

Sturgeon County
Meeting Agenda - Final
Committee of the Whole

Tuesday, September 27, 2016

2:00 PM

Council Chambers

A. CALL TO ORDER

B. APPOINTMENTS

B.1 Public Engagement Policy/Boards and Committees Update

Attachments:

[Briefing Note](#)

[Draft Public Engagement Policy](#)

[Existing Public Input Policy](#)

[Draft Bylaw 1381/16](#)

[Bylaw 1332/14-Disestablishment SIH Advisory Committee](#)

[Draft Selection Committee Terms of Reference](#)

Christine Beveridge, Senior Legislative Officer, Legislative Services

B.2 Regional Emergency Management Briefing

Attachments:

[Presentation](#)

[SREMP Agreement - Draft Sept 20, 2016](#)

[Draft Bylaw 1382/16](#)

Pat Mahoney, Fire Chief/Manager, Protective Services

B.3 Proposed Land Use Bylaw:
Secondary Suites/Dwellings
Agricultural - Residential (Proposed new Land Use District)

Attachments:

[Briefing Note](#)

Clayton Kittlitz, Manager, Current Planning and Development

C. ADJOURNMENT



Sturgeon County

9613-100 Street
Morinville, Alberta
T8R 1L9

Legislation Text

File #: PRS-112-16, **Version:** 1

Public Engagement Policy/Boards and Committees Update

Briefing Note

Title	Public Engagement Policy/Boards and Committees Update
Issue	An update of the Public Engagement Initiative and introduction of proposed documents.
Previous Council Direction	<p>May 24, 2016 – Motion 189/16: That Council approve the Terms of Reference for the Public Engagement Framework Working Group.</p> <p>May 10, 2016 – Public Engagement Framework along with Terms of Reference for the Working Group was introduced to Council during Committee of the Whole meeting.</p> <p>December 8, 2015- Motion 395/15: Public Engagement Framework Initiative (6.1.C) was approved within the 2016 - 2018 Corporate Business Plan.</p>
Report	<p><u>Background Information</u></p> <ul style="list-style-type: none"> Sturgeon County is faced with the challenge which many other municipalities face - Sturgeon County needs to define how the organization wishes to engage the public. As part of its review of the Municipal Government Act (MGA), the Provincial Government has stated that “Albertans have indicated there is a lack of clarity around the scope of municipalities’ responsibility to engage with their constituents. Due to the existing flexibility of public participation provisions in the MGA, municipal public participation is inconsistent across the province” (Alberta Government, 2015). In response, the Provincial Government will require that “municipalities adopt public participation policies that outline their approaches for engaging with stakeholders, although municipalities will continue to have the flexibility to determine their approach to public participation” (Alberta Government, 2015). The Provincial Government has not mandated when the policy must be in place or the extent to which municipalities should be engaging the public; they have merely articulated that municipalities need to define how they engage the public.

- In an effort to be proactive Administration has started the process to have an approved public engagement policy in 2016.
- A review of the Council Boards and Committees selection process was also recognized as a Corporate Initiative.
- Council approved the Public Engagement Framework Initiative (6.1.C) within the 2016 - 2018 Corporate Business Plan that included creation of a public engagement policy and a review of the Council Boards and Committees selection process.

Work done to date on this Initiative:

- Interviews were conducted with Councillors in January 2016 to gain insight into the interpretations of current Sturgeon County engagement practices, processes and challenges. It was confirmed that the Boards and Committee review on communication and selection process would be of great benefit to the project.
- On May 24, 2016, Council approved the Terms of Reference for the Public Engagement Framework Working Group to complete this initiative. Using this document an administrative work group was established.
- Interviews were conducted with current Council Boards and Committees in June 2016 to determine efficiencies and identify any gaps in the communication methods and selection process.
- The Administrative Working Group conducted comparative research on best practices for all aspects of this initiative.
- To provide information on proposed changes and receive feedback, additional consultation was completed in September with the Council Boards and Committees with the exception of the Community Services Board, which will be completed in early October.

Proposed Policy for Public Engagement:

The following document has been created to support changes to Public Engagement:

- Public Engagement Policy – purpose is to guide public engagement processes inclusive of all external and internal public engagement opportunities such as; statutory, non-statutory and other proposed applications, plans, projects, and studies that may have an impact on the residents of the County. This Policy will replace Public Input Policy ADM-PUB-1 (attached).

Proposed Change – Council Boards and Committees Public Members Selection Process

Each year, Sturgeon County residents are encouraged to share their time and skills to fill key roles on boards and committees. Council

typically appoints chosen candidates to the boards/committees during the month of December.

Sturgeon County Council recognizes the value in taking the time to find candidates with the right values, skills, attitude and commitment. A well suited candidate brings specific skills and expertise that contribute to good governance; and provides a diversity of perspectives, reflecting the best interest of the community.

In light of that, the Administrative Working Group is proposing changes to the current recruitment process to establish a process that includes well-defined roles and expectations as well as an application process to ensure that all candidates are qualified and fairly evaluated using consistent criteria and process.

It's important to follow a detailed recruitment process to ensure that the right candidate is chosen for this very important job. Each Board and Committee Selection Committee will provide recommendations of candidates to Council for approval. The Committee will be composed of member(s) of County Council, Chair or delegates of each Committee and a respective Municipal Representative.



Proposed recruitment process timeline:

Action	Timeline	Who
Create Vacant Position Package	September 1	Legislative Services
Advertise for Board Members	Sept/Oct	Communications
Applications submitted to Selection Committee (SC)	Late Oct	Legislative Services
Provide Interview schedule to SC	November	Legislative Services
Interviews are conducted	November	Selection Committee
Candidate recommendations	December	Selection Committee
Successful Candidate appointed	December	Council

The following documents have been created or updated to support changes to Council Boards and Committees Public Members Selection Process and guidelines for communication between the Council Boards and Committees:

- Bylaw 1381/16, Amendment to Committees Bylaw- Amendments proposed will create the Selection Committee which has a mandate to establish a clear and consistent approach respecting

	<p>the process for appointing Public Members to Boards and Committees. Additionally, the Bylaw now provides guidelines on two-way communication between Boards and Committees and Council. The amendments also complete a revision that was previously approved which removed the reference to the Sturgeon Industrial Heartland Advisory Committee through Bylaw 1332/14(attached).</p> <ul style="list-style-type: none"> • Selection Committee Terms of Reference- The primary purpose of the document is to set out the mandate for the committee which is to conduct a consistent approach to selecting Board and Committee Members for Council Committees. <p><u>External Communication</u></p> <ul style="list-style-type: none"> • Consulted with each of the active Council Boards and Committees during their meetings in June and September. <p><u>Relevant Policy/Legislation/Practices:</u></p> <ul style="list-style-type: none"> • None.
Implication	<p><u>Strategic Alignment:</u></p> <p>Strong Local Governance and Regional Leadership: <u>Goal 1.1:</u> Sturgeon County provides efficient and effective leadership <u>Strategy 1.1.4:</u> Citizens are engaged as active participants in municipal governance, representing the broader community.</p> <p>Operational Excellence <u>Goal 6.1:</u> Sturgeon County invests in organizational infrastructure, people and skills to deliver customer satisfaction and value for taxes. This initiative aligns with the commitment to communicating with our residents in a transparent and consistent manner.</p> <p><u>Organizational:</u></p> <p>At the conclusion of the Public Engagement Framework project, the organization will have a consistent and transparent approach as to how the public will be consulted along with guidelines for communication between the Council Boards and Committees and Council. The timeframes provide for an effective Organizational Meeting.</p> <p><u>Financial:</u></p> <p>Minimal impacts financially, the cost of a meeting per committee</p>

Follow Up Action	1. Attend October 11, 2016 regular Council Meeting seeking approval for governing documents.
Attachment (s)	<ol style="list-style-type: none"> 1. Draft Public Engagement Policy 2. Existing Public Input Policy 3. Draft Bylaw 1381/16 Committees Bylaw 4. Bylaw 1332/14- Disestablishment SIH Advisory Committee 5. Draft Selection Committee Terms of Reference
Report Reviewed by:	 Christine Beveridge, Senior Legislative Officer, Legislative Services  Peter Tarnawsky, County Commissioner – CAO

Council Policy

Policy Number: (PLY_GOV_Pubic_Engagement_2016)

Public Engagement Policy

Date Approved by Council : County Commissioner:

1. Purpose

To establish a framework for a consistent and effective approach to public engagement and outline expectations for public engagement with residents and stakeholders.

2. Revision History

Approval Date	Revision Number	Modification
TBD-Year/Month/Date	1.0	New Document

3. Persons/Areas Affected

All County staff and external consultants responsible for projects and initiatives will be accountable to following this Policy.

4. Policy Statement

Sturgeon County is committed to open, accountable and responsive decision-making, which includes appropriate and timely levels of engagement with the public, as outlined in the public engagement continuum IAP2 found within the foundations of International Association for Public Participation.

This Policy covers public engagement processes inclusive of all external and internal public engagement opportunities such as; statutory, non-statutory and other proposed applications, plans, projects, and studies that may have an impact on the residents of the County.

5. Definitions

External Public Engagement - a formal, defined, interactive process between Sturgeon County, the public and stakeholders, designed to increase mutual understanding, gather information, exchange ideas, and/or solve problems with the goal of making better, more informed decisions.

Internal Public Engagement - a formal, defined, interactive process designed for employees to increase mutual understanding, gather information, exchange ideas, and/or solve problems with the goal of making better, more informed decisions.

The Public - Anyone (including groups and individuals) who may have an interest in a specific topic or issue under discussion. The public may, or may not, be directly impacted by a decision on the issue.

Council Policy

Policy Number: (PLY_GOV_Pubic_Engagement_2016)

A Stakeholder - An individual or group who has a specific interest or is impacted by a topic or issue. Stakeholders may include residents, non-residents, groups, organizations, individuals, industry representatives and/or County staff, depending on the issue.

6. Roles and Responsibilities

Role of Public and Stakeholders

- Are encouraged to meaningfully engage with the County so their voices strengthen decisions and their involvement helps build a stronger community.
- Are encouraged to increase their understanding and knowledge about local issues as well as their role in Sturgeon County's decision-making process so they can participate meaningfully.

Role of Sturgeon County

- Responsibility to inform, consult, and engage the public about decisions that affect them.
- Provide public engagement opportunities that are open and transparent.
- Give consideration to the Public's input gathered in public engagement processes.
- Enable staff to build skills and knowledge to engage the public in a meaningful way.
- Are committed to working together with the public to continuously improve its public engagement processes.
- Believes that involving the public and stakeholders in public engagement leads to better, more informed decisions.

Guiding Principles

Public Engagement in Sturgeon County will be planned, implemented, evaluated and reported using these guidelines.

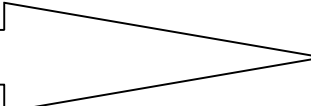
1. Public Engagement is ACCOUNTABLE and TRANSPARENT: public engagement outcomes are measured, evaluated and reported in a timely manner.
2. Public Engagement is PROACTIVE: it is initiated early enough for participants to make informed decisions and impact the outcomes.
3. Public Engagement is CLEAR and FOCUSED: Sturgeon County and the public understand their respective roles in a public engagement process, including the level of involvement and how input will be used to inform decisions.

Council Policy

Policy Number: (PLY_GOV_Pubic_Engagement_2016)

Engagement Policy Spectrum of Strategies and Commitment to Stakeholders

The Engagement Policy includes a spectrum of five strategies and associated commitments that follow the Spectrum of Engagement of the International Association of Public Participation (IAP2). When Sturgeon County embarks on an engagement process for planning, policy, and project purposes, the scope of engagement and the commitment to stakeholders will be clarified at the beginning of the process.

Increasing Level of Public Impact 				
Inform To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	Consult To obtain public feedback on analysis, alternatives and/or decisions.	Involve To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	Collaborate To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	Empower To place final Decision making in the hands of the public.
Commitment to Stakeholders				
We will keep you informed.	We will keep you informed, listen and acknowledge concerns and provide feedback on how public input influenced the decision.	We will work with you to ensure your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how your input influenced the decision.	We will work together, seek your advice and innovation in formulating solutions and we will incorporate your advice and recommendations into the decision to the maximum extent possible.	We will implement what you decide.
Engagement Tools				
<ul style="list-style-type: none"> • Fact sheets • Web sites • Open Houses • Media • Face-to-face meetings • Reports 	<ul style="list-style-type: none"> • Focus groups • Surveys • Feedback forms • Online and personal comments • Public meetings 	<ul style="list-style-type: none"> • Workshops • Deliberate polling 	<ul style="list-style-type: none"> • Citizen advisory committees • Consensus-building • Participatory decision-making • Workshops (World Café, etc.) 	<ul style="list-style-type: none"> • Ballots • Plebiscites • Delegated decisions

Council Policy

Policy Number: (PLY_GOV_Pubic_Engagement_2016)

7. Procedures
Not Applicable
8. Cross Reference
Alberta Municipal Affairs, "Public Input Toolkit for Municipalities."

Public Input

Approved: 06/02/14

Resolution Number: 067/06

County Commissioner:



Policy Statement:

Sturgeon County believes that public input is essential to any successful project, and supports the involvement of citizens in public decisions.

Public input during decisions can:

- lead to greater satisfaction and better relationships with citizens
- reduce complaints and concerns that arise late in the process and cause expensive delays and responses
- lead to better solutions.

Public consultation can address concerns and generate suggestions that often influence a decision or project's outcome. To that end Sturgeon County has adopted Alberta Municipal Affairs' Public Input Toolkit.

BYLAW 1381/16

COUNCIL COMMITTEES

STURGEON COUNTY, MORINVILLE, ALBERTA

BYLAW 1381/16 BEING A BYLAW OF STURGEON COUNTY, MORINVILLE, ALBERTA FOR THE PURPOSE OF ESTABLISHING COUNCIL COMMITTEES.

WHEREAS, the *Municipal Government Act*, R.S.A. 2000 C.M-26, and amendments thereto provides that a Council may be bylaw establish standing and special committees of Council and delegate powers and duties;

AND WHEREAS, the Council of Sturgeon County recognizes the value of Committees to support and facilitate the achievement of Sturgeons Strategic Plan;

NOW THEREFORE ~~BE IT RESOLVED~~, that the Council of Sturgeon County, hereby enacts the Council Committees Bylaw as follows:

DEFINITIONS

1. In this Bylaw:

- a. "Act" means the *Municipal Government Act*;
- b. "Agenda" is the order of items of business for a Meeting and the associated reports, bylaws or other documents;
- c. "Bylaw" is a Bylaw of the County;
- d. "Chair" means a person who has authority to preside over a Meeting;
- e. "Committee" means a Council Committee, board, commission or other body established by Council under the Municipal Government Act;
- f. "Council" means the Council of Sturgeon County;
- g. "Meeting" means a Meeting of Committee;
- h. "Member" is a Member of a Committee duly appointed by Council, under the Municipal Government Act, to that Committee;
- i. "Member-at-Large" means a member of the public appointed by Council to a Committee of Council;
- j. "Minutes" are the record of proceedings of a Meeting recorded in the English language without note or comment;
- k. "Municipal Representative" is a County Staff person who is functionally responsibly for the work and provides administrative and technical support to the committee chair and its membership;~~;~~
- l. "Public Meeting" means a meeting of committee at which members of the public may attend, but which is not a public hearing; and
- m. "Quorum" is a majority of those members appointed and serving on Committee;~~;~~

ESTABLISHMENT

2. Council hereby establishes the following committees:

2.1 Agricultural Pest Act Appeal Committee

2.1.1 Acknowledged within the Agricultural Pest Act, section 14 (5).~~;~~

- 2.1.2 Annual Committee Appointment.
- 2.1.3 To hear appeals of notices issued by an inspector which are received in writing addressed to the municipal secretary.

2.2 Agricultural Service Board

- 2.2.1 Acknowledged within *Agricultural Service Board Act*.
- 2.2.2 Duties as defined in section 2 of the Agricultural Service Board Act to include:
 - 2.2.2.1 Act as an advisory body to assist in matters of mutual concern;
 - 2.2.2.2 Advise on weed and pest control and soil and water conservation programs;
 - 2.2.2.3 Assist in control of animal disease;
 - 2.2.2.4 To promote, enhance and protect viable and sustainable agriculture with a view to improving the economic viability of the agricultural producer; and
 - 2.2.2.5 To promote and develop agricultural policies to meet the needs of the municipality.

2.3 Calahoo Villeneuve Sand & Gravel Advisory Committee

- 2.3.1 Acknowledged within the Calahoo-Villeneuve Sand and Gravel Extraction Area Structure Plan Bylaw 922/01 and consistent with ~~MGA~~Act.
- 2.3.2 The Committee will include representation from the community, County, industry and may include the provincial government, such as Alberta Environment and Alberta Municipal Affairs, and additional relevant stakeholders.
- 2.3.3 The role of the committee will be to:
 - 2.3.3.1 provide guidance and recommendations involving the Community Enhancement Fund;
 - 2.3.3.2 serve as a resource for public information;
 - 2.3.3.3 monitor sand and gravel extraction activities, including but not limited to groundwater, safety, environmental and operating standards;
 - 2.3.3.4 deal with any other potential concerns; and
 - 2.3.3.5 provide communication and issue resolution between the public and industry.

2.4 Community Service Advisory Board

- 2.4.1 Acknowledged under section 145 of the ~~MGA~~Act.
- 2.4.2 The Board makes recommendations to Council on Matters pertaining to Parks and Recreation, Culture, Family and Community Support Services

and Library Services.

2.5 Disaster Services Agency

2.5.1 Acknowledged within *Disaster Service Act*, Part 1, Section 8.

2.5.2 Committee shall consist of those Members of Council appointed by Council.

2.5.3 Roles and responsibilities to include:

2.5.3.1 establish and maintain a municipal disaster services agency to act as the agent of the local authority to carry out the local authority's statutory powers and obligations under the Act;

2.5.3.2 prepare and approve emergency plans and programs;

2.5.3.3 shall appoint a director of the municipal disaster services agency, who shall:

2.5.3.3.1 prepare and co-ordinate emergency plans and programs for the municipality;

2.5.3.3.2 act as director of emergency operations on behalf of the municipal disaster services agency;

2.5.3.3.3 co-ordinate all emergency services and other resources used in an emergency; and

2.5.3.3.4 perform other duties as prescribed by the local authority.

2.6 Economic Development Board

2.6.1 Acknowledged under section 145 of the ~~MGA~~Act.

2.6.2 This board consists of business leaders and stakeholders in the region who have expertise on business development strategies.

2.6.3 The Board advises Sturgeon County Council and the department on direction, initiatives and practices for economic development activity in Sturgeon County.

2.7 Environmental Protection Appeal Board

2.7.1 Acknowledged within section 186(3)(c) of the *Environmental Protection and Enhancement Act*.

2.7.2 Composition must include at least one elected member of Council.

2.7.3 The committee reviewing appeals to environmental protection orders may vary, confirm, or rescind the order being reviewed.

2.8 Soil Conservation Act Appeal Committee

2.8.1 Acknowledged within section 14 of the *Soil Conservation Act*.

2.8.2 Membership to include at least three members of Council appointed by resolution of Council.

2.8.3 The committee hears appeals arising out of a notice served to a landowner to take remedial actions set out in a notice as a result of soil

loss or deterioration.

2.9 Sturgeon Valley Area Structure Plan Advisory Committee

2.9.1 Acknowledged within the Sturgeon Valley Area Structure Plan Bylaw 882/99 as amended.

2.9.2 Committee formed once the plan is in place to maintain effective ongoing communication with Sturgeon Valley residents and property owners.

~~2.10 — Sturgeon's Industrial Heartland Advisory Committee~~

~~2.10.1 Acknowledged within the Alberta's Industrial Heartland Area Structure Plan Bylaw 1118/07;~~

~~2.10.2 Composed of residents, industry representatives and County Council;~~

~~2.10.3 Provide overall community representation and feedback to the Project Consultants and the County during development of the ASP policies.~~

~~2.11~~2.10 Weed Control Act Appeal Committee

~~2.11.1~~2.10.1 Authority Delegated under the *Weed Control Act* Section 19.

~~2.11.2~~2.10.2 A local authority shall establish, at least annually, an independent appeal panel to determine appeals of inspector's notices, local authority's notices and debt recovery notices.

~~2.11.3~~2.10.3 The appeal panel may confirm, reverse or vary the inspector's notice, local authority's notice or debt recovery notice.

~~2.12~~2.11 Boards and Committee Selection Committee

~~2.12.1~~2.11.1 Acknowledged under section 145 of the Act.

~~2.12.2~~2.11.2 Composed of one or more member of County Council, Chair or designate of each Committee and respective Municipal Representative.

~~2.12.3~~2.11.3 The role of the committee will be to provide recommendations for Board Appointments to Council following an established selection process.

MEMBERSHIP

3. Committees shall be comprised of a number of participants, both Councillors and Members at Large, as indicated in the Committee Terms of Reference and approved by resolution of Council.
4. All Members of a Committee shall be appointed by Council, and unless otherwise provided in the Committees Terms of Reference, shall be a resident in Sturgeon County.
5. Members at Large shall be appointed by Council to a Committee for a term specified in the committee terms of reference that becomes effective January 1.
6. The Mayor shall be an ex-officio member of all committees and the Mayor, as such member of the committees, shall have all the powers and privileges of any member of the same, including the right to vote upon all questions to be dealt with by such committees.
7. It shall be the duty of the Municipal Representative to give notice of all meetings to all members of each committee, to attend, and ensure accurate minutes are kept.

8. The Municipal Representative shall not be a member of a Committee and may not vote on any matter.

TERM

9. Members at Large shall be appointed by Council for a three-year term, unless otherwise provided in the Committee ~~T~~erms of Reference

- 9.1 In order to ensure the continuity of membership appointments will be filled on a rotational basis.

10. Members at Large shall be encouraged to serve no more than two consecutive terms.
11. Councillors shall be appointed to Committees annually at the Organizational meeting.
12. Where a Committee position is left vacant for any reason, Council may appoint a replacement for the remainder of that term.

COMMITTEE MEETINGS

13. At the first meeting of the Committee following the Organizational meeting of Council the committee will:

- 13.1 Establish the dates for each Committee meeting;

- 13.2 Appoint a chair; and

- 13.3 Create or review Committee ~~T~~erms of ~~R~~eference.

14. Committee meetings must be held in public.
15. Council Committees may close all or part of the Committee Meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*, Chapter F-25 RSA 2000.
16. When a Meeting is closed to the public no recommendation may be passed at the Meeting, except a recommendation to revert to a Meeting held in public.
17. In accordance with the MGA, all Members are required to keep in confidence matters discussed In Camera until the item is discussed at a Meeting held in public.

GENERAL PROVISIONS

18. Each Committee hereby established is deemed to be a Committee of Council shall be responsible and accountable to Council.
19. Retention schedules of the original, signed minutes and agenda packages of Committees are consistent with that identified in the Corporate Records Structure and any other governing legislation.
20. This Bylaw shall govern meetings of Committees hereby established by Council and shall be binding upon all Committee members whether Councillors or Members-at-Large.
21. Each Committee is hereby authorized to prepare a "Terms of Reference" document for recommendation to Council. The Terms of Reference must be approved by Council and will include, at a minimum, the requirements for quorum and voting, number and composition of membership, process for preparation and circulation of an agenda and minutes, and role of an appointment of the Chair of the Committee. The Terms of Reference may also provide guidance to roles, methods and frequency of communication between Council and Committees.

22. All members of the Committee, regardless of how they voted on an issue, should accept and support it as a Committee recommendation.
23. Committee Members who have a reasonable belief that they have a pecuniary interest (as defined in the Act) in any matter before a committee or any board, commission, committee or agency to which they are appointed as a representative of, shall, if present, declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussions and voting on any question relating to the matter. Members of Committee shall remove themselves from the meeting room until the matter is concluded. The minutes shall indicate the declaration of disclosure, the general nature of the pecuniary interest, the time at which the member left the room and the time they returned.

24. Reports by all active committees shall be made to Council on an annual basis.

~~24.~~ 24.1 The reports of all committees shall be made to the Council prior to the same being given to the public.

25. The powers of the Committees established by this Bylaw are restricted to providing recommendations to Council, unless the Committee's approved Terms of Reference, or legislation, specifically provides otherwise.
26. Nothing included in this Bylaw shall restrict or prevent council from creating or constituting further or other committees not referenced in this Bylaw.

CHAIR

27. The position of Chair shall not be filled by a Council member.

~~27.~~28. The Chair shall hold office for one year unless otherwise specified in the Committee Terms of Reference.

~~28.~~29. The Chair shall preside over all meetings for the Committee and decide on all points of order that arise.

~~29.~~30. In the absence of the Chair, one of the other Members shall be elected to preside and shall discharge the duties of the Chair during the Meeting, or until the arrival of the Chair.

REMUNERATION

~~30.~~31. Remuneration and travel expenses for Members at Large shall be in accordance rates and schedules as approved from time to time and reflected on the Monthly expense claim form. All expenditures, as well as the round trip kilometers of each trip, must be itemized.

~~31.~~32. Remuneration expenses for Council Members shall be considered to be already covered with the Councillor's salary.

EFFECTIVE DATE

~~32-33.~~ That this Bylaw shall come into force and take effect upon the date of third reading.

REPEAL OF BYLAWS

~~33-34.~~ Bylaw 1306/13 and any amendments thereto are hereby repealed.

Read a first time this day of ,2016.

Read a second time this day of ,2016.

Read a third time this day of ,2016.

MAYOR

COUNTY COMMISSIONER (CAO)

If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

BYLAW 1332/14
AMENDMENT TO THE COUNCIL COMMITTEES BYLAW 1306/13
STURGEON COUNTY, MORINVILLE, ALBERTA

BYLAW 1332/14 BEING A BYLAW OF STURGEON COUNTY, MORINVILLE, ALBERTA FOR THE PURPOSE OF AMENDING THE COUNCIL COMMITTEES BYLAW 1306/13.

WHEREAS, the Municipal Government Act, R.S.A. 2000 C.M-26, and amendments thereto authorize Council to establish and amend the Council Committees Bylaw 1306/13.

AND WHEREAS, the Council of Sturgeon County has deemed it desirable to amend the Council Committees Bylaw 1306/13;

NOW THEREFORE BE IT RESOLVED that the Council of Sturgeon County hereby enacts that Council Committees Bylaw 1306/13 is amended as follows:

REMOVE paragraph "2.10 Sturgeon Industrial Heartland Advisory Committee" and subsequent paragraphs 2.10.1 – 2.10.3.

That this Bylaw shall come into force and take effect upon the date of third reading and signing in accordance with Section 213 of the Municipal Government Act, R.S.A. 2000 C.M-26, and amendments thereto.

Read a first time the 10th day of June 2014.

Read a second time the 10th day of June 2014.

Read a third time the 10th day of June 2014.



MAYOR



COUNTY COMMISSIONER (CAO)

If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

Boards and Committees Selection Committee Terms of Reference

1. Purpose

The responsibilities of the Boards and Committees Selection Committee include considering and recommending to Council applicants to appoint to Boards and Committees. The Boards and Committees Selection Committee shall act in accordance with the current Committee Bylaw. The Boards and Committees Selection Committee shall meet from time to time with the frequency required to carry out its duties.

2. Duties & Responsibilities

This BSC Committee acts as a panel to ensure suitable and qualified public members are appointed to Council Boards and Committees.

The Committee's mandate is to conduct a consistent approach to selecting Board and Committee Members for Council Committees.

The Member's duties and responsibilities include:

- Provide input and advice to the Chair throughout the interview process.
- Attend the required interviews and meetings as established.
- Ensure fair decision making on the selection of members.

3. Membership

For each Board or Committee, the membership will include:

- One or Two Council members (annually appointed at Organizational Meeting)
- Chair or designate(s) of each active Board or Committee of Council
- Municipal Representative each active Board or Committee of Council

4. Term of Membership

Councillors are appointed to the Committee for a one-year term at the annual Organizational Meeting.

6. Roles

Role of Councillor

- Attend interviews of the respective Committees.
- Evaluate potential applicants for the respective Committees.
- Provide input into the final recommendation to Board and Committee recommendation.

Role of Chair/Vice Chair of respective Committees

- Attend interviews of the respective Committees.
- Evaluate potential applicants for the respective Committees.

Approved by Council:

Boards and Committees Selection Committee TOR

- Complete the Board and Committee recommendation for the Committee and submit it to the Legislative Officer to be included in the Board and Committee recommendation provided to Council.

Role of Municipal Representative

- Attend interviews of the respective Committees.
- Provide background on Committee work plan and membership requirements to assist decision makers.

Role of the Legislative Services

The Legislative Officer as the staff liaison to the Committee will do the following:

- Advertise for Boards and Committees with vacancies.
- Schedule suitable interview dates and times as required.
- Provide the interview packages which includes the applications and supporting documentations to the Committee for review.
- Once recommendations have been made, Legislative Officer will prepare Request for Decision with recommendations of the Committee to Council.



Sturgeon County

9613-100 Street
Morinville, Alberta
T8R 1L9

Legislation Text

File #: PRS-102-16, **Version:** 1

Regional Emergency Management Briefing



Regional Emergency Management Partnership

Presentation to Committee of the Whole
September 27, 2016

Regional Emergency Management Partnership

Sturgeon Regional Partnership Members

Town of Bon Accord

Town of Gibbons

Town of Legal

Town of Morinville

Town of Redwater

Sturgeon County



Regional Emergency Management Partnership

Phase 1 – Partnership began as part of a Corporate Initiative in 2012 that was to explore four possible areas of collaboration:

- Health & Safety
- Disaster Services – Emergency Management
- Recreation
- Cultural Services Plan, Funding Agreement

Phase I, – Disaster Services- Emergency Management

In 2013, a consultant was hired to review all municipal plans, bylaws, capabilities and willingness to participate in a regional emergency management plan, partnerships. Upon conclusion all municipalities agreed to move forward with Phase II.

Regional Emergency Management Partnership

Phase II – Emergency Response Management Consulting (ERMC) were contracted to develop Phase II, a Regional Emergency Management Plan

Goals:

- Form a partnership
- Create a meaningful Regional Emergency Management Plan (REMP)
- Establish a higher state of preparedness, reduce duplication, gain efficiencies

Regional Emergency Management Partnership

Structure

- Regional Emergency Advisory Committee –
Comprised of a member of Council, or alternate, from each partnering municipality. Committee members have not yet been assigned
- Regional Emergency Management Agency –
Comprised of the Directors of Emergency Management and/or CAO from each partnering municipality
- Technical Committee –
Fire Chiefs, Technical experts from each partnering municipality

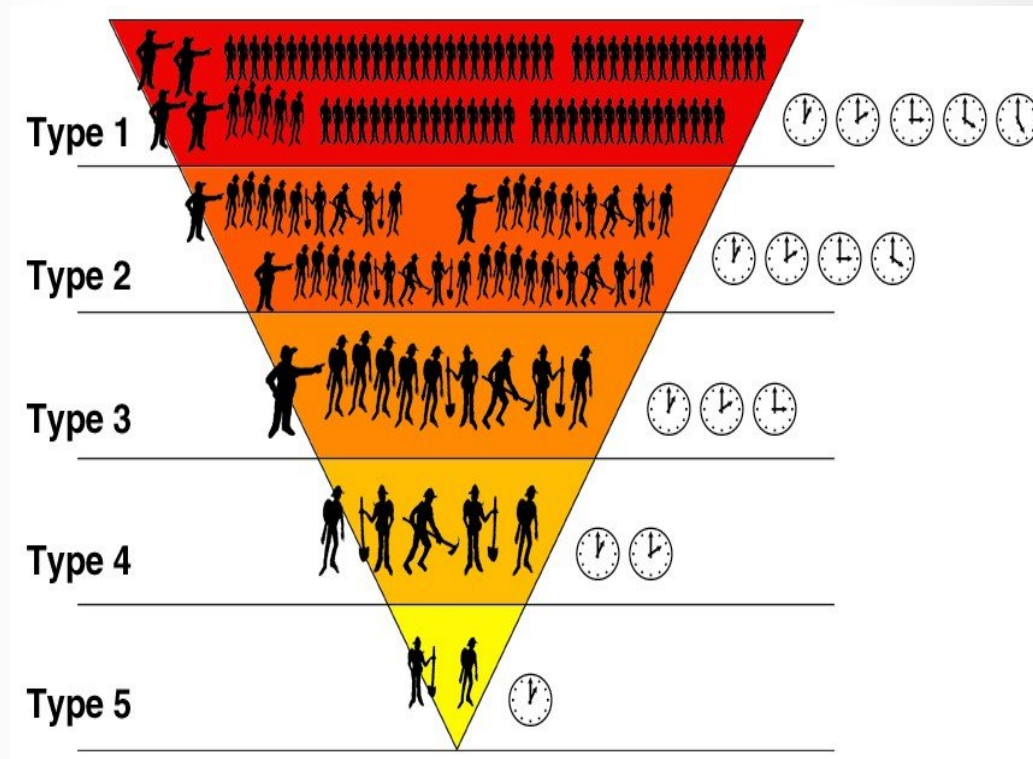
Regional Emergency Management Partnership

Progress

- Regional Emergency Management Agency –
Over the last several months members of this agency, guided by ERMIC, have been working on developing a Regional Emergency Management Partnership Agreement and Emergency Management Bylaw. Both documents are in their final development stages
- Technical Committee –
Over the last several months this committee, guided by ERMIC, has been developing a Regional Emergency Management Plan (REMP).
The “How To Guide” for the region and individual municipalities when incidents occur. ERMIC are in the final stages of completing this document.

Regional Emergency Management Partnership

New Plan - Incident Typing



Regional Emergency Management Partnership

New Plan - Incident Typing

Type 1 - Typical Incidents: Evacuation and sheltering for specific parts of the impact area; community-wide threats such as a large hazardous materials spill, or severe storms.

Type 2 - Typical Incidents: Tornado, train derailment involving hazardous materials.

Type 3 - Typical Incidents: Severe weather system developing in area, escalating or immediate risk to impact area.

Type 4/5 - Typical Incidents: Daily emergency responses, high profile visitor(s), weather monitoring.

Regional Emergency Management Partnership

New Plan

Each municipality will be required to maintain an Emergency Coordination Centre or “Local ECC”, and staff to deal with Type 3, Type 4 and Type 5 incidents. (formerly called EOC or Emergency Operations Centre)

Type 1 and Type 2 Incidents are significant events that would affect more than one municipality resulting in a regional approach and activation of a “Regional ECC” with staff from all partnering municipality being involved, as required.

Regional Emergency Management Partnership

Pending Steps:

- Decision on location of “Regional ECC’s”. (likely two)
- Finalising of content within Regional Emergency Management Plan (REMP) – End of September.
- Regional Emergency Management Partnership Agreement and Emergency Management Bylaw presented for approval to each Municipal Council – Sturgeon County currently scheduled for presentation and first reading of bylaw by October 13, 2016.
- Appointments to REMP Committee
- 2017 – Implementation and exercising of the new plan.
Staff familiarization and training.
Agency/Committee Operations

Regional Emergency Management Partnership

Questions/Discussion

**STURGEON REGIONAL EMERGENCY
MANAGEMENT PARTNERSHIP AGREEMENT**

THIS AGREEMENT made this _____

BETWEEN:

STURGEON COUNTY

- and -

TOWN OF BON ACCORD

- and -

TOWN OF GIBBONS

- and -

TOWN OF LEGAL

- and -

TOWN OF MORINVILLE

- and -

TOWN OF REDWATER

(collectively, the "Parties")

INTRODUCTION

1. WHEREAS:

- a) The Municipalities of **Bon Accord, Gibbons, Legal, Morinville and Redwater and Sturgeon County** are local authorities situated within the Province of Alberta;
- b) Each of the Parties have appointed a Director of Emergency Management (`DEM`) as head of its own emergency management agency pursuant to the provisions set out in *The Emergency Management Act R.S.A. 2000, c E-6.8*;

- c) The Parties recognize that many of the local resources controlled by each of the parties could be required by more than one (1) municipality in order to cope with a Disaster or Emergency that affects one (1) or more of the Parties;
- d) The Municipalities have agreed to adopt a Regional Emergency Management Plan and to develop a Regional Framework for Emergency Management within the Region ;
- e) Pursuant to S. 11.3(1)(b) of the Act, if authorized by Ministerial Order, a local authority may delegate its powers and duties under the Act to a joint committee representing two (2) or more local authorities that is composed of one or more members appointed by each of the local authorities; and
- f) The Minister responsible for the Act will be requested to issue a Ministerial Order to authorize the Parties to establish a Regional Emergency Advisory Committee empowered to declare a "Regional State of Emergency".

NOW THEREFORE the parties hereto agree as follows:

DEFINITIONS

- 2. For the purpose of this Agreement, the following words and terms shall have the following meanings:
 - a. **Act** means The Emergency Management Act of Alberta, Chapter E-6.8, Revised Statutes of Alberta 2000, c. E-6-8;
 - b. **Assisting Party** means a Party to this Agreement providing aid, in the form of resources or services to another Party of this Agreement;
 - c. **Director of Emergency Management** (DEM) means an individual appointed by resolution of Council, or the CAO or their designate.
 - d. **Disaster** means an event that results in serious harm to the safety, health or welfare of people, the environment or in widespread damage to property;
 - e. **Emergency** means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health, or welfare of people, or to limit damage to property and the environment;

- f. **Emergency Social Services** (ESS) means services including but not limited to Registration and Inquiry, Emergency Food Services, Emergency Lodging, Emergency Clothing and Emergency Personal Services;
- g. **Local Authority** means, where a municipality has a Council within the meaning of the *Municipal Government Act*, RSA 2000 c.M-26;
- h. **Minister** means the Minister charged with administration of the *Act*;
- i. **Municipal Emergency Coordination Centre** (MECC) means the location that functions as a point of coordination, addressing the needs of the municipality as a whole, exercising the authority of local officials, as well as anticipating and supporting the needs of one or more incident sites within the municipality;
- j. **Parties** means the **Municipalities of Bon Accord, Gibbons, Legal, Morinville, Redwater and Sturgeon County**;
- k. **Regional Emergency Advisory Committee** herein referred to as the Regional Committee; means a regional committee comprised of one (1) Councillor, or alternate, from each of the partnering municipalities of the Sturgeon Regional Emergency Management Partnership, as established by this Agreement and the by-laws of the respective municipal Councils of the Parties hereto;
- l. **Regional Emergency Management Agency** (REMA) means a regional agency comprised of the Director of Emergency Management or Deputy or the Chief Administrative Officer, from each of the partnering municipalities of the Sturgeon Regional Emergency Management Partnership as established by this Agreement and the by-laws of the respective municipal councils of the Parties hereto;
- m. **Regional Emergency Management Plan** (REMP) means the Regional Emergency Management Plan prepared by the Sturgeon Regional Emergency Management Agency to co-ordinate the response to an emergency or disaster; the training program to ensure stakeholders are equipped to manage an incident/event of scale and the governance/administrative functions that empower stakeholders to take whatever measures necessary to protect lives, property and environment;
- n. **Regional Emergency Coordination Centre** (RECC) means the location that functions as a point of coordination, addressing the needs of the municipality and/or the Sturgeon Region as a whole, exercising the authority of local officials, as well as anticipating and supporting the needs of one or more incident sites;
- o. **Regional Framework for Emergency Management** means the Municipalities participating in this Agreement supporting and assisting each other when requested

and when able to provide that support and assistance in the event of a major emergency or disaster;

- p. **Requesting Party** means a Party to this Agreement requesting aid in the form of resources or services from another Party to this Agreement;
 - q. **Sturgeon Region** means the geographical area within the boundaries of Sturgeon County including the Municipalities Towns of Bon Accord, Gibbons, Legal, Morinville and Redwater; and
 - r. **Sturgeon Region Emergency Management Partnership** is a partnership comprising the Municipalities of Bon Accord, Gibbons, Legal, Morinville and Redwater and Sturgeon County who have entered into a joint agreement for the purpose of organizing integrated emergency planning, training, assistance and emergency operations programs.
- 3. The Regional Emergency Advisory Committee shall consist of municipal Councillors appointed by each of the Parties, with each municipality appointing one (1) member, each of whom shall have one (1) vote regarding any matter coming before the Committee. Each party shall also appoint at least one (1) alternate Council member to the Committee to attend and vote when the serving member is unable to do so. Other non-voting members who may participate in an advisory capacity include the Chair, or Vice-Chair of the Sturgeon Regional Emergency Management Agency and any other representative responsible for administering the regional program. Members will be appointed on an annual basis.
 - 4. No member of Sturgeon Regional Emergency Management Partnership shall be permitted to withdraw from this Agreement during a declared state of local or regional emergency or disaster.
 - 5. The municipal councils of each of the Parties to this Agreement have passed a bylaw to establish the Sturgeon Regional Emergency Management Agency (the "Agency") and delegated certain powers and duties under the Act to the Agency, subject to the issuance of a Ministerial Order pursuant to 11.3(1)(b) of the Act.
 - 6. The Sturgeon Regional Emergency Management Agency is charged with keeping the Sturgeon Regional Emergency Management Plan current and operationally sound. The Sturgeon Regional Emergency Management Agency will:
 - a) work collaboratively with partnership communities, Alberta Emergency Management Agency and other government departments or agencies, as necessary to develop, implement, and maintain all emergency plans and programs for the Region;

- b) engage relevant stakeholders, such as business and industry, government agencies, and regulatory bodies to ensure emergency plans are aligned and integrate with stakeholder plans;
 - c) support the coordination of training and exercises on the Sturgeon Regional Emergency Management Plan;
 - d) ensure regional training and exercise documentation and records are maintained;
 - e) plan, execute and review exercises to validate the Sturgeon Regional Emergency Management Plan;
 - f) review the impact of incidents on the program;
 - g) publish information, as necessary, on the Sturgeon Regional Emergency Management Plan with:
 - i. municipal departments; and
 - ii. industrial and municipal neighbours.
 - h) liaise with external agencies and surrounding municipalities who have a role in emergency response at regional facilities; and
 - i) ensure the Sturgeon Regional Partnership has appropriate resources and equipment available.
- 7. It is recognized that the Regional Emergency Management Agency or parts of the Agency may be called upon from time to time to provide emergency response or services in areas outside of the Sturgeon Region. The Regional Agency will assess the current situation and a response to those incidents will:
 - i. Only be committed after an assessment of what resources can reasonably be made available without endangering the Sturgeon Region and its residents.
 - ii. Only be committed after ensuring that reasonable care will be provided to the staff being deployed; if the requesting organization cannot provide care for staff, resources will only be deployed once the Regional Agency has been able to arrange for reasonable care.
 - iii. Committed to, if applicable, upon receipt of a tasking number from the Provincial Operations Centre or Office of the Fire Commissioner.
 - iv. Recover costs for resources from the requesting organization. Costs for those services will be billed according to the policy of each individual department or party.
- 8. Parties shall not be required to provide anything other than municipally- owned equipment, employees and volunteers normally used by the Parties when responding to a regional emergency or assisting in a Regional Emergency Coordination Centre.
- 9. The Parties will at all times comply with the requirements of all applicable Federal, Provincial and Municipal legislation.
- 10. Each of the Parties agree to share emergency management related information.

11. Each of the Parties will agree to implement the concepts and principles of the Incident Command Systems and strive to utilize common communications systems and technologies.
12. This Agreement does not in any way amend or replace those agreements that may already be in existence or shall come into existence in the future between any of the Parties, as a whole or otherwise, with respect to the provision of firefighting or other services.

SHARED COST OF REGIONAL COLLABORATION

13. The Sturgeon Regional Emergency Management Advisory Committee shall develop and adopt an annual operating budget to cover the costs and funding of Regional Emergency Management program as per the scope outlined in the attached Schedule "A". The Parties to this Agreement agree to fund Sturgeon Regional Emergency Management Partnership emergency program in accordance with the funding formula enumerated in the attached Schedule "A".
14. The costs to establish and maintain the Regional ECCs will be based on a shared responsibility amongst the participating parties in accordance with the attached Schedule "B" (TBD).
15. The costs incurred by any Party to this Agreement in responding to a State of Local Emergency in another municipality shall be the sole responsibility of the affected Party or Parties in which the emergency or disaster occurs.

INSURANCE & INDEMNITY

16. No action lies against the Party with jurisdiction or any responding Party or a person acting under that Parties direction or authorization for anything done or omitted to be done in good faith while carrying out a power or duty under the *Emergency Management Act* or the regulations during a State of Local Emergency.
17. A requesting Party indemnifies each responding Party against any expense incurred by that responding Party by reason of any damage to its equipment in the course of responding to a call and against any cost or expense incurred by the responding Party by reason of personal injury or death caused to any of its personnel in the course of responding to a call unless such damage, injury or death results from the gross negligence of the responding Party.
18. A requesting Party agrees to save and hold harmless the responding Party, any of its departments, agencies, officers or employees from all cost, injury and damage occurred

and from any other injury or damage to any person or property as a result of their actions in assisting the requesting Party. The above cost, injury, damage or other injury or damage incurred by or to any of the above shall include, in the event of action, court costs, expenses of litigation and reasonable legal fees.

19. All costs and expenses associated with responding to an incident shall be the responsibility of the Party or Parties where the incident occurs.
20. During the term of this Agreement, the Parties shall each, at their own respective cost and expense, maintain in full force and effect General Liability Insurance in an amount not less than FIVE MILLION (\$5,000,000.00) DOLLARS per occurrence for personal injury and/or property damage and any other insurance that is mutually agreed to by the Parties and reasonably obtainable by both. Notwithstanding the foregoing, it is agreed that the aforementioned policy limits do not define or limit a Party's liability to indemnify the other Party under this Section.
21. Each Party agrees to forward a copy of this Agreement to their municipal insurer and to be responsible for the costs of any increase in insurance premiums which may result.

TERM AND TERMINATION

22. Any member of the Regional Emergency Advisory Committee may withdraw their membership from Sturgeon Regional Partnership and this Agreement, by providing all other Parties hereto with twelve (12) months advance written notice. The withdrawal of any party from this Agreement shall in no way impact the remaining Parties hereto, and this Agreement shall continue in full force and effect as between the remaining Parties and any investment in joint assets shall remain with the partnership.
23. This Agreement shall come into force when it has been signed by all of the Parties hereto, and the Ministerial Order referred to herein has been issued and has come into effect. The term of this Agreement shall be for a period of ten (10) years thereafter, or until such time as the Parties mutually agree otherwise (the "Term").
24. Twelve (12) months prior to the expiration of the Term of this Agreement the parties shall initiate the process to automatically renew this agreement for successive periods of ten (10) years and all of the Terms of this Agreement shall remain in force.

GOVERNING LAW

25. This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta. The Parties hereby agree to the exclusive jurisdiction of the Courts of the Province of Alberta, and all courts competent to hear appeals therefrom, to hear any matter or thing relating to or arising from this Agreement.

SEVERABILITY

26. If any one or more of the provisions contained in this Agreement should be invalid, illegal or unenforceable in any respect, the remaining provisions contained herein shall not in any way be affected or impaired thereby, unless, as a result of such determination, this Agreement would fail in its essential purpose.

NON-ASSIGNMENT

27. No Party may assign its rights under this Agreement without the prior written consent of all of the other Parties hereto.

IN WITNESS WHEREOF THIS AGREEMENT IS EXECUTED ON BEHALF OF THE PARTICIPATING PARTIES, BY THE HANDS OF THEIR OFFICERS DULY AUTHORIZED IN THAT BEHALF AND UNDER EACH MUNICIPAL SEAL AFFIXED:

Schedule "A"
Scope of Operational Costs and Funding for the
Regional

SCOPE OF ANNUAL OPERATING BUDGET

1. STURGEON REGIONAL EMERGENCY ADVISORY COMMITTEE
 - a. Committee meetings
2. STURGEON REGIONAL EMERGENCY MANAGEMENT AGENCY
 - a. Agency Meetings
 - b. Plan preparation and distribution
 - c. Hiring temporary staff, consultants and other workers
3. PREPAREDNESS
 - a. Training/Courses
 - b. Table tops
 - c. Exercises
4. HAZARD ASSESSMENT
 - a. Conducting assessment
5. Regional Emergency Management Coordination Function

MATTERS OUTSIDE THE SCOPE OF THE ANNUAL OPERATING BUDGET

6. Emergency Operations and Logistics
7. ECC creation and maintenance
8. Mitigation of Hazards
9. Recovery

ANNUAL BUDGET

10. All Parties agree that funding for the SRPEMP should be a shared responsibility. The funding formula will be approved by the Advisory Committee and forwarded to each member Council for approval.
11. Once approved, the formula will only go forward to each Council again if there are amendments.

					Propostion: (Avg 50% Population and 50% Equalized Assessment)		50,000 Input Value
	Population	Cost per Population (%)	Equilized Assessment (\$)	Cost per Equilized Assessment (%)			
Sturgeon County	19,578	53.14	5,688,204,388	72.86	63.00	\$	31,502.19
Morinville	9,402	25.52	1,173,610,679	15.03	20.28	\$	10,138.86
Legal	1,225	3.33	122,521,819	1.57	2.45	\$	1,223.69
Bon Accord	1,488	4.04	144,018,980	1.84	2.94	\$	1,471.01
Gibbons	3,030	8.22	352,415,764	4.51	6.37	\$	3,184.83
Redwater	2,116	5.74	325,835,070	4.17	4.96	\$	2,479.44
Total	36,839	100	7,806,606,700	100	100		

Sturgeon County	63%
Morinville	20%
Legal	2%
Bon Accord	3%
Gibbons	6%
Redwater	5%
	<hr/>
	100%

PROCESS FOR DETERMINING ANNUAL BUDGET

12. Budget process will be as follows:

- a. The Sturgeon Regional Emergency Management Program budget will be drafted by July for the following budget year.
- b. Any requests to change next fiscal's year's budget must be submitted by August 15.

Request to change the budget will be handled as follows:

- i. The request will be sent to the Chair of the Sturgeon Regional Emergency Management Agency
- ii. The Sturgeon Regional Emergency Management Agency will review the request and make recommendations.
- iii. Recommendations will be submitted to the Regional Emergency Advisory Committee for a mid-September meeting.
- iv. The Sturgeon Regional Emergency Management Program budget will be approved by the Regional Emergency Advisory Committee.
- v. Recommendations from the Regional Emergency Advisory Committee will be submitted to the municipalities by the end of September so that they are received in time for the municipal budget process.

13. Once the process for determining the budget is complete and has been approved by the Regional Emergency Advisory Committee and the Parties to this Agreement, the budget shall be binding on all member Municipalities that are party to this Agreement.

14. Members will be requisitioned once a year, by March 31, for their contribution Sturgeon to the Sturgeon Regional Emergency Management Program.

BYLAW 1382/16
EMERGENCY MANAGEMENT BYLAW
STURGEON COUNTY, MORINVILLE, ALBERTA

A BYLAW OF STURGEON COUNTY, IN THE PROVINCE OF ALBERTA TO ESTABLISH THE FOLLOWING: A MUNICIPAL EMERGENCY ADVISORY COMMITTEE, MUNICIPAL EMERGENCY MANAGEMENT AGENCY, REGIONAL EMERGENCY ADVISORY COMMITTEE AND A REGIONAL EMERGENCY MANAGEMENT AGENCY.

WHEREAS the Council of Sturgeon County is responsible for the direction and control of its emergency response and is required, under the Emergency Management Act, Revised Statutes of Alberta 2000, Chapter E-6.8, (hereinafter referred to as the "Act") to appoint a Municipal Emergency Advisory Committee and to establish and maintain a Municipal Emergency Management Agency;

WHEREAS it is desirable in the public interest, and in the interests of public safety, that such a committee be appointed, and such an agency be established and maintained to carry out Council's statutory powers and obligations under the said Emergency Management Act;

WHEREAS it is recognized that an emergency or disaster of a jurisdictional or multi-jurisdictional nature could affect any or all of the municipalities within the geographical boundaries of Sturgeon County to such a degree that local resources would be inadequate to cope with the situation;

WHEREAS Council wishes to enter into a regional emergency management partnership with other municipalities within the geographical boundaries of Sturgeon County for the purpose of integrated emergency management planning and operations. This partnership to be recognized as the Sturgeon Regional Emergency Management Partnership; and

AND WHEREAS Councils choose to delegate certain responsibilities to the Regional Emergency Advisory Committee and the Regional Emergency Management Agency.

NOW THEREFORE, the Council of Sturgeon County, in the Province of Alberta, duly assembled enacts as follows:

1.0 This Bylaw may be cited as the "Sturgeon County Emergency Management Bylaw".

2.0 In this Bylaw:

- (a) "Act" means The Emergency Management Act of Alberta, Chapter E-6.8, Revised Statutes of Alberta 2000, c. E-6-8;
- (b) "Director of Emergency Management (DEM)" means an individual appointed by resolution of Council or the CAO or their designate;

- (c) "CAO" means the Chief Administrative Officer of Sturgeon County, Alberta or their designate to implement this Bylaw;
- (d) "Council" means the duly elected municipal Council of the Sturgeon County in the Province of Alberta;
- (e) "Disaster" means an event that results in serious harm to the safety, health or welfare of people, the environment or in widespread damage to property;
- (f) "Emergency" means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health, or welfare of people or to limit damage to property and the environment;
- (g) "Local Authority" means, where a municipality has a council within the meaning of the Municipal Government Act, RSA 2000 c.M-26;
- (h) "Minister" means the Minister charged with administration of the Act;
- (i) "Municipal Emergency Coordination Centre" (MECC) means the location that functions as a point of coordination, addressing the needs of the municipality as a whole, exercising the authority of local officials, as well as anticipating and supporting the needs of one or more incident sites within the municipality;
- (j) "Municipal Emergency Management Agency" means the agency established under this Bylaw consisting of the DEM and partners as required to coordinate the activities in response to an Emergency;
- (k) "Municipal Emergency Advisory Committee" means the committee established under this Bylaw consisting of members of Council;
- (l) "Parties" means the Municipalities of Bon Accord, Gibbons, Legal, Morinville, Redwater and Sturgeon County;
- (m) "Regional Emergency Advisory Committee" means a regional committee comprised of one (1) Councillor, or alternate, from each of the partnering municipalities of the Sturgeon Regional Emergency Management Partnership as established by agreement between and the Bylaws of the Partners;
- (n) "Regional Emergency Management Agency" means a regional agency comprised of the Director of Emergency Management or Deputy or the Chief Administrative Officer, from each of the partnering municipalities of the Sturgeon Regional Emergency Management Partnership as established by agreement between and the bylaws of the of the respective municipal councils of the Parties hereto;

- (o) Regional Emergency Management Plan means the Regional Emergency Management Plan prepared by the Sturgeon Regional Emergency Management Agency to coordinate the response to an emergency or disaster; the training program to ensure stakeholders are equipped to manage an incident/event of scale and the governance/administrative functions that empower stakeholders to take whatever measures necessary to protect lives, property and environment;
- (p) Regional Emergency Coordination Centre (RECC) means the location that functions as a point of coordination, addressing the needs of the municipality and/or the Sturgeon Region as a whole, exercising the authority of local officials, as well as anticipating and supporting the needs of one or more incident sites;
- (q) Sturgeon Region means the geographical area within the boundaries of Sturgeon County including the Municipalities of Bon Accord, Gibbons, Legal, Morinville and Redwater; and
- (r) Sturgeon Region Emergency Management Partnership is a partnership comprising the Municipalities of Bon Accord, Gibbons, Legal, Morinville and Redwater and Sturgeon County who have entered into a joint agreement for the purpose of organizing integrated emergency planning, training, assistance and emergency operations programs.

3.0 Municipal Emergency Advisory Committee

3.1 There is hereby established a Municipal Emergency Advisory Committee to advise Council on the development of emergency plans and programs for Sturgeon County.

3.1.1 A minimum of two (2) members is required for quorum; and

3.1.2 The Mayor will act as Chair of the committee. If the Mayor is absent, the meeting will be Chaired in accordance with the Municipality's Procedural Bylaw.

3.2 The committee will review the Sturgeon Regional Emergency Management Plan and related plans and programs on an annual basis.

3.3 The committee will advise Council on the status of the Sturgeon Regional Emergency Management Plan and related plans and programs at least once each year.

3.4 Council hereby authorizes the Municipal Emergency Advisory Committee the authority to declare a State of Local Emergency under the Act.

3.5 Council hereby authorizes the Municipal Emergency Advisory Committee, for the duration of such State of Local Emergency, do all acts and take all necessary proceedings to address the emergency pursuant to the Act.

4.0 Director of Emergency Management (DEM)

4.1 The DEM shall:

- 4.1.1 Act as Chair of the Municipal Emergency Management Agency (Agency);
- 4.1.2 Act as Director of the Municipal Emergency Coordination Centre;
- 4.1.3 If the Regional Emergency Coordination Centre has been activated, the DEM may act as the Director, or ensure that someone is designated under the Sturgeon Regional Emergency Management Plan to so act, on behalf of the Sturgeon Regional Emergency Management Agency;
- 4.1.4 Assist in the preparation and coordination of the Sturgeon Regional Emergency Management Plan and prepare and coordinate related plans and programs for the Sturgeon County as required by the Act;
- 4.1.5 Co-ordinate all emergency services and other resources used in an emergency;
- 4.1.6 Ensure that the Sturgeon Regional Emergency Management Plan is reviewed at least once per year by the Municipal Emergency Advisory Committee;
- 4.1.7 Ensure Staff of the organization and members of the Municipal Emergency Advisory Committee and Emergency Management Agency are made aware of the Sturgeon Regional Emergency Management Plan and as required ensure training is done to maintain effectiveness in the event of an emergency;
- 4.1.8 Ensure the Deputy Director of Emergency Management is designated in his or her absence; and
- 4.1.9 Perform other duties as prescribed by the local authority.

4.2 The DEM is authorized to delegate and authorize further delegations of any powers, duties and functions delegated to the Director of Emergency Management (DEM) under this Bylaw.

5.0 The Municipal Emergency Management Agency

5.1 There is hereby established a Municipal Emergency Management Agency (Agency) to act as the agent of Council to carry out its statutory powers and obligations under the Act: This does not include the power to declare, renew, or terminate a State of Local Emergency , or the powers contained in Section 9.4 of this Bylaw.

5.2 The Agency may be comprised of one or more of the following based on the discretion of the Director of Emergency Management (DEM):

5.2.1 The Director of Municipal Emergency Management (DEM);

5.2.2 The Deputy Director of Municipal Emergency Management;

5.2.3 Chief Administrative Officer;

5.2.4 Other Senior Management and/or designated staff that may include but not limited to Public Works, Finance, Community Services, and Fire Services; and

5.2.5 Other members of core agencies and organizations as invited by the DEM. Such agencies and organizations may have a recurring seat at the Agency and others may be invited in as subject matter experts as required. Such agencies and organizations may include but not limited to the Health Authority, School Boards, RCMP, other municipalities, pipelines, utilities, and the Chamber of Commerce.

6.0 Regional Emergency Advisory Committee

6.1 Councils of the Sturgeon Region agree through the Sturgeon Regional Emergency Management Partnership, to establish a Regional Emergency Advisory Committee to advise all Councils on the development of Regional emergency plans and programs.

6.1.1 A minimum of four (4) voting members shall constitute a quorum; and

6.1.2 The members will elect from the membership, a Chairperson and Vice-Chairperson.

6.2 The Regional Emergency Advisory Committee shall:

- 6.2.1 Consist of a municipal Councillor appointed by each of the Partners, with each municipality appointing one primary member, each of whom shall have one vote regarding any matter coming before the committee;
- 6.2.2 Each municipality shall also appoint one alternate member to the committee who shall be permitted to vote in the absence or in place of the primary member;
- 6.2.3 Review the Regional Emergency Management Plan and related plans and programs on a regular basis; and
- 6.2.4 Advise all Councils, duly assembled, on the status of the Regional Emergency Plan and related plans and programs at least once each year.

6.3 The Regional Emergency Advisory Committee is delegated the authority to create policies relating to the emergency preparedness, mitigation, response, recovery and the operation of the Regional Emergency Partnership and the Regional Emergency Management Agency.

7.0 Regional Emergency Management Agency

7.1 Councils agree through the Sturgeon Regional Emergency Management Partnership, to establish a Regional Emergency Management Agency to act as the agent of Council to carry out its statutory powers and obligation under the Act. This does not include the power to declare, renew or terminate a State of Local Emergency nor the powers contained in Section 9.4 of this Bylaw. The Agency will be responsible to guide the creation, implementation and evaluation of emergency plans and programs and to set the direction for emergency preparedness and response for the Sturgeon Region.

7.2 Councils agree through the Sturgeon Regional Emergency Management Partnership, to administer and deliver programs in accordance with the approved budget.

7.3 The Regional Emergency Management Agency membership shall consist of one (1) permanent member from each Partnering Municipality, who shall be either the:

- (a) Director of Emergency Management; or
- (b) Deputy Director of Emergency Management; or
- (c) Chief Administrative Officer;

7.4. The Regional Emergency Management Agency shall:

- 7.4.1 Guide the creation, implementation and evaluation of Regional emergency plans and programs for the Sturgeon Regional

Partnership with the assistance from any person or agency who/which might serve a useful purpose in the preparation or implementation of the Regional Emergency Management Plan;

- 7.4.2 Determine the direction of the Regional Emergency Management Agency and any of its sub groups;
- 7.4.3 Coordinate all emergency services and other resources used in an emergency;
- 7.4.4 Ensure that in the event of an emergency, an individual or group of individuals is designated under the Regional Emergency Management plan to act, on behalf of the Regional Emergency Management Agency. The designation of an individual or group of individuals to act on behalf of the Agency shall be guided by the following:
 - a. Once an RECC has been activated, any one (1) of the DEMs or Deputy DEMs that are members of the Agency may serve as DEM for the incident. Whenever possible, the DEM or Deputy DEM from the most impacted municipality shall fill that role. The intent is to ensure that there is leadership in the ECC while the DEM may be on route to the ECC, or the DEM is away or not available for whatever reason; and
 - b. In the event of an Emergency affecting more than one (1) municipality within the Sturgeon Region, the first DEM to the ECC will serve as DEM for the incident. As other designated DEMs arrive at the ECC, they will jointly decide who will take the lead role. DEM and Deputy DEMs from the Agency may rotate through the role of DEM for the RECC.
- 7.4.5 Ensure someone is designated to discharge the responsibilities specified in sections 7.4.1 – 7.4.4.

8.0 Council

8.1 Council shall:

- a. by resolution, appoint its members to serve on the Municipal Emergency Advisory Committee;
- b. by resolution, appoint one of its members to serve on the Regional Municipal Emergency Advisory Committee;
- c. appoint one (1) alternate member to the Regional Emergency Advisory Committee;

- d. provide for the payment of expenses of the members of the Municipal Emergency Advisory Committee in accordance with the remuneration policy or bylaw.
- e. provide for the payment of expenses of its member(s) of the Regional Emergency Advisory Committee in accordance with the remuneration bylaw or policy;
- f. by resolution, on the recommendation of the Municipal Emergency Advisory Committee, appoint a Director of Emergency Management;
- g. ensure that emergency plans and programs are prepared to address potential emergencies or disasters in Sturgeon County and the Sturgeon Region;
- h. approve the Regional Emergency Management Plan and Programs as they relate to Sturgeon County and the Sturgeon Region; and
- i. review the status of the Regional Emergency Management Plan and related plans and programs at least once each year.

8.2 Council may:

- a. by Bylaw borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the Municipal Emergency Management Agency;
- b. by Bylaw borrow, levy, appropriate and expend, without the consent of the electors, all sums required for its share of the operation of the Regional Emergency Management Agency; and
- c. enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.

9.0 Declaration of State of Local Emergency

9.1 The power to declare, terminate or renew a State of Local Emergency under the Act, the powers specified in Section 9.4 of this Bylaw, and the requirements specified in Section 9.7 of this Bylaw, are hereby delegated to the Municipal Emergency Advisory Committee comprised of the Mayor, or the Deputy Mayor alone, or in their absence, any two (2) members of Council. This committee may, at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a State of Local Emergency.

9.2 In the event of an emergency entirely within the boundaries of and affecting only Sturgeon County and the Municipal Emergency Advisory Committee cannot be reached or in the event of an emergency impacting more than one municipality within the Sturgeon Region, the authority and power to declare or renew a State of Local Emergency under the Act; the authority and powers specified in Section 9.4 of this Bylaw; and the

requirements specified in Section 9.7 of this Bylaw are hereby delegated to any two (2) or more members of the Regional Emergency Advisory Committee. The Committee may, at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a State of Local Emergency for the entire area affected. Whenever possible this resolution should be made by at least one member or alternate from each municipality affected. If "resolution" is not practicable the two members can provide signed agreement via Fax or scanned email.

- 9.3 When a State of Local Emergency is declared, the Municipal Emergency Advisory Committee or the Regional Emergency Advisory Committee making the declaration shall:
- a. ensure that the declaration identifies the nature of the emergency and the area of the Region in which it exists;
 - b. cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and
 - c. forward a copy of the declaration to the Minister forthwith.
- 9.4 Subject to Section 9.7, when a Municipal Emergency Advisory Committee or the Regional Emergency Management Committee has declared a State of Local Emergency, that Committee may, for the duration of that State of Local Emergency, do all acts and take all necessary proceedings including the following:
- a. cause the Sturgeon Regional Emergency Management Plan or any related plans or programs to be put into operation;
 - b. acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
 - c. authorize or require any qualified person to render aid of a type the person is qualified to provide;
 - d. control or prohibit travel to or from any area of the Sturgeon County;
 - e. provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of Sturgeon County;
 - f. cause the evacuation of persons and the removal of livestock and personal property from any area of Sturgeon County that is or may be affected by a disaster and make arrangements for the adequate care and protection of those persons or livestock and of the personal property;

- g. authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program;
 - h. cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
 - i. procure or fix prices for food, clothing, fuel, equipment, medical supplies, or other essential supplies and the use of any property, services, resources or equipment within Sturgeon County for the duration of the State of Local Emergency;
 - j. authorize the conscription of persons needed to meet an emergency; and
 - k. authorize any persons at any time to exercise, in the operation of the Sturgeon Regional Emergency Management Plan and related plans or programs, any power specified in Paragraphs (b) through (j) in relation to any part of the municipality affected by a declaration of a State of Local Emergency.
- 9.5 No action lies against Sturgeon County or a person acting under Sturgeon County's direction or authorization for anything done or omitted to be done in good faith while carrying out a power under the Emergency Management Act or the regulations during a State of Local Emergency.
- 9.6 In accordance with Section 535(2) of the Municipal Government Act, RSA 2000, c.M-26, Councillors, council committee members, municipal officers and volunteer workers are not liable for loss or damage caused by anything said or done or omitted to be done in good faith in the performance or intended performance of their functions, duties, or powers under the Municipal Government Act or any other enactment.
- 9.7 When, in the opinion of the Municipal Emergency Advisory Committee in which the State of Local Emergency was declared, or the Regional Emergency Advisory Committee, as the case may be, an emergency no longer exists in relation to which the declaration was made, that Committee shall, by resolution, terminate the declaration.
- 9.8 A declaration of a State of Local Emergency is considered terminated and ceases to be of any force or effect when:
 - a. a resolution is passed under Section 9.7 (Section 23 of the Emergency Management Act);
 - b. a period of seven (7) days has lapsed since it was declared, unless it is renewed by resolution;

- c. the Lieutenant Governor in Council makes an order for a State of Emergency under the Act, relating to the same area;
or
- d. the Minister cancels the State of Local Emergency.

9.9 When a declaration of a State of Local Emergency has been terminated, the Municipal Emergency Advisory Committee or Regional Emergency Advisory Committee who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

10.0 Emergency Mutual Aid Agreements

10.1 The Regional Emergency Advisory Committee is delegated the authority to enter into an Emergency Management Mutual Aid Agreements with another regional group or single municipality. The decision for the Committee to enter into a mutual aid agreement must be made by unanimous vote of all Partners. The Partners shall be permitted to vote in person or by way of fax or email.

11.0 Severability

11.1 Should any provisions of this Bylaw become invalid, void, illegal or otherwise not enforceable, it shall be considered separate and severable from the Bylaw and the remainder shall remain in force and be binding as though such provision had not been invalid.

12.0 Effective Date

12.1 This Bylaw shall come into full force and effect upon the final passing thereof.

Read a first time this ____ day of _____, 2016

Read a second time this ____ day of _____, 2016

Read a third time this ____ day of _____, 2016

MAYOR

COUNTY COMMISSIONER(CAO)



Sturgeon County

9613-100 Street
Morinville, Alberta
T8R 1L9

Legislation Text

File #: INF-189-16, **Version:** 1

Proposed Land Use Bylaw:

Secondary Suites/Dwellings

Agricultural - Residential (Proposed new Land Use District)

Briefing Note

Title	Proposed Land Use Bylaw: Secondary Suites/Dwellings Agricultural – Residential (Proposed new Land Use District)
Issue	<p>The Land Use Bylaw review and consultation process has identified a need to address the growing demand for secondary suites and secondary dwellings within the County.</p> <p>Through the process, it has been identified that there is a need to have a separate Land Use district for residential acreage development within the Agricultural District.</p>
Previous Council Direction	None
Report	<p><u>Discussion:</u></p> <p>Secondary Suites/Dwellings</p> <p>Sturgeon County does not currently allow for secondary suites in any Land Use District. As a result, applications cannot be considered by the County.</p> <p>Similarly, the County currently does not allow for secondary dwellings. But it does allow for temporary dwellings in some districts and only in two circumstances, i.e. agricultural dwelling (farm help) or as a family care dwelling.</p> <p>Current Planning and Development Services receives a number of enquiries as to whether secondary suites/dwellings can be considered. Similar jurisdictions within the region, have identified the need to regulate these uses and have included them in their Land Use Bylaw.</p> <p>Despite the County not allowing for secondary suites or permanent secondary dwellings, it does not mean they are not constructed and operated as such. The Department is aware of some that already exist, but only enforces those where a complaint has been received in alignment with the Department's standard practice.</p>

Acknowledging the existence of these uses and incorporating them in the new Land Use Bylaw review is considered to be more prudent than undertaking enforcement action when a complaint is made. Furthermore, accommodating these uses can also:

- Diversify the County's housing supply;
- Help address demands for more affordable rental accommodation;
- Provide supplemental income to landowners;
- Ensure that existing suites are brought into compliance with the LUB, as well as Building and Fire Code; and
- Ensure more optimal use of existing residentially zoned land.

However, allowing secondary suites and dwellings within the County will likely have other impacts, such as:

- Insufficient municipal infrastructure to provide for additional dwelling units;
- "Nimby-ism" and how secondary suites may impact the character/value of a neighbourhood; and
- A large influx of permits, and an unplanned population increase within the County.

Further, the Capital Region Growth Plan estimates that the County's population will increase from 19,165 (2011) to 32,782 (2044). While the majority of the projected population growth is anticipated to be centralized within existing residential communities (such as existing country residential multi-lots, the Sturgeon Valley and hamlets), a small percentage of population growth is expected on subdivided agricultural lots in rural areas (agricultural acreages and farmsteads). However, the impact of allowing a secondary dwelling unit on agricultural lands (Sturgeon County's largest land use) has not been fully contemplated in the projected population estimates, which currently only accounts for the potential of 4 permanent dwelling units per quarter section.

Sturgeon County already has a liberal subdivision policy of allowing for four parcels from a quarter section. A Provincial-wide comparison shows that this policy is shared by only 11 of the 67 other counties (including the specialized municipalities of Strathcona County, the RM of Wood Buffalo and Mackenzie County, with only two counties allowing for more parcels (five) from a quarter section. Forty-four counties only allow for one additional parcel (First Parcel Out). The Province-wide average of parcels from a quarter section is 2.39. The full financial implications with the allowance of secondary suites/dwellings are not known at this time. At a minimum, these may include additional maintenance/repairs to County infrastructure (road

upgrades/repairs, drainage network assessment and remedial measures, etc.). In addition, there may be unforeseeable impacts such as:

- Increased water demands from bulk water stations for acreage lots with no onsite water wells; and
- Increased traffic on County roadways, creating functional deficiencies and unsafe conditions where County infrastructure connects to Alberta Transportation roadways.

Agricultural – Residential (Proposed Land Use District)


As a related topic to the Land Use Bylaw review, the Department is looking to add a new Land Use district, namely Agricultural – Residential.

The current Land Use Bylaw has a number of Agricultural districts, however, none of these districts take into account the size of a particular parcel. As such, a 1ha parcel has the same listed uses as a quarter section of land. This has led to a number of land-use conflicts, as well as development that is disproportionate to the parcel on which it is located. For example, a Home Based Business Level 3 is a permitted use within the Agricultural (AG) district, and this use allows for the floor area of all accessory buildings to be used for business operations, as well as a portion (30%) of the dwelling, in addition to outdoor storage, client visits, non-resident employees and commercial vehicles. This intensity of use is more suited to a larger parcel of land, rather than an acreage, the creation of which is to allow for a primary residential use within an agricultural landscape.

By introducing this new Land Use district, it is anticipated that the County can help mitigate such land-use conflicts within the Agricultural districts and moving forward, ensure development is proportionate to the size of the parcel.

The impact of this proposed change to the landowner is that an application to subdivide an agricultural parcel from the quarter section will require the applicant to re-district the parcel first. This is due to the change of use from an agricultural use, to a use which is primarily residential in nature. This proposal may have implications on the subdivision process, notably increasing the length between the time of application and the time of decision. The primary reason for the increased length of time is to accommodate the Public Hearing process as required by the MGA for Land Use Bylaw amendments. Also, under the current fee schedule, an application for subdivision would be more expensive as it also requires re-districting. In light of this,

	<p>administration has spent some time on looking at a refined process and fee schedule to make this option more customer friendly.</p> <p><u>External Communications</u></p> <ul style="list-style-type: none"> • April 2015 <ul style="list-style-type: none"> ○ Stakeholder On-Line Survey (24 responses) • Summer 2015 Public Engagement Open Houses <ul style="list-style-type: none"> ○ May 13 – Cardiff Hall (25 responses) ○ May 14 – Gibbons (18 responses) ○ May 20 – Sturgeon Valley (Hunters Green Golf Course – 13 responses) ○ May 21 – Riviere Qui Barre (42 responses) • February 2016 <ul style="list-style-type: none"> ○ Presentation, Q&A with Economic Development Advisory Board • August 5, 2016 <ul style="list-style-type: none"> ○ Information Booth at Culinary Cook Out (Approx. 30 residents visited the booth to gather information and talk to staff) <p><u>Relevant Policy/Legislation/Practices:</u></p> <ul style="list-style-type: none"> • Agricultural subdivision policy (Section 8.2.4, Land Use Bylaw 819/86) • Dwelling units on a parcel (Section 6.2, Land Use Bylaw 819/96) • Agriculture – Residential District (Proposed Land Use Bylaw)
Implication	<p><u>Strategic:</u></p> <p>Goal 2.2 – Sturgeon County fosters growth through the Integrated Regional Growth Strategy</p> <ul style="list-style-type: none"> • Strategy 2.2.3: Focus growth around current or planned infrastructure <p>Goal 2.3 – Sturgeon County balances the demand for new infrastructure while managing investment in current assets</p> <ul style="list-style-type: none"> • Strategy 2.3.1: Encourage maximum development around existing County infrastructure • Strategy 2.3.2: Provide a level of infrastructure that is affordable, safe and sustainable as set by long-range financial plans

	<p>It is unclear at this time whether these goals and strategies could be compromised by the provision of secondary suites/dwellings in the proposed Land Use Bylaw.</p> <p><u>Organizational:</u></p> <p>Administration anticipates development permit applications will be forthcoming for secondary suites/dwellings. However, this may be offset by a reduction in subdivision applications, as currently the only way to allow for additional dwelling units on a quarter section is to subdivide the land. Introducing secondary dwellings/suites provides additional options to landowners in respect to living arrangements and estate planning.</p> <p>An increased demand on County infrastructure may require additional staff to ensure on-going service levels.</p> <p><u>Financial:</u></p> <p>There will undoubtedly be a financial cost to the County if secondary suites/dwellings are provided for in the new Land Use Bylaw. These costs will likely arise through maintenance/repair of County infrastructure, as well as an increased demand at the County's bulk water stations. Furthermore, deficiencies may arise where the County road network connects to Alberta Transportation roadways, which may require expensive intersectional upgrades.</p> <p>Furthermore, increased maintenance may require additional staff to ensure on-going service levels.</p>
Follow Up Action	1. Staff to may make adjustments to the proposed Land Use Bylaw based on discussion and feedback from Council.
Attachment (s)	None – Further information will be forthcoming during the presentation.
Report Reviewed by:	 <p>Clayton Kittlitz, Manager Planning & Development</p>



Stephane Labonne, General Manager of Integrated Growth



Peter Tarnawsky, County Commissioner – CAO