

SPECIAL COUNTY COUNCIL MEETING
LEDUC COUNTY
2019 Municipal Budget and Operational Plan Presentations
A G E N D A (subject to change)

MONDAY, NOVEMBER 26, 2018

9:30 - 4:30

	<u>Department/Area</u>	<u>Administration Staff</u>
9:30 – 11:00	1) Opening Remarks 2) Budget Guidelines ○ Tab 2 3) Corporate Plan ○ Tab 3 4) Budget Overview ○ Tab 4 – Consolidated Budget ○ Tab 5 – Tax Dollar Requirement 5) Earnings & Benefits Information a. FTE Revision Summary b. Earnings & Benefits Summary ○ Tab 6 6) Reserve Schedules ○ Tab 7	<i>Duane Coleman</i> <i>Renee Klimosko</i> <i>Rick Thomas</i> <i>Natasha Wice</i>
11:00 – 11:15	7) 2019 Christmas & 2020 New Year's Office Closure ○ Tab 8	<i>Duane</i>
11:15 – 11:30	8) Requests for Sponsorships ○ Tab 12 – General Administration - General	<i>Rick</i> <i>Dean Ohnysty</i>
12:00 - 1:30	NOON RECESS	
1:30 – 2:00	9) Legislative Services ○ Tab 11 10) Fiscal Services and General Non-Departmental ○ Tab 31 11) Requisition Expenditures ○ Tab 30	<i>Renee</i>
2:00 - 4:30	12) Major & Capital Project Plans ○ Tab 9 13) Long Range Major & Capital Project Plans ○ Tab 10	<i>Duane / Renee / Rick</i>

JP

SPECIAL COUNTY COUNCIL MEETING
A G E N D A (subject to change)

WEDNESDAY, NOVEMBER 28, 2018

9:30 - 4:30

	<u>Department/Area</u>	<u>Administration Staff</u>
9:30 – 9:45	1) Review/General Discussion	<i>Duane / Renee / Rick</i>
9:45 – 12:00	2) Utility Services <ul style="list-style-type: none">○ Tab 20 – Water Distribution○ Tab 21 – Sewer System○ Tab 22 – Waste Management 3) Fees & Charges - Utilities <ul style="list-style-type: none">○ Tab 8 – 2018 Fees & Charges (Utilities)	<i>Des Mryglod / Dean Downey</i>
12:00 - 1:30	NOON RECESS	
1:30 - 2:30	4) Recreation, Parks & Cultural Services <ul style="list-style-type: none">○ Tab 26 – Recreation and Parks Board○ Tab 27 - Recreation○ Tab 28 - Parks○ Tab 29 - Cultural & Library Board○ Tab 8 - 2018 Fees & Charges, P & R (p. 10)	<i>Dean Ohnysty</i>
2:30 - 3:00	5) Family Community Support Services <ul style="list-style-type: none">○ Tab 23 – FCSS○ Tab 8 - 2018 Fees & Charges, FCSS (p. 5)	<i>Dean Ohnysty</i>
3:00 - 3:30	6) Agriculture Services <ul style="list-style-type: none">○ Tab 25 – Agriculture Services○ Tab 19 – Drainage○ Tab 8 - 2018 Fees & Charges, Agriculture Services (p. 3)	<i>Garett Broadbent</i>
3:30 – 4:00	7) Public Transit <ul style="list-style-type: none">○ Tab 18 – Public Transit○ Tab 8 – 2018 Fees & Charges, Transit (p. 22)	<i>Rick Thomas</i>

SPECIAL COUNTY COUNCIL MEETING
A G E N D A (subject to change)

MONDAY, DECEMBER 3, 2018

9:30 - 4:30

	<u>Department/Area</u>	<u>Administration Staff</u>
9:30 – 9:45	1) Review/General Discussion	<i>Duane / Renee / Rick</i>
9:45 – 12:00	2) Public Works <ul style="list-style-type: none">○ Tab 17 - Public Works○ Tab 8 - 2018 Fees & Charges, PW&Eng. (p. 20)	<i>Des Mryglod</i>
12:00 - 1:30	NOON RECESS	
1:30 - 2:15	3) Planning and Development <ul style="list-style-type: none">○ Tab 24 - Planning & Development○ Tab 8 - 2018 Fees & Charges, P & D (p. 13)	<i>Grant Bain</i>
2:15 – 2:45	4) Enforcement Services <ul style="list-style-type: none">○ Tab 13 – Enforcement Services○ Tab 8 - 2018 Fees & Charges, Enforcement Services (p. 4) 5) By-law Enforcement <ul style="list-style-type: none">○ Tab 16 – By-law Enforcement	<i>Clarence Nelson</i>
2:45 – 3:15	6) Fire Services <ul style="list-style-type: none">○ Tab 14 – Fire Services○ Tab 8 - 2018 Fees & Charges, Fire Svs. (p. 8) 7) Disaster Services <ul style="list-style-type: none">○ Tab 15 - Disaster Services	<i>Keven Lefebvre</i>
3:15-4:30	8) Major and Capital Project Plans <ul style="list-style-type: none">○ Tab 9	<i>Duane/Renee/Rick</i>



SPECIAL COUNTY COUNCIL MEETING
A G E N D A (subject to change)

THURSDAY, DECEMBER 6, 2018
9:30 - 4:30

	<u>Department/Area</u>	<u>Administration Staff</u>
9:30 – 9:45	1) Review/General Discussion	<i>Duane / Renee / Rick</i>
9:45 – 10:15	2) General Government - Overview ○ Tab 12 – General Administration 3) Administration – Assessment	<i>Renee</i> <i>Karen Burnand</i>
10:15 – 10:45	4) Administration – Corporate Services Overview ○ Tab 12 – General Administration	<i>Roseanne Hall</i>
10:45 – 11:00	5) Administration – County Manager Overview ○ Tab 12 – General Administration	<i>Duane</i>
11:00 – 12:00	6) Administration – General Overview ○ Tab 8 – 2018 Fees & Charges, Administration (p. 1)	<i>Renee/Natasha Wice</i>
12:00 - 1:30	NOON RECESS	
1:30 – 4:30	7) Assessment Projection 8) Approval of By-law – Fees & Charges (excluding Utilities) ○ Tab 8 9) Approval of By-law – Utilities Fees & Charges ○ Tab 8 10) Review Budget Adjustments 11) Interim Budget Approval	<i>Karen Burnand</i> <i>Duane / Renee / Rick</i> <i>Dean Downey</i>
4:30	ADJOURNMENT	

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MINUTES OF THE SPECIAL COUNTY COUNCIL MEETING, LEDUC COUNTY HELD ON NOVEMBER 26th, 28th, DECEMBER 3rd and 6th, 2018 IN THE COUNCIL CHAMBER OF THE COUNTY CENTRE BUILDING, NISKU, ALBERTA.

Order and Roll Call

The meeting was called to order at 9:30 a.m., Monday, November 26, 2018 by Mayor Tanni Doblanko as Chair with Council Members Rick Smith, Kelly-Lynn Lewis, Kelly Vandenberghe, Larry Wanchuk, Glenn Belozor and Ray Scobie present.

Also present were

- Duane Coleman, County Manager
- Rick Thomas, Deputy County Manager
- Renee Klimosko, General Manager of Financial and Corporate Services
- Natasha Wice, Director of Finance
- Rudy Zacharias, Manager of Communications
- Marty McCrea, Manager of Payroll and Revenue Services
- Joyce Gavan, Recording Secretary

Acceptance of Agenda

B01-18 Councillor Wanchuk -- that the agenda for the Special County Council Meeting - 2019 Municipal Budget, be accepted as circulated.

Carried Unanimously

Opening Remarks

Mr. Duane Coleman, County Manager, provided opening remarks introducing the proposed budget for 2019.

Budget Guidelines

Mrs. Renee Klimosko, General Manager, provided an overview of the budget process and reviewed the following as identified within the budget binders.

1. 2019 Business Plan and Budget Guidelines
2. Corporate Plan

The following discussion and questions were presented with respect to the Corporate Plan:

- Strategy 1.3 Develop a marketing strategy to support economic development – consideration to move to Q3.
- Strategy 2.1 Hold joint meetings with other local municipalities - create platforms; Council to identify to administration with focused items.
- Strategy 3.1 Develop and implement an annual citizen satisfaction survey – how to measure the results of survey – once feedback is received can start to build on how to measure, how to reach more respondents. Identify the purpose of survey and determine why the responses were provided with rationale; perhaps incorporate a focus group after the survey. Need to determine the outcome expected first. Data driven.
- Strategy 4.1 – Review of organizational structure effectiveness – inform council of changes to structural changes; this is an ongoing commitment to Council.
- Strategy 4.2
Zero-based budgeting process and 3 year operating budget and 10 year capital plan – in 2019 will examine each departmental budget line by line.



Implement an Asset Management Policy and strategy – will be a need in 2019 to bring in outside resources for support e.g. asset management workshop to update Council members; training for asset management committee.

- Strategy 5.2 – Opportunities to support employee health & well-being – need measurables prior to Q4.

3. Budget Overview

Recess

The meeting recessed at 10:31 a.m. and reconvened at 10:40 a.m. with Mayor Tanni Doblanko as Chair and Council Members Rick Smith, Kelly-Lynn Lewis, Kelly Vandenberghe, Larry Wanchuk, Glenn Belozer and Ray Scobie present.

Also present were:

- Duane Coleman, County Manager
- Rick Thomas, Deputy County Manager
- Renee Klimosko, General Manager of Financial and Corporate Services
- Natasha Wice, Director of Finance
- Rudy Zacharias, Manager of Communications
- Marty McCrea, Manager of Payroll and Revenue Services
- Joyce Gavan, Recording Secretary

4. Earnings & Benefits Information

The following discussion and questions were presented with respect to the earnings and benefits information:

- FTE Revision Summary – more clarification required on Nisku Fire District and GIS.
- Further discussion with respect to Cost of Living Allowance (COLA) and retention benefit.

Mr. Ohnysty

Mr. Dean Ohnysty, Director of Community Services entered the Council Chamber at 10:43 a.m.

5. Reserves Schedules

Clarification is requested with respect to reserves funding capital vs. operating.

Requests for Sponsorships

Mr. Dean Ohnysty, Director of Community Services, provided an overview of the 2019 requests for sponsorship received to date as follows:

1)	Alberta Dairy Congress -	\$10,000
2)	Beaumont Agricultural Society – Rural Roots Fair -	\$1,200
3)	Beaumont Heritage Society -	\$5,000
4)	Beaver Hills Initiative -	\$10,000
5)	Boys & Girls Club -	\$3,000
6)	Family Violence Prevention Team -	\$5,000
7)	Clear Water Valley Pony Club -	\$1,900
8)	Leduc & District Food Bank Association -	\$10,000
9)	Leduc & District Victim Services -	\$10,000
10)	Leduc Black Gold – Pro Rodeo and Rodeo of Smiles -	\$2,500
11)	Leduc Community Health Foundation -	\$1,750

12) Leduc Regions Chamber of Commerce: Leduc and Wetaskiwin -	\$53,000
13) Miscellaneous – Granting Committee -	\$17,457
14) North Saskatchewan Watershed Alliance -	\$6,890
15) Pigeon Lake Chamber of Commerce -	\$3,000
16) Rise-up House Society -	\$17,000
17) River Valley Alliance -	\$20,000
18) S.T.A.R.S. -	\$7,500
19) Thorsby Agricultural Society – Hay Maker Rodeo -	\$500

In response to questions by Council Members clarification is to be provided with the following requests for sponsorships:

- Leduc West Antique Society
- Clear Water Valley Pony Club
- River Valley Alliance

Mr. Ohnysty

Mr. Ohnysty exited the Council Chamber at 11:46 a.m.

2019 Christmas & 2020 New Year's Office Closure

B02-18 Councillor Smith -- that Leduc County Council approves the 2019 Christmas and 2020 New Year's Office Closure as follows:

- Wednesday, December 25, 2019 (Christmas Day)
- Thursday, December 26, 2019 (Boxing Day)
- Friday, December 27, 2019
- Wednesday, January 1, 2020 (New Year's Day)

Carried Unanimously

Noon Recess

The meeting recessed for noon at 11:47 a.m. and reconvened at 1:30 p.m. with Mayor Tanni Doblanko as Chair and Council Members Rick Smith, Kelly-Lynn Lewis, Kelly Vandenberghe, Larry Wanchuk, Glenn Belozor and Ray Scobie present.

Also present were:

- Duane Coleman, County Manager
- Rick Thomas, Deputy County Manager
- Renee Klimosko, General Manager of Financial and Corporate Services
- Natasha Wice, Director of Finance
- Rudy Zacharias, Manager of Communications
- Marty McCrea, Manager of Payroll & Revenue Services
- Joyce Gavan, Recording Secretary

Legislative Services, Fiscal Services and General Non-Departmental; and Requisition Expenditures

Mrs. Klimosko, General Manager of Financial and Corporate Services, reviewed the following proposed budgets:

1. Legislative Services
2. Fiscal Services and General Non-Departmental

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Clarification is to be provided with the following:

- WCB experience rating claims and 3 year averaging
- RMA Costs

3. Requisition Expenditures

Major & Capital Project Plans

Mrs. Klimosko presented the consolidated major project and capital plans, highlighting the following:

1. Funding sources
2. Grant Funding Initiatives - Municipal Sustainability Initiative (MSI) Capital and Gas Tax Fund
3. Funding & Expenditures Summary – 2019 Major Project Plan – Interim
4. Major Project Plan (Interim)
5. Funding & Expenditures Summary – 2019 Capital Project Plan – Interim
6. Capital Project Plan (Interim)

Mr. Mryglod

Mr. Des Mryglod, Director of Public Works & Engineering, entered the Council Chamber at 2:25 p.m.

Mrs. Klimosko continued with the following:

7. 2019 Interim Capital Project Plan – Bridge Programs funding summary

In response to a question on BF 07543 it was noted to correct the description: RR 20 BTW Twp 494 and Twp 494.

Recess

The meeting recessed at 2:45 p.m. and reconvened at 2:52 p.m. with Mayor Tanni Doblanko as Chair and Council Members Rick Smith, Kelly-Lynn Lewis, Kelly Vandenberghe, Larry Wanchuk, Glenn Belozor and Ray Scobie present.

Also present were:

- Duane Coleman, County Manager
- Rick Thomas, Deputy County Manager
- Renee Klimosko, General Manager of Financial and Corporate Services
- Natasha Wice, Director of Finance
- Rudy Zacharias, Manager of Communications
- Marty McCrea, Manager of Payroll & Revenue Services
- Des Mryglod, Director of Public Works & Engineering
- Joyce Gavan, Recording Secretary

Mrs. Klimosko continued with the following:

8. 2019 Road Program highlighting the following:

In response to questions Council requested administration to provide clarification on the following:

- SCADA – what is life cycle
- More discussion on Landfill Rebate
- Identify options to include adjustments for the inclusion of moving Township Road 510 up to the 2019 Road Program

JP

Mr. Mryglod

Mr. Mryglod exited the Council Chamber at 3:22 p.m.

Long Range Major & Capital Project Plan

Mrs. Klimosko reviewed the Long Range Major Project Plan 2019 – 2023 with Council Members, highlighting the following:

1. Long Range Major Project Plan – Funding Gap Analysis
2. Long Range Capital Project Plan Forecast
3. Long Range Major Project Plan Forecast

Action Items Summary

Action Items Summary for Monday, November 26, 2018 included the following:

- 1) FTE Revision Summary – more clarification required on Nisku Fire District and GIS.
- 2) Carve out some time in camera for further discussion re: Cola and Retention Benefits (fire and Enforcement).
- 3) Clarification with respect to reserve funding capital vs. operating.
- 4) WCB Experience Rating claims – more clarification on 3 year average.
- 5) RMA Convention Costs.
- 6) SCADA – what is life cycle?
- 7) Discussion on Landfill Rebate.
- 8) Identify options to include adjustments for the inclusion of moving Township Road 510 up to the 2019 Road Program.

Recess Sitting

Mayor Doblanko recessed the sitting of the Special County Council meeting until Wednesday, November 28, 2018, commencing at 9:30 a.m.

The Special County Council meeting recessed at 3:55 p.m.

Meeting Reconvened

The meeting reconvened at 9:32 a.m., Wednesday, November 28, 2018 by Mayor Tanni Doblanko as Chair and Council Members Rick Smith, Kelly-Lynn Lewis, Kelly Vandenberghe, Larry Wanchuk, Glenn Belozor and Ray Scobie present.

Also present were:

- Duane Coleman, County Manager
- Rick Thomas, Deputy County Manager
- Renee Klimosko, General Manager of Financial and Corporate Services
- Natasha Wice, Director of Finance
- Marty McCrea, Manager of Payroll & Revenue Services
- Rudy Zacharias, Manager of Communications
- Joyce Gavan, Recording Secretary

Review/General Discussion

Mrs. Klimosko provided an overview of the first budget day, with the following responses to action items from November 26th:

1. Nisku District Chief – will come back to Council during Fire Services budget presentation.

2. Corporate Services – Corporate Services staff provide clarification relating to GIS and WCB during their budget presentation.
3. SCADA Equipment – hardware has a life of 15-20 years and the software life is 7-10 years.
4. RMA Convention expenses - clarification was provided with a handout.
5. Bridge Program Summary – an updated Bridge summary document was provided.
6. An adjustment summary page was provided showing the adjustment summary from 2019 interim budget including:
 - Road Program – Twp 510; and
 - Sponsorship adjustment to Clear Water Valley Pony Club.

Messrs. Mryglod and Downey

Messrs. Des Mryglod, Director of Public Works & Engineering; and Dean Downey, Manager of Utilities, entered the Council Chamber at 9:39 a.m.

Public Works – Utilities Services

Messrs. Des Mryglod, Director, Public Works & Engineering; and Dean Downey, Manager of Utilities, presented the Utility Services Plan for 2019 including the following:

1. Public Works & Engineering 2019 Operational Plan
2. Water Distribution 2019 Operating Budget
3. Sewer System 2019 Operating Budget
4. Waste Management 2019 Operating Budget
5. 2019 Fees & Charges - Utilities

Discussion items included:

Corporate Plan

- Utility Master Plan – requirement to look at alternative sources of water.
- Rural Water Servicing Study – potential to move to Q3; review the budget in relation to financial impact identified as \$10,000.
- Summer Village access to transfer stations on a pay-per-use basis – clarify the process and access cards for summer villages.

Water Distribution Operating Budget

- Proposed Utility Rates – recovery of costs on water cost-plusing – additional conversation is required at a Public Works Committee meeting.

Sewer System Operating Budget

- Recovery of costs on Nisku Transfer Station Over Strength Charges – how could we recover the over strength charges?
- Review the agreement for EIA relating to over strength charges – agreement is in place and identify how long this agreement is in effect?
- Number of connections to be confirmed in hamlets e.g. Kavanagh (lagoons).

Waste Management Operating Budget

- Conversation on Landfill Rebate.
- Conversation with respect to taxes for level of service and where to collect revenue for services i.e. recovery of costs; also a discussion of how much is being brought in. Schedule a series of workshops to provide information and have discussion with council.

Fees & Charges – Utilities

- Will provide better communication with respect to Leduc and District Regional Waste Management Authority access cards.

Recess

The meeting recessed at 11:18 a.m. and reconvened at 11:29 a.m. with Mayor Tanni Doblanko as Chair and Council Members Rick Smith, Kelly-Lynn Lewis, Kelly Vandenberghe, Larry Wanchuk, Glenn Belozar and Ray Scobie present.

Also present were:

- Duane Coleman, County Manager
- Rick Thomas, Deputy County Manager
- Renee Klimosko, General Manager of Financial and Corporate Services
- Natasha Wice, Director of Finance
- Rudy Zacharias, Manager of Communications

In Camera

B03-18 Councillor Smith -- that Leduc County Council meet In-Camera to discuss COLA and retention benefits.

Carried

The In-Camera session commenced at 11:29 a.m.

Revert to Special Council Meeting

B04-18 Councillor Belozar -- that Leduc County Council revert to the Special Council meeting.

Carried

The In-Camera session reverted to the Special Council meeting at 12:18 p.m.

Noon Recess

The meeting recessed for noon at 12:19 p.m. and reconvened at 1:29 p.m. with Mayor Tanni Doblanko as Chair and Council Members Rick Smith, Kelly-Lynn Lewis, Kelly Vandenberghe, Larry Wanchuk, Glenn Belozar and Ray Scobie present.

Also present were:

- Duane Coleman, County Manager
- Rick Thomas, Deputy County Manager
- Renee Klimosko, General Manager of Financial and Corporate Services
- Natasha Wice, Director of Finance
- Rudy Zacharias, Manager of Communications
- Dean Ohnysty, Director of Community Services
- Joyce Gavan, Recording Secretary

Parks and Recreation; and Library Services

Mr. Dean Ohnysty, Director, presented the Operational Plan for Parks and Recreation and Library Services including the following:

1. Recreation and Parks 2019 Operational Plan
2. Recreation 2019 Operating Budget

Ms. Tabone, Mrs. Russell and Mr. Broadbent

Ms. Carol Tabone, Early Years and Bridges FASD Coordinator; and Mrs. Sara Russell, Community Support Coordinator, Family & Community Support Services; and Mr. Garrett Broadbent, Director of Agricultural Services, entered the Council Chamber at 1:53 p.m.

3. Parks 2019 Operating Budget
4. Cultural & Library Board 2019 Operating Budget
5. 2019 Fees & Charges, Parks and Recreation

Discussion items included:

- Nisku Recreation Centre – develop a business plan that will be reviewed with Council within Q1 including review of Landfill Rebate applied to NRC.
- Update on usage at Wizard Lake to be provided to Council.

Family and Community Support Services (F.C.S.S.)

Mr. Dean Ohnysty, Director, reviewed the Operational Plan for the F.C.S.S. Department including the following:

1. F.C.S.S. 2019 Operational Plan
2. F.C.S.S. 2019 Operating Budget
3. 2019 Fees & Charges, F.C.S.S.

Administrative staff will bring back a report to Council identifying a process on public and community engagement relating to F.C.S.S. programs.

Recess

The meeting recessed at 2:36 p.m. and reconvened at 2:49 p.m. with Mayor Tanni Doblanko as Chair and Council Members Rick Smith, Kelly-Lynn Lewis, Kelly Vandenberghe, Larry Wanchuk, Glenn Belozor and Ray Scobie present.

Also present were:

- Duane Coleman, County Manager
- Rick Thomas, Deputy County Manager
- Renee Klimosko, General Manager of Financial and Corporate Services
- Natasha Wice, Director of Finance
- Rudy Zacharias, Manager of Communications
- Garrett Broadbent, Director of Agricultural Services
- Aaron VanBeers, Agricultural Foreman
- Dean Ohnysty, Director of Community Services
- Joyce Gavan, Recording Secretary

Agricultural & Drainage Services

Mr. Garrett Broadbent, Director of Agricultural Services, presented the Agricultural Services 2019 - 2021 Department Operational Plan, highlighting the following:

1. Agricultural Services 2019 Operational Plan
2. 2019 Operating Budget – Agriculture and Drainage Services
3. 2019 Agriculture Services Fees & Charges – no changes

Messrs. Broadbent, VanBeers and Ohnysty

Messrs. Broadbent, VanBeers and Ohnysty exited the Council Chamber at 3:16 p.m.



Public Transit

Mr. Rick Thomas, Deputy County Manager, presented the 2019 Operating Budget, highlighting the following:

1. 2019 Public Transit Budget
2. 2019 Transit Fees & Charges

An action included that administration will explore benefits and costs of advertising on bus shelters and transit buses.

Action Items Summary

Action Items Summary for Wednesday, November 28, 2018 included the following:

- 1) Rural Water Servicing Study – what 2018 dollars remain to complete project?
- 2) Clarify when the EIA agreement for utilities expires.
- 3) Clarify number of connections (lagoons) in hamlets.
- 4) Business Plan for Nisku Recreation Centre and use of landfill rebate.
- 5) What is the return on investment at Wizard Lake e.g. usage.

Recess Sitting

Mayor Doblanko recessed the sitting of the Special County Council meeting until Monday, December 3, 2018, commencing at 9:30 a.m.

The Special County Council meeting recessed at 3:30 p.m.

Meeting Reconvened

The meeting reconvened at 9:30 a.m., Monday, December 3, 2018 by Deputy Mayor Kelly-Lynn Lewis as Chair and Council Members Rick Smith, Kelly-Lynn Lewis, Kelly Vandenberghe, Larry Wanchuk, Glenn Beloner and Ray Scobie present. Mayor Tanni Doblanko arrived after the meeting convened.

Also present were:

- Duane Coleman, County Manager
- Rick Thomas, Deputy County Manager
- Renee Klimosko, General Manager of Financial and Corporate Services
- Natasha Wice, Director of Finance
- Rudy Zacharias, Manager of Communications
- Des Mryglod, Director of Public Works & Engineering
- Darrell Stone, Manager of Operations
- Joyce Gavan, Recording Secretary
- Brooke Fair, Manager of Financial Services

Staff Introduction

Ms. Brooke Fair, Manager of Financial Services, was introduced to Council Members.

Review/General Discussion

Mrs. Klimosko provided an overview of the second budget day, with the following responses to action items from November 28th:

1. Debenture Schedule – a copy of all outstanding debentures was distributed to Council Members.
2. The Rural Water Strategy (Goal 4 Strategy 3.1) – there is \$10,000 within the operational plan and no additional funds are required. The name will be clarified for consistent naming.

Mayor Doblanko

Mayor Tanni Doblanko entered the Council Chamber at 9:35 a.m. and assumed the Chair.

3. Master Plans e.g. Waste Master Plan, Recreation Parks and Open Master Plan, Roads Plan – due to capacity concerns there may be a need to re-evaluate these plans. Administration to provide a report on what was achieved with projected budget for each of these plans; where are we at with it and provide an update to Council.

Mr. Broadbent

Mr. Garrett Broadbent, Director of Agricultural Services, entered the Council Chamber at 9:45 a.m.

Public Works & Engineering

Mr. Des Mryglod, Director of Public Works & Engineering, and Darrell Stone, Manager of Operations, presented the Operation Plan for the Public Works & Engineering Department including the following:

- 2019 Public Works Operational Plan
- 2019 Operating Budget
- 2019 Fees & Charges for Public Works & Engineering

Discussion items included:

- Further discussion on Parks and Recreation Master Plans and set priorities, examine capacity of resources and want to make sure this is feasible in 2019.
- Graveling - Shoulder Pulling – there is zero dollars in the operating budget as dollars identified in rural road initiative. Further discussions required.

Action Items Summary

Action Items Summary for Monday, December 3, 2018 included the following:

- 1) Overtime pay-out – administration to provide an overview.
- 2) Review Q4 for pavement inspection template – move to 2019.
- 3) Rural Water Servicing Study once the CRSWSC supply policy review is complete – an update to be provided on utilities at a future Public Works Committee meeting.
- 4) Confirm the power street lights at Genesee Park - \$276,000; anticipate the labelling of the line.
- 5) Difference in dollars for graveling budget between Road Program Summary and Service Package.
- 6) In subdivisions where there is pavement can we perform sweeping of gravel?

In Camera

B05-18 Councillor Smith -- that Leduc County Council meet In-Camera in accordance with F.O.I.P., Section 15 Disclosure Harmful to Business Interests of a Third Party.

Carried

The In-Camera session commenced at 10:57 a.m.

Revert to Special Council Meeting

B06-18 Councillor Belozer -- that Leduc County Council revert to the Special Council meeting.

Carried

The In-Camera session reverted to the Special Council meeting at 11:24 a.m.

Recess

The meeting recessed at 11:25 a.m. and reconvened at 11:34 a.m. with Mayor Tanni Doblanko as Chair and Council Members Rick Smith, Kelly-Lynn Lewis, Kelly Vandenberghe, Larry Wanchuk and Glenn Belozer present. Councillor Ray Scobie was absent for the remainder of the day for personal reasons.

Also present were:

- Duane Coleman, County Manager
- Rick Thomas, Deputy County Manager
- Renee Klimosko, General Manager of Financial and Corporate Services
- Natasha Wice, Director of Finance
- Rudy Zacharias, Manager of Communications
- Brooke Fair, Manager of Financial Services
- Joyce Gavan, Recording Secretary

Major Project Plan and Capital Project Plan

Mrs. Klimosko reviewed the Major Project Plan and Capital Project Plan with Council Members, highlighting the following:

Major Projects – Operating

- Leduc County Website Redevelopment
- Leduc County Branding
- Waste Management Strategic Plan
- Transportation Master Plan
- Recreation, Parks, Culture Master Plan
- Social Services Framework
- Building Lifecycle Maintenance

Discussion Items included:

- Value of \$150,000 for website redevelopment and Leduc County branding – further discussion with Council is required.
- Add the Design Ready on Township Road 510.

Capital Projects

- Mobile Communications Vehicle Improvement
- 2019 Road Program – Nisku Roads 30 Avenue – defer \$135,000 to 2020.

Mayor Doblanko

Mayor Doblanko exited the Council Chamber at 11:56 a.m. to take a phone call and Deputy Mayor Lewis assumed the Chair.

Discussion items included:

- Further discussion with Senior Managers with respect to items identified on the Major and Capital Project Plans.

Noon Recess

The meeting recessed for noon at 12:05 p.m. and reconvened at 1:30 p.m. with Mayor Tanni Doblanko as Chair and Council Members Rick Smith, Kelly-Lynn Lewis, Kelly Vandenberghe, Larry Wanchuk, Glenn Belozer Present. Council Member Ray Scobie was absent for personal reasons.

Also present were:

- Duane Coleman, County Manager
- Rick Thomas, Deputy County Manager
- Renee Klimosko, General Manager of Financial and Corporate Services
- Natasha Wice, Director of Finance
- Rudy Zacharias, Manager of Communications
- Fair Brooke, Manager of Financial Services
- Grant Bain, Director of Planning & Development
- Clarence Nelson, Director of Enforcement Services
- Joyce Gavan, Recording Secretary

Planning and Development

Mr. Grant Bain, Director, presented the 2019 Operating Plan for the Planning & Development Department including the following:

- Planning & Development 2019 Operational Plan
- 2019 Operating Budget

Messrs. Lefebvre and Bennett

Messrs. Keven Lefebvre, Fire Chief and Tylor Bennett, Deputy Chief entered the Council Chamber at 1:48 p.m.

- 2019 Fees & Charges, Planning & Development

Discussion items included the following:

- LNEDA – Council will still have the opportunity to review core funding.

Messrs. Bain and Nelson

Messrs. Bain and Nelson exited the Council Chamber at 1:57 p.m.

Fire and Disaster Services

Mr. Keven Lefebvre, Fire Chief, and Tylor Bennett, Deputy Chief, presented the Fire Services and Disaster Services Operational Plan including:

- Fire & Disaster Services 2019 Operational Plan
- 2019 Operating Budget
- 2019 Fees and Charges – Fire & Disaster Services

Messrs. Nelson and Barker

Messrs. Clarence Nelson, Director of Enforcement Services and Greg Barker, Peace Officer, entered the Council Chamber at 2:01 p.m.

Discussion items included the following:

- Contracting of Safety Codes Officer and cost sharing with City of Leduc – discussion to continue with cost sharing vs. hiring.
- Capital Plan – Mobile Communications Vehicle Improvement – clarification to be provided whether to outfit the vehicle purchased for the use of communications support for emergency operations support.
- Purchase of new aerial apparatus – to accommodate ladders for fire which have a 20 year lifecycle. Will look at efficiencies through the RFP process.

Councillor Lewis

Councillor Lewis exited the Council Chamber at 2:41 p.m. for personal reasons.

Messrs. Lefebvre and Bennett

Messrs. Lefebvre and Bennett exited the Council Chamber at 2:42 p.m.

Enforcement Services

Mr. Clarence Nelson, Director, presented the Enforcement Services Operational Plan including:

- Enforcement Services 2019 Operational Plan
- 2019 Operating Budget for Protective Services and Bylaw (Animal Control)
- 2019 Fees and Charges Enforcement Services

Discussion items included the following:

- Reduction of one Peace Officer – are looking at evaluating service levels and will not re-hire one position.
- Education piece will be included to identify the traffic safety bylaw e.g. cover loads going to landfill.
- The patrol boat cost is minimal to operate however, does take away from manpower. Is not used for boat rescue. Council will re-evaluate the value of boat in future budget meetings.
- Dollars spent on rescuing and boat purchase with Wetaskiwin County – administration to bring back an update.
- Enhanced position at outlet mall – Leduc County applies and pays up front and eventually the EIA and outlet mall pays for it.
- Municipal Employee Funding request for cost sharing at Thorsby RCMP detachment staff position; cost sharing (Thorsby, Warburg, Golden Days and Leduc County) was presented in comparison with the budgeted amount within service package.

Action Items Summary

Action Items Summary for Monday, December 3, 2018 included the following:

- 1) Regular patrols are omitted from operational plan - administration will identify the percentage of patrols each peace officer is out on average. Will be incorporated within the Corporate Plan.
- 2) RADAR/LIDAR – update to identify the acronym.

- 3) Have a discussion with Leduc Detachment Officer in Charge (OIC) and obtain a detailed plan to measure outcomes with respect to the School Resource Officer.

Messrs. Nelson and Barker

Messrs. Nelson and Barker exited the Council Chamber at 3:17 p.m.

In Camera

B07-18 Councillor Smith -- that Leduc County Council meet In-Camera in accordance with F.O.I.P., Section 15 Disclosure Harmful to Business Interests of a Third Party.

Carried Unanimously

The In-Camera session commenced at 3:18 p.m.

Revert to Special Council Meeting

B08-18 Councillor Smith -- that Leduc County Council revert to the Special Council meeting.

Carried Unanimously

The In-Camera session reverted to the Special Council meeting at 3:24 p.m.

Recess Sitting

Mayor Doblanko recessed the sitting of the Special County Council meeting until Thursday, December 6, 2018, commencing at 9:30 a.m.

The Special County Council meeting recessed at 3:25 p.m.

Meeting Reconvened

The meeting reconvened at 9:30 a.m., Thursday, December 6, 2018 by Mayor Tanni Doblanko as Chair and Council Members Rick Smith, Kelly-Lynn Lewis, Kelly Vandenberghe, Larry Wanchuk, Glenn Belozor and Ray Scobie present.

Also present were:

- Duane Coleman, County Manager
- Rick Thomas, Deputy County Manager
- Renee Klimosko, General Manager of Financial and Corporate Services
- Natasha Wice, Director of Finance
- Rudy Zacharias, Manager of Communications
- Brooke Fair, Manager of Financial Services
- Karen Burnand, Manager of Assessment Services
- Joyce Gavan, Recording Secretary

Review/General Discussion

Mrs. Klimosko provided an overview of the third budget day, with the following responses to action items from December 3rd:

1. Street Light Service Package (Genesee) – typing error should have said General vs. Genesee and has been corrected.
2. Difference between gravelling on road program summary vs. service package – the road summary number took into account applied grant funding for the gravelling program; will update the road document.

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3. Building Lifecycle Maintenance in Major Plan – work done through Black Gold and County together; sealant application, damaged curbs, landscaping and conceptual design.
4. Radar/LIDAR – stands for Laser Imaging Detection and Ranging.
5. Service Package in Public Works - \$50,000 in service but blue pages says \$60K – the difference is due to where change occurred but there was a \$10,000 line item that reflected no change.

General Government Overview

The General Government Overview was presented as follows:

- Administration Consolidated Summary (includes Corporate Services, County Manager's office, Communications and Assessment Services).

Mrs. Hall, Mrs. Girard and Messrs. Kainz and Lepp

Mrs. Roseanne Hall, Director of Corporate Services; Mrs. Roxanne Girard, Manager of HR, HSE and Corporate Services; and Mr. Rob Kainz, Manager of IT; and Steve Lepp, Manager of GIS, entered the Council Chamber at 9:45 p.m.

Administration – Assessment

Mrs. Karen Burnand, Manager of Assessment Services, provided the Assessment Overview including:

- Assessment 2019 Operational Plan
- 2019 Operating Budget

Administration – Corporate Services Overview

Mrs. Roseanne Hall, Director of Corporate Services, presented the Corporate Services Overview including:

- Administration – Corporate Services 2019 Operational Plan
- 2019 Operating Budget - including Facilities, Human Resources, Information Technology (IT), Geographic Information System (GIS), Health, Safety and Wellness (HSE), Black Gold Cost Share and Community & Operating Centre (COC).

Discussion Items included:

- Records Management – retention schedule and electronic files will be reviewed.
- Float – this is deferred pending the branding discussion and dollars to be carried forward.
- Cost Share with Black Gold – assessing the agreement with Black Gold Regional Schools to determine cost share.
- Error on Blue Sheet on Maintenance for Equipment (Line 257) – appears to have increased and need to transfer to Line 256 Maintenance Agreement for Buildings.

Action Items Summary

Action Items Summary for Thursday, December 6, 2018 included the following:

- 1) Budget for cellular phones.
- 2) Nisku Business Sign – review the significance of this sign and identify potential options of how to go forward; this will be reviewed within the branding component to be brought forward at a future workshop.



Recess

The meeting recessed at 10:45 a.m. and reconvened at 10:52 a.m. with Mayor Tanni Doblanko as Chair and Council Members Rick Smith, Kelly-Lynn Lewis, Kelly Vandenberghe, Larry Wanchuk, Glenn Belozar and Ray Scobie present.

Also present were:

- Duane Coleman, County Manager
- Rick Thomas, Deputy County Manager
- Renee Klimosko, General Manager of Financial and Corporate Services
- Natasha Wice, Director of Finance
- Rudy Zacharias, Manager of Communications
- Brooke Fair, Manager of Financial Services
- Karen Burnand, Manager of Assessment Services
- Joyce Gavan, Recording Secretary

Assessment Services

Mrs. Karen Burnand, Manager of Assessment Services, reviewed the following:

- 2019 Fees and Charges for Assessment Services
- 2019 Interim Budget Assessment Projections

Discussion Items included:

- Assessment Projections.

Administration – Financial Services and County Manager's Office

Mrs. Wice and Mrs. Klimosko presented the Financial Services and County Manager overview including:

- Finance 2019 Operational Plan
- 2019 Operating Budget

Discussion Items included:

- Conduct a legal evaluation analysis – in-house services.
- Naming conventions to be changed e.g. Grants to "individuals".

Noon Recess

The meeting recessed for noon at 12:07 p.m. and reconvened at 1:00 p.m. with Mayor Tanni Doblanko as Chair and Council Members Rick Smith, Kelly-Lynn Lewis, Kelly Vandenberghe, Larry Wanchuk, Glenn Belozar and Ray Scobie present.

Also present were:

- Duane Coleman, County Manager
- Rick Thomas, Deputy County Manager
- Renee Klimosko, General Manager of Financial and Corporate Services
- Natasha Wice, Director of Finance
- Rudy Zacharias, Manager of Communications
- Brooke Fair, Manager of Financial Services
- Joyce Gavan, Recording Secretary

Fees & Charges– Proposed Bylaws

Council Members reviewed the following proposed bylaws relating to 2019 Fees & Charges:

- 1) 2019 Fees & Charges (excluding Utilities); and
- 2) 2019 Utilities Fees & Charges.

Approval of 2019 Grants

B09-18 Councillor Vandenberghe -- that Leduc County Council approves the following 2019 grants:

1)	Alberta Dairy Congress -	\$7,500
2)	Beaumont Agricultural Society – Rural Roots Fair -	\$1,200
3)	Beaver Hills Initiative -	\$10,000
4)	Boys & Girls Club (Festival of Trees) -	\$500
5)	Family Violence Prevention Team -	\$5,000
6)	Clear Water Valley Pony Club -	\$1,000
7)	Leduc & District Food Bank Association -	\$10,000
8)	Leduc & District Victim Services -	\$8,500
9)	Leduc Black Gold – Pro Rodeo & Rodeo of Smiles -	\$2,500
10)	Leduc Community Health Foundation -	\$1,750
11)	Leduc Regions Chamber of Commerce: Leduc and Wetaskiwin	\$53,000
	- Agri-Business Mixer	\$5,000
	- Alberta Farm Fresh Producer Conference	2,000
	- Business Awards Gala	2,000
	- Business Expo & Trade Fair	2,000
	- County Hall Memberships	1,000
	- Golf Tournament	1,500
	- Labour Market Initiatives	2,000
	- Leduc County Membership	500
	- Mayoral Address – Farm to Table Dinner	4,000
	- Meet in Millet Luncheon	1,000
	- NRC – Business Engagement & Education	7,500
	- Regional Visitor Information Centre	21,000
	- Spirit of Giving Luncheon	1,500
	- Taste of the Region – Local Food Evening	2,000
12)	Miscellaneous – Granting Committee -	\$16,457
13)	North Saskatchewan Watershed Alliance -	\$6,890
14)	Pigeon Lake Chamber of Commerce -	\$1,200
15)	Rise-up House Society -	\$5,000
16)	River Valley Alliance -	\$10,000
17)	S.T.A.R.S. -	\$7,500
18)	Thorsby Agricultural Society – Hay Maker Rodeo -	\$ 500
	TOTAL -	<u>\$148,497</u>

Carried Unanimously

Review Budget Adjustments

Mrs. Renee Klimosko reviewed the budget adjustments reflecting the impact of changes during 2019 Interim Deliberations.

Discussion Items included:

- Road Program – Township 510 (Spine Rd to RR 243); 2019-CP-013 – 2019 Road Program; defer to 2020.
- Transportation Master Plan; 2019-MP 019; defer to 2020.
- 30 Avenue, 5th Street to 4th Street Rehabilitation; 2019 CP-013 – 2019 Road Program; defer to 2020.
- Range Road 263 and Hwy 39/60 Intersection Upgrade - Contribution to Alberta Transportation; 2019 MP-033, update from Alberta Transportation received total Leduc County contribution estimated at \$1.01M.
- Signal Installation and Intersection Improvement at 39 Avenue and Nisku Spine Road - 2019 CP-028, split into 2 different projects.
- Purchase two buses for Route 10; 2019 CP-004 – approved at November 27, 2018 Regular Council.
- Waste Management Strategic Plan; 2019 MP-011, remove and look at what can be completed using internal resources.
- Social Services Framework; 2019 MP-014, reduce to \$100,000.
- Recreation, Parks, Culture Master Plan; 2019 MP-012, remove.
- Warburg Arena Upgrade Phase II Contribution; 2019 MP-009, remove; for future consideration if grant dollars received.

Changes to Operating Budgets:

- Sponsorships – Clear Water Valley Pony Club; provide sponsorship of \$1,000.
- Coding Change – Building Maintenance; decrease to 1-2-257 (Maintenance to Equipment).
- Shoulder Pull; operating budget \$335,000 addition.
- Winter gravelling; repayment of reserve.
- Street sweeping - increase to level of service; further analysis required to determine cost for street sweeping residential subdivisions. Refer to Public Works Committee for further discussion.
- Reduce grant paid to Leduc #1 through Recreation.
- Library Board; changed from \$46,000 to \$45,000 at November 27th, 2018 Regular Council.

Change to Earnings & Benefits

- Changes to earnings & benefits; reduce COLA to 1.5%.

In Camera

B10-18 Councillor Vandenberghe -- that Leduc County Council meet In-Camera to discuss changes to earnings and benefits.

Carried Unanimously

The In-Camera session commenced at 2:32 p.m.

Revert to Special Council Meeting

B11-18 Councillor Smith -- that Leduc County Council revert to the Special Council meeting.

Carried Unanimously

The In-Camera session reverted to the Special Council meeting at 2:52 p.m.

2019 Interim Budget

B12-18 Councillor Smith – that Leduc County Council approves the 2019 Interim Budget which reflects a 1.5% budgeted tax funding increase.

Carried Unanimously

CP

Adjournment

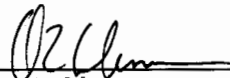
B13-18 Councillor Wanchuk – that the Special County Council meeting be adjourned.

Carried Unanimously

The Special County Council meeting adjourned at 3:21 p.m.



Mayor



County Manager