



CITY OF LEDUC • 2025 MUNICIPAL ELECTION

Leduc City Council Candidate Handbook

2025-05-07

Information in this handbook is provided for reference only. It is not legal advice and should not be relied on as such. All content in this document is subject to change as the result of, but not limited to: Council discretion, provincial requirements, new information or changes in process requirements. For the most current information, please contact election@leduc.ca



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Welcome to the Leduc City Council Candidate Handbook

Thank you for your interest in serving our community as a member of City Council. Running for office is an exciting and important decision—one that comes with both opportunities and responsibilities. This handbook is designed to help you understand what it means to be an elected official in Leduc and to provide you with key information as you consider putting your name forward.

Inside, you'll find an overview of the roles and responsibilities of City Council members, the time commitment involved, information about orientation and professional development opportunities, key dates and times to be aware of in 2025 and other important resources.

Whether you're exploring a candidacy or preparing to run, this resource will help you make an informed choice and set you up for success.

Levels of Government

		
MUNICIPAL GOVERNMENT • CITY OF LEDUC •	PROVINCIAL GOVERNMENT • ALBERTA •	FEDERAL GOVERNMENT • CANADA •
<ul style="list-style-type: none">  Development and building permits and inspections  Economic development  Family and Community Support Services (20% Municipal / 80% Provincial)  Municipal police force (Leduc RCMP)  Local road maintenance and improvement (e.g., construction and snow removal)  Maclab Theatre of the Performing Arts  Parks, trails and playgrounds  Property tax (municipal portion)  Fire, EMS and Bylaw Enforcement  Recreation facilities  Senior's supportive housing (Leduc Housing Foundation)  Transit  Utilities (water, sewer, wastewater)  Waste / recycling collection 	<ul style="list-style-type: none">  Education and schools  Family and Community Support Services (20% Municipal / 80% Provincial)  Highways and transportation  Health care, hospitals and additional services  Housing  Income tax (provincial)  Justice  Landlord and tenant supports  Post-secondary education  Education requisition (collected with municipal taxes)  Safety enforcement  Social services (e.g., emergency shelters, domestic violence shelters and specialized services)  Student loans  Natural resources 	<ul style="list-style-type: none">  Airports  Border control and passports  Currency and monetary policy (Bank of Canada)  Employment insurance  Income tax (federal)  Indigenous Affairs  Mortgages (CMHC)  National RCMP  Postal service  Sales tax  Student loans  Tariffs and import taxes <div data-bbox="1117 1486 1482 1785" style="border: 1px solid gray; padding: 10px; margin-top: 20px;"> <p>DISCLAIMER</p> <p><i>This is not an exhaustive list but outlines areas of responsibility that are commonly misunderstood.</i></p> </div>

Roles and Responsibilities of Mayor and Council

Council is the governing body of the municipal corporation and the custodian of its legislative powers. As an elected official, you will exercise the powers of the municipality through decisions made at Council meetings and define the policies and direction your municipal administration will put into action. The role of Council is not operations. A team of 450+ employees run the operations at the City of Leduc.

The Municipal Government Act provides an outline of duties for Council members, which includes:

- Governance: Legislative responsibilities. Representing residents when making decisions about City services and programs.
- Oversight: Monitoring City services programs and initiatives to ensure goals and objectives are met.
- Strategic planning: Foresight and visioning.
- Budget deliberations and approval.
- Advocacy with other levels of government.

The terms Official Council Duties and Discretionary Activities are used to categorize the range of responsibilities undertaken by Mayor and Council.

Official Council Duties

These refer to tasks and responsibilities directly tied to official Council functions and governance. Official Council duties include attending Council meetings, strategy sessions, board and committee meetings, budget consultation sessions and strategic planning sessions. Council members invest significant hours preparing for meetings and sessions to be effective participants in decision-making.

Discretionary / Optional Activities

These activities are those not formally directed by Council but are undertaken by Council members as part of their community engagement, advocacy, or professional development. You may find, for example, the following activities impactful in both fulfilling Council duties and serving the community:

- Engaging with local businesses and organizations;
- Researching policy and community issues;
- Joining committees and organizations that allow you to connect with other levels of government;
- Attending meet and greets with regional partners;
- Attending conferences, networking, and Chamber of Commerce events;
- Completing municipal government, land use and legal training;

- Attending community and fundraising events, ceremonies, local schools, and seniors' homes; and
- Taking courses that would assist in your role.

Team Approach

Working as a team with the rest of Council and Administration will help make your time on Council a success. It isn't always going to be easy. Your influence as a Council member rests on your ability to persuade other members of Council to consider your point of view. When an issue is being studied, be sure to express your views as part of the debate.

Disagreements among Council members on specific issues are common and healthy. The respectful exchange of ideas and opinions will lead to good decisions. While working through these debates, keep in mind that you all share the same desire for your municipality to be strong, safe, and viable. You may have different views about how to get there, but you do share broader common goals.

Most votes on a Council resolution do not require a consensus. As a result, there will be occasions when a decision is made that you did not support with your vote. However, once the resolution has been passed, it becomes the official direction of the municipality. The health and ongoing success of a municipality is largely dependent upon the ability of Council members to respect and support the decisions of Council in principle, despite their personal views.

Alberta Municipalities (ABmunis)

ABmunis focus is to enhance leadership in municipal governance by developing and maintaining responsive and professional relations with member municipalities, the provincial government, and the public; and by providing services to member municipalities that support and strengthen their contributions to the well-being of urban communities. ABmunis represents a unified voice to the provincial government on behalf of urban communities. ABmunis is led by a Board of Directors elected by member municipalities during each annual convention.

The City of Leduc is a member and, as such, members of Council can attend the annual convention. Each year in the fall, the convention attracts approximately 800 to 1,000 delegates from urban councils and administration. The convention held during election years is strongly geared toward newly elected Council members and for this reason, successful candidates are encouraged to set aside time to attend this event. The 2025 convention takes place from Nov. 12 to 14, 2025, in Calgary.

Federation of Canadian Municipalities

FCM conducts research, develops policies, and through appropriate mechanisms, acts on matters of national municipal concern. FCM serves as the central linkage among Canadian municipalities and municipal associations acting upon their shared goals in the intergovernmental arena while working toward excellence in municipal administration by establishing meaningful working relationships among municipal officials across Canada.

The City of Leduc is a member of FCM and, as such, members of Council may have the opportunity to attend the annual conference of FCM. These conferences typically take place in the spring, with the first post-election conference occurring from June 4 to 7, 2026, in Edmonton.

Time Commitment

Time Required from the Mayor

The position of Mayor is a full-time commitment with the Mayor being able to determine their hours of work. The time commitment fluctuates depending on the time of year; however, the Mayor's time commitment often exceeds 40 hours per week.

The Mayor is expected to attend meetings, public functions, ceremonies, media, and other events which occur during evening hours and on weekends. The Mayor is also the:

- Chair of all Council meetings;
- Chief spokesperson for Leduc City Council and one of several key spokespeople for the City; and
- A representative as an ex-officio member on many Council committees and is usually a member appointed to external committees dealing with advocacy and/or intergovernmental affairs.

Time Required of all Elected Officials

The amount of time spent on duties as an elected official is left to the discretion of each member of Council; however, there are certain minimum duties that need to be performed. These include attending the following meetings: orientation, Council, budget deliberation, Council committees, and strategic planning sessions.

To participate effectively in each meeting, members of Council should review meeting materials in advance and become familiar with the issues that will be discussed. Conferences and workshops sponsored by your municipal association or educational institutions will help provide you with tools to be a more effective elected official. If you choose to attend, these will help you understand the broader picture of issues affecting the whole province and/or other municipalities. Telephone calls, visits from your electors, and community events are all important components of the job.

Council and Committee meetings take place on Monday evenings. There are typically three meetings per month. Should a statutory holiday fall on a Monday, the meeting date will be moved to a Tuesday. Meetings start at 5:30 p.m. and go to roughly 8 p.m., although end times vary based on the agenda. Council and Committee meeting agenda packages are posted the Thursday before the meeting.

Additionally, each internal and external board and committee meeting will require three to five hours per month of meeting time.

Considering both the official Council duties and the discretionary / optional activities associated with the role, it is beneficial for elected officials to have flexible work arrangements.

Time Required of the Deputy Mayor

The Deputy Mayor position is filled on a rotational basis and in recent years has been on a one-month rotation as determined by Council at the Organizational meeting.

The Deputy Mayor, in the absence of the Mayor, performs duties such as: chairing Council meetings, reviewing Council agendas prior to publication, attending ceremonies (ribbon cutting), banquets, speaking engagements, media interviews, etc. If the Deputy Mayor is not available, another member of Council may be called upon to carry out these duties.

Orientation and Ongoing Professional Development

At the start of the Council term, all elected officials (new and returning) must participate in mandatory orientation and will receive a series of presentations and training courses delivered by City Administration. This is legislated by the Municipal Government Act and is meant to help you make a smooth transition into your role.

Orientation will cover:

- The role of municipalities in Alberta
- Municipal organization and function
- Roles and responsibilities of Council and elected officials
- Roles and responsibilities of the City Manager and staff
- Key municipal plans, policies and projects
- Budgeting and financial administration
- Public engagement
- Any other topic prescribed by the regulations

Council members are also encouraged to participate in professional development opportunities, some of which are provided in-house on an ongoing basis. Regular training

will enhance your ability to perform official Council duties and discretionary / optional activities.

First Term Elected Officials

First term elected officials (and those returning to Council after being away for several years) often experience a steep learning curve as they acclimate to the demands of the role. The time investment is higher due to several factors: understanding the complexities of governance structures, mastering procedural rules, and grasping the nuances of legislative and committee responsibilities. Newly elected officials also dedicate significant time to learning the specific issues affecting their community, which involves extensive reading, attending briefings, and engaging with residents.

Additionally, preparation for meetings can be particularly time-intensive for first-time members of Council, as they familiarize themselves with processes, policy frameworks, and relevant documentation. They often spend considerable time outside formal sessions, preparing to make informed decisions and understanding the strategic implications of Council decisions. This preparatory work, while demanding, builds a solid foundation allowing Council members to contribute effectively and confidently to discussions and decision-making as they move further into their term.

Overall, this intensive initial period of adjustment reflects the commitment required to serve effectively, with the time spent on orientation and preparation, ultimately contributing to more knowledgeable and effective governance.

Key Dates and Times for Leduc City Council in 2025

Please block off these dates and times in your calendar as participation for Leduc City Council is mandatory. Note: All dates are subject to change.

Oct. 28 to 30: Orientation Training

Council orientation is scheduled from Oct. 28 to 30 from 8:30 a.m. to 4:30 p.m. Attendance is mandatory as per the Municipal Government Act.

Nov. 3: Oath of Office Ceremony and Organizational Meeting

Prior to acting in the official capacity of an elected official, you must swear an Oath of Office. The Oath of Office ceremony will take place in Council Chambers on Nov. 3 at 5:30 p.m.

At this meeting Council will also discuss and determine which Council members will serve as representatives to its boards and committees, adopt the Deputy Mayor rotation schedule and the Council calendar for the following year.

Nov. 10, 17 and 24: Budget Deliberations

Budget deliberations take place during Council meetings in November, starting at 5:30 p.m. Council will discuss and deliberate the 2026 operating and capital budgets, and user fees and charges.

Important Resources

These resources are available on Leduc.ca. Some are also Appendices in this handbook.

- Council Procedures Bylaw 493-2001
- Council Remuneration and Business Expenses
- Social Media Policy for Council
- Boards and Committees
- City of Leduc Municipal Development Plan
- City of Leduc Land Use Bylaw
- City of Leduc Council and Committee Meeting Minutes, Agendas, Live Stream

The following resources are available on the Government of Alberta's website:

- Municipal Government Act
- Pecuniary Interest for Municipal Councillors
- What Every Councillor Needs to Know: A Council Member's Handbook

APPENDIX A



Date of Consolidation: February 1, 2021

Consolidation of Bylaw No. 493-2001

CITY OF LEDUC COUNCIL PROCEDURES BYLAW
Adopted January 9, 2001

As Amended By:

Bylaw 877-2014 adopted December 9, 2014
Bylaw 902-2015 adopted September 28, 2015
Bylaw 922-2016 adopted June 13, 2016
Bylaw 1082-2021 adopted January 25, 2021
Bylaw 1092-2021 adopted April 12, 2021
Bylaw 1164-2023 adopted November 20, 2023

Repealed:

Bylaw 01-1907 adopted March 12, 1907

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This Consolidation is not an Official Bylaw. It is prepared by the City Clerk's Office for 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. 872-2014.

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A BYLAW OF THE CITY OF LEDUC IN THE PROVINCE OF ALBERTA, FOR THE ESTABLISHMENT OF COUNCIL COMMITTEES AND THE REGULATING OF THE FUNCTIONS, PROCEDURES AND CONDUCT OF MEETINGS.

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, in accordance with the Act, the City of Leduc has enacted Bylaw No. 493-2001, Council Procedures Bylaw, and made amendments to it;

WHEREAS The Committee-of-the-Whole ("Committee") will be better able to fulfill its purpose of reviewing matters or receiving information referred by City Administration or by Committee members through motions required information from City Administration AND Council wishes to allow Council and Committee-of-the-Whole members to participate in meetings via electronic communication;

AND WHEREAS the Committee is limited in the motions it can make;

AND WHEREAS Council of the City of Leduc considered it desirable and necessary to empower the Committee to direct City Administration;

NOW 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 Procedures' Bylaw.

PART II: DEFINITIONS

City: the Municipal Corporation of the City of Leduc

Committee-of-the-Whole: a Committee of Council Added with Bylaw 922-2016, June 13, 2016

City Manager: the Chief Administrative Officer of the City, as appointed pursuant to the *Municipal Government Act*

Council: the Council of the City of Leduc.
Modified with Bylaw 922-2016, June 13, 2016

Peace Officer: means a member of the Royal Canadian Mounted Police, a Bylaw Enforcement Officer, or a Special Constable

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PART III: APPLICATION

2. Deputy Mayor

- a) The position of Deputy Mayor shall be one month in duration and scheduled during the annual Organizational Meeting of Council.
- b) In the absence of the Mayor and the scheduled Deputy Mayor, the next available Deputy Mayor on the schedule shall be authorized to fulfil the responsibilities or duties required of the Mayor.

3. Agendas

- a) An agenda shall be prepared for all meetings and shall list the order of business. Agendas shall be approved by the City Manager and Mayor, or their designates, prior to the agenda being finalized and made available for distribution.
- b) The order of business on an agenda for a regular Council meeting shall include, but not be limited to, the following, subject to order changes as the Chair directs;
 - i. Adoption of Agenda
 - ii. Adoption of Previous Minutes
 - iii. Public Commentary Added by Bylaw 1162-2023, November 20, 2023
 - iv. Consent Agenda
 - v. Public Hearings
 - vi. Presentations
 - vii. Old Business
 - viii. New Business
 - ix. Bylaws
 - x. Information Reports
 - xi. Committee-of-the-Whole
 - xii. Business Arising from Committee-of-the-Whole
 - xiii. Council/Administration Comments
 - xiv. Closed Session
 - xv. Business Arising from Closed Session

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xvi. Adjournment

Amended with Bylaw 1082-2021, January 25, 2021

- c) The agenda for a regular meeting, together with all pertinent correspondence and reports, shall be submitted to each member of Council by 4:30 pm on the Thursday prior to any Council meetings. Amended with Bylaw 1082-2021, January 25, 2021
- d) The agenda shall be available to the public at the same time it is available to each member of Council, with the exclusion of any matters that may be within one of the exceptions to disclosure identified in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.

4. Order of Business

- a) The order of business at a meeting is the order of the items on the agenda except:
 - i) when a previous meeting has been adjourned for lack of quorum and no special meeting has been called to deal with the business of the adjourned meeting, the agenda items from the adjourned meeting must be dealt with first, or
 - ii) when Council members in attendance unanimously agree to alter the order of business for the convenience of the meeting.

4.1 Consent Agenda

Members of Council may select items for approval as part of an omnibus Consent Agenda. Subject to an exemption request by any member of Council, items proposed for inclusion in the Consent Agenda, whether proposed bylaws or otherwise, will be voted on as a block. Amended with Bylaw 1082-2021, January 25, 2021

5. Quorum

- a) As soon as there is a quorum of members of Council after the time fixed for the meeting to start, the Chairman shall take the Chair and call the meeting to order.
- b) If a quorum is not present within thirty (30) minutes after the time fixed for the meeting to start, the record of the meeting shall show those names of the members of Council who are present and the meeting shall adjourn until the next regular meeting unless a special meeting is called in the meantime.
- c) In the event a quorum is lost after the meeting is called to order, the meeting shall be suspended until a quorum is obtained. If a quorum is not obtained within thirty (30) minutes, the meeting shall stand adjourned.

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6. General Rules of Council

- a) In the event the Mayor or Deputy Mayor is not in attendance within fifteen (15) minutes after the time fixed for the meeting to start and a quorum is present, those Council members in attendance shall select a member to preside during the meeting or until the Mayor or Deputy Mayor arrive.
- b) A motion submitted to Council does not require a seconder.
- c) If the vote on a motion is not unanimous, the minutes shall state the names of the Council members in attendance and state whether the Council member voted for, or against the motion.
- d) If a member arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the minutes.
- e) Notice of a meeting to the public is sufficient if the notice is posted in the Civic Centre Atrium public bulletin board within 24 hours of the start of the meeting.
- f) Any matter of meeting conduct that is not provided for within the *Municipal Government Act* or within this Bylaw shall be determined in accordance with the most recent revision of *Robert's Rules of Order Newly Revised*.
- g) In part, Committee-of-the-Whole is intended as a forum that allows for the relaxation of formalities and procedures that apply to regular Council meetings, thereby facilitating an enhanced free flow of dialogue between and among Council members and Administration. In addition to scheduled Committee-of-the-Whole agenda items, for any other item scheduled for consideration during a particular Council meeting, Council may move into Committee-of-the-Whole if the Chair calls for a Committee-of-the-Whole meeting, or if Council resolves to move into Committee-of-the-Whole.

6.1 Closed Session Items

- a) Before closing all, or any part of, a Council or Council Board/Committee meeting to the public, a resolution must be approved:
 - i) stating the part of the meeting to be closed, and
 - ii) the basis on which, under an exception to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act* the part of the meeting is being closed.
- b) A resolution must be approved to move the meeting back to Open Session at the conclusion of the Closed Session part of the meeting.

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- c) Both resolutions will be recorded in the minutes of Council or of the Council Board/Committee. Amended with Bylaw 1082-2021, January 25, 2021

6.2 Participation in Meetings Through Electronic Communication

Added with Bylaw 922-2016, June 13, 2016

- a) A member of Council may participate in a regular Council meeting, or a portion of a regular Council meeting, through electronic communication if:
 - i) There are extenuating circumstances, such as illness or injury to the member or an immediate family member, that prevents the member from personally attending the meeting;
 - ii) The member is out of the City and unable to personally attend the meeting;
 - iii) There is a need to create quorum at the meeting. If this is the circumstance, the member participating through electronic communication must attend the entire meeting.
- b) A member of Council who wishes to participate via electronic communication in regular Council meeting must provide notice of the intent as soon as possible to the City Manager and City Clerk.
- c) The member of Council participating via electronic communication must verbally indicate to the Chair that they wish to speak to the matter. Their name will then be added to the speaking list.
- d) When a vote is called, the member of Council participating via electronic communication must verbally vote if the member cannot be seen, as in video conferencing.

7. Presentations

- a) When a person wishes to appear before Council under the "Presentations" portion of the meeting, a written request must be submitted to the City Clerk no later than 12:00 noon on the Tuesday of the week prior to the meeting.
- b) A written request to appear at a Council meeting shall be legible and contain adequate information to enable Council to deal with the matter. Adequate information includes, but is not limited to, the following:
 - i) name, address and telephone number of the person wishing to make the presentation;
 - ii) clearly identify the topic to be discussed;

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- iii) clearly identify the request being made to Council, if applicable, and
 - iv) contain any background information to support the request, if applicable.
 - c) A presentation request shall not be confirmed as being on a meeting agenda until the agenda has been reviewed by the City Manager and Mayor, or their designates.
8. Public Commentary Deleted and replaced by Bylaw 1162-2023, November 20, 2023
- a) The purpose of Public Commentary is to allow people an opportunity to come before Council during a meeting of Council in order to address Council on a matter pertaining to city business, in an abbreviated and less formal manner than would otherwise be more appropriate for a Presentation.
 - b) When registering to request an opportunity to address Council during the Public Commentary portion of a Council Meeting, a person must provide:
 - i) their name;
 - ii) their telephone number and/or email address, if applicable;
 - iii) their home address or property address;
 - iv) the date of the Council Meeting at which they are requesting to address Council; and
 - v) the topic that they intend to speak about.
 - c) A person may register to request an opportunity to address Council during the Public Commentary portion of a Council Meeting. The chair of the Council Meeting may reject requests to present or make public comment, or may otherwise interrupt or terminate the comment, if the subject matter discussed or to be discussed includes commentary or material that:
 - i) promotes harassment or discrimination against an individual or group based on factors such as race, religious beliefs, color, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation;
 - ii) singles out an individual member or members of City of Leduc staff;
 - iii) is an unreasonable invasion of a third party's personal privacy as per section 17 of the Freedom of Information and Protection of Privacy Act;
 - iv) is contrary to the values enshrined in the Canadian Charter of Rights and Freedoms;
 - v) is against public decency;

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- vi) is related to an unresolved legal matter involving the City;
 - vii) is otherwise not germane to city business or matters of public interest; or
 - viii) is on the agenda.
- d) When addressing Council during the Public Commentary portion of a Council Meeting, the speaker may speak only to the topic specified when registering. If a speaker provides commentary that is not related to the topic specified in their registration, they may be asked by the Chair to return to their registered topic, and if they fail to do so, may be required to discontinue their commentary, and may be ejected from the Council Chambers for the remainder of the Council Meeting.
 - e) A Public Commentary presentation shall be verbal only; no audio-visual presentations shall be permitted.
 - f) A Public Commentary presentation may not exceed five (5) minutes in length unless allowed by the Chair.
 - g) Council may by motion abridge these rules for Public Commentary at any time, in order to allow a person to present to Council who would otherwise not be permitted.

9. Minutes

- a) Minutes of meetings shall be made available to the public as soon as is practical after the minutes have been adopted.

10. Council Committee of the Whole

- a) A committee is hereby established called "Council Committee of the Whole" with membership comprised of all members of Council.
- b) The purpose of Council Committee of the Whole is to review matters or receive information referred by City administration or by members of Council.
- c) Council Committee-of-the-Whole may not make motions or take votes and shall refer items to a Council meeting if decisions are required, with the exception of: Repealed and substituted by Bylaw 902-2015, September 28, 2015
 - i) Making a motion, and taking a vote:
 - a) to accept the meeting agenda
 - b) to accept meeting notes of previous Committee-of-the-Whole meetings
 - c) to comply with Section 6.1 – Closed Session Items
 - d) To direct City Administration to investigate matters and present recommendations to either the Committee-of-the-Whole or directly to Council. Added with Bylaw 922-2016, June 13, 2016

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11. Improper Conduct

- a) The Chair of a meeting may expel from a meeting any member of Council or any person from the public who disturbs the proceedings of Council by words or actions.
- b) The Chair may request a Peace Officer to remove the person expelled if that person refuses to leave.

12. Advisory Committees or Boards

- a) Council may establish by bylaw any other Advisory Committee, Board or other body as deemed necessary.
- b) Bylaws adopted pursuant to 12.a) shall include the following:
 - i) the purpose and mandate of the Committee, Board or other body
 - ii) the authority and responsibilities of the Board
 - iii) the membership of the Committee, Board or other body which shall include a minimum of one member of Council, and
 - iv) the term of office for the membership.
- c) All Advisory Committees, Boards or other bodies established pursuant to this Bylaw must comply with the procedures of this bylaw and the *Municipal Government Act*, as applicable.
- d) Members of Council who are appointed to any Advisory Committees, Boards or other bodies established by Council have the responsibility of keeping Council informed of any activities of the Advisory Committees, Boards or other bodies they are appointed to.

PART V: REPEAL

- 13. Bylaw 01-1907 and all subsequent amendments are hereby repealed.

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PART VI: ENACTMENT

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

READ A FIRST TIME IN COUNCIL THIS 8th DAY OF JANUARY, AD 2001.

READ A SECOND TIME IN COUNCIL THIS 8th DAY OF JANUARY, AD 2001.

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS 8th DAY OF JANUARY, AD 2001.

_____(originally signed)_____
George Rogers
MAYOR

_____(originally signed)_____
Coral Callioux
CITY CLERK

January 9, 2001
Date Signed

APPENDIX B



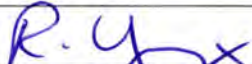


City of Leduc Policy

Policy Title: Council Remuneration and Business Expenses Policy

Policy No: 11.00:30

**Supersedes: 11.00:25
Revision #: 2**

Authority: City Council	
Section: Council	Approval Date: April 11, 2022
Responsible Department: City Manager	Effective Date: April 11, 2022
Relevant Legislation: <i>Canada Elections Act, SC 2000, c. 9, s. 363(1) as amended and Election Finances and Contributions Disclosure Act, RSA 2000, c. E-2 s.23</i>	
Relevant Council Date: June 24, 2019, November 8, 2021	
Relevant Bylaw and Date(s):	
Authority's Signature: 	

Policy Statement:

Council Members for the City of Leduc ("the municipality") are required to commit a substantial amount of time and effort in order to fulfill the duties and responsibilities of their elected office. It is also recognized that official duties of the Council Members often occur outside of regular work hours, taking them away from personal responsibilities.

Policy Objectives:

This policy is intended to provide guidelines for establishing remuneration for the Council Members and provide clarity in determining what expenses will be covered by the municipality and what expenses are considered to be personal expenses. Personal expenses are not recoverable from the municipality.

Public disclosure of Council Member's remuneration and business expenses enhance accountability, transparency and public confidence.

Definitions:

Council Members: City of Leduc's Mayor and Councillors

Employer: City of Leduc

Municipality: City of Leduc

Policy:

Remuneration:

1. Council Members will receive an annual remuneration for their responsibilities as an elected official as set out in Appendix "A";

2. Council Members will receive the same Cost of Living Adjustments as Administration OR an adjustment based on the Alberta Consumer Price Index, whichever is less, to commence on the first pay period of the year in question.
3. Council Members are entitled to receive remuneration as appointed members of external Boards and Commissions. Any such remuneration may be paid directly to the Council Member; however if the Board or Commission's practice is to pay member remuneration to the applicable municipality, upon receipt of funds the City shall pay the appointee accordingly.
4. A public committee, or task force, should review Council remuneration on a regular basis, with a recommendation of review to occur every two terms. The public committee, or task force, should be formed early in Q1 of the term and have a report to Council by the end of Q2.

Benefits:

For the most current information from the service provider on age limits and coverage please contact Human Resources.

1. Insurance Plans:

- Basic Group Life and Accidental Death and Dismemberment: Coverage remains in effect for the duration of the Council Member's term of office.
- Council Accidental Death & Dismemberment (AD&D) Insurance: 24 hour coverage.*
- Optional Life/Spousal Optional Life and Optional Critical Illness/Optional Spousal Critical Illness. Evidence of insurability may be required for these benefits. Premiums are 100% paid by the Council Member.*

2. Health and Wellness:

- Council Members have the option to apply for the same coverage as offered to Administration under the municipality's Extended Health Benefits Plan ("Plan"). The current Plan includes:
 - Extended Health Care (Vision included)
 - Dental Plan
 - Health wellness Spending Account – January 1 of each year an annual credit is deposited.

- Employee and Family Assistance Program
- Leduc Recreation Centre Discount

3. Registered Group Retirement Savings Plan (GRSP)/Non-Registered Group Investment Account (GIA)

Group Tax Free Savings Account (GTFSA)

- Council Members are required to commit substantial time and effort to attend to the duties and responsibilities of their elected office. They may, as a result of this responsibility, have to forfeit opportunities to participate in, or continue to participate in employer sponsored retirement savings plans.
- In order to provide Council Members with an opportunity to generate future retirement savings, a plan shall be in place to provide a form of registered retirement savings plan to elected officials. Non-registered plans (GIA and GTFSA) shall be in place for Council Members that have reached their annual maximum or the maximum age to contribute to a registered retirement savings plan (RRSP).
- Participation in the plan is voluntary.
- The municipality will match the Council member's contribution to a maximum of 5% of base salary. If retroactive contributions are requested, contributions can only be retroactive to the first pay period of the current fiscal year.
- Council Members have the option to contribute in excess of the prescribed maximum that the City would match.

Council Member Operating Budgets

1. Each Council Member will have an operating budget. Funds for these budgets will be set during the annual Budget Deliberations. Business expenses must remain within the individual operating budget of a Council Member. Any expenses which will exceed a Council Member's total annual budget must be authorized by Council prior to the expenditure being made.
2. Council Members' expense reports will be posted quarterly on the municipality's website.
3. Expense reports must, at a minimum, include the following components:
 - name of Council Member who incurred the expense;
 - date of transaction(s);
 - transaction amount(s);
 - expense category (travel, including transportation, accommodation,

- meals and incidentals; and hospitality;
 - expense details (*Attended meeting with EIA*), receipts, invoices or other proof of expense.
4. Information that would normally be withheld under the *Freedom of Information and Protection of Privacy Act*, such as personal information, must be redacted from supporting documentation and will not be publicly disclosed.

Criteria for Reimbursement of Business Expenses

Mandatory Requirements – General

1. Alcohol cannot be claimed and will not be reimbursed except for Hospitality Events.
2. Hospitality is only provided when the event involves participants from outside the municipality. Functions involving only people who work for the municipality are not considered Hospitality Events; they are considered Working Sessions.

Council Member’s Responsibilities

1. Identify and review required business expenses to ensure cost effective options for travel, accommodation, etc. are selected.
2. Submit a completed Mayor and Council Expense Claim to the Office of the Mayor accompanied by all necessary receipts and/or documentation.
3. Council Members’ expenses, with the exception of the Mayor, will be approved by the Mayor, or Deputy Mayor in the Mayor’s absence, before submission to Finance.
4. The Mayor’s expenses will be approved by the appointed Deputy Mayor, or if absent, the next appointed Deputy Mayor in the rotation.

Conferences

1. Council Members’ registration fees, legitimate business expenses and travel costs for approved conferences will have the required funds allocated to their operating budgets for the year in question.
2. Any hosting expenditures will be allocated to the attending Council Member’s operating budget for the year in question.
3. All Council Members may attend the annual Alberta Urban Municipalities Association (AUMA) Conference. Mileage will be paid from Civic Centre to the destination or actual mileage whichever is less.

6. Attendance at the Federation of Canadian Municipalities (FCM) Conference will be limited to the Mayor and three other Council Members annually, with the exception that when the FCM Conference is held in Alberta all Council may attend. If a Council Member chooses to attend a third FCM Conference out of Province, within the same term of office, the cost of doing so will come from their operating budget.
7. The municipality shall not reimburse expenses which are covered by another agency, board, commission or authority.
8. Council Members are not limited to the number of educational or professional development activities they may attend; however, the total costs of attendance claimed may not exceed the Council Member's annual operating budget without the approval of Council.
9. Spouses/Partners
 - a. If a spouse/partner accompanies a Council Member to an out-of-town conference/convention, the expenses of the spouse/partner for travel and meals is considered a personal expense and will not be borne by the municipality except for instances where the spouse/partner is invited to accompany the Council Member to banquets/receptions. In this case spouse/partner's ticket may be charged to the Council Member's operating budget.
 - b. When a Council Member is invited to a social or fund-raising function in an official capacity, the ticket for the spouse/partner may be paid from the Council Member's operating budget.

Reimbursement of Business Expenses

1. Travel, parking and incidental travel costs (includes hotel, airfare, car rental, taxi, shuttles and parking)
 - Council Members are encouraged to use the most direct, practical and cost effective mode of travel available, considering all circumstances (such as carpooling and/or vehicle rental compared to multiple mileage claims).
 - The municipality has arranged preferred rates with specific car-rental agencies.
 - Where applicable, the approved *all inclusive mileage rate* will be paid for personal vehicle use only. Mileage rates are set by Alberta Urban Municipalities Association.
 - If a Council Member's insurance company requires an additional premium for using a personal vehicle for business of the municipality, this additional insurance is not reimbursable by the municipality as this cost

is covered through the all-inclusive mileage rate.

- Council Members are to select the most reasonable, economical, airfare available and are encouraged to take advantage of seat sales, and advance booking fares. Airfare for travel will be reimbursed based on actual cost. Airfare for spouse/partners of Council Members can be booked through the municipality to take advantage of any available cost savings; however, the municipality requires reimbursement in full when the Council Member submits their expense claim.
 - The cost for seat upgrades, business/priority seating or first class will be borne by the Council Member.
 - Receipts are required for parking and incidental travel costs.
 - Destinations shall be identified on the receipt whenever taxi or shuttles are used.
2. Meals for Travel or Business Purposes:
- Will be receipted whenever possible.
 - Council Members are encouraged to limit daily meal expenditures the amounts as set out in Appendix "A".
3. Council Member's will receive a daily allowance for incidentals as set out in Appendix "A".
4. Telephone
- Long-distance calls for business purposes on land-line phones and cell phones must be receipted.
 - Long-distance roaming charges can be avoided by giving advance notice to IT (see "Communication Equipment").
5. Credit Card
- If using a credit card issued by the municipality, all expenditures must be identified with an itemized receipt.

City Apparel

Council Members will receive an annual individual apparel allowance to purchase official City of Leduc apparel such as a coat, blazer, vest and/or golf shirt. The apparel is for use when attending public events in the capacity of Councillor and will be in alignment with official corporate branding and promotions program. The items will be purchased through normal Administration protocols and charged to the requesting Council Member's operating budget.

Communication Equipment

1. Computers / Tablets

- Each Council Member will be provided a computer and/or tablet, (from a needs based allowance) as soon as practicable after each municipal election. This equipment is the property of the municipality unless it is purchased at the end of the municipal term.
- Each Council Member can select from a list of municipality approved/recommended hardware and software to meet their business needs.
- Each Council Member will receive an allowance of \$5,000 (including GST) per Council term, to pay for hardware, software, accessories and manufacturer support program. Any replaced equipment must be returned to the municipality with all accessories. This equipment is the property of the municipality unless it is purchased at the end of the municipal term.
- Each Council Member has the option to purchase their electronics from the municipality at the end of each municipal term at a depreciated value at which time it becomes their personal property.
- Each Council Member is responsible for the security of their computer equipment and all municipal information on their computer in accordance with the Responsibility Agreement.
- Each Council Member must sign a Responsibility Agreement before receiving new, or replacement, equipment.

2. Mobile Internet Service

- Council Members can elect to be provided a mobile Internet plan and, if needed, a SIM card, mobile USB stick or similar device for their computer.
- Council Members must notify the municipality to modify rate plans in advance of business trips to avoid mobile internet roaming charges in accordance with the Responsibility Agreement.

3. Mobile Phones

- Each Council Member will be provided an allowance, as a taxable benefit, to purchase their own mobile plan and mobility phone which is their personal property from the time of purchase.
- Council Members (with the exception of the Mayor) will receive an allowance of \$100 per month for both mobile plan and phone.
- The Mayor's allowance will be \$125 per month for both mobile plan and phone.

- Each Council Member will be responsible for the security of municipal information on their mobile phone in accordance with the Responsibility Agreement.
4. The municipality will provide:
- A secure Wi-Fi connection in Council chambers;
 - A secure Internet portal for Council Members to receive all council agenda packages;
 - Group procurement of all Council ordered computer equipment, software and accessories;
 - Technical set-up assistance on all computers and technical issue support on equipment supported by the municipality.

Political Fund Raising Events

1. Federal Political Events

The *Canada Elections Act*, SC 2000, c. 9, as amended and current to March 27, 2019, states:

“Prohibition — ineligible contributors

- **363 (1)** No person or entity other than an individual who is a Canadian citizen or is a permanent resident as defined in subsection 2(1) of the *Immigration and Refugee Protection Act* shall make a contribution to a registered party, a registered association, a nomination contestant, a candidate or a leadership contestant.”

Therefore, a municipality, being a corporation, is an ineligible contributor and cannot make contributions.

2. Events

The *Election Finances and Contributions Disclosure Act*, RSA 2000, c. E-2, current as of September 24, 2018, states:

“Fund-raising functions

23(1) In this section, “fund-raising function” includes any social function held for the purpose of raising funds for the registered party, registered constituency association, registered candidate, registered nomination contestant or registered leadership contestant by whom or on whose behalf the function is held.

(2) The gross income from any fund-raising function must be recorded by the chief financial officer of the registered party, registered constituency association, registered candidate, registered nomination contestant or registered leadership contestant that held the function or on whose behalf the function was held.

(3) If a fund-raising function is held by the sale of tickets by or on behalf of a registered party, registered constituency association, registered candidate, registered nomination contestant or registered leadership contestant, the amount of the contribution is to be determined under clause (a) or under clause (b), at the option of the registered party, registered constituency association, registered candidate, registered nomination contestant or registered leadership contestant:

(a) if the individual charge:

(i) is \$50 or less, it is not considered to be a contribution unless the person who pays the charge specifically requests that it be so considered, in which case 1/2 of the amount is allowed for expenses and 1/2 is considered to be a contribution,

(ii) is more than \$50 but not more than \$100, \$25 is allowed for expenses and the balance is considered to be a contribution, and

(iii) is more than \$100, 25% of the amount is allowed for expenses and the balance is considered to be a contribution;

(b) the amount of the contribution is the difference between the price of the ticket and the market value of what the ticket entitles the bearer to obtain.

(4) The price paid by a person at a fund-raising function in excess of the market value at that time for goods or services received is considered to be a contribution to the registered party, registered constituency association, registered candidate, registered nomination contestant or registered leadership contestant, as the case may be."

Council Member Contributions:

Accordingly, any tickets, registration fees or donations to any registered party, registered association, a candidate, a leadership contestant or a nomination contestant are personal expenses of a Council Member and cannot be reimbursed through the Council Member's operating budget.

APPENDIX "A"

As at 2019

Council Remuneration Per Annum:

Mayor: \$92,947.40

Council Member (other than Mayor): \$42,242.20

Per Diem - Meals for Travel or Business Purposes:

Breakfast: \$15

Lunch: \$20

Dinner: \$30

Per Diem for Incidentals: \$15

APPENDIX C



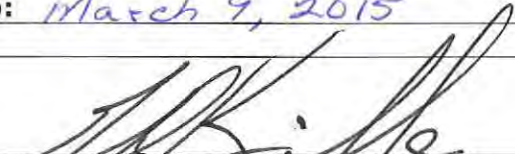


City of Leduc Policy

Policy Title:
Social Media Policy for Council

Policy No: 11.00:27

Supersedes: NEW
Revision #: NEW

Authority: City Council	
Section: Council	Approval Date: March 9, 2015
Responsible Department: Communications & Marketing	Effective Date: March 9, 2015
Relevant Legislation:	
Relevant Council Resolution(s) and Date(s): <i>March 9, 2015</i>	
Relevant Bylaw and Date(s):	
Authority's Signature: 	

Policy Objective:

The City of Leduc supports the use of social media to further the strategic direction and goals of the organization. While holding office, members of Council should build their social media content with consideration given to:

- o aligning with the strategic plan, corporate values, and policies; and
- o the benefits, implications and risks of using social media.

Policy:

A. Definitions

Social media refers to widely accessible, interactive, internet-based technologies used to produce, post and interact through text, images, video and audio to inform, share, promote, collaborate and network.

B. Roles and Responsibilities

All members of Council are responsible for understanding this policy and all policies, procedures and guidelines affecting use of social media, including but not limited to the City of Leduc Ethical Guidelines of Conduct for Elected Local Government Officials Policy Number 11.00:05.

C. Council Access

All members of Council have the right to access social media sites as a private citizen. See section D of this policy for information on protocol.

D. Account Management

1. Creation

Members of Council wishing to make use of social media may create their own account(s). Effort shall be made to align the selection of social media tools to those of the City's preferred tools (e.g. – Facebook, Twitter, YouTube) to facilitate connectivity with City communications.

2. Management

Members of Council should manage and monitor their individual social media accounts and support the following best practices:

- maintain a copy of all username, passwords and social media site hosts in a secure location;
- know the procedure to remove content or disable profiles should the same be necessary in an emergency; and
- understand and make use of privacy settings.

E. Protocol

It is important to recognize that information published on the Internet can impact and reflect back upon the City, may not be purely personal or private in nature, and may be subject to discovery proceedings in legal actions and Alberta Freedom of Information and Privacy Protection Act (FOIP) inquiries.

Members of Council are encouraged to exercise caution and discretion when posting on social media sites. As with all other communication tools (i.e. public presentations, email and written correspondence) it is recognized that members of Council often act as ambassadors for the City of Leduc.

When engaged in social media activity that relates to the City of Leduc business, members of Council should include social media interactions as part of the responsibilities outlined in the City's Ethical Guidelines of Conduct for Elected Local Government Officials Policy Number 11.00:05.

Care should be taken when posting statements to social media to ensure clarity amongst the audience that views expressed are either purely personal or where authorized as representative of the City of Leduc.

Members of Council are encouraged to use their social media accounts to:

- promote municipal and community activities, events, groups and associations;
- repost items from the City's official key messages or post publicly available documents; and
- invite comments from residents and stakeholders to support two-way communication.

Members of Council should refrain from:

- posting information related to in-camera or confidential municipal information;
- engaging in discussion or sharing information on subjects pertaining to private (in camera) meetings;
- posting information on council meeting decisions prior to their official release through municipal minutes and proceedings;
- engaging in debate or argument through un-moderated social media sites;
- posting information on emergency situations outside of the City's communication protocol outlined by the City of Leduc's Municipal Emergency Plan; and
- posting comments to official City social media accounts to promote individual and/or political opinions and/or campaigns.

F. Interaction Guidelines

Members of Council are responsible for the content shared and posted through their individual social media accounts and are encouraged to adhere to the following set of standards for appropriate interaction:

- Post information in a polite and professional manner;
- Invite and encourage discussion;
- Be accurate, fair, thorough, and transparent;
- Listen to dissenting opinions and respond in a respectful manner;
- Repost items provided by the municipality, municipal organizations, or other members of Council to enhance awareness of municipal initiatives; and
- Post regularly and respond to questions and comments in a timely manner.

APPENDIX D



City of Leduc Representation on Internal and External Boards, Committees and Groups

Name	Internal or External	Participation	Mandate/Purpose	Time Commitment	Specified Membership	Council Sub-Committees
Audit Committee	Internal	Required	BYLAW NO. 1206-2024 This Committee shall act as a liaison between Council and the Auditor.	Meet before and after the audit	Mayor, and two Councillors as appointed by Council	
Emergency Advisory Committee	Internal	Required	BYLAW NO. 1037-2019 The Committee provides guidance, advice and direction to the Agency regarding its activities, including the development and implementation of the Emergency Management Plan and related plans and programs. As well, to exercise the powers of Council to declare, a renew or terminate declaration of, a state of local emergency in accordance with Part III of this Bylaw.	Meet quarterly	Mayor, one Councillor, City Manager, staff and one Chamber member	
Family and Community Support Services Advisory Board	Internal	Required	BYLAW NO. 1065-2020 The Board shall advise Council on a range of appropriate preventative social services and social issues impacting the City.	Meeting monthly 10x per year on the 4 th Tuesday of month at 6:00pm	One Councillor and one Councillor Alternate.	
Leduc Environment Advisory Board	Internal	Required	BYLAW NO. 420-98 Advises Council on environmental matters and propose to Council any programs or practices for the protection, enhancement and wise use of the environment.	2 nd Tuesday/month at 7pm	One Councillor and one Councillor Alternate.	
Naming Committee	Internal	Required	BYLAW NO. 787-2012 The purpose of Committee is to participate in the naming of municipal resources including roadways and neighbourhoods and which is responsible for	Meet as needed	Mayor and one Councillor	

City of Leduc Representation on Internal and External Boards, Committees and Groups

Name	Internal or External	Participation	Mandate/Purpose	Time Commitment	Specified Membership	Council Sub-Committees
			maintaining a Name Reserve List of historical or important names to the community to be used in naming.			
Leduc Parks, Recreation & Culture Advisory Board	Internal	Required	BYLAW NO. 458-2000 The purpose of the board is to advise city Council on the planning of a broad range of matters relating to parks, recreation and culture services and programs within the city.	Meeting monthly 10 x year on the 3 rd Wednesday of the month at 5:45 pm	One Councillor and one Councillor Alternate.	Citizen Recognition Committee; Grant Application Committee; Parks and Recreation Naming Committee; Sports Hall of Fame Committee
Policing Committee	Internal	Required	BYLAW NO. 1198-2024 The overall objective of the Committee is to act as a liaison between Council, the R.C.M.P, and residents of Leduc, and through collaboration and interaction among those parties, foster responsible actions towards the creation and maintenance of a safe, secure community.	Not less than two (2) meetings per year	One Councillor and one Councillor Alternate	
Strategic Planning Committee	Internal	Required	BYLAW NO. 882-2015 The Committee is to set a strategic plan for each session of Council and to review that plan annually between Elections.	1st Quarter	All Council Members	

City of Leduc Representation on Internal and External Boards, Committees and Groups

Name	Internal or External	Participation	Mandate/Purpose	Time Commitment	Specified Membership	Council Sub-Committees
Traffic Advisory Committee	Internal	Required	BYLAW NO. 879-2014 The mandate of the Traffic Advisory Committee (TAC) is to make recommendations to Council and the City Manager regarding issues and opportunities in relation to the safe and efficient movement of vehicles and pedestrians within the City.	Meet 5 times a year for 1-3pm on Thursday.	It consists of engineering, public services, enforcement, RCMP, and 2 Council members. We have also recently included transit and fire although not official members by bylaw.	
Youth Council	Internal	Required	BYLAW NO. 1022-2019 The Youth Council Committee's mandate is to provide a forum for young people to participate in local government by researching, advising, proposing and planning actions in the community to Council. The Committee is comprised of two members of Council and at least five but no more than 13 members of the public between the ages of 16 and 22 years.	2 nd Thursday/month at 6pm	One Councillor and one Councillor Alternate.	
Student Activities & Tours	Internal	Required	Mock Council is a way to introduce students to the role and function of Municipal Government. The program provides students (mainly grade 6) with the opportunity to play Mayor, Council and Administration during a council meeting in the Council Chambers.	20 between September – November Happens during school hours	Mayor and Two Councillor	
Assessment Review Board	Quasi Judicial Board	Not required	BYLAW NO. 986-2018 The Assessment Review Boards consist of a Local	Meet as needed	Public Members only	

City of Leduc Representation on Internal and External Boards, Committees and Groups

Name	Internal or External	Participation	Mandate/Purpose	Time Commitment	Specified Membership	Council Sub-Committees
			Assessment Review Board (LARB) and a Composite Assessment Review Board (CARB). Both boards are quasi-judicial and have jurisdiction to deal with complaints arising from the assessment of properties. All board members must successfully complete a training program set or approved by the Minister of Alberta Municipal Affairs.			
Subdivision Development Appeal Board	Quasi Judicial Board	Not required	BYLAW NO. 901-2015 The SDAB is an independent, quasi-judicial board that adjudicates hearings on appeals from affected parties relative to decisions made by the subdivision authority and the development authority - similar to a court hearing. The SDAB makes their decision on fact-based evidence, then applies legal rules as per legislation and planning documents such as the Municipal Development Plan and the City of Leduc Land-use Bylaw. When the SDAB makes its decision, it's final and cannot be overturned unless the SDAB makes a law or jurisdictional error.	Meet as needed	Public Members only	

City of Leduc Representation on Internal and External Boards, Committees and Groups

Name	Internal or External	Participation	Mandate/Purpose	Time Commitment	Specified Membership	Council Sub-Committees
Arrow Utilities	External	Required	The Arrow Utilities a Capital Region Commission providing responsible transmission and treatment for regional member municipalities		One Councillor	
Annexation Negotiation Committee (TBD)	External	TBD	TBD	TBD	TBD	TBD
Capital Region Southwest Water Services Commission	External	Required	CRSWSC The Commission works diligently to ensure clean, safe drinking water is provided to all customers. It closely monitors and controls flow rates, chlorine residuals, pressures and reservoir levels for each of its customers. The Commission endeavours to comply with all regulations and standards set out by Canadian regulatory agencies. It's the goal of the CRSWSC to set standards and guidelines for each of its customers to model themselves after.	6 times per year (not in summer) Thursdays evenings	Two Councilors and One Alternate Councillor	

City of Leduc Representation on Internal and External Boards, Committees and Groups

Name	Internal or External	Participation	Mandate/Purpose	Time Commitment	Specified Membership	Council Sub-Committees
City of Edmonton, Leduc County, City of Leduc and Edmonton Regional Airports Authority Inter-Jurisdictional Cooperation Accord Oversight Committee	External	On hiatus	<p>Ensure coordinated, complementary and coherent short, medium and long-term planning and implementation among the partners (City of Leduc, Leduc County, EIA and City of Edmonton) in the areas of land use, services, transportation, economic development, coordination with other orders of government and cost and benefit sharing.</p> <p>In so doing, the intent is to create the conditions that will allow the Authority and the Airport to optimize their potential as key contributors to the economic prosperity and long-term success of the Region. A key enabling condition is that the Partners protect the 24-7 operations of the Airport through appropriate land use.</p>	As required	Mayor and City Manager	
Leduc Library Board	External	Required	<p>BYLAW NO. 756-2010 The Leduc Library Board operates in accordance with the Library Act to determine the purpose and operation of the library and encourage development of library services and activities for the benefit of the citizens of Leduc.</p>	3 rd Wednesday of month at 5pm	One Councillor	
Edmonton Global (EG)	External	Required (as per shareholder agreement)	<p>Edmonton Global promotes the region globally and focused on attracting and retaining business investment and trade to the Edmonton Region.</p>	<p>Monthly Meetings</p> <p>Meet during the day</p>	Representative from Council	N/A
Edmonton International Airport Noise Committee	External		<p>https://www.leduc.ca/airport-vicinity-protection-area/airport-vicinity-protection-area-faqs</p>		One Councillor	

City of Leduc Representation on Internal and External Boards, Committees and Groups

Name	Internal or External	Participation	Mandate/Purpose	Time Commitment	Specified Membership	Council Sub-Committees
Edmonton Regional Waste Advisory Committee (ERWAC)	External	Required	The Edmonton Region Waste Advisory Committee provides a forum for information sharing and to assume a leadership role in bringing together stakeholders in cooperative, collaborative efforts to facilitate joint waste minimization strategies and solutions.	Quarterly Meetings take place on Thursday mornings	One Councillor and Alternate Councillor	
Leduc Art Foundry	External	TBD	TBD	TBD	TBD	TBD
Leduc Boys & Girls Club	External	Voluntary	https://www.bgcleduc.com/history-vision-mission-and-values/	Monthly meetings	One Council rep	N/A
Leduc Downtown Business Association	External	Required	https://downtownleduc.com/		One Councillor and Alternate Councillor	
Leduc & District Regional Waste Management Commission	External	Required	https://leducregionallandfill.ca/	Monthly except in summer Wednesday evenings.	One Councillor and Alternate Councillor	
Leduc Golf and Country Club Board of Directors	External	Required	https://www.leducgolf.ca/board-of-directors		Mayor and One Councillor	
Leduc Regional Housing Foundation	External	Required	https://www.leducregionalhousing.ca/		One Councillor	
Leduc Regional Chamber of Commerce	External	Required	https://www.yourchamber.ca/		One Councillor and Alternate Councillor	As required
Leduc Community Drug Action Committee (LCDAC)	External	voluntary	https://www.leduc.ca/addictions-support	Monthly	One Councillor	On Hiatus 2025

City of Leduc Representation on Internal and External Boards, Committees and Groups

Name	Internal or External	Participation	Mandate/Purpose	Time Commitment	Specified Membership	Council Sub-Committees
Mid-Sized Cities Mayors Caucus (MCMC)	External	Voluntary	<p>Currently an informal group of mayors of communities with populations in excess of 15,000. https://www.abmcmc.ca/</p> <p>Forum to regularly to share information, discuss common interests and to advocate for the needs and interests of mid-sized communities.</p> <p>Group is looking to become more formalized this next Council term.</p>	<p>Monthly virtual meetings</p> <p>Semi-annual in-person meetings</p> <p>Typically meets during the day</p>	Mayor or Council designate	TBD
Alberta Municipalities (ABMunis)	External	Voluntary/ New opportunity (elected)	<p>ABMunis represents municipalities across Alberta AUMA is led by a Board of Directors elected by member municipalities during each annual convention. The AUMA Board is comprised of representatives from Alberta's cities, towns, villages, summer villages, and specialized municipalities.</p>	<p>Board meetings (monthly)</p> <p>Typically meets during the day</p>	Council/Mayor	<ul style="list-style-type: none"> • Infrastructure and Energy • Municipal Governance • Safe and Healthy • Sustainability and Environment • Small Communities • Audit and Finance • Investment Advisory
Federation of Canadian Municipalities (FCM)	External	Voluntary/ New opportunity	<p>FCM is the National voice of municipalities</p> <p>Advocate for municipalities to be sure their citizens' needs are reflected in federal policies and programs.</p>	<p>Board Meetings</p> <p>Typically meets during the day</p>	Council/ Mayor	Ad hoc