

**COMMITTEE-OF-THE-WHOLE MEETING AGENDA
MONDAY, FEBRUARY 25, 2019 AT 5:00 P.M.
LEDE ROOM, LEDUC CIVIC CENTRE
1 ALEXANDRA PARK, LEDUC, ALBERTA
PAGE 1**



*Admin.
Est. of Time*

- | | | |
|----------------------------------|--|------------|
| | 1. CALL TO ORDER | |
| | 2. APPROVAL OF AGENDA | |
| | 3. ADOPTION OF PREVIOUS NOTES | |
| | 3.1 Approval of Notes of the Committee-of-the-Whole Meeting held Monday, February 11, 2019 | |
| | 4. DELEGATIONS & PRESENTATIONS | |
| | 5. BUSINESS ARISING FROM PRESENTATIONS | |
| | 6. IN-CAMERA ITEMS | |
| J. Cannon /
G. Damo | 6.1 Future Assessment Update
FOIP s. 16, 19, 24 & 25 | 30 minutes |
| D. Melvie /
N. Booth | 6.2 Memorandum of Agreement ("MOA") – Communications Plan
FOIP s. 16, 24 & 25 | 20 minutes |
| | 7. RISE AND REPORT FROM IN-CAMERA ITEMS | |
| | 8. REPORTS FROM COMMITTEE & ADMINISTRATION | |
| B. Pouteau /
K. van Steenoven | 8.1 Wayfinding Program Background | 20 minutes |
| D. Brock | 8.2 Youth Engagement Update | 15 minutes |
| Mayor B. Young | 8.3 Strategic Planning Committee Meeting Date | 10 minutes |
| | 9. INFORMATION ITEMS | |
| | 10. ADJOURNMENT | |

CALL TO ORDER

APPROVAL OF AGENDA

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

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

Monday, February 11, 2019

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

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

1. CALL TO ORDER

Mayor B. Young called the meeting to order at 5:02 pm.

2. APPROVAL OF AGENDA

MOVED by Councillor L. Hansen

That the Committee approve the agenda as presented.

Motion Carried Unanimously

3. ADOPTION OF PREVIOUS NOTES

**3.1 Approval of Notes of the Committee-of-the-Whole Meeting held Monday,
January 21, 2019**

MOVED by Councillor B. Beckett

That the notes of the Committee-of-the-Whole meeting held on Monday, January 21, 2019, be approved as presented.

Motion Carried Unanimously

**3.2 Approval of Notes of the Committee-of-the-Whole Meeting held Monday,
January 28, 2019**

MOVED by Councillor B. Beckett

That the notes of the Committee-of-the-Whole meeting held on Monday, January 28, 2019, be approved as presented.

Motion Carried Unanimously

4. DELEGATIONS & PRESENTATIONS

There were no delegations or presentations.

5. BUSINESS ARISING FROM PRESENTATIONS

6. IN-CAMERA ITEMS

MOVED by Councillor L. Hansen

That the Committee-of-the-Whole move In Camera at 5:08 pm to discuss:

6.1 Long Term Facilities Master Plan - Committee Input (*FOIP* s. 24 & 25);

6.2 Leduc Golf and County Club (*FOIP* s. 16, 24 & 25)

Motion Carried Unanimously

MOVED by Councillor B. Beckett

That the Committee move back In-Public at 6:19 pm.

Motion Carried Unanimously

7. RISE AND REPORT FROM IN-CAMERA ITEMS

7.1 Long Term Facilities Master Plan - Committee Input (*FOIP* s. 24 & 25)

Also in attendance:

B. Knisley, Director, Facility and Property Services

R. Sereda, Director, Public Services

S. Olson, Director, Engineering

K. van Steenoven, Manager, Capital Projects

N. Booth, Manager, Communications and Marketing

K. Chomlak, Environmental Program Coordinator and Lot Grade Inspection

B. Knisley, Director, Facility and Property Services, D. Melvie, General Manager, Community and Protective Services, and P. Benedetto, City Manager, made a presentation.

B. Knisley, P. Benedetto D. Melvie and I. Sasyniuk, General Manager, Corporate Services, answered the Committee's questions.

P. Benedetto stated that Administration will return with additional information and options based on revisions requested, and questions raised, by Committee.

7.2 Leduc Golf and Country Club (FOIP s. 16, 24 & 25)

Also in attendance:

R. Sereda, Director, Public Services

S. Olson, Director, Engineering

D. Brock, Director, Community and Social Development

K. van Steenoven, Manager, Capital Projects

N. Booth, Manager, Communications and Marketing

K. Chomlak, Environmental Program Coordinator and Lot Grade Inspection

R. Yeung, Manager, Community Development, and D. Melvie, General Manager, Community and Protective Services, made a PowerPoint presentation (Attached).

R. Yeung, I. Sasyniuk, General Manager, Corporate Services, P. Benedetto, City Manager, D. Melvie and S. Olson answered the Committee's questions.

8. REPORTS FROM COMMITTEE & ADMINISTRATION

8.1 City of Leduc Community Garden Assessment

K. Chomlak, Environmental Program Coordinator and Lot Grade Inspector, and R. Yeung, Manager, Community Development, made a PowerPoint presentation (Attached).

R. Sereda, Director, Public Services, Councillor B. Beckett, R. Yeung and K. Chomlak answered the Committee's questions.

8.2 2019 Roadway Design and Concrete Usage

S. Olson, Director, Engineering, and K. van Steenoven, Manager, Capital Projects, made a PowerPoint presentation (Attached) on road design and concrete usage. K. van Steenoven advised that the use of concrete in the construction of medium increases safety and helps to reduce motor vehicle accidents.

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

8.3 Property Assessed Clean Energy ("PACE") Alberta Resolution Request

There was agreement to pass the resolution, set out in the report written by Councillor G. Finstad, in Council.

The Committee recessed at 7:01 pm.

The Committee reconvened at 7:36 pm

8.4 Advisory Boards

S. Davis, City Clerk, and D. Melvie, General Manager, Community and Protective Services made a PowerPoint presentation (Attached) and answered Council's questions.

9. GOVERNANCE

There were no items.

10. COUNCIL CALENDAR UPDATES

There were no items.

11. INFORMATION ITEMS

There were no information items.

12. ADJOURNMENT

The meeting adjourned at 7:46 pm.

B. YOUNG, Mayor

S. DAVIS, City Clerk

ADOPTION OF PREVIOUS NOTES

Notes of the Committee-of-the-Whole Meeting
– February 11, 2019

* 5.2 Leduc Golf and Country Club

Attachment Removed Pursuant to Sections 16, 24 & 25 of
the FOIP Act.

Community Gardens Update

Kerra Chomlak, Rachel Yeung

Committee of the Whole February 4, 2019



Outline

- Background, LEAB
- Pollinator Gardens
- Southfork Update
- Future Neighbourhood Gardens Process
- Future Deer Valley Community Garden Rental Plots

Background

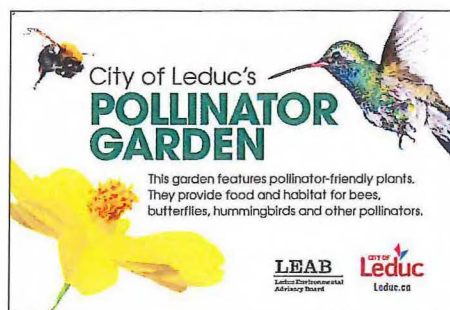
- LEAB supports:

- pollinator gardens as part of a community garden (also a start to education on urban bees)
- Garden rental plots as amenity for multi-family residents, consider west end location
- Neighbourhood Garden concept, and Southfork pilot project

Pollinator Gardens

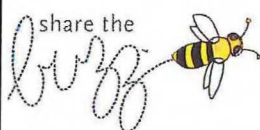
- 2018:

- second annual planting at Telford Lake
- first year for LEAB Pollinator Challenge



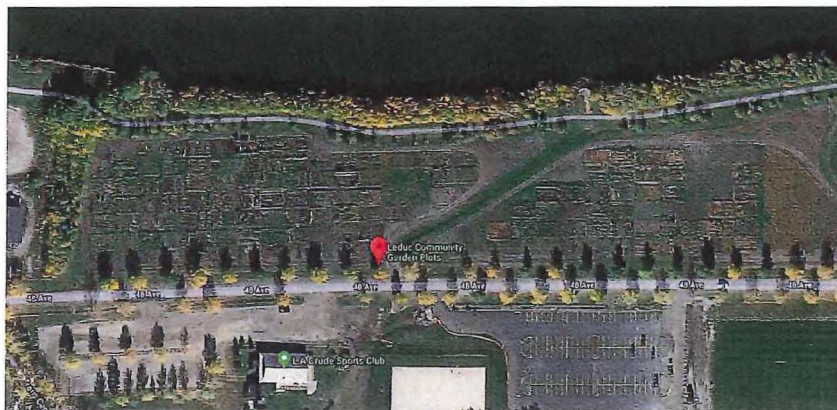
LEAB Pollinator Challenge

- 2018: first year for LEAB Pollinator Challenge



Telford Garden Plots

- plots for rent – fully utilized



Southfork Gardens



Service Level Assessment

- Neighbourhood Garden vs. Public Garden Plots for Rent:
 - Neighbourhood gardens have higher cost to City per household (\$520) vs. garden plots (\$13)
 - Garden rental plots preferred by Administration
 - Neighbourhood Garden Information Sheet puts responsibility on community groups

Future Neighbourhood Gardens – Process



Neighbourhood Garden Information Sheet

January 4, 2019

Background

There are various types of community or neighbourhood gardens in urban areas. Benefits of community gardens include community engagement, food security, physical activity, reduced greenhouse gases and an enhanced connection to nature, among others. The Leduc Environmental Advisory Board supports community gardens and pollinator gardens. For more information on the environmental benefits of community gardens, please contact the Eco Smart Hotline at: 780-980-7107.



Garden Plots for Rent

The City of Leduc currently manages a block of garden plots south of Telford Lake. Plots are available for \$25 for a full plot or \$15 for half plot per season. The Public Services department prepares the plots each season for gardener use, however residents are responsible for maintaining the plot throughout the season and clean up at the end of the season. The City of Leduc guidelines for the garden plots are available at: <http://www.leduc.ca/links/plotsguidelines.pdf>. For more information please call Public Services at 780-980-7153.

Neighbourhood Gardens

A second type of community garden is one that is managed by residents in a local neighbourhood. Neighbourhood gardens have been attempted in various locations in the City of Leduc, usually with a short lifespan because of the workload involved in maintaining and managing these types of projects. Many resources are available to inform residents about the considerations involved in effectively establishing and managing a neighbourhood garden, for example: <http://www.albertahighereducation.ca/instruction/page11499.aspx>, <http://www.sustainablefoodedmonton.org>.

Establishing a Local Garden in your Neighbourhood

Residents desiring a garden in their neighbourhood must contribute time and resources to the project and take responsibility for its success. If a group emerges that is committed to organizing, creating and managing a neighbourhood garden, the City of Leduc requires a proposal to be submitted and reviewed by Community Development, Public Services and Planning. The proposal should address:

1. Administration

- A. The list of volunteers and an organizational plan for administration of the group (e.g. signing new members up, determining responsibilities, whether a fee will be charged), it

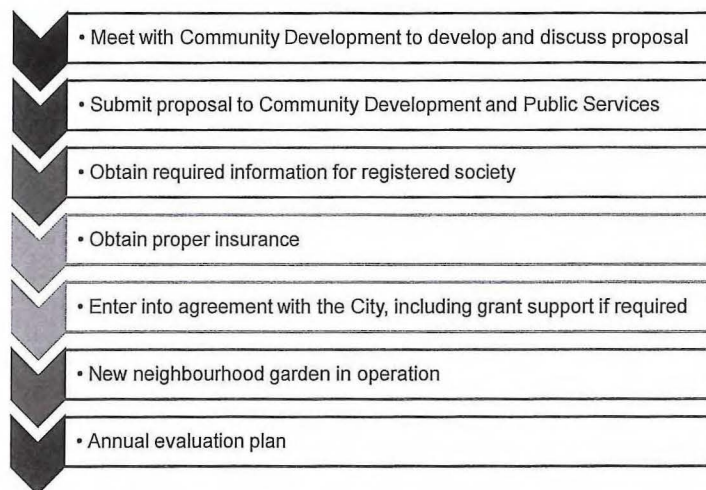
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Future Neighbourhood Gardens – Changes

- Future neighbourhood gardens responsibilities:
 - Resources (topsoil, water, maintenance plan)
 - Insurance
 - Become a registered society
 - Agreement with the City
- Grant would be available for up to \$5,000 annually to offset expenses



Future Neighbourhood Gardens – Process



Proposed Deer Valley Gardens

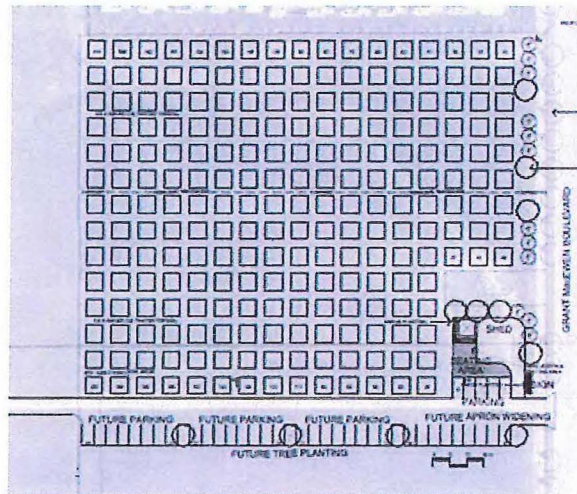
2019 Capital Projects



Community Gardens
Unfunded

2020 to 2023 budget -
\$235K - \$750K

Proposed Deer Valley Gardens – Concept



Questions? Discussion

2019 Roadway Designs and Concrete Usage

Presented by:

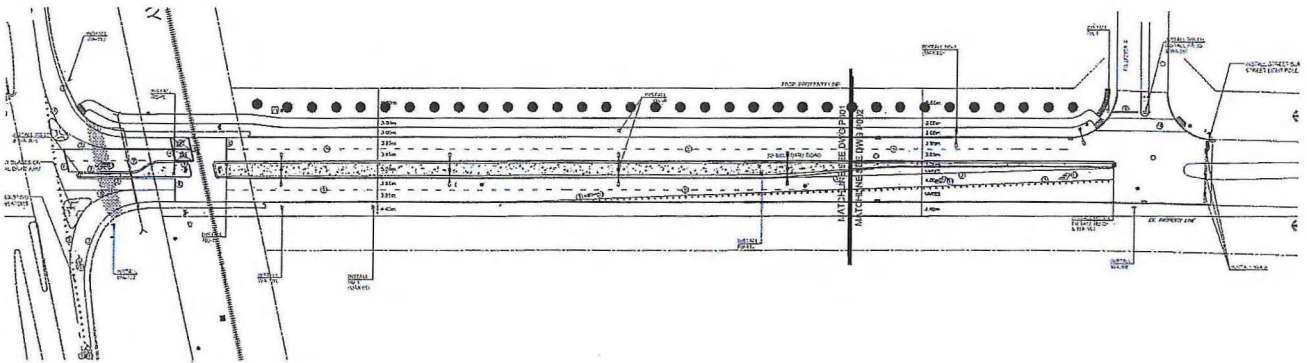
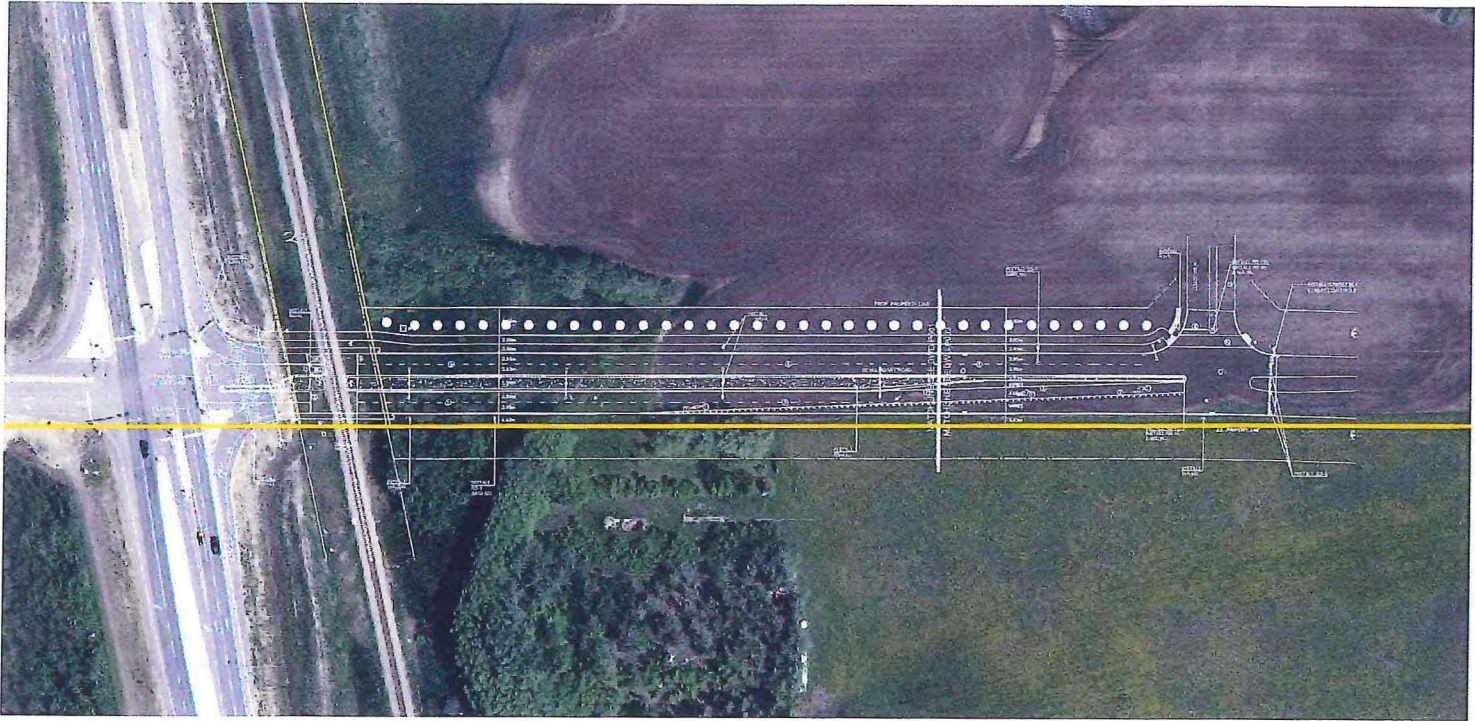
Shawn Olson - Director, Engineering

Kyle van Steenoven – Manager, Capital Projects



South Boundary Road



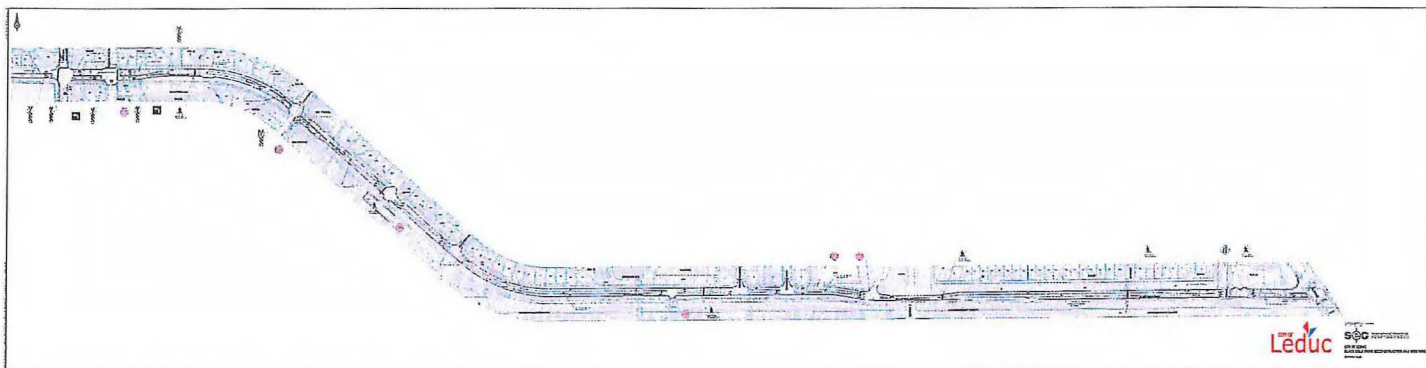


Example of line markings used to add space from the center medians

Location - Leduc Common



Black Gold Drive



Advisory Boards

www.leduc.ca



THE INTENT

- Created by Bylaw to:
 - Advise, and make recommendations to, Council on a range of matters
 - Actively seek out information from the general public
 - Establish new programs, public or private
 - Act as a conduit between community interest groups, community organizations and public at large with Council

SUCCESSSES

There have been successes over the years.

Examples of these successes are:

PRC Board was engagement in:

- The Fees and Charges review
- The Lions Park Master Plan

FCSS Board was engaged in:

- Social Needs Assessment (every 5 years)
- Youth Engagement Strategy
- Caring Community Initiative

DRAWBACKS

- Residents often will only become involved when there is a clearly defined purpose and a reasonable assurance that there will be concrete outcomes from their commitment.

However, most Advisory Boards have a generic mandate.

- Advisory Boards, without specific tasks by Council, feel may create their own mandate and take on powers and responsibilities which Council does not anticipate or desire.

- Advisory Boards can also become silos interest which leads to silos of advocacy and demand.

- Advisory Boards' composition can lack diversity – generational, cultural, sexual, gender

DRAWBACKS

Advisory Boards are no longer:

- the forum for public consultation, or public participation, they were over 20 years ago when first set up
- seen as the best use of volunteer commitment
- able provide a clear understanding of community expectations due to composition

OUTCOME

George Cuff:

“One of the flaws which may seriously undermine the degree of Council effectiveness is reflected in the linkage of Council to its Boards and Commissions. While the quasi-legislative bodies are generally established to assist Council with its decision making processes, many Councils are unclear as to why these entities exist. It is therefore up to each Council to decide which Council appendages are sustained and those which may be either combined with others or deleted entirely.”

OPPORTUNITY

There is an opportunity to restructure Advisory Boards to meet the city's current needs.

Advisory Boards can:

- Maintain Status Quo
- Be based on department (exampled: Community Services Committee)
- Be based on Corporate Strategic Plan
- Be based on the Task Force Model – Ad hoc

DELEGATIONS & PRESENTATIONS

**BUSINESS ARISING
FROM
PRESENTATIONS**

IN-CAMERA ITEMS

Future Assessment Update

Exception to Disclosure

– Sections 16, 19, 24 & 25 of the FOIP Act

Presented by:

J. Cannon

G. Damo

IN-CAMERA ITEMS

Memorandum of Agreement ("MOA") –
Communications Plan

Exception to Disclosure
– Sections 16, 24 & 25 of the FOIP Act

RISE AND REPORT FROM IN-CAMERA ITEMS

COMMITTEE-OF-THE-WHOLE INFORMATION ITEM



MEETING DATE: February 25th, 2019

SUBMITTED BY: Bart Pouteau, Manager, Integrated IT Business Solutions
Kyle Van Steenoven, Manager, Capital Projects and Development

PREPARED BY: Bart Pouteau, Manager, Integrated IT Business Solutions
Kyle Van Steenoven, Manager, Capital Projects and Development

REPORT TITLE: Wayfinding Program Background

REPORT SUMMARY

To provide Council with background information pertaining to the development and implementation of the City's wayfinding program.

BACKGROUND

PREVIOUS COUNCIL/COMMITTEE ACTION:

In the 2014 Budget, Council approved funding for the development and implementation of a wayfinding system for the City.

Wayfinding is the term used to describe how people process information from their environment to decide how to get from one place to another. It is associated with memory and a range of physical and sensory cues learned over time.

A wayfinding strategy incorporates more than putting up signs. It also looks at how people move about the City, what information they require to find where they are going, as well as how these requirements change as they approach their destination. It includes both the science and philosophy behind how people make decisions when navigating their environment. A wayfinding strategy takes this science and philosophy and turns it into a set of standards, guidelines, and recommendations on how the City can both assist and influence people's movements, while maintaining a consistency in both messaging and branding.

In 2012, the City of Leduc and the then Downtown Progress Association hosted several destination marketing events with Roger Brooks, widely acknowledged to be North America's foremost destination marketing expert. At all of his Leduc events, Brooks noted the lack of a wayfinding program was Leduc's number one marketing problem.

As a follow-up to Brooks' recommendations, Administration conducted an inventory of directional road signs within the City. This signage shaped the way people travel throughout the City as well as our marketing identity for visitors. The inventory identified over 100 directional signs highlighting approximately 25 different locations. While this shows a significant investment, there was no apparent strategy regarding style, messaging, or placement. A sample of some key observations based on the inventory are as follows:

- Inconsistent naming (some signs still referred to the Black Gold Centre years after the LRC was built)
- Placement issues (signs being obstructed from view)
- Unclear priorities (more signs direct people to the Cemetery than to Downtown)

During this timeframe, both the Downtown Master Plan and the Parks, Open Spaces and Trails Master Plan made several references to the need for wayfinding within the City. The City was also on the verge of preparing for the 2016 Alberta Summer Games, which was going to require signage directing athletes and spectators to a number of venues which were ultimately incorporated into the City's wayfinding plan.

Over the course of 2014 and 2015, the Wayfinding Strategy was developed focusing on design, destinations, and general sign placements. The final design was created with input from both the community and the Council of the day. A list of possible destinations was compiled with input from various City Business Units, as well as the Leduc and District Chamber of Commerce. This list was presented to Council at the January 19th, 2014 Committee of the Whole Meeting where a final list of destinations was determine.

Vehicular Signage Destinations	Installed	Pedestrian Signage Destinations	Installed
Alexandra Park	✓	Dr. Woods House Museum	✓
Civic Centre	✓	Library	✓
Library	✓	Spray Park	✓
Downtown	✓	Alexandra Pool	✓
Stone Barn Garden	✓	Civic Centre	✓
Telford Lake (Rowing)	✓	Visitor Info Kiosk	✓
Leduc Lions Park	✓	Main Street	✓
Leduc Recreation Centre	✓	Telford Lake	✓
William F Lede park	✓	Grain Elevator	✓
Maclab Theater	✓		
John Bole Athletic Park	✓		
Industrial Business Park*			

*Due to dependencies on other initiatives, the Business Park was not included in the implementation plan

IMPLEMENTATION:

Once the strategy was complete, a phased implementation plan was established giving priority to the Alberta Summer Games venues and the Downtown/Main Street District. Subsequent phases then addressed the remaining recommended street signage.

To date, 44 vehicular signs, 5 parking signs, 10 pedestrian signs, one information kiosk and four destination banners have been installed. The remaining portion of the strategy recommends the following:

- 1 Facility sign
- 2 Supplemental Gateway signs
- 2 Information Kiosks
- 2 District Gateway signs
- 4 Vehicular signs
- 40 Multiway Trails signs

The first year of remaining signs focuses on resident and pedestrian destinations including a new Civic Centre entrance sign, supplemental gateway flags at Lede Park, and two kiosks (Telford House and Lede Park Road/Dog Park). The second year focuses on the Industrial Business Park with the installation of two large District Gateway signs, and 4 vehicular signs. These installations are dependant a name being established for the City's industrial/commercial district, as well as consideration for exiting signage in the area. The final year would finish off the wayfinding program with the installation of 40 multiway trail signs throughout the City.

Current Capital Budget Amounts

- 2019 - \$321,205 (pending Council approval of 2018 Carry-Forward)
- 2020 - \$150,000

ATTACHMENTS:

Attachment - Wayfinding Design

RECOMMENDATION

Provided for information.

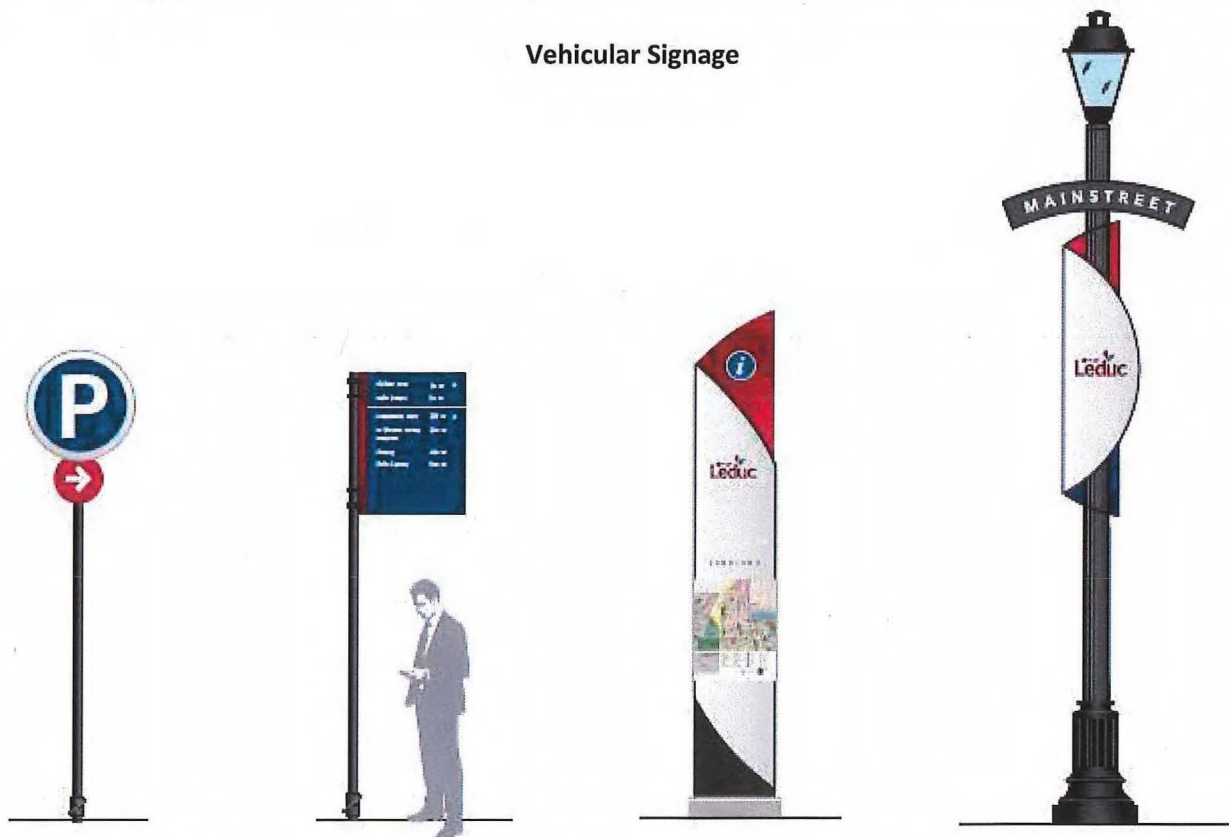
Others Who Have Reviewed the Report

D. Melvie, Acting City Manager / I. Sasyniuk, General Manager, Corporate Services / D. Melvie, General Manager, Community & Protective Services / M. Pieters, General Manager, Infrastructure & Planning / J. Cannon, Director, Finance

ATTACHMENT – WAYFINDING DESIGN



Vehicular Signage



Parking Signage

Pedestrian Signage

Information Kiosk

Destination Banner



Facility Signage

Supplemental Gateway Flags

District Gateways



Multiway Trail Signage

COMMITTEE-OF-THE-WHOLE INFORMATION ITEM



MEETING DATE: February 25, 2019

SUBMITTED BY: Donna Brock, Director, Community and Social Development

PREPARED BY: Tracy R. Johnson, Community Facilitator, Family and Community Support Services

REPORT TITLE: Youth Engagement Strategy Update

REPORT SUMMARY

This is a follow up to the report presented on September 10, 2018. This update includes recommendations for youth engagement with our municipal government with a focus on a Youth Council. Administration is seeking input from Committee on these recommendations.

BACKGROUND

PREVIOUS COUNCIL/COMMITTEE ACTION:

1. Committee-of-the-Whole Report: Youth Engagement Strategy – January 25, 2016. Submitted by Donna Brock, Director Family and Community Support Services. Report number 2016-CoW-003

Committee members requested Administration continue to explore a youth engagement approach and ensure the approach includes Council having opportunities to engage one on one with youth.

2. Committee-of-the-Whole Report: "Youth Engagement Strategy – September 10, 2018. Submitted by Donna Brock, Director Family and Community Support Services. Report number 2018-CoW-061

Committee members requested Administration look into Youth Council options from other municipalities in the surrounding Alberta area in order to continue its Youth Engagement efforts.

KEY ISSUES:

YOUTH COUNCIL

Following the September 10, 2018 CoW, the Family and Community Social Services ("FCSS") Community Facilitator reached out to representatives of Administration and/or Youth Council members from the City of Edmonton, Cold Lake, Fort Saskatchewan, and Whitecourt. Following these discussions, Leduc youth groups were approached to participate in a brainstorming session. Two youth groups provided input on youth engagement activities. In December 2018, eight Leduc youth participated in a focus group and provided input on a Leduc Youth Council. A second and third draft of this structure was created based on this input and through discussions with FCSS, Councillor L. Hansen, B. Loewen, City Solicitor and the Clerk's Office. The following two options for a Youth Council are provided for review.

Option A (recommended): Form a Youth Council Working Group comprised of local youth as a starting place and engage members to develop formalized structures (Bylaw, Terms of Reference, etc.) as they see fit.

A goal of the first year is to create the structures the working group members deem valuable in their work as a Youth Council. These structures may be, but are not limited to, the creations of a Bylaw to make the Youth Council independent, Terms of Reference, and other supporting activities or documents.

Feedback from youth via the youth survey (May 2018), local youth groups (Nov 2018) and the recent focus group (Dec 2018) has indicated no single way that youth want to be engaged. It is recommended to keep the options open to include members from the ground up and not dissuade participation when recruitment begins.

Strengths of Option A: This option allows time to consider staff and budget implications before a Bylaw is created. The group is able to participate in the creation of the structures – a great method for teaching how municipal government works. This would also make sure the Youth Council is designed and directed by youth (best practices for youth engagement) leading to better sense of ownership, commitment, and long term success of the group.

Weaknesses of Option A: The Youth Council Working Group may not act as a traditional council the first year to have time for setting up the structure for subsequent years.

Option B: Administration create a Bylaw and other structures in advance of the group's formation. The Bylaw would need to be flexible in order to not apply constraints on the group. Key design decisions, however, would need to be made in advance of recruiting youth to participate.

Strengths of Option B: Administration would clearly lay the structure and function of the Youth Council in advance and secure its existence in the short term.

Weaknesses of Option B: An adult designed Youth Council could constrain the members and the Youth Council's purpose, imposing adults' beliefs rather than allowing youth to control its ultimate design.

UPDATE ON Q&A

Principals at Leduc Composite High School and Christ the King School were contacted in the fall of 2018. Meetings are being held to determine details of the Q & A to take place in March. Dates to be sent out to Council Members as soon as they are confirmed.

RECOMMENDATION

Administration is seeking direction from Committee on options presented.

Others Who Have Reviewed the Report

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

REPORTS FROM COMMITTEE & ADMINISTRATION

Strategic Planning Committee Meeting Date

Presented by:

Mayor B. Young

INFORMATION ITEMS

ADJOURNMENT