaw may be cited as the "Business Licence Bylaw".

**Interpretation and Definitions**

2

- (1) In this Bylaw, unless the context otherwise requires:

- (a) "*applicant*" means a *person* who applies for a *licence* or renewal of a *licence*;
- (b) "*business*" means:
  - (i) a commercial, merchandising or industrial activity or undertaking,
  - (ii) a profession, trade, occupation, calling or employment; or
  - (iii) an activity providing goods or services;

Whether or not for profit and however organized or formed, including a co-operative or association of *persons*.

**Bylaw No. 767-2011**  
**THE BUSINESS LICENCE BYLAW**

PAGE 2

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- (c) "*carry on*", "*carrying on*", "*carried on*" and "*carries on*" means to conduct, operate, perform, keep, hold, occupy, deal in or use, for a fee or exchange of benefits, whether as principal or agent;
- (d) "*charitable organization*" means any incorporated or unincorporated organization that is formed for a *charitable purpose*;
- (e) "*charitable purpose*" includes a philanthropic, benevolent, educational, health, humane, religious, cultural, artistic or recreational purpose;
- (f) "*City*" means The City of Leduc, a municipal corporation in the Province of Alberta, and includes the area contained within the geographic boundaries of the City of Leduc where the context requires;
- (g) "*City Manager*" means the chief administrative officer of the *City* or his delegate;
- (h) "*Contractor*" means the business of offering to any *person* to perform or arrange to perform work involving an *improvement*;
- (i) "*Council*" as defined in the *Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended*;
- (j) "*dwelling unit*" means a dwelling unit as defined in the *Land Use Bylaw*;
- (k) "*Fees and Charges Bylaw*" means The City of Leduc Fees and Charges Bylaw No. 712-2008;
- (l) "*improvement*" means anything built, placed, altered or repaired which is in, upon, over or under land or water, including a building and any clearing, dismantling, digging, drilling, excavating, grading, filling or tunneling;
- (m) "*Land Use Bylaw*" means The City of Leduc Land Use Bylaw No. 516-2002;
- (n) "*licence*" means a licence issued under this Bylaw;
- (o) "*licence fee*" means those fees payable for a *licence* as prescribed in the *Fees and Charges Bylaw*;
- (p) "*Licensee*" means a *person* holding a valid and subsisting *licence*;
- (q) "*mobile business unit*" means a motor vehicle, temporary structure or display, or stand from which a *business* is *carried on* and for which the *Licensee* is not listed on the assessment roll;
- (r) "*Municipal Tag*" means a ticket alleging an offence issued pursuant to the authority of a Bylaw of the *City*;
- (s) "*Peace Officer*" means a peace officer as defined in the *Provincial Offences Procedure Act*;
- (t) "*person*" means an individual human being or a corporation and includes a partnership, an association or a group of *persons* acting in concert unless the context explicitly or by necessary implication otherwise requires;
- (u) "*premises*" means a store, office, *dwelling unit*, warehouse, factory, building, enclosure or the place occupied or capable of being occupied, by any *person* for the purpose of *carrying on any business*;



**Bylaw No. 767-2011**  
**THE BUSINESS LICENCE BYLAW**

**PAGE 3**

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(v) "*restricted product*" means any of the following:

- (i) a product that displays a marijuana plant
- (ii) a device intended to facilitate smoking activity, including a pipe (metal / glass blown, plastic, wood), water bong or vaporizer
- (iii) a type of grinder (electric or manual)
- (iv) a type of digital weigh scale
- (v) a detoxifying product (including a drink, pill or other product) marketed for masking drug effects or making such effects undetectable through tests;

*Added – Bylaw 861-2014 – adopted June 23, 2014*

(w) "*subsequent offence*" means any offence under this Bylaw committed by a *person* after that *person* has already been convicted of an offence under this Bylaw or has voluntarily paid a fine for such an offence;

(x) "*Violation Ticket*" means a violation ticket as defined in the *Provincial Offences Procedure Act*;

*Re-lettering w and x – Bylaw 861-2014 adopted June 23, 2014*

- (2) Nothing in this Bylaw relieves a Person from complying with any Federal or Provincial law or regulation, other bylaw or any requirement of any lawful permit, order or licence.
- (3) Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.
- (4) All schedules attached to this Bylaw shall form part of this Bylaw.
- (5) Any headings or subheadings in this Bylaw are included for guidance purposes and convenience only, and shall not form part of this Bylaw.
- (6) Specific references to laws in this Bylaw are meant to refer to the current laws applicable within the Province of Alberta as at the time this Bylaw was enacted and as they are amended from time to time, including successor legislation.
- (7) All references in this Bylaw shall be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or female person, or a corporation or partnership.

**Licence Requirements**

3

- (1) No *person* shall *carry on a business* in the *City* unless the *person* holds a *licence* authorizing the *person* to *carry on* that *business*.



**Bylaw No. 767-2011**  
**THE BUSINESS LICENCE BYLAW**

**PAGE 4**

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- (2)
- (a) Notwithstanding subsection (1), a *licence* is not required for:
    - (i) a business *carried on* by the *City*;
    - (ii) a business *carried on* by the Government of the Province of Alberta or the Government of Canada or a Crown Corporation created by either Government;
    - (iii) a business expressly exempted from the requirement of a *licence* by a statute of the Legislature of Alberta or Parliament of Canada or;
    - (iv) a business *carried on* by any person as part of the Leduc Farmer's Market;
  - (b) A person who contracts with any of the Governments or corporations designated in subsection (2)(a) will be subject to all the requirements of this Bylaw.
- (3) No person shall contravene a condition of a *licence*.
- (4) A *licence* is required for each *premises* or *mobile business unit* where the *business* is *carried on*.
- (5)
- (a) No person may, in a single business location or under a single business licence, display or offer for sale *restricted products* from 3 or more categories thereof.
  - (b) No person may sell a *restricted product* to a minor.
  - (c) No person shall display a *restricted product* at a place of business such that the *restricted product* is visible from outside the place of business.
  - (d) The restrictions of this section do not apply in the context of a licensed or regulated pharmacy as contemplated by the Pharmacy and Drug Act, RSA 2000 ch.P-13, or a licensed business within which such licensed or regulated pharmacy is operated.

*Addition – Bylaw 861-2014 adopted June 23, 2014*

**Licence Application**

4

- (1) Before the issue or renewal of a *licence* a person must submit to the *City Manager*:
  - (a) an application in a form established by the *City Manager*;
  - (b) the applicable *licence fee*; and
  - (c) any additional information required by this Bylaw or by the *City Manager*.
- (2) No person shall give false information in an application pursuant to the provisions of this Bylaw.

**Licence Fees**

**Bylaw No. 767-2011**  
**THE BUSINESS LICENCE BYLAW**

**PAGE 5**

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5

- (1) Unless otherwise specified in this Bylaw, *licence fees* are not refundable.
- (2) The *City Manager* may refund a *licence fee* if the *licence* is not issued or renewed.
- (3) Where a *licence* has been issued in error without payment of the applicable *licence fee*, the *licence* may be revoked by the *City Manager*.
- (4) A *person* who does not reside or maintain a permanent *business premises* in the *City* shall pay the *non-resident licence fee* set out in the *Fees and Charges Bylaw*.
- (5) A *person* who operates a business from land zoned for residential use pursuant to the *City of Leduc Land Use Bylaw*.
- (6) A *Licensee* may apply to amend a *licence* by paying the amendment fee set out in the *Fees and Charges Bylaw*.
- (7) A *Licensee* may obtain a replacement *licence* for a *licence* that has been lost or destroyed by paying to the *City* the fee for a replacement *licence* set out in the *Fees and Charges Bylaw*.

**Fee Exemptions for Charitable Organizations**

6

- (1) Where any *charitable organization* wishes to be exempted from the requirements of this Bylaw to pay a *licence fee*, it shall apply to the *City Manager* for an exemption providing the name of the organization and such other information as the *City Manager* requires to determine that the organization is a *charitable organization*.
- (2) Where an exemption to pay the *licence fee* has previously been granted to the *charitable organization* applying under the same or similar circumstances or a similar relief or benefit was granted to the same or a similar *charitable organization* pursuant to the provisions of this Bylaw, the *City Manager* may issue a *licence* without requiring the payment of the *licence fee* from the *charitable organization*.
- (3) A *charitable organization* which receives an exemption under this section must otherwise comply with all provisions of this Bylaw.

**Consultations and Approvals**

7

- (1) The *City Manager* may consult, prior to issuing or renewing a *licence*, with authorities and agencies including but not limited to the Province of Alberta, the RCMP, and *City* departments, to determine whether they are in possession of information which, in the opinion of the *City Manager*, renders it inappropriate for a *licence* to be issued to a *person*.
- (2) Where a *person* intends to *carry on business* at a specific *premises* or location within the *City*, the *person* shall, prior to the *City Manager* issuing a *licence*, ensure that all necessary approvals required under the *Land Use Bylaw* have been obtained and shall provide satisfactory proof thereof to the *City Manager*.
- (3) Where a *licence* has been issued in error without all the necessary approvals required pursuant to this Bylaw, the *licence* may be revoked by the *City Manager*.

**Bylaw No. 767-2011**  
**THE BUSINESS LICENCE BYLAW**

**PAGE 6**

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- (4) The *City Manager* may determine that it is inappropriate to issue a *licence* to a *person* where the safety, health or welfare of the public may be at risk due to the issuance of a *licence*.

**Inspections**

8

- (1) Where a *business* requires a consultation or approval for *licensing* or is *licensed*, then the *premises* and surrounding lot may be inspected by the *City Manager* or a *Peace Officer*.
- (2) A *person* who the *City Manager* or a *Peace Officer* reasonably believes is *carrying on a business* requiring a *licence*, an *applicant*, or a *Licensee* shall:
- (a) permit and assist in all inspections requested by the *City Manager* or a *Peace Officer*;
  - (b) furnish to the *City Manager* or a *Peace Officer* all identification, information, or documentation related to the inspection or *licensing* requirement; and
  - (c) not provide to a the *City Manager* or a *Peace Officer* false or misleading information or information intended to mislead with regard to any matter or thing arising in connection with the *licensing* of the *business*.
- (3) No *person* shall attempt to prevent, obstruct or hinder the *City Manager* or a *Peace Officer* from making an inspection authorized by this Bylaw.
- (4) During an inspection authorized under this section, the *City Manager* or a *Peace Officer* may examine any *business* record or document for the purpose of enforcing this Bylaw, remove any relevant record or document from the *premises* for the purpose of copying it, and will provide a receipt for any document or record so removed.
- (5) No *person* shall allow any false or misleading information to appear on any record required to be kept or prepared pursuant to this Bylaw.

**License Approval, Refusal, Suspension or Revocation**

9

- (1) The *City Manager* may refuse to issue or renew a *licence*, may suspend or revoke a *licence* and may impose any conditions on a *licence* for the following reasons:
- (a) The *applicant* or *Licensee* does not or no longer meets the requirements of this Bylaw with respect to the *licence* applied for or held;
  - (b) The *applicant* or *Licensee* or any of its' officers or employees:
    - (i) furnishes false information or misrepresents any fact or circumstance to a *Peace Officer* or the *City Manager*;



**Bylaw No. 767-2011**  
**THE BUSINESS LICENCE BYLAW**

**PAGE 7**

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- (ii) has, in the opinion of the *City Manager* based on reasonable grounds, contravened this Bylaw whether or not the contravention has been prosecuted;
  - (iii) fails to pay any fee or outstanding fine required by this Bylaw; or
  - (c) In the opinion of the *City Manager*, based on reasonable grounds, it is in the public interest to do so.
- (2) Where any certificate, authority, licence or other document of qualification under this or any other Bylaw, or under any statute of Canada or the Province of Alberta is suspended, cancelled, terminated or surrendered, the *City Manager* shall suspend any *licence* issued under this Bylaw based in whole or in part on the certificate, authority, *licence* or other document of qualification.

**Notice to Applicant or Licensee**

- 10 Before refusing to issue or renew a *licence*, and before a *licence* is suspended or revoked or conditions are imposed, other than conditions imposed by this Bylaw, the *applicant* or *Licensee* must be given:
- (a) notice of the proposed refusal, suspension, revocation or the proposed conditions with reasons; and
  - (b) an opportunity to make written representations to the *City Manager*.

**Decision of City Manager**

- 11 If a decision is made to refuse the issue or renewal of a *licence*, to suspend or revoke a *licence* or to impose conditions on a *licence*, other than conditions imposed by this Bylaw, notice of the decision may be served on the *applicant* or *Licensee*:
- (a) in person on the *applicant* or *Licensee* or any of its officers or employees; or
  - (b) by registered mail to the address in the application or in the records of the *City* for the *Licensee*.

**Appeal to City Council**

- 12
- (1) A *person*:
- (a) who has been refused the issue or renewal of a *licence*;
  - (b) whose *licence* has been suspended or revoked; or
  - (c) whose *licence* is made subject to conditions, other than conditions imposed by this Bylaw;
- may appeal the decision within fourteen (14) days by providing written notice to the City Clerk and paying the notice of appeal fee set out in the *Fees and Charges Bylaw*.
- (2) Where a *Licensee* has given notice of an intention to appeal the revocation, suspension or conditions of a *licence*, the *City Manager* may, in the *City Manager's* sole discretion, stay the revocation, suspension or conditions pending the hearing of

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the appeal if the continued operation of the *business* does not create a danger to the safety, health or welfare of the public.

**Licence Identification**

13

- (1) A *licence* must be issued on a form bearing the identification of the *City* and all *licences* issued pursuant to this Bylaw are and shall remain the property of the *City*.
- (2) A *licence* must bear on its face the date on which it is issued and the date on which the *licence* will expire.
- (3) A Licensee shall:
  - (a) post the *licence* in a prominent visible location in the *premises*; or
  - (b) if it is not practical to post the *licence*, produce the *licence* forthwith upon demand by a *Peace Officer*.
- (4) No person shall reproduce, alter, or deface a *licence*.

**Notification of Changes**

14 A Licensee shall forthwith notify the *City Manager* in writing of:

- (a) a change in the address of the *Licensee's business premises*;
- (b) a change in the partners of the *business* if the *licence* is issued to a partnership; or
- (c) a change in the officers or directors of the corporation if the *licence* is issued to a corporation.

**Transfer of Licence**

15 A *licence* does not confer any property right and no *Licensee* may sell, transfer, assign, lease or otherwise dispose of or deal in a *licence*.

**Term of Licence**

16

- (1) A *licence* issued pursuant to this Bylaw, unless previously suspended or revoked, or as otherwise specified in this Bylaw, is valid from the date issued stated thereon and shall expire at twelve o'clock midnight on December 31 in the year in which it was issued.
- (2) The *City Manager* may issue a *licence* for a limited term or for a specified date in any case where the *City Manager* considers it appropriate to do so.
- (3) A *person* may not appeal a decision to issue a *licence* for a limited term or for a specified date.



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**THE BUSINESS LICENCE BYLAW**

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**PART II – REGULATIONS PERTAINING TO PARTICULAR BUSINESSES**

**Contractor**

17

- (1) A *Contractor* that applies to the *City* for a permit, including but not limited to a Building Permit, a Development Permit, a Plumbing and Gas Permit, an Electrical Permit or a Mechanical Permit, must have a *licence*.
- (2) The *City Manager* or a *Peace Officer* may inspect the *premises* or the site at which a *Contractor* is working.
- (3) Notwithstanding Section 30, proof of one offer to perform or offer to arrange to perform work on an *improvement* is sufficient to establish that the *business* of a *Contractor* is being *carried on*.

**PART III – ENFORCEMENT**

**Offence**

- 18 A *person* who contravenes this Bylaw is guilty of an offence.

**Continuing Offence**

- 19 In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues and a *person* guilty of such an offence is liable to a fine in an amount not less than that established by this Bylaw for each such day.

**Vicarious Liability**

- 20 For the purposes of this Bylaw, an act or omission by an employee or agent of a *person* is deemed also to be an act or omission of the *person* if the act or omission occurred in the course of the employee's employment with the *person*, or in the course of the agent's exercising the powers or performing the duties on behalf of the *person* under their agency relationship.

**Corporations and Partnerships**

21

- (1) When a corporation commits an offence under this Bylaw, every principal, director, manager, employee or agent of the corporation who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.
- (2) If a partner in a partnership is guilty of an offence under this Bylaw, each partner in that partnership who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence.



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**Fines and Penalties**

22

- (1) A *person* who is guilty of an offence is liable to a fine in an amount not less than that established in this Section, and not exceeding \$10,000.00, and to imprisonment for not more than 6 months for non-payment of a fine.
- (2) Without restricting the generality of subsection (1) the following fine amounts are established for use on *Municipal Tags* and *Violation Tickets* if a voluntary payment option is offered:
  - (a) \$300.00 for any offence for which a fine is not otherwise established in this Section;
  - (b) \$500.00 for any offence under Sections 3(1), 3(4), 4(2), 8;
  - (c) \$750.00 for any offence under Section 3(5);
  - (d) double these fine amounts for an *subsequent offence*.

*Amended – Bylaw 861-2014 adopted June 23, 2014*

**Municipal Tag**

23

- (1) A *Peace Officer* is hereby authorized and empowered to issue a *Municipal Tag* to any *person* who the *Peace Officer* has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- (2) A *Municipal Tag* may be issued to such *person*:
  - (a) either personally; or
  - (b) by mailing a copy to such *person* at his last known post office address.
- (3) The *Municipal Tag* shall be in a form approved by the *City Manager* and shall state:
  - (a) the name of the *person*;
  - (b) the offence;
  - (c) the specified penalty established by this Bylaw for the offence;
  - (d) that the penalty shall be paid within 30 days of the issuance of the *Municipal Tag*; and
  - (e) any other information as may be required by the *City Manager*.

**Payment in Lieu of Prosecution**

- 24 Where a *Municipal Tag* is issued pursuant to this Bylaw, the *person* to whom the *Municipal Tag* is issued may, in lieu of being prosecuted for the offence, pay to the *City* the penalty specified within the time period indicated on the *Municipal Tag*.

**Violation Ticket**

25

- (1) If a *Municipal Tag* has been issued and if the specified penalty has not been paid within the prescribed time, then a *Peace Officer* is hereby authorized and

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empowered to issue a *Violation Ticket* pursuant to the *Provincial Offences Procedure Act*;

- (2) Notwithstanding subsection (1), a *Peace Officer* is hereby authorized and empowered to immediately issue a *Violation Ticket* pursuant to the *Provincial Offences Procedure Act* to any *person* who the *Peace Officer* has reasonable and probable grounds to believe has contravened any provision of this Bylaw;
- (3) If a *Violation Ticket* is issued in respect of an offence, the *Violation Ticket* may;
  - (a) specify the fine amount established by this Bylaw for the offence; or
  - (b) require a *person* to appear in court without the alternative of making a voluntary payment.

**Voluntary Payment**

26 A *person* who commits an offence may:

- (a) if a *Violation Ticket* is issued in respect of the offence; and
- (b) if the *Violation Ticket* specifies the fine amount established by this Bylaw for the offence;

make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the *Violation Ticket*, the specified penalty set out on the *Violation Ticket*.

**Obstruction**

27 A *person* shall not obstruct or hinder any *person* in the exercise or performance of the *person's* powers pursuant to this Bylaw.

**PART IV - GENERAL**

**Proof of Licence**

28 The onus of proving that a *person* has a valid and subsisting *licence* for a *business* is on the *person* alleging the *licence* on a balance of probabilities.

**Proof of Exemption**

29 The onus of proving that a *person* is exempt from the provisions of this Bylaw requiring a *licence* is on the *person* alleging the exemption on a balance of probabilities.

**Proof of Business**

30 In a prosecution for a contravention of this Bylaw against *carrying on a business* without a *licence*, proof of one transaction in the *business* or that the *business* had been advertised is sufficient to establish that a *person* is *carrying on the business*.

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**City Manager**

- 31 Without restricting any other power, duty or function granted by this Bylaw, the *City Manager* may:
- (a) carry on whatever inspections are reasonably required to determine compliance with this Bylaw;
  - (b) delegate any powers, duties or functions under this Bylaw to an employee of the *City*; and
  - (c) establish forms for the purposes of this Bylaw.

**Certified Copy of Record**

- 32 A copy of a record of the *City*, certified by the *City Manager* as a true copy of the original, shall be admitted in evidence as prima facie proof of the facts stated in the record without proof of the appointment or signature of the *person* signing it.

**Existing Licence**

- 33 An existing licence issued under Bylaw No. 487-2000, the City of Leduc Business Licence Bylaw, remains valid until the term of such licence expires.

**Repeal**

- 34 Bylaw No. 487-2000 is repealed.

**Enactment**

- 35 This Bylaw shall come into force and effect when it received third reading and is duly signed.

READ A FIRST TIME IN COUNCIL THIS 24<sup>TH</sup> DAY OF MAY, 2011.

READ A SECOND TIME AS AMENDED IN COUNCIL THIS 26<sup>TH</sup> DAY OF SEPTEMBER, 2011.

READ A THIRD TIME AS AMENDED IN COUNCIL AND FINALLY PASSED THIS 26<sup>TH</sup> DAY OF SEPTEMBER, 2011.

*"original signed"*

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**Greg Krischke**  
**MAYOR**

*"original signed"*

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**Laura Knoblock**  
**CITY CLERK**

September 26, 2011  
Date Signed



# COUNCIL REQUEST FOR DECISION

**MEETING DATE:** April 23, 2018

**SUBMITTED BY:** Darrell Melvie, General Manager, Community & Protective Services

**PREPARED BY:** Cameron Chisholm, Manager, RCMP Administration and Leduc Enforcement Services

**REPORT TITLE:** Bylaw No. 981-2018 Amendment to Community Standard Bylaw No. 71-2008 Cannabis Public Use

## REPORT SUMMARY

To provide a municipal legislative response for the public use of cannabis in preparation for the legalization of cannabis by the Federal Government.

## RECOMMENDATION

That Council give Bylaw 981-2018 a first reading.

## BACKGROUND

### KEY ISSUE(S) / CONTEXT:

The Federal Government is legalizing adult cannabis possession and consumption in the summer of 2018.

In response to the Federal legalization, the Province of Alberta tabled *Bill 26: An Act to Control and Regulate Cannabis*. This Act restricts the use of cannabis in public places where the smoking of tobacco products is prohibited. These restrictions are unlike alcohol which is illegal to consume in public unless at a licensed premise or private residence. The Act further restricts the vaping and smoking of cannabis in areas frequented by children.

The Act provides the following restrictions with respect to locations where the use of cannabis is prohibited:

### Smoking and Vaping Prohibited

**90.28** No person may smoke or vape cannabis

- (a) in any area or place where that person is prohibited from smoking under the *Tobacco and Smoking Reduction Act* or any other Act or the bylaws of a municipality
- (b) on any hospital property, school property or child care facility property
- (c) in or within a prescribed distance from
  - (i) a playground
  - (ii) a sports or playing field
  - (iii) a skateboard or bicycle park
  - (iv) a zoo
  - (v) an outdoor theatre
  - (vi) an outdoor pool or splash pad, or
  - (vii) any other area or place that is prescribed or otherwise described in the regulations

Under the Regulations for the Act, the prescribed distance is defined as:

## **Prescribed distance for no smoking areas**

**129** No person may smoke or vape cannabis within 5 metres of an area or place listed in section 90.28(c)(i) to (vi) of the Act.

The *Tobacco and Smoking Reduction Act* prohibits smoking within public places which means all or any part of a building, structure or enclosed area to which the public have access as of by right or by invitation. That Act further prohibits smoking in:

- i) The common areas of a multi-unit facility, including patios, pools, other recreational areas and enclosed parking garages
- ii) A group living facility
- iii) An outdoor bus or taxi shelter
- iv) Licensed premises
- v) A restaurant, and
- vi) A hotel

The *Tobacco and Smoking Reduction Act* prohibits smoking in public places as previously described, in a workplace, in a vehicle in which a minor is present, in a public vehicle or within five (5) metres from a doorway, window or air intake of a public place or workplace.

With the legalization of cannabis, the City of Leduc has the ability to further address the issue of public use within the City. The Province has provided authority under the *Act to Control and Regulate Cannabis* for municipalities to vary the prescribed distance or add additional locations where the use of cannabis is prohibited. Other issues such as retail locations relating to cannabis legalization are being covered by the Planning Department.

A City of Leduc survey on the public use of cannabis ran from February 16<sup>th</sup> to March 2<sup>nd</sup>, 2018. The survey provided the public the opportunity to answer key questions relative to the public use of cannabis. The nine question survey was posted on the City of Leduc website and was promoted using social media and print advertisement. Two of the questions were open. The survey was answered by 1,505 respondents.

Some of the survey highlights included:

- More than 91% felt that rules for public use of cannabis should be the same as, or more restrictive as the rules for smoking tobacco in public facilities.
- 76% felt that vaping should be subject to the same regulations as tobacco for public use.
- 74% felt that it was not acceptable to use (smoke or vape) cannabis in areas frequented by seniors and/or vulnerable groups. 54% stated it was not acceptable to use in public parks. Approximately 44% felt it was unacceptable to use while walking down the street, on multi ways or walking trails, in downtown areas and in industrial areas. 39% stated that it should not be used at outdoor concerts, festivals or events.
- 66% responded that cannabis should be smoked or vaped at festivals and events in designated areas only.



- With respect to the permissible distance from locations prohibited by the Province, 27% said less than 25 metres was acceptable while the equal amount said between 25 and 100 metres was acceptable.
- 82% wanted to learn more about RCMP enforcement of cannabis (impaired, possession, etc.)
- 67% wanted to know more about how cannabis consumption would be regulated. Roughly the same wanted to know what they would be permitted and prohibited from doing.
- 96% of the respondents stated the survey was being responded for themselves or their family.
- The age of the respondents represented the demographics of Leduc.
- There were 554 comments made with 99 of them being "no comment".

A complete copy of the survey is attached as Attachment "A".

Vaping is not covered under the *Tobacco and Smoking Reduction Act*. While the vaping of cannabis is referenced in an *Act to Control and Regulate Cannabis*, there is a need to restrict vaping within Leduc at public places given that the vaping of cannabis could be undetectable or masked.

All Leduc Vaping Retailers were contacted in November 2017, and consulted over the proposal of prohibiting vaping in public places under the Health Bylaw. They were advised that Leduc would be consistent with Edmonton, Red Deer and Calgary bylaws and provide an exemption for Vaping Retailers that would allow customers to try vaping products at their retail stores. The stores were invited to provide input on this proposed amendment. All of the stores supported the addition of vaping to the Health Bylaw but did not provide feedback on the amendment.

The vaping of cannabis will be illegal where it is illegal to smoke cannabis. The only reason to advance vaping restrictions at this time within the proposed amendments is to address the possibility where a person could be masking the vaping of cannabis. The likelihood of this is fairly low. Given that there is a need to look broader at a tobacco reduction strategy for the entire community from a health perspective and that the environment is still evolving with respect to cannabis legislation, this provision will be deferred until later.

The Community Safety Advisory Committee supported the addition of vaping to both the Health Bylaw and the Smoke-Free Vehicles for Minors Bylaw.

## LEGISLATION AND/OR POLICY:

Under Section 129 of Bill 26, the *Act to Control and Regulate Cannabis*, a municipality will have the authority to further prescribe distances and describe areas and places where cannabis will be prohibited to be used (smoking or vaping).

## PAST COUNCIL CONSIDERATION:

On March 18, 2018, Administration presented Committee of the Whole with an update on Cannabis – Public Use. A copy of the Committee of the Whole report is included as Attachment "B".



At this meeting, three models were presented by Administration.

- Option 1:** to proceed with an Open model where no further changes would be made to the existing Provincial prescribed distance or locations.
- Option 2:** to have a Moderate model where the prescribed distance would be varied from the Provincial prescribed distance of 5 metres. In addition, the City would have the ability to temporarily prohibit the smoking and vaping of cannabis at a location.
- Option 3:** a Restricted model where cannabis would be treated the same as liquor is in that it could not be consumed in public places.

A motion was made by Council that, "Administration be directed to prepare a report, and a Bylaw, using a moderate private use approach, including a buffer of 50 meters and the use of temporary bans during certain events such as Canada Day celebrations. The Multiway will not be a restricted location".

When the options were presented, it was further recommended that the existing Health Bylaw and Smoke Free Vehicles for Minors Bylaw be repealed. Additionally, it was recommended that provisions to prohibit vaping in public places but permit vaping in vaping retailing. As noted previously, that recommendation will be dealt with at a later time.

On February 12, 2018, Council was presented with the proposed survey on public use of cannabis. Results of this survey were presented to Council on March 12, 2018.

## IMPLICATIONS OF RECOMMENDATION

### GENERAL:

The proposed amendment will grant the City Manager the ability to define areas where the smoking and vaping of cannabis is prohibited. The ability to extend distances (or the prescribe distance as referenced under *the Act to Control and Regulate Cannabis*) to beyond 5 meters can be addressed under this same City Manager area definition authority. Key to this approach would be a requirement to ensure signage is adequate to provide notice to the public and in the event of prosecution, the signage was in good repair at the time of the offence.

### ORGANIZATIONAL:

Both the RCMP and Leduc Enforcement Services will be required to be made aware of any City Manager defined areas where cannabis has been prohibited. Delegation of the ability to define areas may be required to facilitate requests for public events. This defined area would only pertain only to City of Leduc owned property.

### FINANCIAL:

Departure from Provincial standards for prescribed distances has financial implications. Costs for temporary and permanent signage would be required. Public Works would be required to place and remove signage at any temporary events. Costs for a fixed regulatory sign would be approximately \$200 for each sign. Labour costs of



Public Works employees for installation would be extra. Alberta First Call is also required for each sign installation unless an existing pole is required. Applications for Alberta First Call requests would increase labour requirements as an application is required for each new sign installation. Leduc has 42 playgrounds, 44 sports fields, one splash park and one skateboard park. Sign costs alone could exceed \$70,000 if you have at least four signs per location.

Costs for signs are not captured within the existing budget.

## **POLICY:**

Administration will draft a policy that allows for the City Manager (or delegate) to prohibit the smoking or vaping of cannabis within 50 meters from the following locations:

- (i) a playground
- (ii) a sports or playing field
- (iii) a skateboard or bicycle park
- (iv) a zoo
- (v) an outdoor theatre
- (vi) an outdoor pool or splash pad

As this distance is different than the 5 meter prescribed distance set by the Province in the *Act to Control and Regulate Cannabis*, signage will be required for these locations listed above.

Administration will also include in the policy the ability for the City Manager (or delegate) to temporarily prohibit the smoking or vaping of cannabis at public locations. Temporary signage requirements will be outlined in this policy.

Hospital, school property and child care facility property, along with locations covered under the *Tobacco and Smoking Reduction Act*, will not be referenced in this policy as Provincially the use of cannabis (smoking or vaping) is prohibited in these areas.

## **LEGAL:**

As the Province has not provided a draft of their legislation, any amendment could be subject to additional change. At this time only a first reading of the amendments can be done. A variation to the Provincial prescribed distance may require rationale if challenged.

## **IMPLEMENTATION / COMMUNICATIONS:**

A communications plan will be required to better educate the public on the rules prohibiting public use of cannabis in Leduc regardless of any prescribed distance variation or additional locations added by the Municipality. Proper signage will be required for locations where a temporary or permanent prohibition is in place. Ongoing communications would be required until the public is educated on where they can or can't, smoke or vape cannabis.

## ALTERNATIVES:

1. Proceed with Open model and make no further changes to proposed/existing Provincial legislation.
2. Proceed with Restricted model and prohibit use of cannabis (smoking or vaping) in public within Leduc.

## ATTACHMENTS:

Attachment "A" - Survey results on Public Use of Cannabis

Attachment "B" - Committee of the Whole Cannabis Update – Public Use Report

Attachment "C" - Proposed Bylaw 981-2018

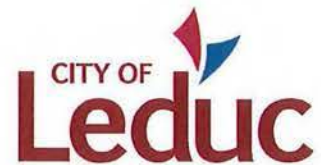
Others Who Have Reviewed this Report

Others Who Have Reviewed this Report P. Benedetto, 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 / J. Cannon, Director, Finance



# Cannabis Legalization: Public Consumption

## Online Survey Results



The City of Leduc conducted an online survey from Feb. 16 - Mar. 2, 2018 that provided the public an opportunity to answer key questions relative to public consumption of cannabis. Questions allowed the public to indicate how they felt public consumption should be regulated in the City of Leduc and identify any other questions or concerns they had surrounding legalization.

This survey was posted on the City of Leduc website at [www.leduc.ca/cannabis](http://www.leduc.ca/cannabis) and was promoted through the City's Facebook and Twitter accounts as well as in the Leduc Representative. This survey received a total of **1,505 responses**.

### Question 1

Currently in the province, regulations state that smoking tobacco is prohibited in public facilities and within 5 metres of any entrance to public facilities to protect the public from second-hand smoke. Should the rules regarding smoking cannabis in public places be:

The same as current regulations for tobacco	48%
More restrictive than current regulations for tobacco	44%
Less restrictive than current regulations for tobacco	7%
I don't know enough about current regulations	1%

### Question 2

Cannabis can be consumed by vaping (also known as e-cigarettes). The City of Leduc is considering amending its Health Bylaw to include vaping tobacco. Should vaping cannabis also be subject to the same regulations under the Health Bylaw?

Yes	78%
No	22%

# Cannabis Legalization: Public Consumption

## Online Survey Results



### Question 3

Please select any places you feel ARE NOT acceptable for people to smoke or vape cannabis (select all that apply):

In areas frequented by seniors and/or vulnerable groups	74%	While on the multiway, Telford Lake boardwalk or other walking trails	43%
In commercial/ retail locations	67%	In industrial areas	42%
In a public park	54%	At an outdoor concert, festival or event	37%
While walking down the street	44%	Any outdoor public space	36%
In the downtown area	44%	Other	23%

### Question 4

How should the City of Leduc approach smoking and vaping cannabis at festivals and events?

Cannabis use should only be allowed in designated areas at these events	66%
Cannabis use should be banned entirely at these events	19%
Cannabis use should be allowed anywhere at these events	15%



# Cannabis Legalization: Public Consumption

## Online Survey Results



### Question 5

The Government of Alberta has proposed that the consumption of cannabis will be restricted within a certain distance from schools, daycares, afterschool care, playgrounds, sports fields, skate or bike parks, zoos, outdoor theatres, pools, splash parks and other areas that children frequent. This distance has yet to be defined by the province, but the City of Leduc will be able to impose additional restrictions on distance. In your view, at what distance from the boundaries of these restricted areas should smoking and vaping be permitted?

Unspecified (answers did not include definitive measurement e.g. <i>out of sight or everywhere</i> )	32%
Less than 25 metres	27%
25 to 100 metres	27%
Greater than 200 metres	10%
101 to 200 metres	4%

### Other Trends

**12%** of responses indicated they supported a distance that was the same as what is set out in smoking and tobacco legislation.

**5%** of responses mentioned children and/or the presence of children as a factor in their answer.



# Cannabis Legalization: Public Consumption

## Online Survey Results

### Question 6

The City of Leduc, along with the Government of Alberta, will be responsible for educating residents on cannabis legalization. What topics would you like to learn more about? (select all that apply)

RCMP enforcement (DUI, possession, etc.)	82%	The health and social impacts (including addiction and impairment)	45%
How cannabis consumption will be regulated	66%	Post-legalization next steps from Federal and Provincial Government	43%
What I will be permitted and prohibited from doing	64%	Economic development opportunities	32%
How cannabis retail will be regulated	63%	Leglization history in Canada	15%
Cannabis and youth	53%	Other	7%

### Question 7

You are completing this survey on behalf of (select all that apply):

Yourself and your family	96%
Other	4%
A business	3%
A community group, association or organization	2%

# Cannabis Legalization: Public Consumption

## Online Survey Results



### Question 8

Your age:

26-35	33%	36-45	20%
18-25	23%	46-55	12%
		55+	12%

### Question 9

Do you have any additional comments regarding the legalization of cannabis?  
*Comments have been categorized by type.*

Negative	34%
Other (did not state support or non-support of legalization)	34%
Positive	27%
Question	5%

### Other Trends

**16%** of responses indicated that the regulations should be the same as alcohol.

**5%** of responses indicated that the regulations should be the same as tobacco/smoking.



# COMMITTEE-OF-THE-WHOLE INFORMATION ITEM



**MEETING DATE:** March 19, 2018

**SUBMITTED BY:** Darrell Melvie, GM Community and Protective Services

**PREPARED BY:** Cameron Chisholm, Manager RCMP Administration and Leduc Enforcement Services

**REPORT TITLE:** Cannabis Update – Public Use

## REPORT SUMMARY

This report provides an overview of the places where cannabis will be prohibited to use under Provincial legislation. The report also contains a summary of Administration's investigation of other municipalities' activities as they are preparing themselves for the upcoming legalization of cannabis and enforcement challenges. Lastly, the report contains a proposed strategy for the City of Leduc Community Standards Bylaw amendments to address public use of cannabis.

## BACKGROUND

### PREVIOUS COUNCIL/COMMITTEE ACTION:

An update was provided on March 12, 2018, at Council. That update provided results of the Cannabis Public Use survey conducted February 16-March 2, 2018, and outlined three options that Administration was considering for Council review. An update was also made on February 12<sup>th</sup>, 2018, where the survey questions on the public use of Cannabis were presented to Council at Committee of the Whole.

### KEY ISSUES:

Council Report of March 12, 2018 provides background on the issues of public use. Provincial legislation treats cannabis similar to tobacco for where it can be used (smoking or vaping). This legislation outlines areas where it is prohibited to be used.

No person may smoke or vape cannabis

- (a) in any area or place where that person is prohibited from smoking under the *Tobacco and Smoking Reduction Act* or any other Act or the bylaws of a municipality
- (b) on any hospital property, school property or child care facility property
- (c) in or within a prescribed distance from
  - i) a playground
  - ii) a sports or playing field
  - iii) a skateboard or bicycle park
  - iv) a zoo
  - v) an outdoor theatre
  - vi) an outdoor pool or splash pad
  - vii) any other area or place that is prescribed or otherwise described in the regulations



# COMMITTEE-OF-THE-WHOLE INFORMATION ITEM

Under the Regulations for the Act, the prescribed distance is defined as 5 metres.

A Municipality has the ability to set any prescribed distance and add places and locations where the use of cannabis will be prohibited.

The *Tobacco and Smoking Reduction Act* prohibits smoking within public places which means all or any part of a building, structure or enclosed area to which the public have access as of by right or by invitation. That Act further prohibits smoking in:

- i) the common areas of a multi-unit facility, including patios, pools, other recreational areas and enclosed parking garages
- ii) a group living facility
- iii) an outdoor bus or taxi shelter
- iv) licensed premises
- v) a restaurant
- vi) a hotel

The *Tobacco and Smoking Reduction Act* prohibits smoking in public places as previously described, in a workplace, in a vehicle in which a minor is present, in a public vehicle or within 5 metres from a doorway, window or air intake of a public place or workplace.

Vaping is not covered under the *Tobacco and Smoking Reduction Act*. While the vaping of cannabis is referenced in an *Act to Control and Regulate Cannabis*, there is a need to restrict vaping within Leduc at public places (indoors and 5 metres from entrances) given that the vaping of cannabis could be undetectable or masked.

At this time, limited information is available on what other Cannabis public use bylaws are being implemented by other communities.

Spruce Grove currently bans smoking and vaping in open space (playground, dog park or sports field). A recommendation is being forwarded to Council to also include parks, walkways and City owned facilities. Their current definition of smoking would include the use of cannabis if smoked or vaped.

Strathcona County Enforcement will be putting forth to Council a proposal similar to Spruce Grove (but more extensive) where all smoking and vaping is prohibited everywhere in public space. Administration is appearing before their Council on March 27<sup>th</sup>.

An enforcement issue will be the issue of odour as a result of the public use of cannabis. Landlords and Condo associations have the ability to dictate such usage on their property in rental or condo agreements. Some areas in the United States define cannabis odour as not offensive in their legislation. This approach has minimized the impact on enforcement in situations where it would be difficult to determine what qualifies as offensive.

## Proposed Strategy for Bylaw Amendments:

### **Minimum proposed recommendations:**

- 1) As the City of Leduc Health Bylaw was created prior to the creation of the *Tobacco and Smoking Reduction Act*, it has been made redundant by Provincial law and can be repealed.

# COMMITTEE-OF-THE-WHOLE INFORMATION ITEM



- 2) The City of Leduc Smoke Free Vehicles for Minors can be repealed as smoking in a vehicle with minors is covered under the *Tobacco and Smoking Reduction Act*.
- 3) As vaping is not referenced under the *Tobacco and Smoking Reduction Act*, a section under the Community Standards Bylaw is required to prohibit vaping in public places (indoor areas where the public has access) and also vehicles with minors. An exemption for retail outlets that sell vaping related products should be permitted in this amendment (both Edmonton and Calgary have this provision).

With respect to further defining where Cannabis can be smoked or vaped, the following options are presented to Council:

## **Further Options for consideration:**

### Open:

Take no further legislative action and rely on Provincial legislation.

### Moderate:

- a) The City could, by bylaw, create the authority to temporarily prohibit the smoking and vaping of cannabis at any other location. This could be used to facilitate large public events where children would be present such as festivals or parades.
- b) The City could, by bylaw, increase the prescribed distance (5 m) to ensure smoking and vaping cannabis was even further away from locations identified in this report.

### Restricted:

The City could by bylaw prohibit the smoking and vaping of cannabis in all public places within the City.

## **ATTACHMENTS:**

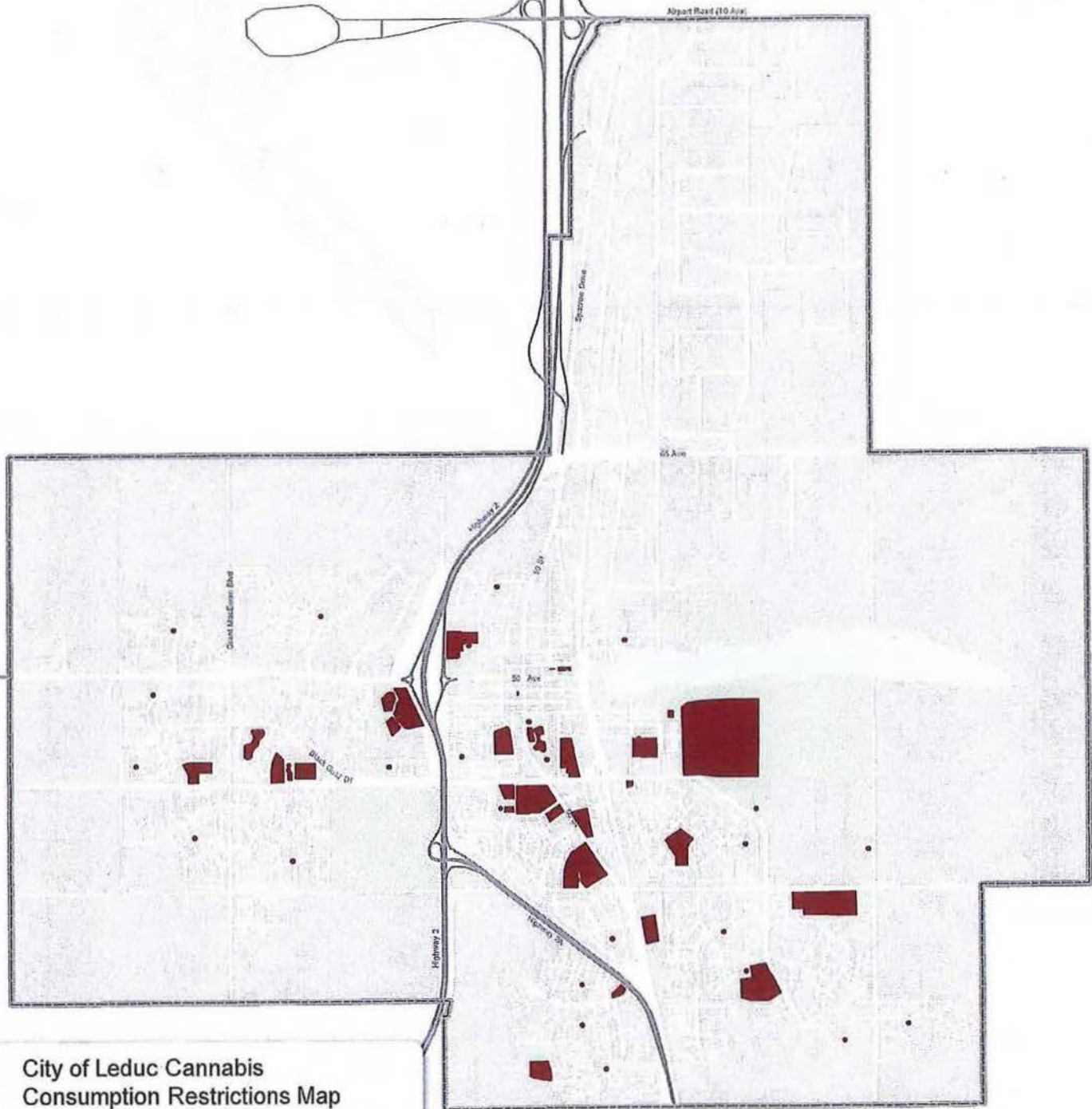
Appendix 1: Map of Leduc with prohibited areas under Open option

Appendix 2: Map of Leduc with prohibited areas under Moderate option using 50 metres as prescribed distance

Others Who Have Reviewed this Report

P. Benedetto, City Manager / B. Loewen, City Solicitor / D. Melvie, General Manager, Community & Protective Services / M. Pieters, General Manager, Infrastructure & Planning





**City of Leduc Cannabis  
Consumption Restrictions Map  
Open Scenario**

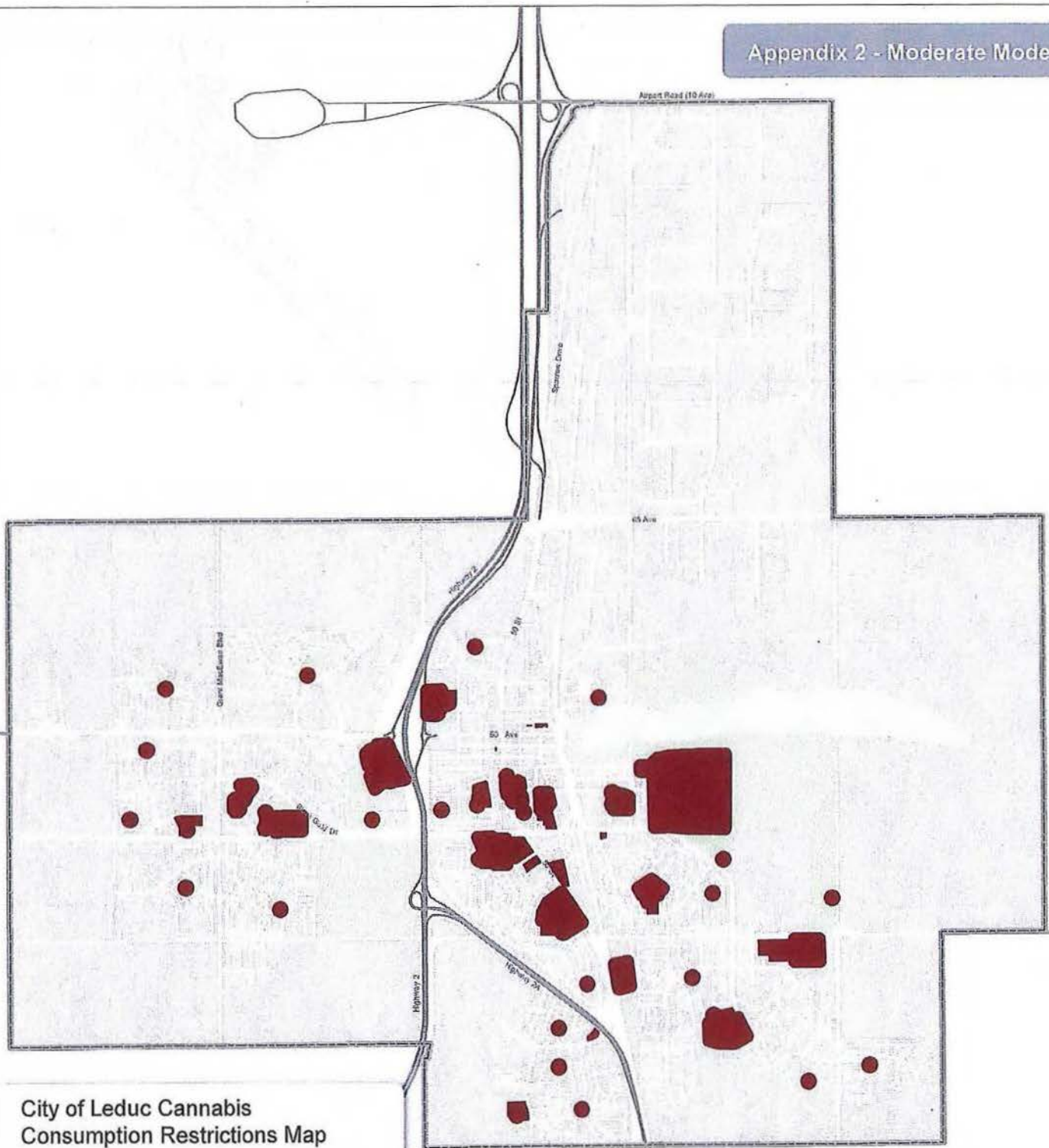
- Hospital, school, registered daycares, and 5m separating distance from playground, sports or bicycle park, playground\*, outdoor theater, outdoor pool and splash pad

Total restricted consumption area: 1073157 m<sup>2</sup>

\* playground areas were assumed with an average of 225m<sup>2</sup> and a radius of 15m from designated playground center.







**City of Leduc Cannabis  
Consumption Restrictions Map  
Moderate Scenario**

- Hospital, school, registered daycares, and 50m separating distance from playground, sports or bicycle park, playground\*, outdoor theater, outdoor pool and splash pad

Total restricted consumption area: 1941473 m<sup>2</sup>

\* playground areas were assumed with an average of 225m<sup>2</sup> and a radius of 15m from designated playground center.



## Bylaw No. 981-2018

PAGE 1

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### A BYLAW OF THE CITY OF LEDUC IN THE PROVINCE OF ALBERTA, TO AMEND BYLAW NO. 711-2008 COMMUNITY STANDARDS BYLAW

---

**WHEREAS** The *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended, grants a municipality the authority to pass, amend and repeal a bylaw.

**AND**, the Council of the City of Leduc has deemed it expedient and necessary to amend Bylaw No. 711-2008;

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

That Bylaw 711-2008 shall be amended as follows:

1. The following new definitions shall be alphabetically added to Section 2:

(b.1) **"Cannabis"** has the meaning given to it in the federal Act;

(m.1) **"Smoke"** where used as a verb in respect of Cannabis, means inhaling or exhaling the smoke produced by lit Cannabis or holding or otherwise having control of lit Cannabis or any device or thing that contains lit Cannabis;

(m.2) **"Vape"** in respect of Cannabis, means inhaling or exhaling the vapour, emissions or aerosol produced by, or holding or otherwise having control of, an electronic cigarette or similar device containing Cannabis;

2. The following new section shall be added following Section 7:

#### **CANNABIS**

7.5 A Person shall not smoke or vape Cannabis in any location identified as an area where smoking or vaping Cannabis is prohibited.

3. The following new section 42 (e.1) shall be added following section 42 (e) :

42 (e.1) establish areas where the smoking or vaping of Cannabis is prohibited;

**APPROVED**  
**As to Form**

B.L.

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**City Solicitor**

## Bylaw No. 981-2018

PAGE 2

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

READ A FIRST TIME IN COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_, AD 2018.

READ A SECOND TIME IN COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_ AD 2018.

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS \_\_\_\_ DAY OF \_\_\_\_\_, AD 2018.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
**Bob Young**  
**MAYOR**

\_\_\_\_\_  
**Sandra Davis**  
**CITY CLERK**



# COUNCIL REQUEST FOR DECISION

**DATE: February 15, 2018**

**MEETING DATE: April 23, 2018**

**SUBMITTED BY: B. Loewen, City Solicitor/S. Davis, City Clerk**

**PREPARED BY: S. Davis, City Clerk**

**REPORT TITLE: Bylaw No. 957-2017 Council Code of Conduct**

**REPORT NUMBER: 2017-CR-130**

## REPORT SUMMARY

The Code of Conduct Regulations have required further amendments to Bylaw No. 957-2017 which Council gave first reading to on August 21, 2017. Council must adopt a Bylaw that meets the requirements of both the *Municipal Government Act* and the Code of Conduct Regulations.

## RECOMMENDATION

1. That Council amend Bylaw No. 957-2017 – Council of Conduct Bylaw to comply with the Code of Conduct for Elected Officials Regulation as follows:
  - a) In Part II: Purpose and Definitions, addition of the following definitions:
    3. *Act:* *Municipal Government Act*
    6. City Solicitor: the Solicitor for the City
    8. Council Remuneration Committee: a committee of Council with the mandate to review the compensation paid to members of Council and recommend reasonable changes as required
    9. Relative: a Council member's spouse, child, parent, sibling, grandparent, grandchild, guardian, aunt, uncle, niece, nephew, or legal dependent, including in-laws, common law, and step relations.
  - b) Sections 3 & 4 are renumbered to Sections 4 & 5 and Section 5 is renumbered to Section 7.
  - c) In Part III: Application
    - I. Section 6 is renumbered to Section 10.
  - d) In Part IV: Council Conduct:
    - I. Sections 7, 8, 9, 10, 11, 12, 13, 14, and 15 are renumbered to Sections 11, 12, 13, 14, 15, 16, 17, 18 & 19
    - II. The following sections are added after section 19:

## **Employment of Relatives**

20. In the event that a relative of a member of Council is being considered for employment:
- Administration will maintain sound hiring practices ensuring the recruitment process has been followed and has not been unduly influenced. Nor will there be an opportunity to jeopardize financial control(s).
  - Members of Council are responsible for disclosing any existing or potential conflicts to the City Manager as soon as they become aware of the conflict.
  - Administration is committed to disclosing to Council, any potential conflicts that may arise as part of the recruitment process.

## **Improper Use of Influence**

21. Members of Council should be committed to performing their functions with integrity and to avoiding the improper use of the influence of their office, both apparent and real. No member of Council shall use the influence of their office for any purpose other than for the exercise of their official duties.

III. Sections 16 & 17 are renumbered to Sections 22 & 23.

IV. Section 18 has been deleted.

V. Sections 19, 20, 21 are renumbers to Sections 24 & 25.

VI. Section 21 is amended as follows and is renumbered to Section 27:

## **Expenses**

27. The Council Remuneration Committee will complete an in depth review of the compensation paid to members of Council following each municipal election, and an annual review in each of the three years between municipal elections. After each review, the Council Remuneration Committee will recommend reasonable changes to Council remuneration ensuring the highest standards of fairness and transparency are maintained.

VII. Section 23 is renumbered to Section 28 and following sections are added after Section 28:

## **Complaint System**

29. Any individual who reasonably believes, in good faith, that a member of Council has contravened the Bylaw may make complaint. It is recognized that complaints may vary in severity, complexity and whether they are admitted or denied. As a result, Complainants are given the option of an informal, or formal, complaint process.

### **30. Informal Complaint:**

- An informal complaint is appropriate for quick problem solving where the parties can seek agreement and shared understanding of how to avoid problems in the future.



- b. Any individual who reasonably believes, in good faith, that a member of Council has contravened the Bylaw may wish to address the prohibited conduct by:
  - i. of advising the member of Council that the behaviour or activity contravenes the Code of Conduct;
  - ii. encourage the member of Council to stop the prohibited behaviour or activity;
  - iii. keep a written record of the incident(s), including dates, times, locations, other persons present, and any other relevant information;
  - iv. request that the Mayor assist in informal discussions with the member Council in an attempt to resolve the issue. In the event the Mayor is the subject, or is implicated in a complaint, request the assistance from the Deputy Mayor;
  - v. if applicable, confirm to the member of Council their satisfaction with the response of the member of Council, or, if applicable, their dissatisfaction with the response; and
- c. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

## **31. Formal Complaint:**

- a. Any individual who reasonably believes, in good faith, a Member has contravened the Bylaw may make a formal complaint as follows:
  - i. All complaints shall be made in writing. The Complainant may complete a Statement of Complaint document (Attachment "A") which can be obtained from the Office of the City Clerk.
  - ii. The Complaint must:
    - set out reasonable grounds and probable grounds for the allegation;
    - provide a detailed account of the facts as the Complainant understands them;
    - provide information on witnesses, if any and if known.
  - iii. The completed Statement of Complaint must be addressed to the Office of the City Clerk.

## **32. Review of Complaint**

- a. The Office of the City Clerk shall forward the Complaint, without added comment, to the City Solicitor ("Solicitor") OR a Complainant may file the completed Complaint in a sealed envelope, with the Office of the City Clerk, and the Complaint shall be forwarded, unopened, to the Solicitor.



- b. A Complaint shall not be made available to the public except as may be required and authorized under the *Freedom of Information and Protection of Privacy Act*, the provisions of this By-law or any other applicable law.
- c. Upon receiving a Complaint filed in accordance with this By-law, the Solicitor shall notify the member(s) of Council to whom the Complaint is directed of the fact and nature of the complaint.
- d. The Solicitor shall conduct a preliminary review of the Complaint as follows to determine whether to proceed to investigation or dispose of the Complaint:
  - i. The Solicitor may request further information from the Complainant as part of the preliminary review.
  - ii. If the Complaint is not, on its face, a complaint relative to the Code of Conduct or the complaint is covered by other legislation or a complaint procedure under another Council policy, the Solicitor shall advise the Complainant, in writing, that the matter is not within the jurisdiction of the Solicitor. The advice will provide reasons and referrals to the appropriate authority as the Solicitor considers appropriate.
  - iii. If the Solicitor considered the Complaint to be frivolous or vexatious, that it is not made in good faith or that there are no grounds, or insufficient grounds, for conducting an investigation the Solicitor may choose not to conduct an investigation, terminate the investigation or may dispose of the Complaint in a summary manner. The Solicitor's decision will be provided in writing to the Complainant and Council.

### **33. Inquiry into a Complaint Regarding a Member of Council:**

- a. If the complaint was not dismissed, the Solicitor shall take such steps as is considered appropriate to investigate and may attempt to settle the Complaint. Steps to investigate may include having a third party ("third party") certified to handle such matters, investigate the Complaint. All proceedings of the Solicitor and/or the third party regarding the investigation shall be confidential.
- b. The Solicitor and/or third party shall, upon conclusion of the investigation, provide Council and the member of Council who is the subject of the Complaint, the results of the investigation.
- c. A member of Council who is the subject of an investigation shall be afforded procedural fairness, including the opportunity to respond to the allegations before Council deliberates and make any decision or any sanction is imposed.
- d. A member of Council who is the subject of an investigation is entitled to be represented by legal counsel, at the member of Council's sole expense.

VIII. Section 24 is renumbered to Section 34

IX. The following sections are added after section 34:

35. Members of Council agree to uphold this Bylaw and govern themselves accordingly, in order to enhance ethical conduct and the credibility and integrity of Council in the Community.
36. During Council Orientation, which is conducted after every municipal election, each member of Council will be provided with a copy of the Council Code of Conduct and will be requested to sig the Statement of Commitment (Attachment "B") acknowledging that he or she has read the Council Code of Conduct and supports it.
37. No member of Council shall:
  - a. Undertake any act of reprisal or threaten reprisal against a Complainant or any other person for providing relevant information to Council or to any other person.
  - b. Obstruct Council, the Solicitor, the third party, or any other person, in carrying out the objectives or requirements of this Bylaw.

X. Section 25 is renumbered to Section 38 and amended as follows:

38. Should a member of Council breach the Council Code of Conduct, the possible course of action available to Council include, but are not limited to:
  - a. A letter of reprimand addressed to the member of Council
  - b. Requesting the member of Council issue a letter of apology to the impacted individual(s)
  - c. Suspension or removal from Council Committees and bodies to which Council has a right to appoint members
  - d. Suspension or removal from a position of Deputy Chief Elected Official or Chairperson of a Committee under section 152 of the *Act*
  - e. Suspension or removal of the Chief Elected Official's presiding duties under section 154 of the *Act*
  - f. Educational training on ethical and respectful conduct provided by a 3<sup>rd</sup> party
  - g. Any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a member of Council from fulfilling the legislated duties of a Councillor and the sanction is not contrary to the *Act*.

XI. Section 26 is deleted.

2. That Council give Bylaw No. 957-2017 second reading, as amended.



3. That Council give Bylaw No. 957-2017 third reading, as amended.
4. That Council repeal Policy No. 11.00:05 – Ethical Guidelines of Conduct for Elected Local Government Officials.

## BACKGROUND

### KEY ISSUE(S) / CONTEXT:

Division 1.1, s.146.1 (1) & (2) of the *Municipal Government Act* states:

1. A council must, by bylaw, establish a code of conduct governing the conduct of councillors.
2. A code of conduct under subsection (1) must apply to all councillors equally.

Bylaw No. 957-2017, Section 27 entitled "Expenses" refers to the Council Remuneration Committee ("Committee"). This Committee was created by Bylaw at the February 12, 2018, Council meeting. If Council wishes this Committee to become a standing committee, the Bylaw will require amendment to set out the terms of the Committee members.

### LEGISLATION AND/OR POLICY:

*Municipal Government Act*

Code of Conduct for Elected Officials Regulation

City of Leduc Policy #11.00:05 entitled Ethical Guidelines of Conduct for Elected Local Government Officials

### PAST COUNCIL CONSIDERATION:

At the January 16, 2017, Committee-of-the-Whole meeting, Administration presented the first of two reports relative to a Code of Conduct Bylaw ("Bylaw"). The first report provided a framework of topics and sought input from Committee members' relative to the format of the new Bylaw.

At the April 24, 2017, Committee-of-the-Whole meeting, Administration presented a report that incorporated items brought forward by Committee members during discussions on January 16, 2017, as well as examples of wording that may be utilized in the Bylaw. Based on discussions and feedback from both Committee-of-the-Whole meetings, Administration crafted Bylaw No. 957-2017.

At the August 21, 2017, Council gave the Bylaw 1<sup>st</sup> Reading. At that time Administration indicated that the Bylaw would require amendment in order to comply with the Code of Conduct for Elected Officials Regulation ("Regulation") once it came into effect. The Regulation is now in effect and sets out the minimum requirements for a Code of Conduct.

At the February 12, 2018, Committee-of-the-Whole meeting, Administration presented a report outlining the required amendments to Bylaw No. 957-2017 based on the Regulation. The amendments are the addition of paragraphs entitled:

- Employment of Relatives
- Improper Use of Influence
- Complaint System, and
- Sections under Compliance with the Code of Conduct



## IMPLICATIONS OF RECOMMENDATION

### ORGANIZATIONAL:

Once passed, Council members will be expected to adhere to the Bylaw.

### POLICY:

The Bylaw will repeal Policy #11.00.05.

### LEGAL:

The Bylaw is intended to ensure compliance with the new *Municipal Government Act* requirements. The Bylaw also sets out possible sanctions, or penalty options, to be imposed for a breach of the Bylaw by a member of Council.

### ALTERNATIVES:

1. Council direct Administration to return at a later date with further amendments to Bylaw No. 957-2017

### ATTACHED REPORTS / DOCUMENTS:

1. Bylaw No. 957-2017, as given first reading
2. Bylaw No. 957-2017, with amendments high-lighted
3. Code of Conduct Complaint Form
4. Statement of Commitment to the Code of Conduct

Others Who Have Reviewed this Report

P. Benedetto, City Manager / B. Loewen, City Solicitor

**Bylaw No. 957-2017**  
**COUNCIL CODE OF CONDUCT BYLAW**

PAGE 1

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**A BYLAW OF THE CITY OF LEDUC IN THE PROVINCE OF ALBERTA, TO ESTABLISH A  
CODE OF CONDUCT FOR MEMBERS OF COUNCIL OF THE CITY OF LEDUC**

---

**WHEREAS**, The *Municipal Government Act*, R.S.A. 2000, Chapter M-26, Section 145(b), of the Revised Statutes of Alberta, 2000, states that A council may pass Bylaws in relation to the procedure and conduct of council, council committees and other bodies established by council, the conduct of councillors and the conduct of members of council committees and other bodies established by the council.

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

**PART I: BYLAW TITLE**

1. That bylaw shall be known as the "Council Code of Conduct" Bylaw.

**PART II: PURPOSE AND DEFINITIONS**

2. This Council Code of Conduct Bylaw sets a standard each member of Council can be expected to meet. The Code enables members of Council to carry out their duties, powers and functions in such a way that protects, and maintains, the City of Leduc's reputation and integrity while in service to the public. The Code is a supplement to:
  - a. *The Municipal Government Act*
  - b. *The Freedom of Information and Protection of Privacy Act*
  - c. *The Alberta Human Rights Act*
  - d. *The Local Authorities Election Act*
  - e. *The Conflicts of Interest Act (Alberta)*
  - f. *The Criminal Code of Canada*
  - g. The City of Leduc Council Procedures Bylaw
3. City: the Municipal Corporation of the City of Leduc
4. City Manager: the Chief Administrative Officer of the City, as appointed pursuant to the Municipal Government Act, or their delegate.
5. Council: the Council of the City.

**Bylaw No. 957-2017**  
**COUNCIL CODE OF CONDUCT BYLAW**

PAGE 2

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**PART III: APPLICATION**

6. This Bylaw applies to all members of Council, including the Mayor.

**PART IV: COUNCIL CONDUCT**

**Statement of Values**

7. Members of Council:
- a. Are committed to performing their functions with integrity, accountability and transparency;
  - b. Are responsible for complying with all applicable legislation, by-laws and policies pertaining to their position as an elected official;
  - c. Recognize that the public has a right to open government and transparent decision-making;
  - d. Shall at all times serve and be seen to serve the interests of their constituents and the City in a conscientious and diligent manner; and
  - e. Shall approach decision-making with an open mind.

**Respect of the Decision Making Process**

8. Members of Council are elected to make decisions for the municipality about services, policies and programs, with each Member having an equal voice and one vote. Members of Council work together to find acceptable outcomes by:
- a. Actively participating in the decision-making process;
  - b. Showing respect for each member and their views; and
  - c. Valuing diverse expertise, experience and knowledge that exists among members of Council.
9. A Council decision is the decision of the municipality and the decision must be respected. Members of Council continue to show respect for their colleagues, and the decision making process, by avoiding personal, or group, criticism both at and away from Council meetings.

**Communication Protocols and Council's Spokesperson(s)**

10. The City of Leduc strives to communicate with media and the public in an accurate, consistent and timely consistent manner. In that regard, Council authorizes the Mayor, or the Deputy Mayor in the Mayor's absence, to speak on behalf of the City of Leduc and Leduc City Council when communicating with the public and/or the media.



**Bylaw No. 957-2017**  
**COUNCIL CODE OF CONDUCT BYLAW**

PAGE 3

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**Conduct Respecting Administration**

11. Members of Council are committed to creating, and sustaining, a vibrant, healthy, safe and caring work environment. Under the direction of the City Manager, Administration serves Council as a whole. There are distinct and specialized roles of Administration both in carrying out their responsibilities and in dealing with Council. Members of Council shall be respectful of the role of Administration to provide advice based on political neutrality and objectivity, and with undue influence from any individual member of Council. Should members of Council have any questions, or concerns, of Administration, those questions or concerns shall be directed through the City Manager.

**Confidentiality**

12. Members of Council will not disclose, or release by any means, any confidential information acquired by virtue of their office, in either written or verbal form, except when required by law or authorized by Council to do so. Nor will members of Council use confidential information for personal or private gain.
13. After leaving office, members of Council shall continue to keep confidential information acquired as a member of Council.
14. Members of Council will not interfere in any way with a determination made by the head of the Freedom of Information and Protection of Privacy for the City of Leduc.

**Conflict of Interest**

15. It is difficult to anticipate every conflict of interest a member of Council may encounter. However, members of Council must govern their conduct in accordance with the requirements and obligations as set out in legislation, and strive to avoid any activities in which their personal interests may come into conflict, or may appear to conflict, with the interest of the City of Leduc. Doing so will ensure residents continue to have confidence in the integrity of members of Council and the City of Leduc. Members of Council have a duty to avoid a conflict of interest, to account for their conduct, to report a conflict of interest, and take appropriate action to mitigate a conflict of interest.

**Bylaw No. 957-2017**  
**COUNCIL CODE OF CONDUCT BYLAW**

PAGE 4

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**Use of Municipal Property and Services**

16. In order to fulfill their roles as elected representatives, members of Council have access to municipal resources such as property, equipment, services, staff and supplies. No member of Council shall use, or permit the use of City land, facilities, equipment, supplies, services, staff or other resources (for example, City-owned materials, websites, or a Member of Council Constituency Services Budget) for activities other than purposes connected with the discharge of Council duties or City business.
17. No Member shall obtain financial gain from the use or sale of City-developed intellectual property, computer programs, technological innovations, or other patent, trademark, copyright held by the City.
18. Council directs Administration to annually review and make recommendations to Policy No. 11.00:27 Social Media Policy for Council to ensure the highest standards of fairness and transparency are maintained.
19. In order to fulfill their roles as elected representatives, members of Council have access to municipal resources such as property, equipment, services, staff and supplies. No member of Council shall use, or permit the use of City land, facilities, equipment, supplies, services, staff or other resources (for example, City-owned materials, websites, or a Member of Council Constituency Services Budget) for activities other than purposes connected with the discharge of Council duties or City business or as otherwise authorized by Council Policy.
20. No Member shall obtain financial gain from the use or sale of City-developed intellectual property, computer programs, technological innovations, or other patent, trademark, copyright held by the City

**Election Related Activity**

21. Members of Council are required to conduct themselves in accordance with the *Local Authorities Elections Act*. The use of municipal resources, both actual municipal property and staff time, for election-related activity is not permitted. This applies to both the promotion and opposition to the candidacy of a person for elected office. Election-related activity applies, not only to a member of Council's personal campaign for office, but also other campaigns for municipal, provincial and federal office.

**Expenses**

22. Council directs Administration to annually review and make recommendations to Policy No. 11.00:25 Council Remuneration and



**Bylaw No. 957-2017**  
**COUNCIL CODE OF CONDUCT BYLAW**

**PAGE 5**

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Expenses to ensure the highest standards of fairness and transparency are maintained.

**Gifts and Hospitality**

23. Members of Council are called upon to assist and support various charities, service clubs, and other non-profit and community-based associations. In considering accepting an invitation, or purchasing tickets to, an event, members of Council should also consider the organizer. Acceptance of an invitation, or purchase of tickets to events, should be reviewed to consider whether attendance at the event is being offered by someone whose interests could be affected by a decision the member of Council could be called upon to make. Members of Council should also consider whether accepting an invitation from a particular organization would, or would appear, to place the member of Council under an actual, or perceived, obligation.

**Compliance with the Code of Conduct**

24. Members of Council are accountable to the public through the four-year election process and must govern their conduct in accordance with the requirements of the *Municipal Government Act* or any other Act of the Province of Alberta or Government of Canada. Members of Council agree to uphold this Bylaw and govern accordingly, in order to enhance ethical conduct and the credibility and integrity of Council in the community. Every member of Council will be provided with a copy of the Council Code of Conduct Bylaw and will acknowledge that he or she has read it and supports it.
25. Should a member of Council breach the Council Code of Conduct, the possible course of action available to Council include, but are not limited to:
- a. Requesting an apology to the impacted individual(s)
  - b. Removal from Council Committees
  - c. Dismissal from a position of Deputy Mayor or Chairperson of a Committee
  - d. Educational training on ethical and respectful conduct provided by a 3<sup>rd</sup> party
  - e. Any action taken by Council should include a time frame and what remedial action is expected.
26. Members of Council agree to uphold this Bylaw and govern accordingly, in order to enhance ethical conduct and the credibility and integrity of Council in the community. Every member of Council will be provided with



**Bylaw No. 957-2017**  
**COUNCIL CODE OF CONDUCT BYLAW**

**PAGE 6**

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a copy of the Council Code of Conduct Bylaw and will acknowledge that he or she has read it and supports it.

**PART V: 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 \_\_\_\_ DAY OF \_\_\_\_\_, AD 2017.

READ A SECOND TIME IN COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_, AD 2017.

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS \_\_\_\_ DAY OF \_\_\_\_\_, AD 2017.

\_\_\_\_\_  
**Greg Krischke**  
**MAYOR**

\_\_\_\_\_  
**Sandra Davis**  
**CITY CLERK**

\_\_\_\_\_  
Date Signed

**Bylaw No. 957-2017**  
**COUNCIL CODE OF CONDUCT BYLAW**

PAGE 1 of 10

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**A BYLAW OF THE CITY OF LEDUC IN THE PROVINCE OF ALBERTA, TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL OF THE CITY OF LEDUC**

---

**WHEREAS**, The *Municipal Government Act*, R.S.A. 2000, Chapter M-26, Section 145(b), of the Revised Statutes of Alberta, 2000, states that A council may pass Bylaws in relation to the procedure and conduct of council, council committees and other bodies established by council, the conduct of councillors and the conduct of members of council committees and other bodies established by the council.

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

**PART I: BYLAW TITLE**

1. That bylaw shall be known as the "Council Code of Conduct" Bylaw.

**PART II: PURPOSE AND DEFINITIONS**

2. This Council Code of Conduct Bylaw sets a standard each member of Council can be expected to meet. The Code enables members of Council to carry out their duties, powers and functions in such a way that protects, and maintains, the City of Leduc's reputation and integrity while in service to the public. The Code is a supplement to:
  - a. *The Municipal Government Act*
  - b. *The Freedom of Information and Protection of Privacy Act*
  - c. *The Alberta Human Rights Act*
  - d. *The Local Authorities Election Act*
  - e. *The Conflicts of Interest Act (Alberta)*
  - f. *The Criminal Code of Canada*
  - g. *The City of Leduc Council Procedures Bylaw*
3. **Act:** *Municipal Government Act*
4. **City:** the Municipal Corporation of the City of Leduc
5. **City Manager:** the Chief Administrative Officer of the City, as appointed pursuant to the *Municipal Government Act*, or their delegate.

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- 6. City Solicitor: the Solicitor for the City.
- 7. Council: the Council of the City.
- 8. Council Remuneration Committee: a committee of Council with the mandate to review the compensation paid to members of Council and recommend reasonable changes as required.
- 9. Relative: a Council member's spouse, child, parent, sibling, grandparent, grandchild, guardian, aunt, uncle, niece, nephew, or legal dependent, including in-laws, common law, and step relationships.

**PART III: APPLICATION**

- 10. This Bylaw applies to all members of Council, including the Mayor.

**PART IV: COUNCIL CONDUCT**

**Statement of Values**

- 11. Members of Council:
  - a. Are committed to performing their functions with integrity, accountability and transparency;
  - b. Are responsible for complying with all applicable legislation, by-laws and policies pertaining to their position as an elected official;
  - c. Recognize that the public has a right to open government and transparent decision-making;
  - d. Shall at all times serve and be seen to serve the interests of their constituents and the City in a conscientious and diligent manner; and
  - e. Shall approach decision-making with an open mind.

**Respect of the Decision Making Process**

- 12. Members of Council are elected to make decisions for the municipality about services, policies and programs, with each Member having an equal voice and one vote. Members of Council work together to find acceptable outcomes by:
  - a. Actively participating in the decision-making process;



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- b. Showing respect for each member and their views; and
  - c. Valuing diverse expertise, experience and knowledge that exists among members of Council.
13. A Council decision is the decision of the municipality and the decision must be respected. Members of Council continue to show respect for their colleagues, and the decision making process, by avoiding personal, or group, criticism both at and away from Council meetings.

**Communication Protocols and Council's Spokesperson(s)**

14. The City of Leduc strives to communicate with media and the public in an accurate, consistent and timely consistent manner. In that regard, Council authorizes the Mayor, or the Deputy Mayor in the Mayor's absence, to speak on behalf of the City of Leduc and Leduc City Council when communicating with the public and/or the media.

**Conduct Respecting Administration**

15. Members of Council are committed to creating, and sustaining, a vibrant, healthy, safe and caring work environment. Under the direction of the City Manager, Administration serves Council as a whole. There are distinct and specialized roles of Administration both in carrying out their responsibilities and in dealing with Council. Members of Council shall be respectful of the role of Administration to provide advice based on political neutrality and objectivity, and with undue influence from any individual member of Council. Should members of Council have any questions, or concerns, of Administration, those questions or concerns shall directed through the City Manager.

**Confidentiality**

16. Members of Council will not disclose, or release by any means, any confidential information acquired by virtue of their office, in either written or verbal form, except when required by law or authorized by Council to do so. Nor will members of Council use confidential information for personal or private gain.
17. After leaving office, members of Council shall continue to keep confidential information acquired as a member of Council.
18. Members of Council will not interfere in any way with a determination made by the head of the Freedom of Information and Protection of Privacy for the City of Leduc.

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**Conflict of Interest**

19. It is difficult to anticipate every conflict of interest a member of Council may encounter. However, members of Council must govern their conduct in accordance with the requirements and obligations as set out in legislation, and strive to avoid any activities in which their personal interests may come into conflict, or may appear to conflict, with the interest of the City of Leduc. Doing so will ensure residents continue to have confidence in the integrity of members of Council and the City of Leduc. Members of Council have a duty to avoid a conflict of interest, to account for their conduct, to report a conflict of interest, and take appropriate action to mitigate a conflict of interest.

**Employment of Relatives**

20. In the event that a relative of a member of Council is being considered for employment:
- a. Administration will maintain sound hiring practices ensuring the recruitment process has been followed and has not been unduly influenced. Nor will there be an opportunity to jeopardize financial control(s).
  - b. Members of Council are responsible for disclosing any existing or potential conflicts to the City Manager as soon as they become aware of the conflict.
  - c. Administration is committed to disclosing to Council, any potential conflicts that may arise as part of the recruitment process.

**Improper Use of Influence**

21. Members of Council should be committed to performing their functions with integrity and to avoiding the improper use of the influence of their office, both apparent and real. No member of Council shall use the influence of their office for any purpose other than for the exercise of their official duties.

**Use of Municipal Property and Services**

22. In order to fulfill their roles as elected representatives, members of Council have access to municipal resources such as property, equipment, services, staff and supplies. No member of Council shall use, or permit the use of City land, facilities, equipment, supplies, services, staff or other resources (for example, City-owned materials, websites, or a Member of Council Constituency Services Budget) for activities other than purposes connected with the discharge of Council duties or City business.



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23. No Member shall obtain financial gain from the use or sale of City-developed intellectual property, computer programs, technological innovations, or other patent, trademark, copyright held by the City.
24. In order to fulfill their roles as elected representatives, members of Council have access to municipal resources such as property, equipment, services, staff and supplies. No member of Council shall use, or permit the use of City land, facilities, equipment, supplies, services, staff or other resources (for example, City-owned materials, websites, or a Member of Council Constituency Services Budget) for activities other than purposes connected with the discharge of Council duties or City business or as otherwise authorized by Council Policy.
25. No Member shall obtain financial gain from the use or sale of City-developed intellectual property, computer programs, technological innovations, or other patent, trademark, copyright held by the City

**Election Related Activity**

26. Members of Council are required to conduct themselves in accordance with the *Local Authorities Elections Act*. The use of municipal resources, both actual municipal property and staff time, for election-related activity is not permitted. This applies to both the promotion and opposition to the candidacy of a person for elected office. Election-related activity applies, not only to a member of Council's personal campaign for office, but also other campaigns for municipal, provincial and federal office.

**Expenses**

27. The Council Remuneration Committee will complete an in depth review of the compensation paid to members of Council following each municipal election, and an annual review in each of the three years between municipal elections. After each review, the Council Remuneration Committee will recommend reasonable changes to Council remuneration ensuring the highest standards of fairness and transparency are maintained.

**Gifts and Hospitality**

28. Members of Council are called upon to assist and support various charities, service clubs, and other non-profit and community-based associations. In considering accepting an invitation, or purchasing tickets to, an event, members of Council should also consider the organizer. Acceptance of an invitation, or purchase of tickets to events, should be reviewed to consider whether attendance at the event is being offered by someone whose interests could be



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### **COUNCIL CODE OF CONDUCT BYLAW**

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affected by a decision the member of Council could be called upon to make. Members of Council should also consider whether accepting an invitation from a particular organization would, or would appear, to place the member of Council under an actual, or perceived, obligation.

#### **Complaint System**

29. Any individual who reasonably believes, in good faith, that a member of Council has contravened the Bylaw may make complaint. It is recognized that complaints may vary in severity, complexity and whether they are admitted or denied. As a result, Complainants are given the option of an informal, or formal, complaint process.

#### **30. Informal Complaint:**

- a. An informal complaint is appropriate for quick problem solving where the parties can seek agreement and shared understanding of how to avoid problems in the future.
- b. Any individual who reasonably believes, in good faith, that a member of Council has contravened the Bylaw may wish to address the prohibited conduct by:
  - I. advising the member of Council that the behaviour or activity contravenes the Code of Conduct;
  - II. encourage the member of Council to stop the prohibited behaviour or activity;
  - III. keep a written record of the incident(s), including dates, times, locations, other persons present, and any other relevant information;
  - IV. request that the Mayor assist in informal discussions with the member of Council in an attempt to resolve the issue. In the event the Mayor is the subject, or is implicated in a complaint, request the assistance from the Deputy Mayor;
  - V. if applicable, confirm to the member of Council their satisfaction with the response of the member of Council, or, if applicable, their dissatisfaction with the response; and
- c. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint



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procedure prior to pursuing the formal complaint procedure outlined below.

**31. Formal Complaint:**

- a. Any individual who reasonably believes, in good faith, a Member has contravened the Bylaw may make a formal complaint as follows:
  - I. All complaints shall be made in writing. The Complainant may complete a Statement of Complaint document (Attachment "A") which can be obtained from the Office of the City Clerk.
  - II. The Complaint must:
    - set out reasonable grounds and probable grounds for the allegation;
    - provide a detailed account of the facts as the Complainant understands them;
    - provide information on witnesses, if any and if known.
  - III. The completed Statement of Complaint must be addressed to the Office of the City Clerk.

**32. Review of Complaint**

- a. The Office of the City Clerk shall forward the Complaint, without added comment, to the City Solicitor ("Solicitor") OR a Complainant may file the completed Complaint in a sealed envelope, with the Office of the City Clerk, and the Complaint shall be forwarded, unopened, to the Solicitor.
- b. A Complaint shall not be made available to the public except as may be required and authorized under the *Freedom of Information and Protection of Privacy Act*, the provisions of this By-law or any other applicable law.
- c. Upon receiving a Complaint filed in accordance with this By-law, the Solicitor shall notify the member(s) of Council to whom the Complaint is directed of the fact and nature of the complaint.
- d. The Solicitor shall conduct a preliminary review of the Complaint as follows to determine whether to proceed to investigation or dispose of the Complaint:
  - i. The Solicitor may request further information from the Complainant as part of the preliminary review.



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- ii. If the Complaint is not, on its face, a complaint relative to the Code of Conduct or the complaint is covered by other legislation or a complaint procedure under another Council policy, the Solicitor shall advise the Complainant, in writing, that the matter is not within the jurisdiction of the Solicitor. The advice will provide reasons and referrals to the appropriate authority as the Solicitor considers appropriate.
- iii. If the Solicitor considered the Complaint to be frivolous or vexatious, that it is not made in good faith or that there are no grounds, or insufficient grounds, for conducting an investigation the Solicitor may choose not to conduct an investigation, terminate the investigation or may dispose of the Complaint in a summary manner. The Solicitor's decision will be provided in writing to the Complainant and Council.

**33. Inquiry into a Complaint Regarding a Member of Council:**

- a. If the complaint was not dismissed, the Solicitor shall take such steps as is considered appropriate to investigate and may attempt to settle the Complaint. Steps to investigate may include having a third party ("third party") certified to handle such matters, investigate the Complaint. All proceedings of the Solicitor and/or the third party regarding the investigation shall be confidential.
- b. The Solicitor and/or third party shall, upon conclusion of the investigation, provide Council and the member of Council who is the subject of the Complaint, the results of the investigation.
- c. A member of Council who is the subject of an investigation shall be afforded procedural fairness, including the opportunity to respond to the allegations before Council deliberates and make any decision or any sanction is imposed.
- d. A member of Council who is the subject of an investigation is entitled to be represented by legal counsel, at the member of Council's sole expense.

**Compliance with the Code of Conduct**

- 34. Members of Council are accountable to the public through the four-year election process and must govern their conduct in accordance with the requirements of the *Municipal Government Act* or any other Act of the Province of Alberta or Government of Canada



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35. Members of Council agree to uphold this Bylaw and govern themselves accordingly, in order to enhance ethical conduct and the credibility and integrity of Council in the community.

36. During Council Orientation, which is conducted after every municipal election, each member of Council will be provided with a copy of the Council Code of Conduct and will be requested to sign the Statement of Commitment (Attachment "B") acknowledging that he or she has read the Council Code of Conduct and supports it.

37. No member of Council shall:

- a. Undertake any act of reprisal or threaten reprisal against a Complainant or any other person for providing relevant information to Council or to any other person.
- b. Obstruct Council, the Solicitor, the third party, or any other person, in carrying out the objectives or requirements of this Bylaw.

38. Should a member of Council breach the Council Code of Conduct, the possible course of action available to Council include, but are not limited to:

- a. A letter of reprimand addressed to the member of Council
- b. Requesting the member of Council issue a letter of apology to the impacted individual(s)
- c. Suspension or removal from Council Committees and bodies to which Council has a right to appoint members
- d. Suspension or removal from a position of Deputy Chief Elected Official or Chairperson of a Committee under section 152 of the Act
- e. Suspension or removal of the Chief Elected Official's presiding duties under section 154 of the Act
- f. Educational training on ethical and respectful conduct provided by a 3<sup>rd</sup> party
- g. Any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a member of Council from fulfilling the legislated duties of a Councillor and the sanction is not contrary to the Act.

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**PART V: 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 21 DAY OF AUGUST, 2017.

READ A SECOND TIME IN COUNCIL THIS 26 DAY OF MARCH, 2018.

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS 26 DAY OF MARCH, 2018.

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**Bob Young**  
**MAYOR**

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**Sandra Davis**  
**CITY CLERK**

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Date Signed



## **FORMAL COMPLAINT UNDER THE COUNCIL CODE OF CONDUCT BYLAW NO. 957-2017**

NAME OF COMPLAINANT:

I, \_\_\_\_\_  
(full name of individual signing and filing this Complaint)

Of \_\_\_\_\_  
(full municipal address)

HEREBY MAKE THIS COMPLAINT AGAINST:

(Name of Member(s) of Council alleged to have contravened the Council  
Code of Conduct for Members of the City Council of the City Of Leduc)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Complainant is (choose appropriate description of Complainant):

- ☐ acting on behalf of and pursuant to the direction of, the City Council;
- ☐ a Member of City Council;
- ☐ a City employee;
- ☐ a City resident;
- ☐ a person or body which has business, institutional or other premises in the City.

I, [or the Complainant, if different from the person filing this Complaint]  
have/has knowledge of the statements made in this Complaint, by reason  
of:

- ☐ my personal observations;
- ☐ my personal knowledge;
- ☐ documentation and/or records attached;



☐ other information etc.

I have reasonable and probable grounds to believe that the following Member(s) of the City Council of the City of Leduc has/have contravened the Code of Conduct, as follows:

Name of Member(s):

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Date(s) and time(s) of Contravention:

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Conduct:

Set out statements of fact in the space below or, if you require more space, please attach an additional page or pages, numbered consecutively, with a statement at the top of each additional page or pages that the contents form part of this Complaint.

If you wish to include documents or other exhibits to support this Complaint, please refer to them as "Exhibit A", "B", etc., and attach them to this statement of Complaint;

If you are relying on the information of others, please indicate this and identify the source of the information, by name, with contact information, if possible.

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Please specify the number of additional pages attached, and any other available sources of information.

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Names of any other persons who may have witnessed the contravention(s),  
and particulars of their contact information:

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MY PERSONAL CONTACT INFORMATION:

Address:

---

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Telephone Number: \_\_\_\_\_

Cell-phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Any other contact information:

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This Statement of Complaint is made and filed for the purpose of making a Complaint regarding the conduct of one or more Members of the City Council of the City of Leduc. This Statement has been filed for consideration by the City Solicitor, for his or her consideration, and for no other or improper purpose.

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Signature of Complainant

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Date

Personal information on this form is being collected in accordance with the *Freedom of Information and Protection Privacy Act* Sections 33 (a) and (c), and the *Municipal Government Act*. The personal information will be used strictly for the purpose of investigations under the Council Code of Conduct Bylaw No. 957-2017. Please contact the FOIP Coordinator with any questions regarding the collection of this information at (780) 980-7177.

# **PUBLIC COMMENTARY**



# **IN-CAMERA ITEMS**

Council Appointment of a Public Member to the  
Assessment Review Boards

(Removed Pursuant to Sections 24 & 29 of the FOIP Act)

Presented by:

Mayor B. Young

XII.

# **RISE & REPORT FROM IN-CAMERA ITEMS**



**Mayor's Report**  
**April 1 – April 15, 2018**

April 3, 2018:

- G Kriskche and S Laurion
- Ribbon Cutting | Southfork Childcare Grand Opening
- Joint City/County Council agenda review
- Joint City/County Council meeting strategy
- Joint City of Leduc/Leduc County Council meeting

April 4, 2018:

- Leduc-Nisku EDA | Creating Connections: Unravelling Regional Broadband workshop
- Mock Council orientation
- Sports Tourism photo shoot
- "An Evening to Inspire" committee

April 5, 2018:

- Rotary Club
- Budget Information session
- Del Sveisson | Coldwell Banker Haida Realty
- Briefing with City Manager
- Public engagement session | 2019-2022 Strategic Plan

April 6, 2018:

- Tom Ruth, President & CEO, Edmonton International Airport
- Met with Robert W. Murray, Paul Benedetto, City Manager (City of Leduc), Mayor Tanni Doblanko, Leduc County, Duane Coleman, Leduc County Manager
- Joint City/County Council meeting debrief
- Leduc Chamber Luncheon
- Mock Council with West Haven Elementary School
- Communications meeting

April 9, 2018:

- Naming Committee
- Korynna Wolfe, Site Director, Leduc Community Hospital
- Freson Bros Award Presentation
- Committee-of-the-Whole
- Regular Council

April 10, 2018

- Murray Hales, public member on the Edmonton Regional Airports Authority Board
- Perry Batke, General Manager, Best Western Premier Denham Inn & Suites and Best Western Plus Edmonton Airport Hotel

April 11, 2018

- Ribbon Cutting | Cobs Bread
- Mock Council with Caledonia Park School



**April 12, 2018**

- Rotary Club
- Edmonton Metropolitan Region Board
- Traffic Advisory Committee

**April 13, 2018**

- Mock Council with Ecole Corinthia Park
- Minister Anderson and Eli Schrader
- Briefing with City Manager
- Celebration of the Arts

**April 14, 2018**

- Mayor's Prayer Breakfast | City of St. Albert
- Ribbon Cutting | Quantum IPTV Ltd.
- The Chamber (Leduc & Wetaskiwin Regions) Business Expo + Trade Fair
- Seeds of Hope: Dinner and Silent Auction in support of the Leduc & District Emergency Shelter Association

**April 15, 2018**

- The Chamber (Leduc & Wetaskiwin Regions) Business Expo + Trade Fair
- Dairy Queen Fundraiser for Humboldt Broncos player and Leducian, Tyler Smith

**Approved by Mayor Bob Young**

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# ADJOURNMENT