



CITY OF ST. ALBERT  
**CITY COUNCIL**  
**MEETING MINUTES - UNADOPTED**

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Monday, March 18, 2019

3:00 PM Council Chambers

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**1. Attendance (at start of meeting)**

**PRESENT:**

Mayor Heron  
Councillor Brodhead  
Councillor Hansen  
Councillor Hughes  
Councillor Joly  
Councillor MacKay  
Councillor Watkins

**STAFF**

K. Scoble, Chief Administrative Officer  
D. Leflar, Director, Legal and Legislative Services /  
Chief Legislative Officer  
L. O'Mara, Acting Deputy City Clerk  
J. Vollrath, Legislative Officer  
D. Mason, Legislative Officer

**2. Adoption of Agenda**

**2.1 AR-19-153 Adoption of Agenda**

Moved by Councillor MacKay  
That the March 18, 2019 Agenda be adopted as  
presented.  
CARRIED UNANIMOUSLY

**3. Presentations, Delegations, and Announcements**

Dustin Bizon spoke to Council regarding the empty lot issues in Erin Ridge.

## 5. Consent Agenda

- 5.1 CA-19-008 Consent Agenda  
Presented by: Kevin Scoble, Chief Administrative Officer  
Moved by Councillor Hughes  
That the recommendation(s) in the following agenda reports be approved:

6.1 Regular Council Minutes of February 25, 2019, Special Council Minutes of February 25, 2019 and Regular Council Meeting Minutes of March 4, 2019.

7.1 GPFC Recommendation: C-FS-15 Policy Amendment - Tax Relief

8.1 Year End Surplus and Reserve Transfers

8.2 Time Extension - CAO Performance Evaluation

CARRIED UNANIMOUSLY

## 6. Adoption of Minutes

- 6.1 MIN-19-007 Regular Council Minutes of February 25, 2019  
Special Council Minutes of February 25, 2019  
Regular Council Minutes of March 4, 2019

The following motion was approved on Consent Agenda:

That the Regular Council Minutes of February 25, 2019, the Special Council Minutes of February 25, 2019 and the Regular Council Minutes of March 4, 2019 be adopted as presented.

## 7. Committee Business

- 7.1 CB-19-006 GPFC Recommendation: C-FS-15 Policy Amendment - Tax Relief

Presented by: Greg Dahlen, Senior Manager, Assessment & Taxation

The following motion was approved on Consent Agenda:

That revised Council Policy C-FS-15 - Property Tax Relief, provided as an attachment to the March 18, 2019 Agenda Report entitled "C-FS-15 - Property Tax Relief", be approved.

## 8. Business Items

### 8.1 AR-19-023 Year End Surplus & Reserve Transfers

Presented by: Brenda Barclay, Manager of Financial Operations & Reporting, Finance & Assessment Department

The following motion was approved on Consent Agenda:

That the 2018 Municipal operating surplus of \$1,697,283 be transferred as follows:

1. \$123,000 be transferred to the Stabilization Reserve to top it up to 2.5% of the annual operating budget;
2. Transfer the remaining balance, of approximately \$1,574,283 to the Capital Funding Reserve.

### 8.2 AR-19-179 Time Extension - CAO Performance Evaluation

Presented by: David Leflar, Director of Legal and Legislative Services

The following motion was approved on Consent Agenda:

That the performance evaluation and salary review of the Chief Administrative Officer be extended to April 30, 2019, notwithstanding Council Policy C-CAO-14 - Monitoring Chief Administrative Officer Performance.

## 9. Bylaws

- 9.1    BL-19-014    Bylaw 10/2019 Off-site Levy Bylaw Update & Annual Report (1st, 2nd and 3rd Reading)  
Presented by: Tanya Hynes, Supervisor of Long Term Engineering
- Moved by Councillor Joly  
That Bylaw 10/2019, being Amendment 6 to Off-Site Levy Bylaw 30/2013, be read a first time.  
CARRIED UNANIMOUSLY
- Moved by Councillor Joly  
That Bylaw 10/2019 be read a second time.  
CARRIED UNANIMOUSLY
- Moved by Councillor Hughes  
That unanimous consent be given for consideration of third and final reading of Bylaw 10/2019.  
CARRIED UNANIMOUSLY
- Moved by Councillor Joly  
That Bylaw 10/2019 be read a third and final time.  
CARRIED UNANIMOUSLY
- Moved by Councillor Joly  
That \$1,188,623 from the City's Off-Site Levy (OSL) Reimbursement Fund be transferred into the OSL Water Reserve Account.  
CARRIED UNANIMOUSLY
- Moved by Councillor Joly  
That \$2.2M in the current off-site levy receipts held by the City be allocated and administered as indicated in "2018 OSL Receipt Reconciliation Consistent with Approved Council Policy C-P&E-08", provided as an attachment to the March 18, 2019 agenda report entitled "Off-Site Levy Bylaw Update & Annual Report".  
CARRIED UNANIMOUSLY

## 11. Civic and External Agencies - Councillors' Updates

Councillors provided updates on the work and activities of the civic and external agencies on which they serve as Council's representatives.

## 12. Council Motions

### 12.1 CM-19-011 Second Door in Douglas Cardinal Boardroom

Notice given by: Councillor Hansen

Moved by Councillor Hansen

That Council direct Administration to install a second door in the Douglas Cardinal Boardroom and provide us with a timeline as to when it can be done and that the preferred option is an interior door. That the cost come out of the stabilization fund up to \$5,000.00.

CARRIED

For: 6 - Heron, Brodhead, Hansen, Hughes,  
MacKay, and Watkins

Against: 1 - Joly

## 13. Information Requests / Notices of Motion / Announcements

### Notice of Motion - Councillor Hansen

That Council authorize the Mayor to submit a letter to the Government of Canada, supporting regulations under the *Tobacco and Vaping Products Act* to ban the advertisement and promotion of vaping products to youth; and

That Council direct Administration to draft a resolution for submission to the 2019 AUMA Convention, requesting that the Provincial Government establish

regulations complementary to any federal regulations that may be enacted to ban the advertisement and promotion of vaping products to youth.

Notice of Motion - Councillor Joly

That by <DATE> Administration present to the Governance, Priorities and Finance Committee to the Land Use Bylaw to allow front-back combined residential units.

Notice of Motion - Councillor Joly

That by <DATE> Administration present to the Governance, Priorities and Finance Committee changes to the land use, business, and any other applicable bylaws to:

1. Allow home-based business to employ one person who does not live at the residence;
2. Allow an exterior sign/plaque on the residence to advertise the business that is a maximum of 20X30cm; and
3. Create a "minor home-based business" designation when all employees are residents and there are no business related visits to the home and; reduce or waive the business licence fee for these businesses.

**16. In Camera**

**16.1 INC-18-089 Council Policy C-HR-02 Employee Remuneration**

Presented by: Ryan Stovall, Acting Director, Human Resources & Safety Department

**Also in Attendance:**

K. Scoble, Chief Administrative Officer (Advice and Information)

R. Stovall, Acting Director, HR and Safety Department (Advice and Information)

S. Beaton, Manager Compensation and Employee Services (Advice and Information)

Moved by Councillor Brodhead

That Council move in camera to discuss employee remuneration pursuant to Section 24(1)(a) of the Freedom of Information and Protection of Privacy Act (advice, proposals, recommendations, analyses or policy options developed by or for Council).

CARRIED UNANIMOUSLY

Council went in camera at 4:37 p.m.

1. That Council move in camera to discuss employee remuneration pursuant to Section 24(1)(a) of the Freedom of Information and Protection of Privacy Act (advice, proposals, recommendations, analyses or policy options developed by or for Council).

2. That the details of the in camera discussion remain confidential pursuant to Section 153(e) of the Municipal Government Act.

Moved by Councillor Hughes

That Council reconvene in public.

CARRIED UNANIMOUSLY

Council reconvened in public at 5:29 p.m.

Moved by Councillor Joly

That the details of the in camera discussion remain confidential pursuant to Section 153(e) of the Municipal Government Act.

CARRIED UNANIMOUSLY

Moved by Councillor Brodhead

That Council Policy C-HR-02 is rescinded, and Council Policy C-HR-01 is amended effective April 1, 2019 to the version attached to this Motion and marked as Schedule "A".

That the adjustments to non-Union salary grids are approved effective April 1, 2019 as attached to this Motion and marked as Schedule "B".

CARRIED UNANIMOUSLY

NOTE: Schedules "A" and "B" referenced above are attached to the end of these Minutes.

**16.2**    INC-19-035    MDP Update

Presented by: Adryan Slaght, Director, Planning & Development

**Also in Attendance:**

K. Scoble, Chief Administrative Officer (Advice and Information)

A. Slaght, Director, Planning & Development (Advice and Information)

K. Peter, Manager, Planning & Development (Advice and Information)

K. Mahoney, SSeion Long Range Planner, Planning & Development (Advice and Information)

D. Leflar, Director, Legislative Services / Chief Legislative Officer (Advice and Information)



Moved by Councillor MacKay

That Council move in camera to discuss a matter pursuant to Section 24(1)(a) of the Freedom of Information and Protection of Privacy Act (advice, proposals, recommendations, analyses or policy options developed by or for Council).

CARRIED UNANIMOUSLY

Council went in camera at 5:33 p.m.

Moved by Councillor Hansen

That Council reconvene in public.

CARRIED UNANIMOUSLY

Council reconvened in public at 5:52 p.m.

Moved by Councillor Watkins

That the recommendations in the Confidential Administrative Report be approved and that the Confidential Administrative Report and details of the in camera discussion remain confidential pursuant to s. 153(e) of the Municipal Government Act.

CARRIED UNANIMOUSLY

- 16.3**    INC-19-037    Bylaw Updates - Policing Committee  
Presented by: David Leflar, Director, Legal & Legislative Services Department

**Also in Attendance:**

K. Scoble, Chief Administrative Officer (Advice and Information)

D. Leflar, Director, Legislative Services / Chief Legislative Officer (Advice and Information)

P. Robinson, RCMP Officer in Charge/Detachment Commander (Advice and Information)

Moved by Councillor Hughes  
That Council move in camera to discuss potential amendments to the Policing Committee Bylaw, pursuant to section 23(1)(a) of the Freedom of Information and Protection of Privacy Act (draft of a bylaw by which Council acts).  
CARRIED UNANIMOUSLY

Council went in camera at 5:53 p.m.

Moved by Councillor Brodhead  
That Council reconvene in public.  
CARRIED UNANIMOUSLY

Council reconvened in public at 6:52 p.m.

Moved by Councillor Joly  
That the content of the Confidential Administrative Report and details of the in camera discussion remain confidential pursuant to Section 153(e) of the Municipal Government Act.  
CARRIED UNANIMOUSLY

- 16.4**    INC-19-025    Council/Chief Administrative Officer Dialogue  
Presented by: Kevin Scoble, Chief Administrative Officer

**Also in Attendance:**

K. Scoble, Chief Administrative Officer (Advice and Information)

Moved by Councillor MacKay  
That Council move in camera to have a confidential dialogue with the Chief Administrative Officer pursuant to s. 24(1)(a) of the Freedom of Information and Privacy Act (advice, proposals, recommendations, analyses or policy

options developed by or for Council).

CARRIED UNANIMOUSLY

Council went in camera at 6:52 p.m.

Moved by Councillor Hansen

That Council reconvene in public.

CARRIED UNANIMOUSLY

Council reconvened in public at 7:21 p.m.

Moved by Councillor Watkins

That the details of the in camera discussion remain confidential pursuant to s. 153(e) of the Municipal Government Act.

CARRIED UNANIMOUSLY

**16.5**    INC-19-026    Council Dialogue  
Presented by: Mayor Heron

Moved by Councillor Hughes

That Council move in camera to have a confidential dialogue in accordance with the provisions of s. 19 - Confidential Evaluations of the Freedom of Information and Protection of Privacy Act.

CARRIED UNANIMOUSLY

Council went in camera at 7:22 p.m.

Moved by Councillor Brodhead

That Council reconvene in public.

CARRIED UNANIMOUSLY

Council reconvened in public at 7:35 p.m.

Moved by Councillor Joly

That the details of the in camera discussion remain confidential pursuant to s. 153(e) of the Municipal Government Act.

CARRIED UNANIMOUSLY

## 17. Adjournment

The Mayor adjourned the meeting at 7:36 p.m.

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MAYOR

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CHIEF LEGISLATIVE OFFICER

## SCHEDULE "A"

C-HR-01 City of St. Albert CITY COUNCIL POLICY  
Non-union Compensation Philosophy and Employee  
Remuneration

AUTHORITY City Council APPROVED Res. No.  
C528-2011 mm08/dd29

REVISED Res No. 2019 mm03/dd18

### Policy

The City of St. Albert compensates positions fairly and equitably in relation to each other and recognizes that it must compete for talent to fulfill similar positions as those that exist within relevant comparators. Therefore, total compensation will be internally and externally equitable while managing within the City's financial capabilities. Additionally, employee compensation systems will be easy to communicate and administer while providing a predictable means of managing salary costs and other total compensation related expenses.

### Standards

1. Rates of pay for unionized positions are not the subject of this policy as they are collectively bargained and are contained in their respective collective agreements.
2. The City of St. Albert's compensation program is designed to achieve the following objectives:

- a. Attraction of a high quality and competent workforce
- b. Retention of high performing staff
- c. Reinforcement of a performance driven and team-focused work culture
- d. Recognition of the organization's ability to pay in the interest of all stakeholders, including all taxpayers
- e. Maintenance of a balance between internal equity and external competitiveness
- f. Be regarded as a fair and equitable employer

3. The City of St. Albert recognizes strong performance where employees exceed performance expectations. This means employees can expect:

- a. A challenging and supportive work environment where people have the tools and training to succeed and progress in their job and organization
- b. Regular performance reviews where employees receive feedback on their performance and recognition that is commensurate with the level of contribution that was made
- c. Accelerated base salary increases if an employee exceeds expectations determined through their performance review
- d. Recognition awards (monetary and non-monetary) to recognize desired behaviors and superior performance

4. The City of St. Albert will use a fair and equitable method for job evaluation (classification system) to assess the relative worth of non-union jobs in the organization. This methodology will allow the City to:

- a. Fairly evaluate all types of non-union jobs
- b. Accurately compare non-union job scope across

different occupations

5. Salary ranges will be developed for each City of St. Albert non-union job that reflects the base salary at developmental and maximum levels. The salary ranges will be reviewed against the selected comparators as outlined in this policy.

6. Employee benefits at the City of St. Albert will be generally aligned with the comparators as outlined in this policy.

7. Additional perquisites that are unique to municipal organizations will be comparable with the comparators outlined in this policy.

8. The market salary data comparators used will include:

a. Six Mid-sized Alberta Cities

- i. Airdrie
- ii. Camrose
- iii. Grande Prairie
- iv. Lethbridge
- v. Medicine Hat
- vi. Red Deer

b. Eight Capital Region Municipalities

- i. Edmonton
- ii. Fort Saskatchewan
- iii. Leduc (City)
- iv. Leduc County
- v. Parkland County
- vi. Spruce Grove
- vii. Strathcona County

viii. Sturgeon County

These organizations will be weighted equally in the analysis.

9. The City of St. Albert's compensation philosophy is to align job salary ranges with the 60th percentile of comparator organizations that are outlined in this policy.

10. Salary ranges for non-union positions will be adjusted for changes in the cost of living and available market salary data as approved annually by the Chief Administrative Officer.



SCHEDULE "B"

Level	7B	7A	6B	6A	5	4	3B
%	1.00	1.00	1.75	1.75	1.00	1.50	1.50

Level	3A	2B	2A	1
%	1.25	1.25	1.50	1.00

Level	6M	5M	5MB/5MD	5MC	4MA
%	1.00	1.0	1.0	1.0	1.00

Level	4MB/4MC	4MD	3MD	3MB/3ME/3MG	2M	2AM
%	1.5	1.75	1.5	1.0	1.0	1.75