



# Sturgeon County

## Meeting Agenda - Final

### Council

9613-100 Street  
Morinville, Alberta  
T8R 1L9

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Tuesday, August 22, 2017

9:00 AM

Council Chambers

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#### **A. CALL TO ORDER AND RELATED BUSINESS**

A.1 CALL TO ORDER

A.2 ADOPTION OF AGENDA

A.3 ADOPTION OF MINUTES

**A.3.1** July 10, 2017 - Regular Council Meeting Minutes

Attachments: [Regular Council Minutes - July 10, 2017](#)

#### **C. PRESENTATIONS/PUBLIC HEARINGS/INTERVIEWS**

##### **C.1 PRESENTATIONS**

**C.1.1** 9:05 a.m. - Staff Sergeant Dale Kendall, Morinville RCMP Detachment - Bi-Annual Update and Statistical Reporting (30 minutes)

Attachments: [Policing Report Morinville RCMP Q2-Q3 2017](#)  
[FOIP Insert](#)

**C.1.2** 11:30 a.m. - Mayor's Golf Tournament Cheque Presentation

Attachments: [Mayor's Golf Tournament Presentation Insert](#)

**C.1.3** 11:45 a.m. - Dale MacMillan 2017 Scholarship Award Cheque Presentation

Attachments: [Dale MacMillan Scholarship Award Insert](#)

#### **D. NEW BUSINESS**

**D.1** Fire Services Agreement with the Summer Village of Sandy Beach

**Proposed Motion:** That Council authorize the Mayor, CAO and Sturgeon County Fire Chief to execute the 2018 - 2020 Fire Services Agreement with the Summer Village of Sandy Beach.

**Attachments:** [Request for Decision](#)  
[Fire Services Agreement 2018-2020](#)  
[Fire Services Agreement 2015-2017](#)

*Pat Mahoney, Manager/Fire Chief, Protective Services*

**D.2** 2018-2020 Capital Infrastructure Plan Approval

**Proposed Motion:** That Council approve the projects in Stage 2,3 and 4 as presented in the 2018-2020 Capital Plan for Feasibility and Detailed Design, and subject to budget, for Construction.

**Attachments:** [Request for Decision](#)  
[2018-2020 Capital Infrastructure Plan](#)  
[2018 Capital Construction Map](#)  
[2019 Capital Construction Map](#)  
[2020 Capital Construction Map](#)

*Brian Hartman, Manager, Engineering Services*

**D.3** Alcomdale Water Pipeline Project - Contract Award

**Proposed Motion:** That Council award the contract for the Alcomdale Water Pipeline Project (2017) to Weaver Group Ltd., as the lowest compliant bidder at a contract price of \$3,107,875 (including GST).

**Attachments:** [Request for Decision](#)  
[Stantec's Contract Recommendation of Award Letter](#)

*Brian Hartman, Manager, Engineering Services*

**D.4** Community Recreation Facility Public Consultation

**Proposed Motion:** That Council approve the Public Engagement Plan to inform the County's level of involvement in the construction and operations of the Morinville Community Recreation Facility, once the final Business Case is received and made public.

**Attachments:** [Request for Decision](#)  
[Public Engagement Plan](#)  
[Public Engagement Policy](#)

*Susan Berry, Manager, Community Services*

**D.5**                      Assessment Review Board Appointment

**Proposed Motion:**      That Council appoint Christine Beveridge as Clerk of the Assessment Review Board by resolution.

**Attachments:**           [Request for Decision](#)  
                                 [Proposed Resolution](#)

*Christine Beveridge, Senior Legislative Officer, Legislative Services*

**D.6**                      Election Campaigns Policy

**Proposed Motion:**      That Council adopt the Election Campaigns Policy.

**Attachments:**           [Request for Decision](#)  
                                 [Election Campaigns Policy](#)

*Christine Beveridge, Senior Legislative Officer, Legislative Services*

**G. URGENT MATTERS****H. NOTICES OF MOTION****I. ADJOURNMENT**



# Sturgeon County

9613-100 Street  
Morinville, Alberta  
T8R 1L9

## Legislation Text

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**File #:** MTS-024-17, **Version:** 1

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**July 10, 2017 - Regular Council Meeting Minutes**



# Sturgeon County

9613-100 Street  
Morinville, Alberta  
T8R 1L9

## Meeting Minutes - Unadopted Council

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Monday, July 10, 2017

9:00 AM

Council Chambers

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### **A. CALL TO ORDER AND RELATED BUSINESS**

#### A.1 CALL TO ORDER

**Present:** 7 - Mayor Tom Flynn, Councillor Ferd Caron, Councillor Susan Evans, Councillor Wayne Bokenfohr, Councillor Jerry Kaup, Councillor Patrick Tighe, and Councillor Karen Shaw

Mayor Flynn called the regular Council Meeting to order at 9:01 a.m.

#### **Administration Present**

Stephane Labonne, Acting County Commissioner - CAO  
Ian McKay, General Manager, Municipal Services  
Rick Wojtkiw, General Manager, Corporate Services  
Susan Berry, Manager, Community Services  
Ed Kaemingh, Manager, Financial Services  
Shane Hogan, Manager, Transportation Services  
Brian Hartman, Manager, Engineering Services  
Pat Mahoney, Fire Chief/Manager, Protective Services  
Clayton Kittlitz, Manager, Current Planning and Development Services  
Alyssa Hutchings, Acting Manager, Agriculture Services  
Christine Beveridge, Senior Legislative Officer, Legislative Services  
Arjen de Klerk, Senior Planning and Development Officer, Current Planning and Development Services  
Trevor Duley, Senior Advisor, Intergovernmental Affairs  
Steve Douglas, Deputy Fire Chief, Protective Services  
Graham Isbister, Finance Business Partner, Financial Services  
Jeff Yanew, Utility Operations Supervisor, Utility Services  
Lisa Schovaneck, Legislative Officer, Legislative Services  
Kylie Van der Kuil, Finance Intern, Financial Services

## A.2 ADOPTION OF AGENDA

**J. Kaup MOVED:**

**Motion 331/17: That the Agenda be adopted as presented.**

**CARRIED UNANIMOUSLY**

**For:** 7 - T. Flynn, F. Caron, S. Evans, W. Bokenfohr, J. Kaup, P. Tighe, and K. Shaw

## A.3 ADOPTION OF MINUTES

**A.3.1** June 27, 2017 - Regular Council Meeting Minutes

**W. Bokenfohr MOVED:**

**Motion 332/17: That the June 27, 2017 regular Council Meeting Minutes be approved as presented.**

**CARRIED UNANIMOUSLY**

**For:** 7 - T. Flynn, F. Caron, S. Evans, W. Bokenfohr, J. Kaup, P. Tighe, and K. Shaw

## **C. PRESENTATIONS/PUBLIC HEARINGS/INTERVIEWS**

### **C.1 PRESENTATIONS**

**C.1.1** 9:00 a.m. - Marty Derouin, Sturgeon County Resident - Presentation

Marty Derouin, Ron Shaw and Rob Shaw, Sturgeon County residents, provided a presentation to Council regarding the remaining residents in the Heartland area.

Councillor Shaw left the meeting at 9:40 a.m.

The meeting was recessed at 9:40 a.m.

The meeting was reconvened at 9:45 a.m.

**Present:** 6 - Mayor Tom Flynn, Councillor Ferd Caron, Councillor Susan Evans, Councillor Wayne Bokenfohr, Councillor Jerry Kaup, and Councillor Patrick Tighe

**Absent:** 1 - Councillor Karen Shaw

#### **D. NEW BUSINESS**

**D.1** 9:20 a.m. - Calahoo Villeneuve Sand & Gravel Committee Annual Update

Presented by: Susan Berry, Manager, Community Services; Bill Gowdy, Member, Calahoo Villeneuve Sand & Gravel Committee; and Dale Soetaert, Member, Calahoo Villeneuve Sand & Gravel Committee

Councillor Shaw returned to the meeting at 10:01 a.m.

**Present:** 7 - Mayor Tom Flynn, Councillor Ferd Caron, Councillor Susan Evans, Councillor Wayne Bokenfohr, Councillor Jerry Kaup, Councillor Patrick Tighe, and Councillor Karen Shaw

**D.2** FCM Grant Application

Presented by: Graham Isbister, Finance Business Partner, Financial Services, and Kylie Van der Kuil, Finance Intern, Financial Services

**F. Caron MOVED:**

**Motion 333/17: That Council direct Administration to apply for a grant opportunity from the Federation of Canadian Municipalities' - Asset Management Program for Road Asset Condition Assessment and Recommendations.**

**CARRIED UNANIMOUSLY**

**For:** 7 - T. Flynn, F. Caron, S. Evans, W. Bokenfohr, J. Kaup, P. Tighe, and K. Shaw

**F. Caron MOVED:**

**Motion 334/17: That Council direct Administration to engage the services of a third party to complete a condition assessment and a road condition analysis on a subclass of road assets funded by the Transportation Operating Budget.**

**CARRIED UNANIMOUSLY**

**For:** 7 - T. Flynn, F. Caron, S. Evans, W. Bokenfohr, J. Kaup, P. Tighe, and K. Shaw

**D.3** Redwater Transfer Station Facility Repair

Presented by: Rick Wojtkiw, General Manager, Corporate Support

**K. Shaw MOVED:**

**Motion 335/17: That Council authorize Administration to contribute 67% or up to \$6,535 toward the cost of repairing the Redwater Transfer Station Facility, funded from the Contingency Reserve (8.2).**

**CARRIED UNANIMOUSLY**

**For:** 7 - T. Flynn, F. Caron, S. Evans, W. Bokenfohr, J. Kaup, P. Tighe, and K. Shaw

**D.4** Termination of Capital Equipment Purchase - Rotary Mixer and Reallocation of Capital Funds

Presented by: Shane Hogan, Manager, Transportation Services

**J. Kaup MOVED:**

**Motion 336/17: That Council rescind Motion 199/17, as a result Administration will terminate the purchase of a RM300 Rotary Mixer at a cost of \$650,000 (\$535,000 current taxes plus revenues of \$115,000 from sale of assets).**

**CARRIED UNANIMOUSLY**



**For:** 7 - T. Flynn, F. Caron, S. Evans, W. Bokenfohr, J. Kaup, P. Tighe, and K. Shaw

**J. Kaup MOVED:**

**Motion 337/17: That Council approve funds of \$175,000 to fund equipment purchases recommended and the remaining funds of \$360,000 be transferred to the Capital Vehicle and Equipment Reserve 8.15.**

**CARRIED UNANIMOUSLY**

**For:** 7 - T. Flynn, F. Caron, S. Evans, W. Bokenfohr, J. Kaup, P. Tighe, and K. Shaw

The meeting was recessed at 10:59 a.m.

The meeting was reconvened at 11:04 a.m.

#### **D.5 Refinery Revenue Update**

Presented by: Ed Kaemingh, Manager, Financial Services, and Ebenezer Adjei, Senior Financial Analyst, Financial Services

**S. Evans MOVED:**

**Motion 338/17: That Council direct Administration to adhere to the principles and target ratios as outlined in the approved Significant Tax Revenue Growth Policy when developing the four-stage road infrastructure capital plan.**

**CARRIED UNANIMOUSLY**

**For:** 7 - T. Flynn, F. Caron, S. Evans, W. Bokenfohr, J. Kaup, P. Tighe, and K. Shaw

**D.6** July 17, 2017 AAMDC Pembina River Zone Meeting

Presented by: Trevor Duley, Senior Advisor, Intergovernmental Affairs, and Alyssa Hutchings, Acting Manager, Agriculture Services

**K. Shaw MOVED:**

**Motion 339/17: That Council endorse the recommended resolution regarding farm workplace legislation and refer it to the July 17, 2017 Alberta Association of Municipal Districts and Counties (AAMDC) Pembina River Zone Meeting for consideration.**

**CARRIED UNANIMOUSLY**

**For:** 7 - T. Flynn, F. Caron, S. Evans, W. Bokenfohr, J. Kaup, P. Tighe, and K. Shaw

**K. Shaw MOVED:**

**Motion 340/17: That Council appoint Councillor Evans as the Sturgeon County Resolution Champion for the July 17, 2017 Pembina River Zone Meeting.**

**CARRIED UNANIMOUSLY**

**For:** 7 - T. Flynn, F. Caron, S. Evans, W. Bokenfohr, J. Kaup, P. Tighe, and K. Shaw

**F. Caron MOVED:**

**Motion 341/17: That Council accept the July 17, 2017 AAMDC Pembina River Zone briefing as information.**

**CARRIED UNANIMOUSLY**

**For:** 7 - T. Flynn, F. Caron, S. Evans, W. Bokenfohr, J. Kaup, P. Tighe, and K. Shaw

**D.7** 11:30 a.m. - Town of Gibbons Annexation Application

Presented by: Trevor Duley, Senior Advisor, Intergovernmental Affairs

**P. Tighe MOVED:**

**Motion 342/17: That Council proceed to an In-Camera session at 11:33 a.m. to discuss Item D.7.**

**CARRIED UNANIMOUSLY**

**For:** 7 - T. Flynn, F. Caron, S. Evans, W. Bokenfohr, J. Kaup, P. Tighe, and K. Shaw

**K. Shaw MOVED:**

**Motion 343/17: That Council move out of the In-Camera session at 11:40 a.m.**

**CARRIED UNANIMOUSLY**

**For:7 -** T. Flynn, F. Caron, S. Evans, W. Bokenfohr, J. Kaup, P. Tighe, and K. Shaw

**K. Shaw MOVED:**

**Motion 344/17: That Council authorize the Mayor to sign the Range Road 231 Agreement as presented.**

**CARRIED UNANIMOUSLY**

**For:7 -** T. Flynn, F. Caron, S. Evans, W. Bokenfohr, J. Kaup, P. Tighe, and K. Shaw

**K. Shaw MOVED:**

**Motion 345/17: That Council authorize the Mayor to sign the Town of Gibbons' Annexation Application Report, to send to the Municipal Government Board, on behalf of Sturgeon County Council.**

**CARRIED UNANIMOUSLY**

**For:7 -** T. Flynn, F. Caron, S. Evans, W. Bokenfohr, J. Kaup, P. Tighe, and K. Shaw

Councillor Shaw left the meeting at 11:44 a.m.

Councillor Shaw returned to the meeting at 11:45 a.m.

**D.8** 11:50 a.m. - Sturgeon Valley Fire Protection June 2017 Update

Presented by: Pat Mahoney, Fire Chief/Manager, Protective Services; Steve Douglas, Deputy Fire Chief, Protective Services; and Jeff Yanew, Utilities Operations Supervisor, Utility Services

**S. Evans MOVED:**

**Motion 346/17: That Council accept the Sturgeon Valley Fire Protection June 2017 Update as information and approve the Action Plan as presented.**

**CARRIED UNANIMOUSLY**

**For:** 7 - T. Flynn, F. Caron, S. Evans, W. Bokenfohr, J. Kaup, P. Tighe, and K. Shaw

The meeting was recessed at 12:05 p.m.

The meeting was reconvened at 1:02 p.m.

**D.9** Bylaw 1385/17, Land Use Bylaw (Third Reading)

Presented by: Stephane Labonne, Acting County Commissioner - CAO; Clayton Kittlitz, Manager, Current Planning and Development Services; and Arjen de Klerk, Senior Planning and Development Officer, Current Planning and Development Services

**F. Caron MOVED:**

**Motion 347/17: That Council direct Administration to remove the word "upon" and replace with "60 days from" from proposed Bylaw 1385/17.**

**CARRIED**

- For:** 4 - T. Flynn, F. Caron, W. Bokenfohr, and P. Tighe  
**Against:** 3 - S. Evans, J. Kaup, and K. Shaw

**F. Caron MOVED:**

**Motion 348/17: That Council direct Administration to remove the word "upon" and replace with "60 days following" from 1.4.1 Enactment of Schedule A of proposed Bylaw 1385/17.**

**CARRIED**

- For:** 4 - T. Flynn, F. Caron, W. Bokenfohr, and P. Tighe  
**Against:** 3 - S. Evans, J. Kaup, and K. Shaw

The meeting was recessed at 1:51 p.m.

The meeting was reconvened at 1:56 p.m.

**D.9** Bylaw 1385/17, Land Use Bylaw (Third Reading)

**S. Evans MOVED:**

**Motion 349/17: That Council direct Administration to remove the word "minimum" from Section 6.25 subsection .4 in the proposed Land Use Bylaw 1385/17 Schedule A.**

**CARRIED UNANIMOUSLY**

- For:** 7 - T. Flynn, F. Caron, S. Evans, W. Bokenfohr, J. Kaup, P. Tighe, and K. Shaw

**P. Tighe MOVED:**

**Motion 350/17: That Council direct Administration to investigate into the extent and nature of legacy development and business arrangements that had been entered into or represented to and with ratepayers so that Council has a better understanding of the future related outstanding obligations of Sturgeon County in relation to such arrangements, and that the CAO is to report back to Council in writing outlining the above information by November 28, 2017.**

**CARRIED UNANIMOUSLY**

**For:** 7 - T. Flynn, F. Caron, S. Evans, W. Bokenfohr, J. Kaup, P. Tighe, and K. Shaw

**J. Kaup MOVED:**

**Motion 351/17: That Council give third reading to Bylaw 1385/17, Land Use Bylaw.**

**CARRIED**

**For:** 5 - T. Flynn, F. Caron, S. Evans, J. Kaup, and K. Shaw

**Against:** 2 - W. Bokenfohr, and P. Tighe

**D.10** Amendments to the Fees and Charges Schedule for Proposed Land Use Bylaw 1385/17

Presented by: Clayton Kittlitz, Manager, Current Planning and Development Services, and Arjen de Klerk, Senior Planning and Development Officer, Current Planning and Development Services

**P. Tighe MOVED:**

**Motion 352/17: That Council approve the amendment to the 2017 Fees and Charges Schedule as per Attachment #1, effective September 7, 2017.**

**CARRIED UNANIMOUSLY**

**For:** 7 - T. Flynn, F. Caron, S. Evans, W. Bokenfohr, J. Kaup, P. Tighe, and K. Shaw

The agenda was reconsidered and amended to move Item H.1 before Item D.11.

## **H. NOTICES OF MOTION**

**H.1** Councillor Tighe - Motion

**P. Tighe MOVED:**

**Motion 353/17: That Council direct Administration to bring forward an Election Campaign Guidelines Policy to the August 22, 2017 regular Council Meeting.**

**CARRIED UNANIMOUSLY**

**For:** 7 - T. Flynn, F. Caron, S. Evans, W. Bokenfohr, J. Kaup, P. Tighe, and K. Shaw

## **D. NEW BUSINESS...continued**

**D.11** In-Camera - Land Purchase for Reconstruction of Range Road 212 (Twp Rd 574 to Hwy 38)

Presented by: Brian Hartman, Manager, Engineering Services

**P. Tighe MOVED:**

**Motion 354/17: That Council proceed to an In-Camera session at 2:36 p.m. to discuss Item D.11.**

**CARRIED UNANIMOUSLY**

**For:** 7 - T. Flynn, F. Caron, S. Evans, W. Bokenfohr, J. Kaup, P. Tighe, and K. Shaw

**K. Shaw MOVED:**

**Motion 355/17: That Council move out of the In-Camera session at 2:53 p.m.**

**CARRIED UNANIMOUSLY**

**For:** 7 - T. Flynn, F. Caron, S. Evans, W. Bokenfohr, J. Kaup, P. Tighe, and K. Shaw

**K. Shaw MOVED:**

**Motion 356/17: That Council direct Administration to purchase land as required for Road Alignment Option C, as outlined in the Opus Stewart Weir Report, Range Road 212 Alignment Concept Report.**

**CARRIED UNANIMOUSLY**

**For:** 7 - T. Flynn, F. Caron, S. Evans, W. Bokenfohr, J. Kaup, P. Tighe, and K. Shaw

**K. Shaw MOVED:**

**Motion 357/17: That Council fund the \$800,000 budget requirement for Range Road 212 land purchase from the 8.18 Road Network Reserve (Capital).**

**CARRIED UNANIMOUSLY**

**For:** 7 - T. Flynn, F. Caron, S. Evans, W. Bokenfohr, J. Kaup, P. Tighe, and K. Shaw

**K. Shaw MOVED:**

**Motion 358/17: That Council replenish the \$800,000 used from the 8.18 Road Network Reserve (Capital) by December 31, 2017 with revenue anticipated from Supplementary Assessment Tax Revenue.**

**CARRIED UNANIMOUSLY**

**For:** 7 - T. Flynn, F. Caron, S. Evans, W. Bokenfohr, J. Kaup, P. Tighe, and K. Shaw



**K. Shaw MOVED:**

**Motion 359/17: That the Land Purchase for Reconstruction of Range Road 212 from Township Road 574 to Highway 38 Request for Decision remain confidential in accordance with Sections 16, 24, 25 of the Freedom of Information and Protection of Privacy Act, RSA 2000, c.F-25.**

**CARRIED UNANIMOUSLY**

**For:** 7 - T. Flynn, F. Caron, S. Evans, W. Bokenfohr, J. Kaup, P. Tighe, and K. Shaw

**I. ADJOURNMENT**

**J. Kaup MOVED:**

**Motion 360/17: That Council adjourn the regular Council Meeting at 3:00 p.m.**

**CARRIED UNANIMOUSLY**

**For:** 7 - T. Flynn, F. Caron, S. Evans, W. Bokenfohr, J. Kaup, P. Tighe, and K. Shaw

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MAYOR

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COUNTY COMMISSIONER (CAO)



# Sturgeon County

9613-100 Street  
Morinville, Alberta  
T8R 1L9

## Legislation Text

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**File #:** PRS-032-17, **Version:** 1

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**9:05 a.m. - Staff Sergeant Dale Kendall, Morinville RCMP Detachment - Bi-Annual Update and Statistical Reporting (30 minutes)**

**Morinville RCMP**

**Police Report**

**Quarter 2/3**

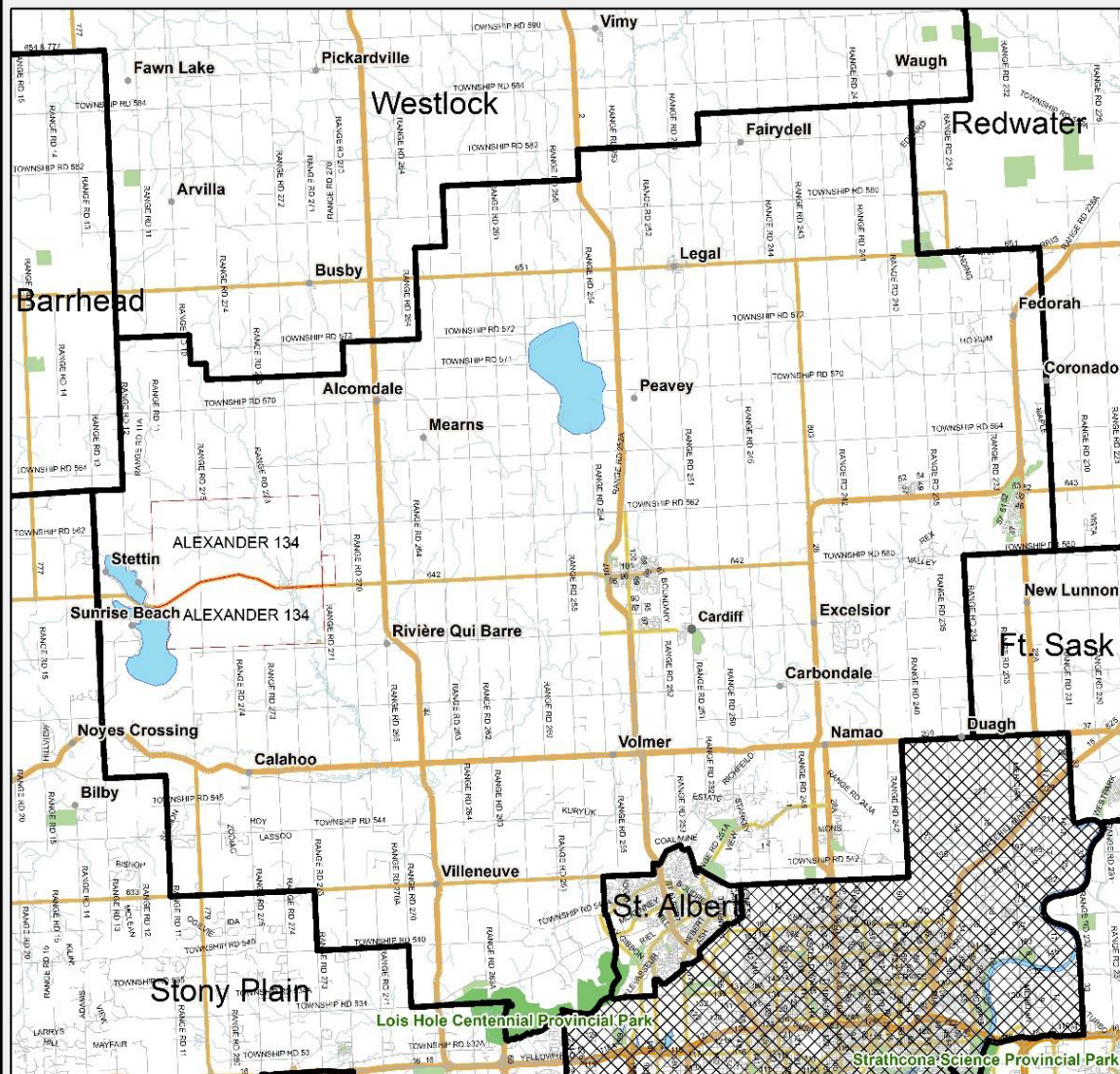
**April – July 2017**



**Prepared: August 14<sup>th</sup>, 2017**

**By: Sgt. Dale Kendall**

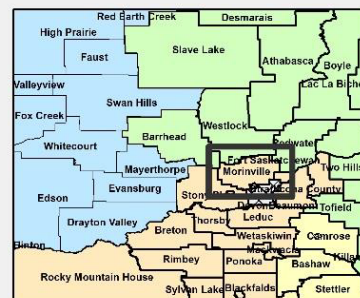
# Morinville Detachment



0 2 4 8 12 16 Kilometers



Reference Scale: 1:300,000



### **Morinville RCMP Jurisdiction**

- The Morinville Provincial detachment is divided into 3 zones. Sturgeon County, Lac St Anne County and Alexander First Nation. Sturgeon County includes the town of Bon Accord, town of Legal, town of Gibbons, the Hamlet of Riviere Que Barre, Calahoo, Villeneuve, Sandy Beach, Cardiff, Namao and other small communities. This also includes CFB Edmonton.
- The Morinville Municipal detachment covers the municipality of Morinville only.

### **Human Resources:**

- The Morinville RCMP Detachment compliment is 31.5 personnel consisting of:
  - 1 Staff Sergeant
  - 1 Sergeant
  - 5 Corporals
  - 17 Constables
  - 3.5 Public Services Employees
  - 4 Municipal Employees
- Officers are supported by Victim Services (9 in total) and 9 guards.
- The detachment is also shared with Morinville Enforcement Services.

### **Current Resourcing Issues**

- Morinville RCMP currently has 5 vacancies for the following reasons:
  - 2 constables currently on parental leave
  - 2 current hard vacancies at the constable level
  - 1 constable coming from Red Deer, however unable to sell his home
  - 1 Corporal named and coming from Leduc. House to sell.
  - 1 constable on medical leave
  - 1 constable on graduated return to work – administrative duties
  - 1 member off for a month as partner had a child

### **Financial Report:**

- No concerns through-out the year.

### **Crime Report:**

- Please see the attached Crime Statistics for Sturgeon County, Year to Date (YTD) Comparisons.

### **Annual Performance Plan (APP) - Police Priorities**

The following is the 2nd Quarter progress report on each previously identified priority and encompasses all the communities in the Morinville/Sturgeon County jurisdiction.

- **Traffic Safety** – Cpl Bryce TARZWELL is our assigned Traffic Safety Coordinator. The planning of traffic operations are based on priorities, risk assessment, complaint based and officer observed issues.
  - Traffic safety initiatives of enforcement and education are in place to help reduce collisions.
  - Capital West RCMP Integrated Traffic Unit (ITU) wrote 374 violation tickets in May, 228 violation tickets in June and 201 violation tickets in July.
  - Joint Forces Initiatives with Enforcement partners. Activities include child restraint checks, check stops and proactive patrols in high collision locations.
- **Property Crime** – Cpl Daryl CHARRON is our assigned Coordinator. This is crime prevention and crime reduction through education, proactive initiatives and enforcement.
  - Victim Services, and Rural Crime Watch are active and help support the detachment.
  - “Lock it or Lose it”. Morinville RCMP working with the Citizens on Patrol to have 5 lock it or Lose it campaigns over the course of the year.
  - Directed Patrols in the determined “hot spots” in Sturgeon County during peak times.
  - Goal of reducing Property Crime by 5% in comparison to last year’s stats.
- **Crime Reduction** – Cpl Daryl CHARRON is our assigned coordinator.
  - Ongoing prolific offender checks
  - Communication with partners - probation, parole, etc...
  - Proactive Presentations to the communities – Presentations to the communities on relevant topics such as fraud awareness, securing residences, online awareness, etc....
- **Police/Community Relations – Police Visibility** – Sgt Shayne COURTORIELLE is the assigned coordinator. The objective is to build and maintain relations within the RCMP and with partners/stakeholders in our communities.
  - “Reconciliation project with Poundmakers Lodge”. Member attends talking circle once a month at the rehabilitation centre to rebuild lines of communication and trust between the participants and the RCMP.
  - Conduct Proactive Patrols – proactive foot patrols/bike/skateboard park/community events patrols.
  - Emergency Services Promotion in the Community - Working in partnership with the Town of Morinville/Enforcement Services/Fire Services for emergency services promotion to enhance visibility in the community.

**See Attached is the Operation Strategy Branch report for Sturgeon County for 2016.**

- Slightly more calls for service than the previous year by 360 files.
- Theft from motor vehicle files greatest increase of 63%
- Clearance rates for persons crimes were 74%
- Clearance rates for property was low at 12% but not unexpected.

**Significant Occurrences**

- On May 8<sup>th</sup>, on Hwy 37 and RR 271, there was a collision between a school bus and a small car. The children and the driver of the bus were uninjured, the driver of the vehicle sustained injuries. The driver of the vehicle was found at fault and issued a violation ticket.

- On July 5<sup>th</sup>, at River Heights Lane, there was a break and enter to a residence. Home owner was home, unaware in the basement. Surveillance video after the fact showed 5 unidentifiable males carrying what appeared to be a firearm. They were inside for approximately 5 minutes and left in a small maroon car. Items were taken from the home. See related file below.
- On July 9<sup>th</sup>, a pedestrian was stuck by a vehicle on Sturgeon Road east of Starkey road. The occupants' dragged the victim off the road then fled the scene. The victim succumbed to his injuries. The male driver has since been charged with impaired operation of a MV causing death and failure to remain. Investigation is ongoing.
- On July 9<sup>th</sup>, a single vehicle collision occurred on Range Road 245 near Township Road 561. An SUV travelling on Range Road 245 with four occupants lost control and rolled into the ditch. The female passenger was killed, and 2 others in the vehicle were transported to hospital with injuries. Speed, driver inexperience and road conditions were contributing factors.
- On July 11<sup>th</sup>, a home invasion occurred on where 3 masked suspects entered a home and held the lone occupant at gunpoint. Items were taken. Task Team assigned from Serious Crime Branch. Victims updated, Home Owners Association updated. Investigation ongoing. Proactive town Hall meeting being planned for September.

### **Restructuring**

Morinville detachment is in a transitional stage. In order to maximize resources and efficiency, we are restructuring from a 4 watch system to a 3 watch system. This will increase the members per watch by 1 and leave 1 of the watch commanders to take on an Administrative NCO role. As a result, Morinville will be making the following changes:

- There will be a designated media contact person
- There will be a designated community policing/events coordinator
- Some of the administrative burdens will be relieved from the watch commanders and the Operations NCO
- The General Investigations unit will be able to focus on serious investigation and crime reduction initiatives
- Better supervision by watch commanders
- Administrative support tasks and roles are being reviewed to determine the most efficient processes and use of their time and abilities.
- DARE no longer to be taught, however a School Liaison Program to be implemented with each constable being assigned a school. Morinville RCMP working in partnership with Sturgeon County school board.

### **Long Term Strategic/Operational Goals**

- Designated watch clerks for each of the 3 watches.
- Increase number of regular members for operations and support units (IE – community policing, drug/CRU units, etc...)
- Working in partnership with communities towards a new RCMP detachment in Morinville

### **Miscellaneous**

Resourcing issues, federal priorities for deployment to the BC fires, protests in NL, a higher file count, as well as summer leave has pushed members to their limits. Core services will always be maintained, however local RCMP participation in extracurricular events and community activities may be affected.

### **Invitation for a Ride Along**

I would like to extend, on behalf of the entire membership and staff of the Morinville detachment, the invitation to 'ride along' with our officers to Mayor and all counsellors. This is an excellent opportunity for the elected officials of Sturgeon County to experience first-hand the challenging, exciting, frustrating and incredibly rewarding profession of the Morinville RCMP.

Thank you for your time.

Sgt. Dale Kendall  
Morinville RCMP-GRC  
Detachment Commander





**Attachments have been severed from the public agenda package in keeping with Section 20 of the *Freedom of Information and Protection of Privacy Act*.**



# Sturgeon County

9613-100 Street  
Morinville, Alberta  
T8R 1L9

## Legislation Text

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**File #:** PRS-048-17, **Version:** 1

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**11:30 a.m. - Mayor's Golf Tournament Cheque Presentation**



**Agenda Item:**

Regular Council Meeting: August 22, 2017

Item C.1.2: 11:30 a.m. – Mayor's Golf Tournament Cheque Presentation

A total of \$20,994.45 was raised at the 2017 Sturgeon County Mayor's Golf Tournament

Recipients: **Homeland Housing** manage seniors housing facilities in Sturgeon County and surrounding areas will receive \$16,795.56. Dennis Magnusson will attend on behalf of Homeland Housing to accept the donation.

**West Sturgeon People Aging in Place**, which runs one facility in Sturgeon County will receive \$4,198.89, which includes the proceeds (\$2,770) from the WestJet raffle raised at the event. Colleen Soetart will attend on behalf of West Sturgeon People Aging in Place to accept the donation.



# Sturgeon County

9613-100 Street  
Morinville, Alberta  
T8R 1L9

## Legislation Text

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**File #:** PRS-052-17, **Version:** 1

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**11:45 a.m. - Dale MacMillan 2017 Scholarship Award Cheque Presentation**



**Agenda Item:**

Regular Council Meeting: August 22, 2017

Item C.1.3: 11:45 a.m. – Dale MacMillan 2017 Scholarship Award  
Cheque Presentation

Recipients: Shawna McLaughlin and Travis Brenneis



## Legislation Text

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**File #:** RFD-181-17, **Version:** 1

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### **Fire Services Agreement with the Summer Village of Sandy Beach**

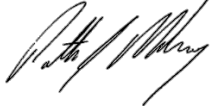


That Council authorize the Mayor, CAO and Sturgeon County Fire Chief to execute the 2018 - 2020 Fire Services Agreement with the Summer Village of Sandy Beach.

## Request for Decision

<b>Title</b>	<b>New Fire Service Agreement with the Summer Village of Sandy Beach</b>
<b>Proposed Motion</b>	That Council authorize the Mayor, CAO and the County Fire Chief to execute the 2018 – 2020 Fire Services Agreement with the Summer Village of Sandy Beach.
<b>Administrative Recommendation</b>	Manager of Protective Services recommends that Council authorizes the Mayor, CAO and the County Fire Chief to execute the 2018 – 2020 Fire Services Agreement with the Summer Village of Sandy Beach.
<b>Previous Council Direction</b>	<p><u>January 2015, Motion 003/15:</u> That County Council authorize the Mayor, CAO and the County Fire Chief to execute the 2015 – 2017 Fire Services Agreement with the Summer Village of Sandy Beach.</p> <p><u>July 30, 1987, Motion 671/87</u> Passed and signed a Fire Service Agreement with the Village of Sandy Beach.</p>
<b>Report</b>	<p><u>Background Information</u></p> <ul style="list-style-type: none"><li>• The current Fire Service Agreement that is in place was endorsed in early 2015 and expires at the end of 2017.</li><li>• Prior to the current agreement the County had provided fire services to the Village from 1987 concluding in 2009.</li><li>• In the spring of 2013, the CAO for the Summer Village of Sandy Beach (the Village) contacted Administration and expressed interest in returning to a fire service agreement once again that would see the County provide fire services to the Village.</li><li>• Negotiations for this new agreement took place over a few months with all parties involved working together to ensure a new agreement was equitable and defined service level expectations.</li><li>• As a result, in early 2015, a three-year agreement was approved that permitted fire and rescue services to Village residents by County Protective Services' Fire Departments.</li><li>• The agreement and motion before Council today is a new agreement that would see fire and rescue services continue to be provided by the County Protective Services' Fire Departments for the next three years becoming effective January 1, 2018 through December 31, 2020.</li></ul>

	<ul style="list-style-type: none"> <li>Services in relation to this agreement will primarily be provided by the District of Calahoo Fire and Morinville Fire Departments. In reviewing past call volumes, it is anticipated that the Village, on average, will require services 10-12 times per year. These additional calls will not impact services levels to the County.</li> <li>The Village Council has endorsed this new agreement on June 8, 2017.</li> </ul> <p><u>External Communication</u></p> <ul style="list-style-type: none"> <li>This is primarily an operational matter that may be communicated by public media and individual Councillor mentions.</li> </ul> <p><u>Relevant Policy/Legislation/Practices:</u></p> <ul style="list-style-type: none"> <li><i>Municipal Government Act, RSA 2000 c.M-26</i></li> </ul>
<b>Implication of Administrative Recommendation</b>	<p><u>Strategic Alignment:</u></p> <p>Maintain and Enhance Strong Communities and Organizational Effectiveness</p> <p><u>Organizational:</u></p> <p>This agreement ensures sustainable fire and rescue services for the Village and provides the County the opportunity to collaborate and recognize the need of one its neighbours. A fulfilling relationship with the Village's residents has been in place for many years. This agreement builds on that relationship.</p> <p><u>Financial:</u></p> <p>This agreement is a fee-for-services arrangement. All fees and invoicing will be maintained within the County Protective Services Budget.</p>
<b>Alternatives Considered</b>	<p>Council could choose not to accept presentation and direct staff to re-visit the agreement.</p>
<b>Implications of Alternatives</b>	<p><u>Strategic Alignment:</u></p> <p>Maintain and Enhance Strong Communities and Organizational Effectiveness</p> <p><u>Organizational:</u></p> <ul style="list-style-type: none"> <li>Re-opening negotiations on this agreement could result in a change in service levels and directly impact relations between both parties.</li> <li>The County could decide not to provide services to the Village.</li> </ul> <p><u>Financial:</u></p> <ul style="list-style-type: none"> <li>None.</li> </ul>
<b>Follow up Action</b>	<p>1. Signatures from those designated in the agreement will be obtained, making the agreement official (Protective Services August 2017).</p>



<b>Attachment(s)</b>	1. Fire Services Agreement 2018- 2020 2. Fire Services Agreement 2015-2017
<b>Report Reviewed by:</b>	 P. Mahoney Fire Chief/Manager of Protective Services   Ian McKay, P. Eng. GM Municipal Services   Peter Tarnawsky, County Commissioner – CAO

## Strategic Alignment Checklist

**Vision:** Sturgeon County: a diverse, active community that pioneers opportunities and promotes initiative while embracing rural lifestyles.

**Mission:** Provide quality, cost effective services and infrastructure to meet the diverse needs of the Sturgeon County community, while improving competitiveness and sustainability.

Focus Areas	Not consistent	N/A	Consistent
<b>Strong Local Governance and Regional Leadership</b>			
<i>We promote consistent and accountable leadership through collaborative and transparent processes (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Consistent with neighborhood role (see MDP), master plans, policies</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Considers fiscal stability and sustainability</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Has a positive impact on regional and sub-regional cooperation</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Respect the Natural Environment</b>			
<i>We acknowledge the importance of a healthy environment and will minimize and monitor our impact on ecosystems (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Compliance with Provincial and Federal regulations and/or legislation</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Ensure effective environmental risk management</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Community Identity &amp; Spirit</b>			
<i>We will build upon our strengths, where together we will create an inclusive, caring community (Strategic Plan, (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Promotes and/or enhances residents' identification with Sturgeon County</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Enhances service provision through community partnerships</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Supports Sturgeon County's cultural history</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Planned Growth and Prosperity</b>			
<i>We encourage varied and integrated enterprises that enhance our strong economic base, while balancing the needs of the community and natural environment. (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Does the proposal align with the Integrated Regional Growth Strategy (map/policies) pg. 26 MDP</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Considers cumulative costs and long-term funding implications</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Targets growth around current or planned infrastructure</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Maintain and Enhance Strong Communities</b>			
<i>We are committed to a safe, secure community, where our residents are respected and provided with access to opportunities. (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Positive impact on residents' quality of life</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Supports and promotes volunteer efforts</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Provides programs and services that are accessible to all residents</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Operational Excellence</b>			
<i>We have the organizational capability to deliver consistent and defined levels of service to all stakeholders in a professional, efficient, and cost effective manner</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Staff have the knowledge, skills and capability to perform their jobs</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Streamlines operational processes and policies</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Promotes engagement and professional interaction with stakeholders</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Considers a cost-structure which allows Sturgeon County to remain competitive within a regional, national and global context</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**RECEIVED**

**JUL 19 2017**

AGREEMENT

BETWEEN:

The Summer Village of Sandy Beach  
(the "Village")

**STURGEON COUNTY**

-and-

Sturgeon County  
(the "County")

WHEREAS the Sturgeon County Protective Services is a department of the County and the Village desires the County to provide firefighting and related services to the Village.

AND Whereas the Village and the County have agreed that the County will provide firefighting and related services to the Village within the boundaries of the Village subject to the terms, conditions and provisions set out in this Agreement.

THE PARTIES AGREE AS FOLLOWS:

Interpretation

1. In this Agreement:

- (a) "Agreement" means this Agreement and includes Schedules "A" and "B";
- (b) "Dispatch" means Sturgeon County Dispatch Services, 911;
- (c) "Firefighting Services" means those measures and activities which are reasonably necessary and incidental to the provision of fire extinguishment and rescue services and can be reasonably performed by the County under this Agreement, including firefighting services, fire protection services, rescue services and response to incidents;
- (d) "Materials" includes all Records, software and other personal property produced by the County and the Village in the delivery of the Services;
- (e) "Materials" includes all records, software and other personal property produced by Sturgeon County in the delivery of the Services;

- (f) "Parties" means the parties to this Agreement, being the Village and Sturgeon County;
  - (g) "Record" means a record of information in any form and includes notes, images, audiovisual recordings, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records;
  - (h) "Services," means the Firefighting Services specified in Schedule A and other related services as contained within the Sturgeon County Emergency Services Operating Guidelines to be provided by the County to the Village under this Agreement; and
  - (i) "Sturgeon County Protective Services" means the department of Sturgeon County which provides firefighting services and related emergency services.
2. The terms and conditions of this Agreement are severable and any term or condition determined to be void or unenforceable in whole or in part shall not be deemed to affect or impair the validity of this Agreement or any other term or condition of it.
  3. The validity and interpretation of this Agreement, and of each clause and part thereof, shall be governed by the laws of the Province of Alberta and the Parties agree to the exclusive jurisdiction of the Courts of the Province of Alberta.

This clause shall survive this Agreement.

#### **Prime Contractor's Contact**

4. The Village designates their Chief Administrative Officer (CAO) as the Village's representative under this Agreement and as the prime contact who is authorized to communicate the Village's position to the County on matters pertaining to this Agreement.
5. The County designates the County Fire Chief/Manager of Protective Services as the County representative under this Agreement and as the prime contact who is authorized to communicate the County's position to the Village on matters pertaining to this Agreement.
6. The Village, in the Village's absolute discretion, may delegate any duties, powers or functions relating to the provisions of this Agreement to any person.

### **Period of Contract**

7. The County shall provide the Services to the Village pursuant to the terms of this Agreement commencing January 1, 2018 and terminating December 31, 2020.
8. The engagement of the County as evidenced by this Agreement comes into effect on the date as stated in the above clause.

### **The Village's Obligations**

9. The Village will provide to the County, on an ongoing basis, up to date information and maps of roads, buildings (including residences), possible water sources, petroleum/dangerous goods storage areas, other major areas of concern or perceived hazards within the boundaries of the Village.
10. The Village agrees to maintain roads and major access routes within the Village in a condition suitable for access by firefighting apparatus.
11. All required maintenance of hydrants, if any, and pump station(s) or other related water sources within the Village will be the responsibility of the Village at its expense.

### **Sturgeon County's Service Provision**

12. The County agrees to provide the Services according to the terms of this Agreement as described in Schedule "A", at a rate or fee as described in Schedule "B", of this Agreement. The County may not substitute or delegate its responsibilities under this Agreement to provide the Services to any other agent or subcontractor without the express written consent of the Village, which consent may be withheld at the Village's sole discretion. The Village acknowledges that volunteer fire fighters under the direction of the County will be involved in the delivery of the Services.
13. The County shall not be in default of its obligations under this Agreement if it is unable to provide the Services in response to a request by the Village if the personnel and volunteers of Sturgeon County Protective Services are deployed in responding to a pre-existing emergency within the Village or the County.
14. The County is an independent contractor for the purposes of this Agreement and shall not be deemed to be a servant, employee or agent of the Village. The County shall provide all administrative support and other resources required to deliver the Services, including dispatch services, unless otherwise agreed to in this Agreement.

### **Occupational Health and Safety - Workers' Compensation**

15. The County will comply with the *Occupational Health and Safety Act*, the *Workers' Compensation Act* and all other laws in force in Alberta relevant to the provision of the Services if applicable. On request, the County will provide the Village with a certificate from the Workers' Compensation Board showing the County is registered and is in good standing with the board, if applicable.

### **Indemnity and Insurance**

16. The County agrees to indemnify and hold harmless the Village from any and all third-party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which the County is legally responsible arising out of negligence or wilful acts by the County or the County's employees or agents.

This clause shall survive this Agreement.

17. The Village agrees to indemnify and hold harmless the County from any and all third party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which the Village is legally responsible arising out of negligence or wilful acts by the Village or the Village's employees or agents.

This clause shall survive this agreement.

### **Safety and Security**

18. Subject to the Village's reasonable security requirements, the Village will provide the County with access to its facilities and systems, as necessary to enable the County to fulfill its obligations under this Agreement. The County, the County's employees, subcontractors and agents, when using any of the Village's buildings, premises, equipment, electronic hardware and software must comply with all safety and security policies, regulations and directives in place at the time relating to those buildings, premises, equipment, electronic hardware and software.

## **Records Management, Access, Copyright and FOIP**

19. The County shall treat all Records and information provided or made available by the Village to the County for the purpose of fulfilling the County's or the Village's obligations under this Agreement as privileged and confidential. The County shall not use or disclose such Records or information for any other purpose without the written consent of the Village.

This clause shall survive this Agreement.

### **20. Custody and Control of Records**

The Village acknowledges that this agreement, all data collected, produced, maintained, or stored by the County in the performance of the County's duties under this agreement, belong to and shall remain under the control of the County and are subject to the Freedom of Information and Protection of Privacy Act.

The County acknowledges that the Village may release this Agreement and attachments according to the provisions of the FOIP Act.

This clause shall survive this Agreement.

### **21. Maintenance of Records**

Emergency Response records have been identified and agreed to as being created and/or collected as a result of this mutual aid agreement. The records under the County's control must be maintained in line with the County's Corporate Records Structure.

## **Invoicing for Services**

22. Invoices for services shall be in accordance with Schedule B of this Agreement and shall be forwarded within 60 days of the incident to the Village and paid within 60 days from the invoice date. Invoices are to be submitted to:

The Summer Village of Sandy Beach

Box 540

Onoway, AB T0E 1V0

Attention: CAO

23. All Services provided by the County to the Village under this Agreement are not subject to the Goods and Services Tax (GST).

The failure to pay any invoice(s) within the specified period in accordance with paragraph 22 may result in Services being suspended by the County at the County's sole discretion.

#### **Notices**

24. Any and all notices permitted or required to be given under this Agreement must be delivered in writing to the offices of the parties listed below.

TO THE VILLAGE: The Summer Village of Sandy Beach

RR#1, Site 1, Box 63,

Onoway, AB T0E 1V0

Attention: CAO

TO THE COUNTY:

Sturgeon County

9613 100 Street

Morinville, Alberta, T8R 1L9

Attention: Fire Chief/Manager of Protective Services

Either party hereto may, upon notice to the other party, change its address for payments and notices under this Agreement.



## **Termination**

25. Either party may terminate this Agreement at any time by giving a minimum of three (3) months' notice, unless otherwise agreed to, in writing to the other party of its intention to do so. Upon termination, any remaining funds required to be paid to the County by the Village will be paid within 60 days.
26. Upon receipt of a notice of termination, the County shall prepare and deliver to the Village a written report, if required, on the Services rendered up to the termination date.

This clause shall survive this Agreement.

## **General Terms**

27. Time is of the essence in this Agreement.
28. This Agreement inures to the benefit of and be binding upon the parties hereto, their respective successors and permitted assigns. Neither party may assign its rights and obligations under this Agreement without the express written consent of the other party.
29. This Agreement supersedes any previous representations, warranties, terms, conditions, or other agreements made between parties with respect to the provisions of the Services by the County. It is agreed that this written instrument embodies the entire Agreement of the parties hereto with regard to the matters dealt with herein, and that no understandings or agreements, verbal or otherwise, exist between the parties except as herein expressly set out. This Agreement and the Schedules are complementary, however; in the event of conflict within or between the body of the Agreement and the Schedules, the provisions in the body of the Agreement shall govern.
30. No term or condition of this Agreement shall be deemed to be waived unless the waiver is in writing. Any waiver of default committed by either of the parties in the observance or performance of this Agreement shall not extend or be deemed to extend or affect any other default.
31. If any time during the continuance of this Agreement, the parties consider it necessary to amend this Agreement, they may do so by a written document signed by each party or by exchange of letters signifying mutual agreement between the parties and all amendments in such written document or letters shall be adhered to and have the same force and effect as if they had been originally embodied in and formed part of this Agreement.

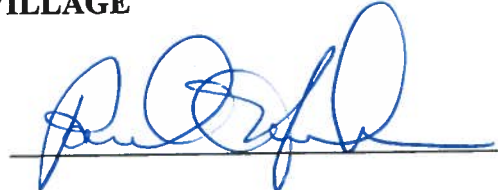
32. The Village acknowledges that the County has no obligation to renew, extend or offer a new contract at the end of the term of this Agreement, or upon termination of this agreement.

The parties have executed this Agreement, each by its duly authorized representative, on the respective dates shown below.

**VILLAGE**

Date:

JUNE 8, 2017



Mr. Paul Hanlan, Village CAO



John Hellings, Mayor

**STURGEON COUNTY**

Date:

\_\_\_\_\_

\_\_\_\_\_

Tom Flynn, Mayor

\_\_\_\_\_

Peter Tarnawsky, County Commissioner

\_\_\_\_\_

Patrick Mahoney, Fire Chief/Manager of Protective Services

### “Schedule A” –Firefighting Services

Measures and activities which are reasonably necessary and incidental to the provision of fire extinguishment and rescue services and can be reasonably performed by the County under this Agreement, including such services as:

- Response to Structural Fires within the boundaries of the Village;
- Response to Motor Vehicle Collisions on roadways within the boundaries of the Village;
- Response to Wildland/Urban Interface/Grass Fires within the boundaries of the Village;and
- Provide assistance on medical calls in conjunction with Alberta Health Services as requested by them; and

#### Note:

When Sturgeon County Protective Services are dispatched to a location within the boundaries of the Villageas a result of a 911 emergency call the Sturgeon County Fire Chief/Manager of Protective Services or a designate will also be notified.

If available the Sturgeon County Fire Chief/Manager of Protective Services or a designate will respond as well.

## “Schedule B” – Fees for Services

1. The Village agrees to pay the amount of \$2000.00 to the County annually to administer and monitor Agreement.
2. Each time the County provides Services to the Village the following fees shall be charged and paid to the County:
  - a. The sum of \$615.00 for each hour or fraction thereof, for each piece of fire apparatus responding to the emergency;
  - b. The sum of \$185.00 for each hour or fraction thereof, for each command vehicle responding to the emergency; and
  - c. The sum of \$150.00 for each hour or fraction thereof for fire investigation services and inspection services on an as required, as requested basis. Sturgeon County Protective Services are required under the Alberta Fire Code to conduct a cause and origin investigation on all fires.
3. Should the Services of the Sturgeon County Protective Services be requested by a means other than through the Sturgeon County Dispatch Services, 911, such as the Village representative or designate, the same fees shall be charged for Services rendered regardless of the authenticity of such a call.

Note: The fees for service shall be determined by Council through resolution from time to time and shall be set out in the Sturgeon County Fee and Charges Schedule. The rates invoiced for apparatus will coincide with those established by Alberta Transportation and may see minimal increases during the term of this agreement. Any changes and or increases will be communicated through regular administrative means.

AGREEMENT

BETWEEN:

Summer Village of Sandy Beach

(the "Village")

-and-

Sturgeon County

(the "County")

WHEREAS the Sturgeon County Protective Services is a department of the County and the Village desires the County to provide firefighting and related services to the Village.

AND Whereas the Village and the County have agreed that the County will provide firefighting and related services to the Village within the boundaries of the Village subject to the terms, conditions and provisions set out in this Agreement.

THE PARTIES AGREE AS FOLLOWS:

Interpretation

1. In this Agreement:

- (a) "Agreement" means this Agreement and includes Schedules "A" and "B" ;
- (b) "Dispatch" means Sturgeon County Dispatch Services, 911;
- (c) "Firefighting Services" means those measures and activities which are reasonably necessary and incidental to the provision of fire extinguishment and rescue services and can be reasonably performed by the County under this Agreement, including firefighting services, fire protection services, rescue services and response to incidents;
- (d) "Materials" includes all Records, software and other personal property produced by the County and the Village in the delivery of the Services;
- (e) "Materials" includes all records, software and other personal property produced by Sturgeon County in the delivery of the Services;

- (f) "Parties" means the parties to this Agreement, being the Village and Sturgeon County ;
- (g) "Record" means a record of information in any form and includes notes, images, audiovisual recordings, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records;
- (h) "Services," means the Firefighting Services specified in Schedule A and other related services as contained within the Sturgeon County Emergency Services Operating Guidelines to be provided by the County to the Village under this Agreement;
- (i) "Sturgeon County Protective Services" means the department of Sturgeon County which provides firefighting services and related emergency services.
2. The terms and conditions of this Agreement are severable and any term or condition determined to be void or unenforceable in whole or in part shall not be deemed to affect or impair the validity of this Agreement or any other term or condition of it.
3. The validity and interpretation of this Agreement, and of each clause and part thereof, shall be governed by the laws of the Province of Alberta and the Parties agree to the exclusive jurisdiction of the Courts of the Province of Alberta.

This clause shall survive this Agreement.

#### **Prime Contractor's Contact**

4. The Village designates their Chief Administrative Officer (CAO) as the Village's representative under this Agreement and as the prime contact who is authorized to communicate the Village's position to the County on matters pertaining to this Agreement.
5. The County designates the County Fire Chief/Manager of Protective Services as the County representative under this Agreement and as the prime contact who is authorized to communicate the County's position to the Village on matters pertaining to this Agreement.
6. The Village, in the Village's absolute discretion, may delegate any duties, powers or functions relating to the provisions of this Agreement to any person.

### **Period of Contract**

7. The County shall provide the Services to the Village pursuant to the terms of this Agreement commencing February 1, 2015, and terminating December 31, 2017.
8. The engagement of the County as evidenced by this Agreement comes into effect on the date as stated in the above clause.

### **The Village's Obligations**

9. The Village will provide to the County, on an ongoing basis, up to date information and maps of roads, buildings (including residences), possible water sources, petroleum/dangerous goods storage areas, other major areas of concern or perceived hazards within the boundaries of the Village.
10. The Village agrees to maintain roads and major access routes within the Village in a condition suitable for access by firefighting apparatus.
11. All required maintenance of hydrants, if any, and pump station(s) or other related water sources within the Village will be the responsibility of the Village at its expense.

### **Sturgeon County's Service Provision**

12. The County agrees to provide the Services according to the terms of this Agreement as described in Schedule "A", at a rate or fee as described in Schedule "B", of this Agreement. The County may not substitute or delegate its responsibilities under this Agreement to provide the Services to any other agent or a subcontractor without the express written consent of the Village, which consent may be withheld at the Village's sole discretion. The Village acknowledges that volunteer fire fighters under the direction of the County will be involved in the delivery of the Services.
13. The County shall not be in default of its obligations under this Agreement if it is unable to provide the Services in response to a request by the Village if the personnel and volunteers of Sturgeon County Protective Services are deployed in responding to a pre-existing emergency within the Village or the County.
14. The County is an independent contractor for the purposes of this Agreement and shall not be deemed to be a servant, employee or agent of the Village. The County shall provide all administrative support and other resources required to deliver the Services, including dispatch services, unless otherwise agreed to in this Agreement.

### **Occupational Health and Safety - Workers' Compensation**

15. The County will comply with the *Occupational Health and Safety Act*, the *Workers' Compensation Act* and all other laws in force in Alberta relevant to the provision of the Services if applicable. On request, the County will provide the Village with a certificate from the Workers' Compensation Board showing the County is registered and is in good standing with the board, if applicable.

### **Indemnity and Insurance**

16. The County agrees to indemnify and hold harmless the Village from any and all third party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which the County is legally responsible arising out of negligence or wilful acts by the County or the County's employees or agents.

This clause shall survive this Agreement.

17. The Village agrees to indemnify and hold harmless the County from any and all third party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which the Village is legally responsible arising out of negligence or wilful acts by the Village or the Village's employees or agents.

This clause shall survive this agreement.

### **Safety and Security**

18. Subject to the Village's reasonable security requirements, the Village will provide the County with access to its facilities and systems, as necessary to enable the County to fulfill its obligations under this Agreement. The County, the County's employees, subcontractors and agents, when using any of the Village's buildings, premises, equipment, electronic hardware and software must comply with all safety and security policies, regulations and directives in place at the time relating to those buildings, premises, equipment, electronic hardware and software.



## **Records Management, Access, Copyright and FOIP**

19. The County shall treat all Records and information provided or made available by the Village to the County for the purpose of fulfilling the County's or the Village's obligations under this Agreement as privileged and confidential. The County shall not use or disclose such Records or information for any other purpose without the written consent of the Village.

This clause shall survive this Agreement.

20. The County acknowledges that this Agreement and all Records received, collected, produced or stored by the County pursuant to this Agreement, with the exception of the County's own administrative, financial or human resource management records, belong to and shall remain under the control of the Village and are subject to the access and privacy provisions of the *Freedom of Information and Protection of Privacy Act* ("FOIP"). Upon notification by the Village's designate identified in paragraph 4 of this Agreement of receipt of an access to information request, the County shall provide to the Village, at the Village's expense, copies of all Records specified by the Village's designate within 5 days of the notification.

The Village acknowledges that the County may be required to disclose release this Agreement and the attachments hereto pursuant to the provisions of the FOIP Act.

This clause shall survive this Agreement.

21. From the date of termination or expiry of this Agreement, the Village reserves the right to require the County to manage the Records created pursuant to this Agreement at the County's expense for a period of 3 years (or such longer period as the Village deems necessary) and then destroy them.

This clause shall survive this Agreement.

## **Accountability**

22. The County shall maintain Records in respect of the Services, fees and expenses related to this Agreement, including Records necessary to demonstrate compliance with this Agreement, and shall make those Records available for inspection by the Village or the Village's own representative at all reasonable times upon reasonable notice. The Village shall have the right to make copies at the County Office, at the Village's expense, of any such Records or parts thereof.

This clause shall survive this Agreement.

### **Invoicing for Services**

27. Invoices for services shall be in accordance with Schedule B of this Agreement and shall be forwarded within 60 days of the incident to the Village and paid within 60 days from the invoice date. Invoices are to be submitted to:

Summer Village of Sandy Beach

RR 1, Site 1, Box 63

Onoway, AB T0E 1V0

Attention: CAO

28. All Services provided by the County to the Village under this Agreement are not subject to the Goods and Services Tax (GST).

The failure to pay any invoice(s) within the specified period in accordance with paragraph 27 may result in Services being suspended by the County at the County's sole discretion.

### **Notices**

29. Any and all notices permitted or required to be given under this Agreement must be delivered in writing to the offices of the parties listed below.

#### **TO THE VILLAGE:**

Summer Village of Sandy Beach

RR 1, Site 1, Box 63

Onoway, AB T0E 1V0

Attention: CAO

#### **TO THE COUNTY:**

Sturgeon County

9613 100 Street

Morinville, Alberta, T8R 1L9

Attention: Fire Chief/Manager of Protective Services

Either party hereto may, upon notice to the other party, change its address for payments and notices under this Agreement.

### **Termination**

30. Either party may terminate this Agreement at any time by giving a minimum of three (3) months' notice, unless otherwise agreed to, in writing to the other party of its intention to do so. Upon termination, any remaining funds required to be paid to the County by the Village will be paid within 60 days.
31. Upon receipt of a notice of termination, the County shall prepare and deliver to the Village a written report, if required, on the Services rendered up to the termination date.

This clause shall survive this Agreement.

### **General Terms**

32. Time is of the essence in this Agreement.
33. This Agreement inures to the benefit of and be binding upon the parties hereto, their respective successors and permitted assigns. Neither party may assign its rights and obligations under this Agreement without the express written consent of the other party.
34. This Agreement supersedes any previous representations, warranties, terms, conditions, or other agreements made between parties with respect to the provisions of the Services by the County. It is agreed that this written instrument embodies the entire Agreement of the parties hereto with regard to the matters dealt with herein, and that no understandings or agreements, verbal or otherwise, exist between the parties except as herein expressly set out. This Agreement and the Schedules are complementary, however; in the event of conflict within or between the body of the Agreement and the Schedules, the provisions in the body of the Agreement shall govern.
35. No term or condition of this Agreement shall be deemed to be waived unless the waiver is in writing. Any waiver of default committed by either of the parties in the observance or performance of this Agreement shall not extend or be deemed to extend or affect any other default.
36. If any time during the continuance of this Agreement, the parties consider it necessary to amend this Agreement, they may do so by a written document signed by each party or by exchange of letters signifying mutual agreement between the parties and all amendments in

such written document or letters shall be adhered to and have the same force and effect as if they had been originally embodied in and formed part of this Agreement.

37. The Village acknowledges that the County has no obligation to renew, extend or offer a new contract at the end of the term of this Agreement, or upon termination of this agreement.

The parties have executed this Agreement, each by its duly authorized representative, on the respective dates shown below.

#### SUMMER VILLAGE

Date: DEC 11/14



[Signature]

Ms. Wendy Wildman, CAO

[Signature]

Ms. Denise Lambert, Mayor

#### STURGEON COUNTY

Date: January 13/15

[Signature]

Tom Flynn, Mayor

[Signature]

Peter Tarnawsky, County Commissioner

[Signature]

Patrick Mahoney, Fire Chief/Manager of Protective Services

### “Schedule A” –Firefighting Services

Measures and activities which are reasonably necessary and incidental to the provision of fire extinguishment and rescue services and can be reasonably performed by the County under this Agreement, including such services as:

- Response to Structural Fires within the boundaries of the Village;
- Response to Motor Vehicle Collisions on roadways within the boundaries of the Village;
- Response to Wildland/Urban Interface/Grass Fires within the boundaries of the Village; and
- Provide assistance on medical calls in conjunction with Alberta Health Services as requested by them; and

#### Note:

When Sturgeon County Protective Services are dispatched to a location within the boundaries of the Village as a result of a 911 emergency call the Sturgeon County Fire Chief/Manager of Protective Services or a designate will also be notified.

If available the Sturgeon County Fire Chief/Manager of Protective Services or a designate will respond as well.

## “Schedule B” – Fees for Services

1. The Village agrees to pay the amount of \$2000.00 to the County annually to administer and monitor Agreement.
2. Each time the County provides Services to the Village the following fees shall be charged and paid to the County.
  - a. The sum of \$610.00 for each hour or fraction thereof, for each piece of fire apparatus responding to the emergency;
  - b. The sum of \$180.00 for each hour or fraction thereof, for each command vehicle responding to the emergency; and
  - c. The sum of \$150.00 for each hour or fraction thereof for fire investigation services and inspection services on an as required, as requested basis. Sturgeon County Protective Services are required under the Alberta Fire Code to conduct a cause and origin investigation on all fires.
3. Should the Services of the Sturgeon County Protective Services be requested by a means other than through the Sturgeon County Dispatch Services, 911, such as the Village representative or designate, the same fees shall be charged for Services rendered regardless of the authenticity of such a call.

## Legislation Text

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**File #:** RFD-156-17, **Version:** 1

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### **2018-2020 Capital Infrastructure Plan Approval**

That Council approve the projects in Stage 2,3 and 4 as presented in the 2018-2020 Capital Plan for Feasibility and Detailed Design, and subject to budget, for Construction.

## Request for Decision

<b>Title</b>	<b>2018-2020 Capital Infrastructure Plan Approval</b>
<b>Proposed Motion</b>	That Council approve the projects in Stage 2,3 and 4 as presented in the 2018-2020 Capital Plan for Feasibility and Detailed Design, and subject to budget, for Construction.
<b>Administrative Recommendation</b>	That Council approve the motion as presented above.
<b>Previous Council Direction</b>	<p><u>July 10, 2017 – Motion 336/17:</u> That Council direct Administration to adhere to the principles and target ratios as outlined in the approved Significant Tax Revenue Growth Policy when developing the four-stage road infrastructure capital plan.</p> <p><u>April 25, 2017:</u> Motion 169/17: That Council accept the Sustainable Roads Improvement Strategy Final Report as information.</p> <p>Motion 170/17: That Council direct Administration to prepare plans and future Operating and Capital Budgets using the Sustainable Roads Improvement Strategy as the framework.</p> <p><u>June 28, 2016:</u> Motion 239/16: That Council approve the projects in Stage 4 - Construction above the red line for the 2017 construction season.</p> <p>Motion 240/16: That Council approve projects in Stage 3 - Detailed Design to commence in 2017 at an additional cost of \$274,000, funded by MSI (\$251,000) and bridge-funding through the Transportation Capital Reserve, to be repaid in 2018 (\$23,000).</p>
<b>Report</b>	<p><u>Background Information</u></p> <ul style="list-style-type: none"> <li>The 2018-2020 Capital Infrastructure Plan is a continuation of previous year's 4-Stage Capital Plan.</li> <li>Projects approved in last year's capital plan have been moved in Construction (Stage 4), Detailed Design (Stage 3) and Feasibility (Stage 2) to meet the budget targets for each category of projects. Potential projects (Stage 1) are not presented in this plan.</li> </ul>



- The projects included in this plan are in accordance with the Sustainable Roads Improvement Strategy (SRIS) Final report. This plan in particular addresses the priorities of rehabilitation of existing hard surface assets, reconstruction and paving of collectors, including multi-lot subdivision access roads and upgrading of oiled roads.
- Cash flows are shown over three (3) years for understanding the movement of projects through stages. New priority projects have been added in the feasibility stage to reflect the SRIS report and future budget targets.
- Budget targets are based on the Sturgeon County Significant Tax Revenue Growth Policy and revised projections for Refinery Revenues.
- The Sturgeon Refinery was originally scheduled to begin production in the fourth quarter of 2017. This would have generated approximately \$31.5 million in taxes from machinery and equipment taxes once the refinery becomes operational (Prior to the tax prepayment and Alberta Industrial Heartland Commitments).
- The original net revenue estimate of \$29 million for 2018 is now reduced to \$15 million (after removing out NWR tax prepayment and Alberta Heartland Commitments) due to the change in the project commission date from Q4 2017 to an estimated Q2 of 2018, and presuming a Supplementary Assessment is undertaken.
- The Significant Tax Revenue Growth Policy set out priority areas and target ratios for allocation and expenditure of significant growth in tax revenues from Industrial development.
- To stay within the target ratios in the policy, allocations to the seven (7) priorities have been adjusted to reflect the potential reduction in the original estimate.
- 2018 infrastructure spending has been revised from \$7 million to \$5.2 million. The 4-Stage Road Infrastructure Capital Plan spending has been adjusted to reflect the reduced revenue available.
- This is in accordance with the Council motion passed on July 10, 2017 that directed that Administration adhere to the principles and target ratios as outlined in the approved Significant Tax Revenue Growth Policy when developing the 4-Stage Road Infrastructure Capital Plan.
- The four stages of capital projects are:
  - Stage 1 – Potentials: This stage provides a list of potential projects for future consideration into the capital program.
  - Stage 2 – Feasibility: Projects that will be preliminarily engineered in 2018 to determine if they are feasible to advance into the detailed design stage. This stage will provide a Rough Order of Magnitude (ROM) estimate of project costs. Considerations for advancement to the next stage are primarily cost, scope of work and resources.

	<ul style="list-style-type: none"> <li>○ <u>Stage 3 – Detailed Engineering</u>: Projects scheduled for detailed design will be coordinated through a consulting engineer selected through the Request for Proposal (RFP) process. This stage will see a detailed design, land acquisition, permitting, utility relocation and agreements. This stage would also see the development of a definitive estimate of project costs (-5% to +10%). Projects would be shovel ready at the end of this stage. Consideration for advancement to the next stage is based on available funding.</li> <li>○ <u>Stage 4 – Construction</u>: Projects that were engineered in 2017 and are shovel ready are scheduled for construction in 2018.</li> </ul> <p><u>External Communication</u></p> <ul style="list-style-type: none"> <li>• Once approved, the County website would be updated to reflect the new 2018-2020 Capital Infrastructure Plan.</li> </ul> <p><u>Internal Communication</u></p> <p>Coordination with the following departments to develop this plan:</p> <ul style="list-style-type: none"> <li>• Engineering</li> <li>• Transportation</li> <li>• Utilities</li> <li>• Current Planning and Development</li> <li>• Community and Regional Planning</li> <li>• Economic Development</li> </ul> <p><u>Relevant Policy/Legislation/Practices:</u></p> <ul style="list-style-type: none"> <li>• Policy ENG-ROA-1 Roadway Functional Classification System</li> <li>• Significant Tax Revenue Growth Policy</li> </ul>
<p><b>Implication of Administrative Recommendation</b></p>	<p><u>Strategic Alignment:</u></p> <p><b>Strong Local Governance and Regional Leadership</b> - The Capital Infrastructure Plan allows for more consistent planning and development, fiscal stability and sustainability. Early engineering of road projects to make them shelf ready will also enable the County to be more reactive to government grant opportunities.</p> <p><b>Community Identity &amp; Spirit</b> - The Capital Infrastructure Plan promotes Sturgeon County by allowing residents to have more visibility of planned future road construction.</p> <p><b>Planned Growth</b> - This program has factored in the planned and future Industrial development within the Sturgeon Industrial Park (SIP) area. This allows for the County to make timely decisions regarding use of the transportation levy funding associated with the SIP area development.</p> <p><b>Maintain and Enhance Strong Communities</b> - This program will have a positive impact on local resident's quality of life, in the areas where construction is planned.</p>

	<p><u>Organizational:</u></p> <ul style="list-style-type: none"> <li>• The 2018-2020 Capital Infrastructure Plan allows Administration to maximize use of its internal resources and to establish clear and concise priorities for staff members.</li> <li>• This program also allows for better budget and financial planning under many competing priorities for grant, and taxes.</li> </ul> <p><u>Financial:</u></p> <ul style="list-style-type: none"> <li>• The funding targets for this plan are \$19.78 million in 2018 under a Supplementary Assessment, \$36.75 million in 2019 and \$44.34 million in 2020.</li> </ul>
<b>Alternative Considered</b>	Council directs Administration to proceed with current level of capital infrastructure planning, not expanding funding levels to include future revenues available for additional projects.
<b>Implications of Alternatives</b>	<p><u>Strategic Alignment:</u></p> <ul style="list-style-type: none"> <li>• By not committing to the Capital Infrastructure Program in 2018, the organization will not be able to meet public expectations and strategic priorities.</li> </ul> <p><u>Organizational:</u></p> <ul style="list-style-type: none"> <li>• Delay of the approval of this program will result in late tendering and construction delays.</li> </ul> <p><u>Financial:</u></p> <ul style="list-style-type: none"> <li>• Delaying the program may result in more costly bids on our construction projects.</li> </ul>
<b>Follow up Action</b>	<ol style="list-style-type: none"> <li>1. Commence engineering, land acquisition and utility relocation for the roads identified for 2018 construction (Engineering Services).</li> <li>2. Apply for applicable Grant Funding (2018, Financial Services).</li> </ol>

<b>Attachment(s)</b>	1. 2018-2020 Capital Infrastructure Plan 2. 2018 Capital Construction Map 3. 2019 Capital Construction Map 4. 2020 Capital Construction Map
<b>Report Reviewed by:</b>	<div data-bbox="532 268 1058 346">  </div> <div data-bbox="532 352 1122 384"> <p>Brian Hartman – Manager, Engineering Services</p> </div> <div data-bbox="532 436 812 499">  </div> <div data-bbox="532 520 1230 552"> <p>Ian McKay, P. Eng, General Manager, Municipal Services</p> </div> <div data-bbox="560 598 792 745">  </div> <div data-bbox="532 762 1182 793"> <p>Rick Wojtkiw – General Manager, Corporate Support</p> </div> <div data-bbox="532 835 922 934">  </div> <div data-bbox="532 945 1295 976"> <p>Tyler Westover – Acting General Manager, Integrated Growth</p> </div> <div data-bbox="560 1018 812 1117">  </div> <div data-bbox="532 1129 1122 1161"> <p>Peter Tarnawsky – County Commissioner - CAO.</p> </div>

## Strategic Alignment Checklist

**Vision:** Sturgeon County: a diverse, active community that pioneer opportunities and promotes initiative while embracing rural lifestyles.

**Mission:** Provide quality, cost effective services and infrastructure to meet the diverse needs of the Sturgeon County community, while improving competitiveness and sustainability.

Focus Areas	Not consistent	N/A	Consistent
<b>Strong Local Governance and Regional Leadership</b>			
<i>We promote consistent and accountable leadership through collaborative and transparent processes (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Consistent with neighborhood role (see MDP), master plans, policies</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Considers fiscal stability and sustainability</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Has a positive impact on regional and sub-regional cooperation</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Respect the Natural Environment</b>			
<i>We acknowledge the importance of a healthy environment and will minimize and monitor our impact on ecosystems (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Compliance with Provincial and Federal regulations and/or legislation</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Ensure effective environmental risk management</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Community Identity &amp; Spirit</b>			
<i>We will build upon our strengths, where together we will create an inclusive, caring community (Strategic Plan, (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Promotes and/or enhances residents' identification with Sturgeon County</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Enhances service provision through community partnerships</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Supports Sturgeon County's cultural history</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Planned Growth and Prosperity</b>			
<i>We encourage varied and integrated enterprises that enhance our strong economic base, while balancing the needs of the community and natural environment. (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Does the proposal align with the Integrated Regional Growth Strategy (map/policies) pg. 26 MDP</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Considers cumulative costs and long-term funding implications</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Targets growth around current or planned infrastructure</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Maintain and Enhance Strong Communities</b>			
<i>We are committed to a safe, secure community, where our residents are respected and provided with access to opportunities. (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Positive impact on residents' quality of life</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Supports and promotes volunteer efforts</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Provides programs and services that are accessible to all residents</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Operational Excellence</b>			
<i>We have the organizational capability to deliver consistent and defined levels of service to all stakeholders in a professional, efficient, and cost effective manner</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Staff have the knowledge, skills and capability to perform their jobs</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Streamlines operational processes and policies</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Promotes engagement and professional interaction with stakeholders</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Considers a cost-structure which allows Sturgeon County to remain competitive within a regional, national and global context</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

2018- 2020 Capital Infrastructure Plan

Dated: August 22, 2017 (Council Approval)

#	Year Added	Division	Program	Project	From	To	Scope of Work	Length (km)	2018	2019	2020
STAGE 4: CONSTRUCTION									Construction \$\$	Construction \$\$	Construction \$\$
1	2016	6	Reconstruction Collectors	RR 212	Hwy 38	Hwy 644	Phase 1 - Reconstruction for gravel surface	6.4	\$ 1,742,000		
2	2016	6	Surfacing	RR 212	Hwy 38	Hwy 644	Phase 2 - Surfacing	6.4		\$ 4,669,000	
3	2016	5	Reconstruction Collectors	Twp 572 - Phase 1B	Lily Lake Road	RR 233	Phase 1B - Reconstruction for Surfacing	5.2	\$ 1,850,000		
4	2016	5	Surfacing	Twp 572	Lily Lake Road	Highway 28	Phase 2 - Surfacing	5.2		\$ 3,984,000	
5	2016	5	Surfacing	RR 233	Twp 573 - Erickson Dr	Hillsborough Heights (South)	Phase 2 - Surfacing	3.3	\$ 2,410,000		
6	2016	5	Surfacing	RR 233	Hillsborough Heights (South)	Twp 570	Phase 2 - Surfacing	1.6	\$ 1,160,000		
7	2016	5	Surfacing	Twp 570	RR 233	Hwy 28	Phase 2 - Surfacing	1.6	\$ 1,160,000		
8	2016	3	Rehabilitation	Twp 544	RR 280	RR 275	Structural repairs and surfacing	1.6	\$ 1,305,000		
9	2016	3	Bridge	BF 76321	RR 270 south of Twp 554		Bridge Culvert Replacement		\$ 350,000		
10	2016	3	Bridge	BF 76320	RR 263, South of Hwy 663		Wooden culvert replacement with steel bridge culvert		\$ 500,000		
11	2016	1	Drainage	Riverside Park Drainage	Subdivision		Culvert Cleaning, Replacement, Ditching Improvements		\$ 418,000		
12	2016	4	Drainage	Riviere Qui Barre - Drainage	Hamlet		Drainage improvements within the Hamlet		\$ 722,000		
13	2017	2, 4	Utility-Water	Truck Fill Top Load Increase	RQB and Cardiff		Engineering and Construction		\$ 80,000		
14	2017	1	Utility-WasteWater	SIP Sewage Dump Station Upgrade			Construction		\$ 250,000		
15	2017	3	Utility-WasteWater	Villeneuve Lagoon Repair			Engineering and Construction		\$ 1,530,000		
16	2016	1	Rehabilitation	Riverside Park	Subdivision Road Network		Repair drainage and surface	1.8	\$ 437,000		
17	2016	1	Rehabilitation	Fort Augustus Access - RR 223	Boysdale Road	Lamoureux Dr	Mill and overlay	1.7	\$ 1,260,000		
18	2016	1	Rehabilitation - Debenture	Pilon Creek Estates	Subdivision Road Network		Mill and overlay	0.6	\$ 396,000		
19	2016	1	Rehabilitation - Debenture	RR 232 - Pilon Creek Estates Access	Hwy 15	1 Km North	Reconstuction and pavement	1	\$ 679,000		
20	2016	1	Rehabilitation	RR 245 - Glenview Access	195th Ave	Glenview Place	Mill and overlay	0.75	\$ 411,000		
21	2016	1	Rehabilitation	Glenview Place and Glenview South	Subdivision Road Network		Mill and overlay	0.5	\$ 452,000		
22	2016	3	Rehabilitation	Terrault Estates	Subdivision Road network		Mill and overlay	1.8	\$ 986,000		
23	2016	1	Rehabilitation	RR 242 (Grandview)	Twp 554	Schultz Drive	Mill and overlay	1.6		\$ 1,119,000	
24	2016	1	Rehabilitation	Cameron Park	Subdivision Road Network		Mill and overlay	2.1		\$ 1,433,000	
25	2016	6	Reconstruction Collectors	Twp 564	Hwy 28A	RR 231	Reconstruction and Surfacing	1.6		\$ 1,634,000	\$ 1,120,000
26	2016	3	Rehabilitation	Hansen	Subdivision Road Network		Mill and overlay	1.0		\$ 630,000	
27	2016	3	Rehabilitation	Glory Hills	Subdivision Road Network		Mill and overlay	3.8		\$ 2,214,000	
28	2016	5	Bridge	BF 9433	Twp 582 west of RR 243		Bridge culvert replacement			\$ 500,000	
29	2016	4	Bridge	BF 9421	RR 10 south of Twp 572		Bridge Culvert Replacement			\$ 350,000	
TOTAL									\$ 18,098,000	\$ 16,533,000	\$ 1,120,000
STAGE 3: DETAILED DESIGN									Design \$\$	Construction \$\$	Construction \$\$
30	2016	1	Rehabilitation	Fort Augustus Subdivision	Subdivision Road Network		Reclaim Base, stablization and surfacing	1.1	\$ 21,000	\$ 639,000	
31	2016	2	Rehabilitation	Sturgeon Valley Estates	Subdivision Road Network		To be determined	1.7	\$ 30,000	\$ 990,000	
32	2016	3	Rehabilitation	Pinesands	Subdivision Road Network		Mill and overlay	2.5	\$ 25,000	\$ 1,475,000	
33	2016	1	Rehabilitation	Crestview Heights	Subdivision Road Network		Repair drainage and surface	1.0	\$ 13,000	\$ 587,000	
34	2016	5	Rehabilitation	Freemore Estates	Subdivision Road Network		To be determined	1.0		\$ 600,000	
35	2016	3	Reconstruction & Surfacing -Debenture	Meadowview Drive (See Note)	RR261A	Going West to Hwy 44	Design and Land Aquisition and Construction	7.5	\$ 1,000,000	\$ 4,400,000	\$ 11,000,000
36	2017	4	Reconstruction & Surfacing	Twp 562	RR253	Hwy 2	Reconstruction and Surfacing	0.3		\$ 510,000	
37	2017	3	Drainage	ProNorth	ProNorth Industrial Area		Ditching, Culverts, Storm Water Management			\$ 1,100,000	
38	2017	2	Utility-Water	Summerbrook Reservoir Upgrade			Construction			\$ 1,000,000	
39	2017	N/A	LRRP	LRRP Projects (See Note)	TBD		LRRP Design and Construction		\$ 400,000	\$ 2,000,000	\$ 4,000,000
40	2016	1	Surfacing - Levy Funded	RR 225	Hwy 825	Estate Way	Surfacing	3.3	\$ 150,000	\$ 4,000,000	
TOTAL									\$ 1,639,000	\$ 17,301,000	\$ 15,000,000
									Design \$\$	Design \$\$	Construction \$\$
41	2016	4	Bridge	BF 327	RR 263, South of Twp 554		Bridge replacement required.			\$ 135,500	\$ 675,000
42	2016	6	Bridge	BF 558	RR 230, South of Twp 560		Bridge culvert replacement			\$ 40,000	\$ 300,000
43	2016	1	Rehabilitation	Hwy 15 Intersection- South Connector	Hwy 15	Lamoureux Dr	Existing gravel surface	0.4		\$ 8,000	\$ 245,000
44	2016	1	Rehabilitation	Hwy 15 Intersection - North Connector	Hwy 15	Lamoureux Dr	Mill and overlay	0.4		\$ 8,000	\$ 245,000
45	2016	1	Rehabilitation	Lamoureux Dr Access	Hwy 15	RR 224A	Reclaim base, stablization and pave	2.1		\$ 37,500	\$ 1,222,000
46	2016	1	Rehabilitation	Upper Viscount Estates	Subdivision Road Network		Mill and overlay	1.7		\$ 30,500	\$ 989,500
47	2016	1	Rehabilitation	Namao Ridge	Subdivision Road Network		Mill and overlay	4.2		\$ 75,500	\$ 2,444,500
48	2016	4	Rehabilitation	Twp 570 Alcomdale Entrance	Subdivision Entrance		Repair damage and surface	0.7		\$ 12,500	\$ 407,500
49	2016	6	Rehabilitation	Gibbonslea	Subdivision Road Network		To be determined	1.6		\$ 28,500	\$ 931,500
50	2016	6	Reconstruction & Surfacing	RR 220 (See Note below)	Twp 570	Redwater	Reconstruction and Surfacing	4.8		\$ 711,900	\$ 1,921,100
51	2017	6	Reconstruction & Surfacing - Heartland	Twp 564 (Heartland) (See Note)	RR 224	RR 231	Reconstruction and Surfacing	1.2		\$ 200,000	1,634,000

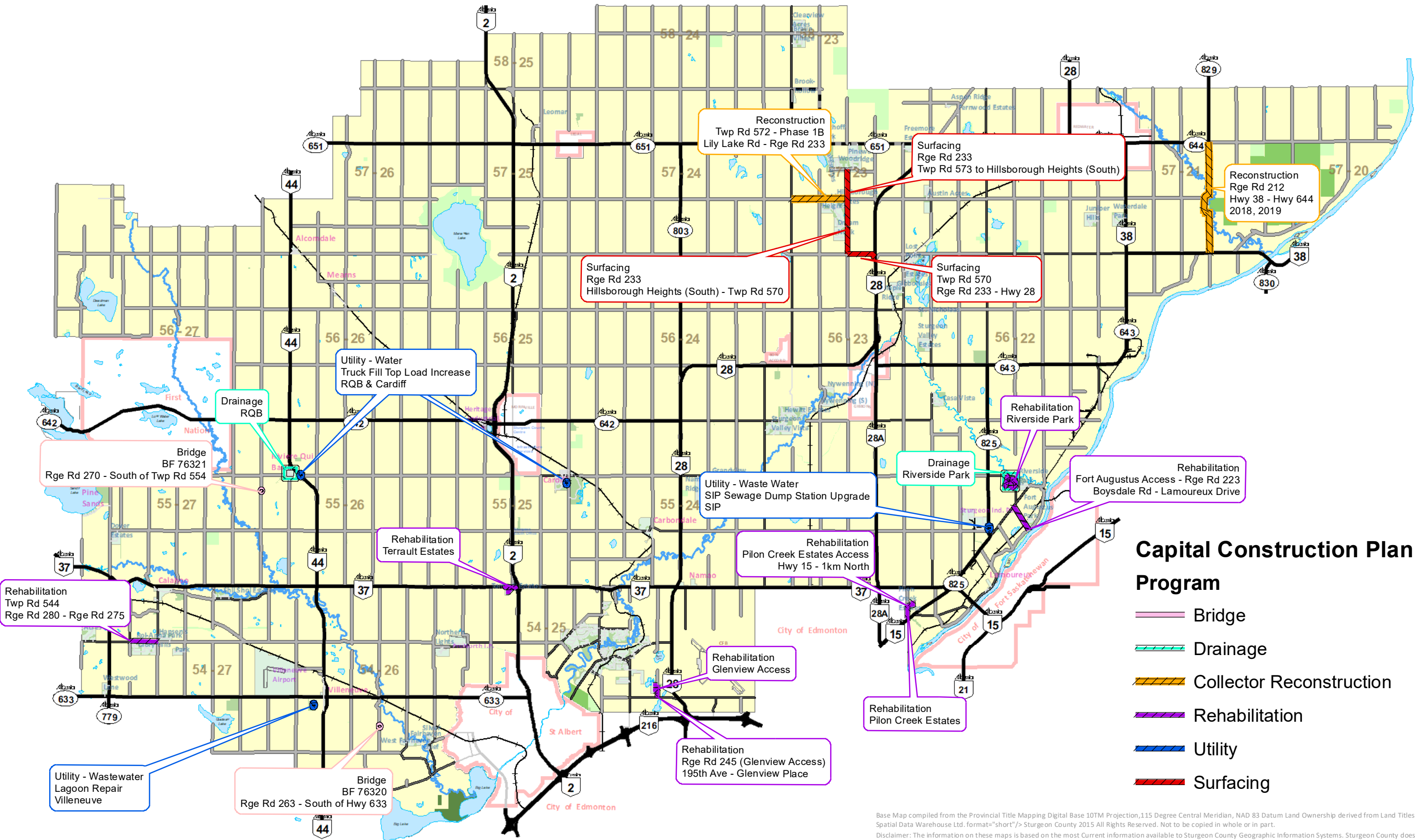
2018- 2020 Capital Infrastructure Plan

Dated: August 22, 2017 (Council Approval)

#	Year Added	Division	Program	Project	From	To	Scope of Work	Length (km)	2018	2019	2020
52	2017	3	Reconstruction & Surfacing	Intersection RR272 / Hwy 633			Shared Project with AT ( Design and Const.)			\$ 15,000	\$ 255,000
53	2016	6	Rehabilitation	RR 230	Vista Road	Vista Way (North)	Surfacing	1.6		\$ 28,500	\$ 931,500
54	2016	2	Rehabilitation	Cardiff Park Road	RR 251	Twp 554	To be determined	1.9		\$ 34,000	\$ 1,106,000
55	2016	4	Bridge	BF 76322	Twp 565, East of RR262		Culvert - replacement with a 2.4 m CSP culvert			\$ 75,000	\$ 250,000
56	2016	2	Bridge	BF 74697	RR255, South of Twp 544		Bridge replace with CSP culvert			\$ 75,000	\$ 250,000
TOTAL									\$ -	\$ 1,515,400	\$ 13,807,600
STAGE 2: FEASABILITY									Feasibility \$\$	Design \$\$	Construction \$\$
57	2016	2	Rehabilitation	Carbondale Access and Hamlet	Subdivision Road Network and access from Hwy 28		To be determined	4.0			\$ 744,000
58	2016	1	Rehabilitation	Lower Viscount	Subdivision Road Network		To be determined	0.8		\$ 25,000	\$ 456,000
59	2016	1	Rehabilitation	Fairway Blvd.	Subdivision Road Network		To be determined	0.6			\$ 338,500
60	2017	3	Reconstruction & Surfacing	RR 274 (Campsite Road)	Hwy 37	Twp 544 A (Lafarge)	Reconstruction and Surfacing	2.4		\$ 285,600	3,794,400
61	2017	3	Reconstruction & Surfacing	RR 274 (Campsite Road)	Twp 544A (Lafarge)	Twp 542	Reconstruction and Surfacing	4.0		500,000	2,000,000
62	2016	1	Drainage	Lamoureux Drive Drainage	Hwy 15 Bridge	Boysdale Road	Culvert replacements and ditching				\$ 900,000
63	2017	1	Utility-Water	Reservoir- Nameo Ridge, Grandview and Sturgeon Heights			Feasibility, Design and Construction		\$ 50,000	\$ 250,000	\$ 2,250,000
64	2017	1	Utility-Water	Connection to Regional Water for Namao, Grandview, Sturgeon Heights						\$ 250,000	\$ 2,750,000
TOTAL									\$ 50,000	\$ 1,310,600	\$ 13,232,900
									Feasibility \$\$	Feasibility \$\$	Design \$\$
65	2016	3	Drainage	Villeneuve Drainage	Villeneuveve	Sturgeon River	Large drainage ditch work				\$ 200,000
66	2017	1	Utility-Water	Landing Trail Waterline Connection			Feasibility Study and Engineering			\$ 50,000	\$ 170,000
67	2017	6, 2, 1	Utility-Water	Pumphouse Casa Vista, Riverside Park, Cardiff			Feasibility Study				\$ 50,000
68	2016	3	Drainage	East and West Fairhaven	Entire Subdivision		Drainage improvements			\$ 40,000	\$ 40,000
69	2016	3	Rehabilitation	Rol Anna Park	Subdivision Road Network		To be determined	0.8			\$ 24,000
70	2016	2	Rehabilitation	Manor II Estates	Subdivision Road Network		To be determined	2.0			\$ 60,000
71	2016	2	Rehabilitation	Bristol Oaks	Subdivision Road Network		To be determined	1.8			\$ 32,500
72	2016	3	Rehabilitation	Turfside Park	Subdivision Road Network		To be determined	0.8			\$ 14,500
73	2016	6	Rehabilitation	RR 231 Gibbonslea Access Rd	Twp 564	Twp 570	To be determined	0.8			\$ 14,500
74	2016	5	Rehabilitation	Nywenning North & South	Subdivision Road Network		To be determined	1.2			\$ 21,500
75	2016	3	Rehabilitation	Twp. 540 / RR 261A	Twp 540	Meadowview Dr	To be determined	3.5			\$ 93,000
76	2016	1	Rehabilitation	Boysdale Rd	Hwy 825	Riverside Park	To be determined	3.6			\$ 65,000
77	2016	3	Rehabilitation	Twp. 554	Hwy 44	1.2 km West	To be determined	1.2			\$ 21,500
78	2016	2	Rehabilitation	Coal Mine Rd.	RR 252	RR 253	To be determined	2.4			\$ 42,500
79	2017	N/A	Reconstruction & Surfacing	Engineering for 2021 Projects							\$ 231,500
80	2017	5	New Subdivision Roads	Hillbrough Subdivision			Gravel to paved roads				\$ 100,000
TOTAL									\$ -	\$ 90,000	\$ 1,180,500
Notes:							OVERALL TOTAL		\$ 19,787,000	\$ 36,750,000	\$ 44,341,000
Item 35: Project includes realignment of a segment of RR261A, reconstrction and surfacing of Meadowview Drive from RR261A going west to Hwy 44 (7 km). Project completion by 2021.							BUDGET TARGET		\$ 19,787,000	\$ 36,750,000	\$ 44,341,000
Item 39: Local Road Reconstruction Program (LRRP) - Design in 2018, Design and construction in 2019 and 2020. Projects to be determined.							(Over programed) / Under programed		\$ -	\$ -	\$ -
Item 50: Project will be designed in 2019 and constructed in 2020 and 2021.											
Item 51: Total anticipated project is for 4.86 km. With the current Heartland Mitigation Plan funding only 1.2 km will be complete by 2020 .											
Item 61: Anticipated completion in 2021											
Item 65: With the current funding levels for drainage projects anticipated completion is in 2022.											



# 2018 Capital Construction Plan (August 2017)



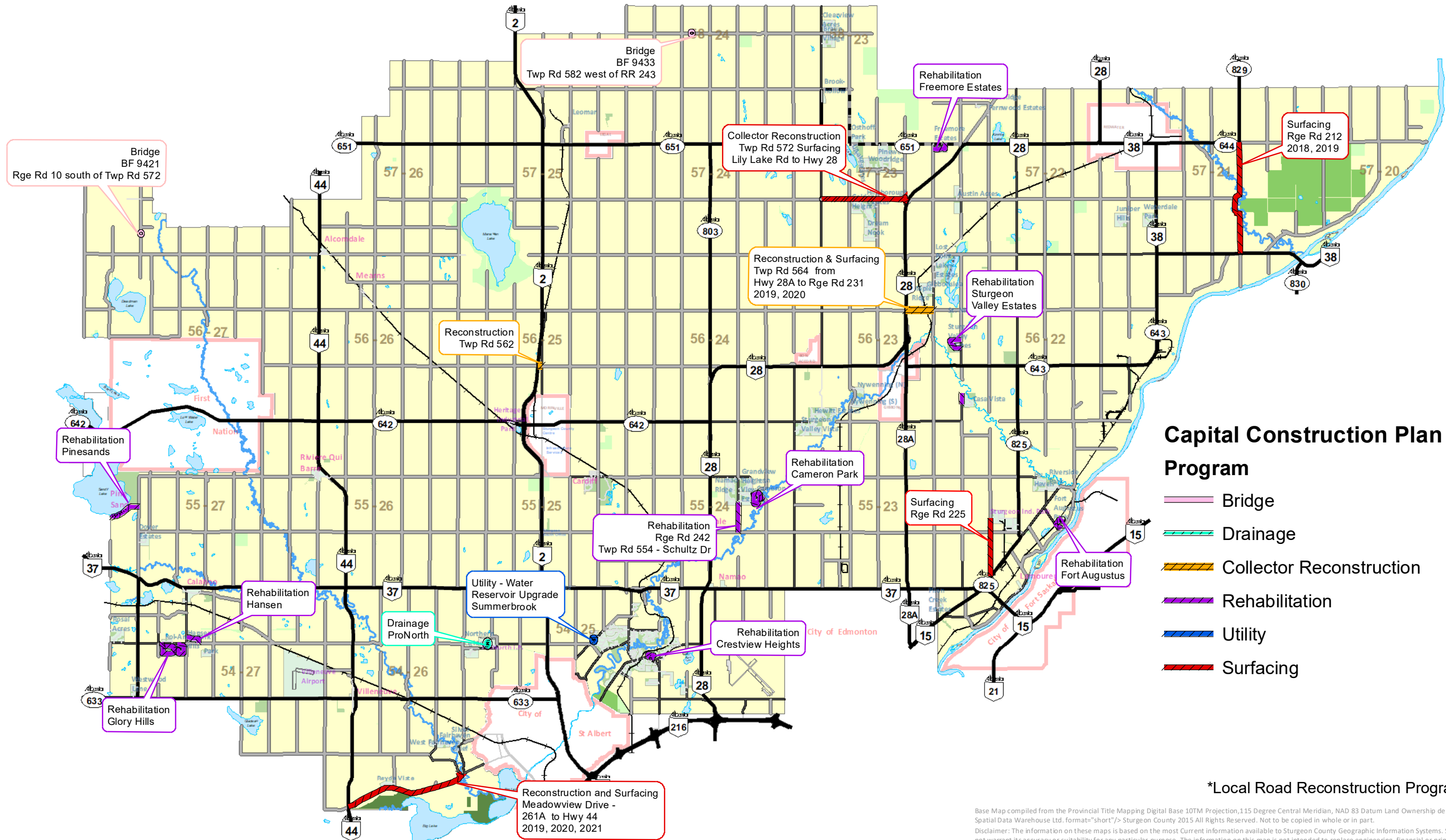
## Capital Construction Plan 2018 Program

- Bridge
- Drainage
- Collector Reconstruction
- Rehabilitation
- Utility
- Surfacing

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Document Path: \\Win2012-gis1\gis\_data\F\GIS\_Published\Integrated Growth\ENG\Capital Planning Maps\CapitalPlanMaps\_2017\CapitalConstruction\_2018\_20170809.mxd  
Date: 8/9/2017



# 2019 Capital Construction Plan (August 2017)



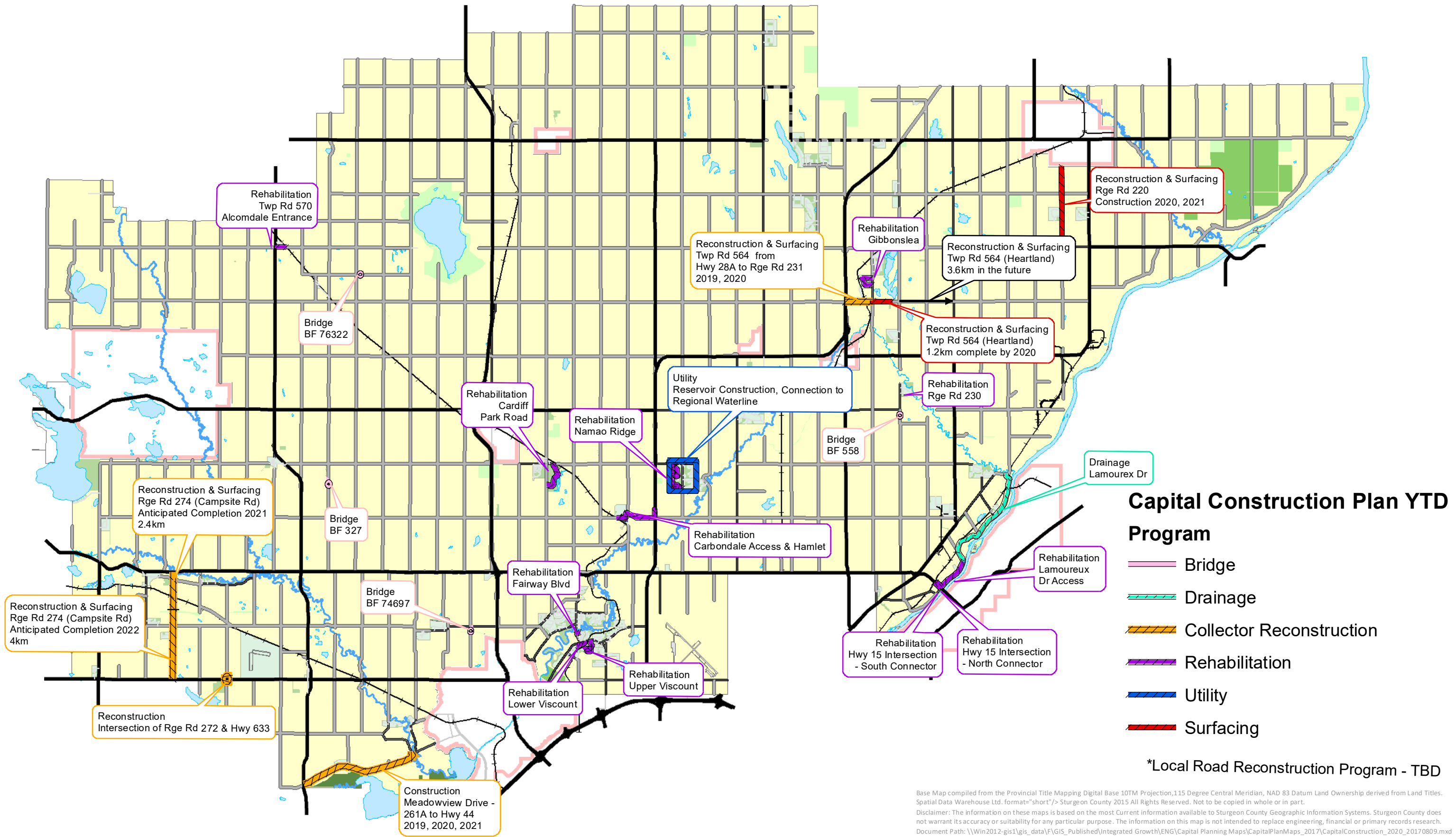
## Capital Construction Plan YTD Program

- Bridge
- Drainage
- Collector Reconstruction
- Rehabilitation
- Utility
- Surfacing

\*Local Road Reconstruction Program - TBD

Base Map compiled from the Provincial Title Mapping Digital Base 10TM Projection, 115 Degree Central Meridian, NAD 83 Datum Land Ownership derived from Land Titles. Spatial Data Warehouse Ltd. format="short"/> Sturgeon County 2015 All Rights Reserved. Not to be copied in whole or in part.  
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Document Path: \\Win2012-gis1\gis\_data\F\GIS\_Published\Integrated Growth\ENG\Captial Planning Maps\CaptialPlanMaps\_2017\CaptialConstruction\_2019\_20170809.mxd  
Date: 8/9/2017

# 2020 Capital Construction Plan (August 2017)



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Document Path: \\Win2012-gis1\gis\_data\F\GIS\_Published\Integrated Growth\ENG\Capital Planning Maps\CapitalPlanMaps\_2017\CapitalConstruction\_2020\_20170809.mxd  
Date: 8/9/2017

## Legislation Text

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**File #:** RFD-326-16, **Version:** 1

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### **Alcomdale Water Pipeline Project - Contract Award**

That Council award the contract for the Alcomdale Water Pipeline Project (2017) to Weaver Group Ltd., as the lowest compliant bidder at a contract price of \$3,107,875 (including GST).

## Request for Decision

<b>Title</b>	<b>Alcomdale Water Pipeline Project – Contract Award</b>
<b>Proposed Motion</b>	That Council award the contract for the Alcomdale Water Pipeline Project (2017) to Weaver Group Ltd., as the lowest compliant bidder at a contract price of \$3,107,875 (including GST).
<b>Administrative Recommendation</b>	Administration recommends that Council award the contract for construction of the Alcomdale Water Pipeline Project to Weaver Group Ltd., as the lowest compliant bidder at a contract price of \$3,107,875 (including GST), with an anticipated overall project budget estimated to be \$4,146,950 (including GST); and proceed with the project.
<b>Previous Council Direction</b>	<p><b>March 28, 2017</b></p> <p><b>Motion 125/17:</b> That Council authorize the Mayor to execute the Memorandum of Agreement between Alberta Transportation and Sturgeon County for the Water for Life Program and Clean Water and Wastewater Fund.</p> <p><b>Motion 126/17:</b> That Council direct Administration to take action as indicated within the Request for Decision dated March 28, 2017.</p> <p><b>Motion 127/17:</b> That the Request for Decision dated March 28, 2017 remain confidential per Section 24 of the Freedom of Information and Protection of Privacy Act.</p> <p><b>Motion 128/17:</b> That Council endorse the Alcomdale Waterline funding plan, which authorizes the transfer of an additional \$479,310 from the Utility Capital Reserve 8.19 for Sturgeon County's share of the project costs, to be repaid through water rates.</p> <p><b>Motion 129/17:</b> That Council approve the water pipeline Route #1, as recommended by Stantec Engineering, with the final route determined based on land negotiations.</p> <p><b>Motion 130/17:</b> That Council authorize negotiations with stakeholders as discussed In-Camera.</p> <p><b>November 10, 2016</b></p> <p><b>Motion 344/16:</b> That Council authorize the Mayor to submit a letter on behalf of Sturgeon County Council accepting the cost shared (90%) grant under the Water</p>

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for Life program of \$313,380, funded by the Province for the detailed design of a water pipeline to Alcomdale.

**Motion 345/16:** That Council authorize the transfer of \$34,820 from the Utility Capital Reserve 8.19 for Alcomdale water pipeline engineering.

**Motion 346/16:** That Council direct Administration to proceed with Engineering of the Alcomdale water pipeline from Riviere Qui Barre.

**March 24, 2015 – Motion 105/15:** That County Council directs Administration to prepare a local improvement plan for the Alcomdale Waterline, and complete the inter-basin transfer agreement application, after grant funding approval for the water supply line has been received.

**December 9, 2014 – Motion #397/14:** That County Council approves up to \$100,000 in funding from general operating reserve to complete an inter-basin transfer agreement application subject to public support determined by public consultation prior to January 31, 2015.

**October 28, 2014**

**Motion 334/14:** That County Council approves submission of a request for funding under the Water for Life program to install a waterline from Busby to Alcomdale as outlined in the Alcomdale Waterline Feasibility Report.

**Motion 333/14:** That County Council accepts the recommendations of the Alcomdale Waterline Feasibility Report.

**December 10, 2013 - Motion 542/13:** That County Council approves submission of the Amended Action Plan to Alberta Environment and Sustainable Resource Development (AESRD) by December 31, 2013.

**October 8, 2013 – Motion 440/13:** That County Council directs Administration to research and investigate costs associated with an interim solution to provide potable water for use by the residents of Alcomdale.

**April 23, 2013 - Motion 165/13:** That County Council approves up to \$25,000 in funding from contingency to complete a feasibility study to assess the water supply options for Alcomdale Water Co-operative.

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<b>Report</b>	<u>Background Information</u>
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- On June 21, 2013, Alcomdale was issued a Boil Water Advisory by Alberta Health Services, as a result of a reclassification of their raw water source. The letter indicated that the advisory would stay in effect until a new source of water or treatment could be determined.
- On June 16, 2016, Sturgeon County received a letter from the Minister of Alberta Infrastructure and Transportation that stated Sturgeon County will receive a grant of 90 per cent of the estimated eligible projects, or up to \$313,380 for the detailed design of a water pipeline to Alcomdale.

- On September 1, 2016, the Federal Government approved the Alcomdale Water Pipeline Project as eligible for 50 per cent funding under the Clean Water and Wastewater Fund.
- On October 18, 2016, Sturgeon County received a letter from the Minister of Alberta Infrastructure and Transportation, that stated Sturgeon County will receive a grant of 90% of the estimated eligible projects, or up to \$4,268,520, for the construction of a water pipeline to Alcomdale.
- With the Alcomdale Water Pipeline Project funded under both the Water for Life Grant and the Clean Water and Wastewater Fund Grant, the project is eligible for 90 per cent funding up to \$5,141,300.
- On January 11, 2017, Stantec was awarded the contract for the detailed design, tendering and project management for the Alcomdale Water Pipeline Project.
- In March 28, 2017, Council approved Stantec's recommended route via Range Road 264 (Option 1B) as the best route to service water for Alcomdale residents. Negotiations for private lands along route 1B failed. However, Administration was able to discuss rerouting that ended up benefiting the Morinville Colony.
- On March 28, 2017, Council approved funding the County's contribution (10 per cent) up to \$514,130 from the Federal and Provincial Grant programs. Council determined that the best approach would be to fund the \$514,130 through Utility Reserves and repay it back within 15 years by incorporating into the consumption water rate as a supplemental charge.
- Based on the amount of potential rural connections, the Morinville Colony and the amount of historical water consumption in Alcomdale, it is anticipated that a supplemental charge of \$1.00/m<sup>3</sup> will recoup the cost of this expenditure in 15 years.
- The Alcomdale Water Pipeline Project was tendered through prequalification on July 17, 2017 and closed on August 8, 2017. We received four bids ranging from \$5,971,664.13 to \$3,087,875.00. The lowest tender was received from Weaver Group Ltd., as indicated in the bid summary shown below.







Table 1 Bid Summary

Contractor	Total Tender Sum (Excluding GST)
Weaver Group Ltd.	\$3,107,875.00
Bluebird Construction Ltd.	\$4,726,853.00
NuEdge Contracting Ltd.	\$5,538,295.00
Thompson Infrastructure Ltd.	\$5,971,664.13

- Based on the results of the tender evaluation, Stantec Consulting recommends Weaver Group Ltd. be awarded the Contract for the Alcomdale Water Pipeline in the amount of \$3,107,875 plus GST.
- Stantec has estimated that the total budget to complete this project is summarized below.

	<p><b>PROJECT BUDGET SUMMARY</b></p> <table> <tr> <td>Construction Bid Cost (Including Cash Allowances and Construction Contingency)</td><td>\$3,107,875</td></tr> <tr> <td>Administration and Engineering</td><td>\$512,575</td></tr> <tr> <td>Land Purchase and Crop Damage (Estimated)</td><td>\$26,500</td></tr> <tr> <td>Contingency</td><td>\$500,000</td></tr> <tr> <td><b>Total Estimated Project Cost</b></td><td><b>\$4,146,950</b></td></tr> </table> <p><u>External Communication</u></p> <ul style="list-style-type: none"> <li>Administration will continue communicating the project plan with Alcomdale residents, rural residents along the route, and the Morinville Colony after awarding of the contract.</li> </ul> <p><u>Relevant Policy/Legislation/Practices:</u></p> <ul style="list-style-type: none"> <li>2012 Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems</li> <li>Alcomdale License to Operate</li> </ul>	Construction Bid Cost (Including Cash Allowances and Construction Contingency)	\$3,107,875	Administration and Engineering	\$512,575	Land Purchase and Crop Damage (Estimated)	\$26,500	Contingency	\$500,000	<b>Total Estimated Project Cost</b>	<b>\$4,146,950</b>
Construction Bid Cost (Including Cash Allowances and Construction Contingency)	\$3,107,875										
Administration and Engineering	\$512,575										
Land Purchase and Crop Damage (Estimated)	\$26,500										
Contingency	\$500,000										
<b>Total Estimated Project Cost</b>	<b>\$4,146,950</b>										
<p><b>Implication of Administrative Recommendation</b></p>	<p><u>Strategic Alignment:</u></p> <p><b>Respect the Natural Environment</b> - Sturgeon County will continue to comply with Provincial and Federal regulations and legislation.</p> <p><b>Maintain and Enhance Strong Communities</b> – A water pipeline to Alcomdale promotes and protects the safety of people and property to ensure safe drinking water.</p> <p><b>Strong Local Governance and Regional Leadership</b> – Constructing a waterline to Alcomdale considers fiscal stability and sustainability as it is the only option that provides a positive net revenue.</p> <p><b>Planned Growth</b> – A water pipeline to Alcomdale will promote and target growth around planned infrastructure.</p> <p><u>Organizational:</u></p> <p>Additional work will include engaging rural connections along the approved waterline route to determine support for connection and working with the Morinville Colony.</p> <p><u>Financial:</u></p> <ul style="list-style-type: none"> <li>The County's contribution to the project is 10% of the overall projects costs.</li> <li>Funding of the County's portion up to \$514,130 paid through utility reserves</li> <li>Sturgeon County's contribution to be recouped through utility water rates and connection fees.</li> <li>Having a supplemental charge of \$1.00/m3 for customers tying into the Alcomdale Waterline, will pay for itself within a 15-year period.</li> <li>Connection fees for Rural Customers along the route, and Morinville Colony to be determined within the first month of the contract.</li> <li>Project funds are expected to be fully dispersed by March 31, 2018.</li> </ul>										



<b>Alternatives Considered</b>	That Council not award the contract and cancel the project.
<b>Implications of Alternatives</b>	<p><u>Strategic Alignment:</u></p> <p><b>Respect the Natural Environment</b> - Sturgeon County will continue to comply with Provincial and Federal regulations and legislation.</p> <p><u>Organizational:</u></p> <ul style="list-style-type: none"> <li>• None.</li> </ul> <p><u>Financial:</u></p> <ul style="list-style-type: none"> <li>• That the County will be 100% responsible for engineering costs to date.</li> </ul>
<b>Follow up Action</b>	1. Administration will continue to engage with Alcomdale residents, rural customers and Morinville Colony to provide awareness of the project (Utilities Services and Engineering Services, September 2017).
<b>Attachment(s)</b>	1. Stantec's Contract Recommendation of Award Letter
<b>Report Reviewed by:</b>	 Jeff Yanew, Utility Operations Supervisor   Roger Borchert, Utility Capital Projects Officer   Brian Hartman, Manager, Engineering Services   Tyler Westover, Acting General Manager, Integrated Growth   Ian McKay, P.Eng., General Manager, Municipal Services   Peter Tarnawsky, County Commissioner – CAO



## Strategic Alignment Checklist

**Vision:** Sturgeon County: a diverse, active community that pioneers opportunities and promotes initiative while embracing rural lifestyles.

**Mission:** Provide quality, cost effective services and infrastructure to meet the diverse needs of the Sturgeon County community, while improving competitiveness and sustainability.

Focus Areas	Not consistent	N/A	Consistent
<b>Strong Local Governance and Regional Leadership</b>			
<i>We promote consistent and accountable leadership through collaborative and transparent processes (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Consistent with neighborhood role (see MDP), master plans, policies</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Considers fiscal stability and sustainability</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Has a positive impact on regional and sub-regional cooperation</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Respect the Natural Environment</b>			
<i>We acknowledge the importance of a healthy environment and will minimize and monitor our impact on ecosystems (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Compliance with Provincial and Federal regulations and/or legislation</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Ensure effective environmental risk management</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Community Identity &amp; Spirit</b>			
<i>We will build upon our strengths, where together we will create an inclusive, caring community (Strategic Plan, (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Promotes and/or enhances residents' identification with Sturgeon County</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Enhances service provision through community partnerships</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Supports Sturgeon County's cultural history</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Planned Growth and Prosperity</b>			
<i>We encourage varied and integrated enterprises that enhance our strong economic base, while balancing the needs of the community and natural environment. (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Does the proposal align with the Integrated Regional Growth Strategy (map/policies) pg. 26 MDP</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Considers cumulative costs and long-term funding implications</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Targets growth around current or planned infrastructure</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Maintain and Enhance Strong Communities</b>			
<i>We are committed to a safe, secure community, where our residents are respected and provided with access to opportunities. (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Positive impact on residents' quality of life</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Supports and promotes volunteer efforts</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Provides programs and services that are accessible to all residents</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Operational Excellence</b>			
<i>We have the organizational capability to deliver consistent and defined levels of service to all stakeholders in a professional, efficient, and cost effective manner</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Staff have the knowledge, skills and capability to perform their jobs</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Streamlines operational processes and policies</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Promotes engagement and professional interaction with stakeholders</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Considers a cost-structure which allows Sturgeon County to remain competitive within a regional, national and global context</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

August 9, 2017  
File: 110121021

**Attention: Jeff Yanew, M.Sc., C.E.T.**

Sturgeon County  
Utility Services  
9613 100 Street  
Morinville AB, T8R 1L9

Dear Jeff,

**Reference: Alcomdale Water Pipeline  
Tender Evaluation and Recommendation**

### **TENDER BID SUMMARY**

Tenders were received for the Alcomdale Water Pipeline at 2:00 PM local time on Tuesday August 8, 2017 at the office of Sturgeon County. A total of four (4) valid tenders were received with pricing summary as follows:

**Table 1 Bid Summary**

<b>Contractor</b>	<b>Total Tender Sum (Excluding GST)</b>
Weaver Group Ltd.	\$3,107,875.00
Bluebird Construction Ltd.	\$4,726,853.00
NuEdge Contracting Ltd.	\$5,538,295.00
Thompson Infrastructure Ltd.	\$5,971,664.13

Extensions and additions were checked and there was an addition error with Weaver Group Ltd.'s bid of \$20,000. The above tender totals are the corrected totals. The lowest tender received was 42% less than the estimated tender price. The remaining tenders were within +/- 12% of the estimated tender price.

Weaver Group Ltd. was prequalified by meeting the criteria set by the County and are considered an acceptable contractor. They have proposed the following subcontractors:

Horizontal Directional Drilling: Thomas Horizontal and Brian Steed Contracting

Electrical/Instrumentation: CEL Electrical

Thomas Horizontal was listed in the pre-qualification and considered an acceptable subcontractor.

**Design with community in mind**



August 9, 2017  
Jeff Yanew, M.Sc., C.E.T.  
Page 2 of 3

**Reference: Alcomdale Water Pipeline  
Tender Evaluation and Recommendation**

Brian Steed Contracting and CEL Electric were not listed in the pre-qualification, and are not known to Stantec. A cursory review of CEL Electric indicates that they have a long history and the skillset to complete the requirements for this project. Additional references were requested for Brian Steed Contracting. Only one reference was reached and the reference indicated that there were not any issues with the drilling subcontractor.

**PROJECT BUDGET SUMMARY**

Construction Bid Cost (Including Cash Allowances and Construction Contingency)	\$3,107,875
Administration and Engineering	\$512,575
Land Purchase and Crop Damage (Estimated)	\$26,500
Contingency	\$500,000
<b>Total Estimated Project Cost</b>	<b>\$4,146,950</b>

The additional contingency is recommended for the following reasons

- County may request additional construction supervision. Currently Stantec's project fee estimate includes partial supervision of 15 hours a week for 16 weeks.
- Due to an acceleration of schedule and late alignment changes the project was tendered with unresolved issues. These issues included, land agreements that have not been finalized, crossing agreements have not been received, available pressure at tie-in has not been confirmed, and transient analysis has not completed. These issues are expected to be resolved by IFC but may result in increased cost of construction.

**RECOMMENDATION**

Based on the results of the tender evaluation, Stantec Consulting recommends Weaver Group Ltd. be awarded the Contract for the Alcomdale Water Pipeline in the amount of \$3,107,875 plus GST.



August 9, 2017  
Jeff Yanew, M.Sc., C.E.T.  
Page 3 of 3

**Reference: Alcomdale Water Pipeline  
Tender Evaluation and Recommendation**

**NOTICE OF ACCEPTANCE**

Upon agreement by the Sturgeon County to accept the tender submission as outlined herein, a Notice of Acceptance will be issued to the successful bidder.

Should there be any questions or comments, please contact the undersigned.

Regards,

**STANTEC CONSULTING LTD.**

Michael Maltais, P.Eng.  
Project Manager  
Phone: (780) 917-6912  
michael.maltais@stantec.com

Attachment: Tender Comparison

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## Legislation Text

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**File #:** RFD-136-17, **Version:** 1

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### **Community Recreation Facility Public Consultation**

That Council approve the Public Engagement Plan to inform the County's level of involvement in the construction and operations of the Morinville Community Recreation Facility, once the final Business Case is received and made public.

## Request for Decision

<b>Title</b>	<b>Community Recreation Facility Public Consultation</b>
<b>Proposed Motion</b>	That Council approve the Public Engagement Plan to inform the County's level of involvement in the construction and operations of the Morinville Community Recreation Facility, once the final business case is received and made public.
<b>Administrative Recommendation</b>	Administration recommends the scope and timing of public consultation as attached. It is important that this commitment to our residents is communicated and expectations for public participation is established in support of this key decision-making process.
<b>Previous Council Direction</b>	<p>November 8, 2016 – Motion 415/16 That Council appoint three members of Council to join with three members of the Town of Morinville Council to jointly develop a business case for the Morinville Multi-Use Recreation Facility in order to apply for grant funding.</p> <p>October 25, 2016 – Motion 382/16 That Council support the development of a Joint Business Case with the Town of Morinville for the Regional Recreation Facility.</p>
<b>Report</b>	<p><u>Background Information</u></p> <ul style="list-style-type: none"> <li>Mayor Lisa Holmes made a public presentation to Sturgeon County during a regular Council meeting on October 13, 2016 requesting joint participation in the development of a business case for the construction of a recreation facility.</li> <li>A business case is a proposal document provided to support approval, funding, or both for an activity, initiative, position, or project. A business case provides the necessary information from a business standpoint to determine whether or not the project is worth the required investment (people, time, money). A key element of a business case is the evaluation of multiple strategies to address a business need or opportunity.</li> <li>Highlights of the October 13 presentation included: <ul style="list-style-type: none"> <li>Recreation facilities will be a higher priority in the next phase of the Building Canada Federal Infrastructure Program (Note: No formal announcement made by Infrastructure Canada).</li> </ul> </li> </ul>




- In anticipation of an announcement regarding funding beyond 2018, the Town of Morinville requested a collaborative business case development to form the basis of a grant submission for federal funding.
  - It is generally understood that projects completed in collaboration are often given priority for funding.
  - In the absence of any formal announcement and knowledge of the subsequent funding formula, there is no requirement, at this time, for a funding commitment in the capital budget.
  - The Town of Morinville intends to scale and transition the build-out of the recreation facility based on availability of funds. If funding from Building Canada is not received to an appropriate level to make to project viable there will be another decision point for the Town of Morinville in relation to the capital budget and phases of construction.
  - Federal infrastructure grant program announcement with an anticipated contribution of 90% from other levels of government.
- Summary of the Council Request for Decision on October 25, 2016:
    - The Town of Morinville has maintained its autonomy in conducting a facility site study, land assembly, needs assessments, conceptual feasibility and site master plan. This is a Morinville facility, governed by Morinville for the residents of Morinville.
      - In the fall of 2013, the Town of Morinville retained the team of aodbt architecture + interior design and Pac West Properties to provide a feasibility study outlining a strategy to develop a new recreation complex in Morinville.
      - In 2015 the Town announced the purchase of the land for the recreation center.
      - Also, in 2015 the Town of Morinville engaged Ramseyhouse Consulting to lead a series of Stakeholder Advisory Group meetings to gain public input regarding the development of a new recreation complex.
      - In August 2015, the Town of Morinville tendered a Request For Proposals for “Architectural & Professional Services for a Recreation Facility”.
    - The design prepared by the Town and attached to the October 25, 2016 RFD formed the basis for the business case development.
    - Participation in the development of a collaborative business case will form the basis of a grant submission for Federal Funding.
    - The Infrastructure Canada Business Case guide was used as a template for the completion of the business case and includes some key sections including: project governance, financial requirements, as well as project risks and mitigation measures.
    - The Town of Morinville intends to scale and phase the build-out of the recreation facility based on availability of funds. If

- sufficient funding from Building Canada are not received at a level that makes the project economic, there will be another decision point for the Town of Morinville in relation to the capital budget and phases of construction.
- The primary responsibility for the development of the business case resided with the Town of Morinville.
  - The IAC Sub Committee - Regional Recreation Centre (Sub Committee) was established by the Sturgeon County / Town of Morinville Intermunicipal Affairs Committee (IAC) for the primary purpose of assisting the IAC in the development of a business case for the purpose of:
    - applying to the Federal Infrastructure program and
    - approval by the municipal councils to proceed.
  - The first meeting on the IAC Sub-committee was held December 13, 2016. The business case went through a number of revisions in the six months as part of the committee's desire to have an approved business case. Debate on material matters included:
    - What is reasonable in terms of the schedule and priorities for complete build-out?
    - How do we proceed with stakeholder consultation?
    - How do we effectively deal with the Implementation approach so we can have a complete business case?
    - Risk in accepting operating and capital estimates +/-20 & 25%?
    - What is the review and approval process?
    - The correlation between funding options and governance model?
    - At what point in time do we evaluate the cost benefit of environmental design considerations?
  - Work of the IAC Subcommittee is now complete and has been disbanded effective July 4, 2017. The draft business case prepared as of July 2017 provides the necessary information, from a business standpoint, to evaluate whether or not the project is worth the required investment (people, time, money). A substantive portion of the business case provides good information to inform future decisions.
    - The benefits of recreation and support for a multiplex are numerous.
    - The entire scope of the facility is clearly identified.
    - The rationale for the preferred option is highly financial and assumes the ability to leverage other government funding.
    - Assumptions and sources of data for the operating and capital expenses are reasonable.
    - Business case may not be as comprehensive as we anticipated given the scope of the project but will be effective in terms of supporting a grant application and provides the basis for making future informed decisions.



	<ul style="list-style-type: none"> <li>○ Business case is a management tool and should be developed over time as a living document as information becomes available: <ul style="list-style-type: none"> <li>▪ Financial position can be updated after an announcement regarding funding levels from other levels of government.</li> <li>▪ Implementation approach to be completed as more information becomes available <ul style="list-style-type: none"> <li>• governance, financial and management plans still need to be developed.</li> </ul> </li> <li>▪ Decisions on the priority components within phases as fundraising plan gets implemented.</li> </ul> </li> <li>• June 27, 2017 - Town of Morinville voted in favor of a motion to build the rec-centre's arena and field house at the same time expanding the scope of phase 1 as identified in the draft Business case. The Town has committed to updating the business case to reflect this alternative and is expecting to approve the business case and make it public at their regular meeting of August 22, 2017.</li> <li>• Sturgeon County is committed to effective public consultation. We deliberately chose to wait for the approval of the draft business case prior to proceeding to ensure a higher level of meaningful and informed interactions with our residents. Actively disseminating the business case following the Town of Morinville's approval will improve transparency, and the nature of the collaboration.</li> </ul> <p><u>External Communication</u></p> <ul style="list-style-type: none"> <li>• To date, Sturgeon County's only form of communication with our residents has been through public Council agenda packages, meeting minutes and video recordings.</li> <li>• The business case and its content is a record under the custody and control of the Town of Morinville and Sturgeon County has no authority over its release.</li> <li>• Under typical circumstances a public engagement plan would not come to Council for approval. Once budget is approved, it is Administrations responsibility to implement. Given the unique nature of this project, the level of involvement we anticipate from our residents and the desire to share the decision making through active participation, we want to be transparent in our commitment to residents and Council.</li> </ul> <p><u>Relevant Policy/Legislation/Practices:</u></p> <ul style="list-style-type: none"> <li>• Public Engagement Policy</li> </ul>
<p><b>Implication of Administrative Recommendation</b></p>	<p><u>Strategic Alignment:</u></p> <p><b>Strong Local Governance and Regional Leadership</b> – Sturgeon County is committed to being a respected regional partner, representing the interests of Sturgeon County sub-regionally. Effective joint partnerships and coordination of municipal processes must be mutually beneficial.</p>

	<p><b>Planned Growth</b> – The desired intent is to facilitate regional recreation and cultural activities that reflect the needs of both rural and urban communities (Neighborhood C). The balance comes when considering the development of a regional approach to funding recreation, arts and cultural facilities and open spaces that benefit the residents of the Neighbourhood and the Towns of Morinville, Gibbons, Bon Accord and Legal.</p> <p><u>Organizational:</u></p> <p>Organizationally we anticipated the effort to properly consult with our residents. Sturgeon’s Commitment to the Public through this process has consistently been to work with residents to ensure that their concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.</p> <p><u>Financial:</u></p> <p>The financial commitment for effective public engagement has been approved for \$15,000.</p>
<b>Alternatives Considered</b>	1. Approve a different level for public involvement and recommend an alternative implementation strategy.
<b>Implications of Alternatives</b>	<p><u>Strategic Alignment:</u></p> <p>None.</p> <p><u>Organizational:</u></p> <ul style="list-style-type: none"> <li>May put pressure on Administration to turn-around a Consultation process in short order, potentially affecting volume and quality of participation.</li> </ul> <p><u>Financial:</u></p> <ul style="list-style-type: none"> <li>The financial impact that has been committed is \$15,000. Costs may increase if less time available to plan.</li> </ul>
<b>Follow up Action</b>	<ol style="list-style-type: none"> <li>Assemble information necessary to support an informed discussion (Community Services – August/September 2017).</li> <li>Select the consultation team and/or hire appropriate contractors/facilitators (Corporate Communications).</li> <li>Tentatively booking facilities for divisional meetings (Corporate Communications).</li> </ol>

<b>Attachment(s)</b>	1. Public Engagement Plan – Morinville Recreation Centre 2. Public Engagement Policy
<b>Report Reviewed by:</b>	 Susan Berry, Manager Community Services   Ian McKay, P.Eng, GM Municipal Services   Peter Tarnawsky, County Commissioner – CAO

## Strategic Alignment Checklist

**Vision:** Sturgeon County: a diverse, active community that pioneers opportunities and promotes initiative while embracing rural lifestyles.

**Mission:** Provide quality, cost effective services and infrastructure to meet the diverse needs of the Sturgeon County community, while improving competitiveness and sustainability.

Focus Areas	Not consistent	N/A	Consistent
<b>Strong Local Governance and Regional Leadership</b>			
<i>We promote consistent and accountable leadership through collaborative and transparent processes (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Consistent with neighborhood role (see MDP), master plans, policies</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Considers fiscal stability and sustainability</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Has a positive impact on regional and sub-regional cooperation</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Respect the Natural Environment</b>			
<i>We acknowledge the importance of a healthy environment and will minimize and monitor our impact on ecosystems (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Compliance with Provincial and Federal regulations and/or legislation</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Ensure effective environmental risk management</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Community Identity &amp; Spirit</b>			
<i>We will build upon our strengths, where together we will create an inclusive, caring community (Strategic Plan, (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Promotes and/or enhances residents' identification with Sturgeon County</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Enhances service provision through community partnerships</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Supports Sturgeon County's cultural history</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Planned Growth and Prosperity</b>			
<i>We encourage varied and integrated enterprises that enhance our strong economic base, while balancing the needs of the community and natural environment. (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Does the proposal align with the Integrated Regional Growth Strategy (map/policies) pg. 26 MDP</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Considers cumulative costs and long-term funding implications</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Targets growth around current or planned infrastructure</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Maintain and Enhance Strong Communities</b>			
<i>We are committed to a safe, secure community, where our residents are respected and provided with access to opportunities. (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Positive impact on residents' quality of life</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Supports and promotes volunteer efforts</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Provides programs and services that are accessible to all residents</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Operational Excellence</b>			
<i>We have the organizational capability to deliver consistent and defined levels of service to all stakeholders in a professional, efficient, and cost effective manner</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Staff have the knowledge, skills and capability to perform their jobs</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Streamlines operational processes and policies</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Promotes engagement and professional interaction with stakeholders</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Considers a cost-structure which allows Sturgeon County to remain competitive within a regional, national and global context</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

# Sturgeon County Public Engagement Plan – Morinville Community Recreation Centre

## BACKGROUND

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In 2015, Morinville announced building an arena and, following public engagement, decided to build a Community Recreation Facility. In 2016, Council agreed to develop a Joint Business Plan with the Town of Morinville for the Community Recreation Facility. The business case includes key areas: project governance, financial requirements, project risks and mitigation measures. Sturgeon County Council supported the business case development and recognized that many decisions would be needed based on the information that came forth. Morinville requested financial support Sturgeon County. Prior to making any further decision it is recommended that Council and Administration undertake a full public engagement to gather public input regarding the Community Recreation Centre.

**Sturgeon County's role** – Plan and conduct engagement activities, communication, key messages, goals, and final report of findings.

**Consultant's role** – Facilitation

## CONSIDERATIONS (RISKS)

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- Residents concerned that Sturgeon County won't support the Community Recreation Centre.
- Residents may not support the facility due to the County's geographical makeup.
- Requirement to complete engagement by late November/December 2017 will ensure enough time for capital budget costing and planning in 2018 (dependent on decisions/grants funding).
- Some divisions already have recreation facilities or are located near an urban centre (Edmonton, St. Albert).
- Financial – availability of grant funding.

### **Risk Mitigation Strategies:**

- Clear communication at every point of contact that specifies Council's position.
- Regular environmental scans.
- Communication – public education over the summer months.
- Public Engagement (PE) Plan effectively communicated and promoted.
- Issue/reputation management (ongoing).

## **Proposed PROJECT TIMELINE**

- Public Education – Messaging – August
- Divisional Meetings – November
- Divisional Workshops/Focus Groups – November
- Online Survey – TBD following PE Sessions
- Engagement completion – **TBD**
- Decision/Outcome from P2 – TBD
- Project reporting - TBD

## **PROJECT GOALS AND KEY MESSAGES**

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### **GOALS:**

#### **Specific information being sought is:**

Determine if there is enough support from residents, representative from each division for the Community Recreation Centre.

#### **How will the information be used in the decision-making process?**

Information gathered will determine if there is representative interest from residents across all divisions.

### **KEY MESSAGES:**

- Involving the public leads to better decision making.
- Engagement will take place first to determine resident interest in a Community Recreation Centre, then decide on what best addresses the community needs.

## **PUBLIC INVOLVEMENT LEVEL – IAP2 SPECTRUM**

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Three levels of involvement are required: Information Sharing, Consultation, and Active Participation.

**Information Sharing:** To build awareness

**Consultation:** Discussing ideas and concepts to build knowledge

**Active Participation:** Sharing decision making

### **PUBLIC PARTICIPATION GOAL**

- **Involve** - To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

### Sturgeon's Commitment to the Public

We will work with residents to ensure that their concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.

### PROJECT STAKEHOLDERS

#### Primary:

Residents

- Agriculture focused – Rural – Farmers/Producers
- Sturgeon Valley area – Urban
- Multi-lot subdivisions – Working class families – some rural characteristics

#### Secondary:

Internal - staff

- Office Staff – Front Counter staff answering calls; serving residents
- Field staff – Higher incidence of face-to-face contact with residents
- Senior Leadership Team
- Council members – (7) represent the residents

### STRATEGY IMPLEMENTATION

*Tools & Techniques – Public Engagement Framework*

*Communication Plan*

*Budget - \$15,000 approved 2017*

#### Additional Considerations:

Review of project costs (engagement and communications)

Communications staff will monitor website and social media stats.

### PUBLIC ENGAGEMENT STRATEGY

Potential Participant's	Proposed Level of Engagement	Engagement Strategy
<ul style="list-style-type: none"><li>• Residents</li><li>• * Community Groups</li><li>• * Sport Groups</li><li>• Potential facility users</li></ul>	Information / Consultation / Active Participation <- <b>INVOLVE</b>	Public Education – Inform (August)  Attend <b>divisional meetings</b> to receive information and provide feedback.  <b>Workshop attendees</b> to provide specific input into the Community Recreation Centre project through workshops as required.  <b>Online Survey</b>
<ul style="list-style-type: none"><li>• Sturgeon County Staff</li><li>• Council</li><li>• Board Members</li></ul>	Information sharing <- <b>INFORM</b>	Updates on project status through regular progress updates.
<ul style="list-style-type: none"><li>• Media</li></ul>	Information sharing <- <b>INFORM</b>	News releases; updates.

## COMMUNICATIONS STRATEGY

Target Audience	Action	Tools
<ul style="list-style-type: none"><li>Residents</li><li>Community Groups</li><li>Sport Groups</li></ul>	Provide information regarding opportunities for input into the Community Recreation Centre.	Info in local papers, updates on website, social media. Road Signs. Utility Inserts. Distribute info to groups for their newsletters.
<ul style="list-style-type: none"><li>Sturgeon County Staff</li><li>Council</li><li>Board Members</li></ul>	Review meeting and workshop info prior to PE and provide input.	Invitation for participation through e-mail.  Scoop.  Updates on Intranet and through status reports, and meetings as required.
<ul style="list-style-type: none"><li>Media</li></ul>	Provide information regarding public engagement opportunities in the region.	News releases; updates

## EVALUATION STRATEGY

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### What are the indicators of success for the public involvement process?

- number of participants
- number of survey submissions
- workshop outcomes, and participation

### What are the indicators of success for the public engagement process?

### Did all the intended groups have meaningful opportunity for feedback?

### When and how?

At the end of each session.

A question on a feedback form can collect this information.

### What will we do with the results of the evaluation?

Results from initial meetings and workshops will allow us to determine if there is consensus and strong representation across the County either in support of or against funding the Community Recreation Centre. Follow up with workshop groups to ensure the decisions align with their expectations.

*Learnings can also be applied to future projects and future public engagement.*

## REQUIRED CONSULTANT SERVICES

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Facilitation



# Council Policy

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Policy Number: (PLY\_GOV\_Pubic\_Engagement\_2016)

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## *Public Engagement Policy*

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Date Approved by Council: October 11, 2016    County Commissioner: 

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**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**

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

**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

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**Policy Number:** (PLY\_GOV\_Pubic\_Engagement\_2016)

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*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.

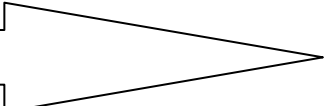
# Council Policy

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 				
<b>Inform</b> To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	<b>Consult</b> To obtain public feedback on analysis, alternatives and/or decisions.	<b>Involve</b> To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	<b>Collaborate</b> To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	<b>Empower</b> 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"> <li>• Fact sheets</li> <li>• Web sites</li> <li>• Open Houses</li> <li>• Media</li> <li>• Face-to-face meetings</li> <li>• Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Focus groups</li> <li>• Surveys</li> <li>• Feedback forms</li> <li>• Online and personal comments</li> <li>• Public meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Workshops</li> <li>• Deliberate polling</li> </ul>	<ul style="list-style-type: none"> <li>• Citizen advisory committees</li> <li>• Consensus-building</li> <li>• Participatory decision-making</li> <li>• Workshops (World Café, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Ballots</li> <li>• Plebiscites</li> <li>• Delegated decisions</li> </ul>

# Council Policy

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**Policy Number:** (PLY\_GOV\_Pubic\_Engagement\_2016)

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**7. Procedures**

*Not Applicable*

**8. Cross Reference**

*Alberta Municipal Affairs, "Public Input Toolkit for Municipalities."*



## Legislation Text

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**File #:** RFD-186-17, **Version:** 1

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### **Assessment Review Board Appointment**

That Council appoint Christine Beveridge as Clerk of the Assessment Review Board by resolution.

## Request for Decision

<b>Title</b>	<b>Assessment Review Board Appointment</b>
<b>Proposed Motion</b>	That Council appoint Christine Beveridge as Clerk of the Assessment Review Board by resolution.
<b>Administrative Recommendation</b>	Administration recommends Christine Beveridge, Senior Legislative Officer, be appointed as Clerk of the Assessment Review Board by resolution.
<b>Previous Council Direction</b>	None.
<b>Report</b>	<p><u>Background Information</u></p> <ul style="list-style-type: none"> <li>Under the <i>Municipal Government Act</i> (MGA), Assessment Review Board (ARB) members and ARB clerks must be appointed by Council and both ARB members and ARB clerks must meet training requirements set by the Minister.</li> <li>The appointed Clerk may delegate the duties and responsibilities of the Clerk to a delegate who has successfully completed the prescribed training.</li> </ul> <p><u>External Communication</u></p> <ul style="list-style-type: none"> <li>None.</li> </ul> <p><u>Relevant Policy/Legislation/Practices:</u></p> <ul style="list-style-type: none"> <li>Bylaw 1208/10 – Establishment of Assessment Review Boards</li> <li><i>Municipal Government Act</i>, RSA 2000 c.M-26, Section 455</li> <li><i>Matters Relating to Assessment Complaints Regulation</i>, AR 310/2009</li> </ul>
<b>Implication of Administrative Recommendation</b>	<p><u>Strategic Alignment:</u></p> <p><b>Strong Local Governance and Regional Leadership</b> – It is a requirement of the MGA that ARB Clerks be appointed by Council.</p> <p><u>Organizational:</u></p> <p>If the Clerk of the Assessment Review Board is not appointed, the organization would not be adhering to requirements of the MGA.</p>

	<u>Financial:</u> None. No additional cost.
<b>Alternatives Considered</b>	None.
<b>Implications of Alternatives</b>	<u>Strategic Alignment:</u> <ul style="list-style-type: none"> <li>None.</li> </ul> <u>Organizational:</u> <ul style="list-style-type: none"> <li>None.</li> </ul> <u>Financial:</u> <ul style="list-style-type: none"> <li>None.</li> </ul>
<b>Follow up Action</b>	1. Advise the Municipal Government Board of the appointed Clerk.
<b>Attachment(s)</b>	1. Proposed Resolution
<b>Report Reviewed by:</b>	 Christine Beveridge, Senior Legislative Officer   Peter Tarnawsky, County Commissioner – CAO

## Strategic Alignment Checklist

**Vision:** Sturgeon County: a diverse, active community that pioneers opportunities and promotes initiative while embracing rural lifestyles.

**Mission:** Provide quality, cost effective services and infrastructure to meet the diverse needs of the Sturgeon County community, while improving competitiveness and sustainability.

Focus Areas	Not consistent	N/A	Consistent
<b>Strong Local Governance and Regional Leadership</b>			
<i>We promote consistent and accountable leadership through collaborative and transparent processes (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Consistent with neighborhood role (see MDP), master plans, policies</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Considers fiscal stability and sustainability</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Has a positive impact on regional and sub-regional cooperation</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Respect the Natural Environment</b>			
<i>We acknowledge the importance of a healthy environment and will minimize and monitor our impact on ecosystems (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Compliance with Provincial and Federal regulations and/or legislation</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Ensure effective environmental risk management</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Community Identity &amp; Spirit</b>			
<i>We will build upon our strengths, where together we will create an inclusive, caring community (Strategic Plan (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Promotes and/or enhances residents' identification with Sturgeon County</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Enhances service provision through community partnerships</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Supports Sturgeon County's cultural history</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Planned Growth and Prosperity</b>			
<i>We encourage varied and integrated enterprises that enhance our strong economic base, while balancing the needs of the community and natural environment. (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Does the proposal align with the Integrated Regional Growth Strategy (map/policies) pg. 26 MDP</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Considers cumulative costs and long-term funding implications</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Targets growth around current or planned infrastructure</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Maintain and Enhance Strong Communities</b>			
<i>We are committed to a safe, secure community, where our residents are respected and provided with access to opportunities. (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Positive impact on residents' quality of life</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Supports and promotes volunteer efforts</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Provides programs and services that are accessible to all residents</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Operational Excellence</b>			
<i>We have the organizational capability to deliver consistent and defined levels of service to all stakeholders in a professional, efficient, and cost effective manner</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Staff have the knowledge, skills and capability to perform their jobs</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Streamlines operational processes and policies</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Promotes engagement and professional interaction with stakeholders</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Considers a cost-structure which allows Sturgeon County to remain competitive within a regional, national and global context</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



# COUNCIL RESOLUTION

## Sturgeon County

A Resolution of the Council of Sturgeon County for the purpose of appointing Christine Beveridge, Senior Legislative Officer, as Clerk of the Assessment Review Board and providing that the appointed Clerk may delegate the Clerk's duties to a delegate who has successfully completed the prescribed training, in accordance with the *Municipal Government Act*, RSA 2000, c.M-26, as amended.

**WHEREAS**, a Clerk of the Assessment Review Board must be appointed by Council.

**NOW THEREFORE**, be it resolved that the Council of Sturgeon County does hereby appoint Christine Beveridge, Senior Legislative Officer, as Clerk of the Assessment Review Board.

\_\_\_\_\_,  
Tom Flynn, Mayor  
(SEAL)

\_\_\_\_\_,  
Peter Tarnawsky, Chief Administrative Officer

APPROVED this 22<sup>nd</sup> day of August, 2017.



## Legislation Text

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**File #:** RFD-179-17, **Version:** 1



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### **Election Campaigns Policy**

That Council adopt the Election Campaigns Policy.

## Request for Decision

<b>Title</b>	<b>Election Campaigns Policy</b>
<b>Proposed Motion</b>	That Council approve the Election Campaigns Policy.
<b>Administrative Recommendation</b>	Administration recommends the adoption of the Election Campaigns Policy to assist members of Council, potential election candidates, Administration, and the general public with understanding the expectations, restrictions, and abilities during election campaigning.
<b>Previous Council Direction</b>	July 10, 2017- Motion 353/17: That Council direct Administration to bring forward an Election Campaign Guidelines Policy to the August 22, 2017 regular Council Meeting.
<b>Report</b>	<p><u>Background Information</u></p> <p>On July 10, 2017 Council directed that a policy be established to provide clarity on provisions and expectations during election campaigns.</p> <p>The Election Campaigns Policy was drafted with the intent to assist members of Council, potential election candidates, Administration, and the general public with understanding expectations, restrictions, and abilities during election campaigning.</p> <p>Specific details as to how Administration is to distribute information along with setting out parameters of the use of County resources are communicated within the policy. Clear direction for use of County resources is set out to protect incumbent candidates from allegations of benefit or privilege or inappropriate use of County resources by taxpayers and other Candidates. The policy also provides guidance to Administration if they choose to work on a municipal campaign.</p> <p>There was no previous policy in place that provided guidance related to election campaigns.</p> <p><u>External Communication</u></p> <ul style="list-style-type: none"> <li>• The policy will be posted on the website under the Election section.</li> <li>• Social media would be used to advise stakeholders.</li> <li>• On Nomination Day, all registered candidates will receive a copy of the policy.</li> </ul>

	<u>Relevant Policy/Legislation/Practices:</u> <ul style="list-style-type: none"> <li>Local Authorities Election Act, RSA 2000 c.L-21</li> </ul>
<b>Implication of Administrative Recommendation</b>	<u>Strategic Alignment:</u> <b>Strong Local Governance</b> - promoting consistent and accountable leadership through collaborative and transparent processes.  <u>Organizational:</u> The result of the policy being in place will eliminate the risk of Administration unintentionally treating candidates differently.  <u>Financial:</u> None.
<b>Alternatives Considered</b>	Continue without the policy.
<b>Implications of Alternatives</b>	<u>Strategic Alignment:</u> <ul style="list-style-type: none"> <li>The alternative is not consistent with the focus area of strong local governance. The practice would not be formalized and available to the key stakeholders. Therefore, a lack of transparency would exist.</li> </ul> <u>Organizational:</u> <ul style="list-style-type: none"> <li>If the policy is not in place, there is a moderate risk of lack of clarity for the expectations to members of Council, candidates and Administration related to the involved in an election campaign.</li> </ul> <u>Financial:</u> <ul style="list-style-type: none"> <li>None.</li> </ul>
<b>Follow up Action</b>	1. Place the policy on the election portion of the County website. 2. Publish on social media. 3. On Nomination Day, provide a copy of the Election Campaigns Policy to all registered candidates.
<b>Attachment(s)</b>	1. Election Campaigns Policy
<b>Report Reviewed by:</b>	 Christine Beveridge, Senior Legislative Officer, Legislative Services   Peter Tarnawsky, County Commissioner – CAO

## Strategic Alignment Checklist

**Vision:** Sturgeon County: a diverse, active community that pioneers opportunities and promotes initiative while embracing rural lifestyles.

**Mission:** Provide quality, cost effective services and infrastructure to meet the diverse needs of the Sturgeon County community, while improving competitiveness and sustainability.

Focus Areas	Not consistent	N/A	Consistent
<b>Strong Local Governance and Regional Leadership</b>			
<i>We promote consistent and accountable leadership through collaborative and transparent processes (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Consistent with neighborhood role (see MDP), master plans, policies</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Considers fiscal stability and sustainability</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Has a positive impact on regional and sub-regional cooperation</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Respect the Natural Environment</b>			
<i>We acknowledge the importance of a healthy environment and will minimize and monitor our impact on ecosystems (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Compliance with Provincial and Federal regulations and/or legislation</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Ensure effective environmental risk management</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Community Identity &amp; Spirit</b>			
<i>We will build upon our strengths, where together we will create an inclusive, caring community (Strategic Plan, (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Promotes and/or enhances residents' identification with Sturgeon County</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Enhances service provision through community partnerships</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Supports Sturgeon County's cultural history</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Planned Growth and Prosperity</b>			
<i>We encourage varied and integrated enterprises that enhance our strong economic base, while balancing the needs of the community and natural environment. (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Does the proposal align with the Integrated Regional Growth Strategy (map/policies) pg. 26 MDP</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Considers cumulative costs and long-term funding implications</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Targets growth around current or planned infrastructure</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Maintain and Enhance Strong Communities</b>			
<i>We are committed to a safe, secure community, where our residents are respected and provided with access to opportunities. (Strategic Plan, pg. 27 MDP)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Positive impact on residents' quality of life</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Supports and promotes volunteer efforts</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Provides programs and services that are accessible to all residents</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Operational Excellence</b>			
<i>We have the organizational capability to deliver consistent and defined levels of service to all stakeholders in a professional, efficient, and cost effective manner</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Staff have the knowledge, skills and capability to perform their jobs</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Streamlines operational processes and policies</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Promotes engagement and professional interaction with stakeholders</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Considers a cost-structure which allows Sturgeon County to remain competitive within a regional, national and global context</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

# Council Policy

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Policy Number: [PLY\_GOV\_Election\_Campaigns\_2017]

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## *Election Campaigns*

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Date Approved by Council :

County Commissioner:

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### 1. Purpose

To instill public confidence in the County's electoral process by clearly defining parameters for the use of County facilities and County resources during election campaigns. These parameters will assist to ensure that all Candidates have access to the same information, and that all members of the Administration remain neutral throughout an election campaign period. This policy relates only to Sturgeon County municipal elections.

### 2. Revision History

<i>Approval Date</i>	<i>Revision Number</i>	<i>Modification</i>
<i>TBD</i>	<i>1.0</i>	<i>New Document</i>

### 3. Persons/Areas Affected

*All Sturgeon County Employees*  
*Council*  
*Election Candidates*

### 4. Policy Statement

In accordance with the *Local Authorities Election Act*, RSA 2000, c. L-21 ("LAEA") and the *Municipal Government Act*, RSA 2000, c.M-26 ("MGA"), it is stated that an elected official serves in that capacity until such time as a newly elected Council is sworn in.

In an election year, it is important that there be a clear and concise delineation between the role of an elected official and the role of a Candidate. This Policy sets out guidelines respecting the use of County resources for election-related purposes to promote public confidence in local government elections and to protect incumbent Candidates from allegations of benefit or privilege or inappropriate use of County resources by taxpayers or other Candidates.

# Council Policy

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**Policy Number:** [PLY\_GOV\_Election\_Campaigns\_2017]

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## 5. Definitions

*Administration* - any member of staff employed by Sturgeon County.

*Candidate* - an individual nominated as a candidate for election as a councillor of a municipality under the LAEA or an individual who intends to be nominated as a candidate for such an election and accepts campaign contributions or incurs campaign expenses.

*County* - the municipality of Sturgeon County.

*County Facilities* - any County-owned or County-leased building, office, structure or parking lot and any property developed or used by the County as a public park, sports field, playground or recreational area.

*County Commissioner* - the Chief Administrative Officer as defined within the *Municipal Government Act*, RSA 2000 c.M-26, as amended.

*County Resources* - resources (including human resources) paid for or acquired with County funds, and includes but not limited to, staff time, equipment, technology, financial assets and nonfinancial assets (for example, vehicles, material, paper or electronic documents, tools, electronic equipment, (ie: fax machines, photocopiers, printers, computers, cell phones, telephones, and phone numbers), County funds, promotional material, Internet services (including e-mail and social media), and intellectual property, such as County logos, crests, or slogans.

*Council* - the current municipal Council of Sturgeon County.

*Election* -

1. a municipal election, by-election, or vote on a question, held in accordance with the LAEA;
2. an election pursuant to the *School Act*, RSA 2000, c.S-3, as amended for the Province of Alberta, and
3. elections as required for provincial or federal office.

*Election Day* - the date of voting for the County's municipal election or by-election.

*Nomination Day* - the date when individuals submit their nomination papers indicating their intent to run in a municipal election or by-election (4 weeks prior to Election Day).

# Council Policy

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**Policy Number:** [PLY\_GOV\_Election\_Campaigns\_2017]

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*Social Media* - freely accessible, third-party hosted, interactive technologies used to produce, post and interact through text, images, video to inform, share, promote, collaborate or network.

## 6. Responsibilities

- The County shall balance the need for freedom of expression and assembly of Candidates with its legal responsibility to ensure no unfair advantage exists for any Candidate or a supporter of a question on a ballot during an election.
- This Policy is applicable for all municipal elections and by-elections, as well as a vote on a municipal bylaw or question.
- The County's election processes are governed by the LAEA, as well as any other related County Bylaws.
- While applicable legislation may include provisions which regulate the conduct of Candidates and Administration, there is opportunity for the County to ensure documentation is in place to further ensure that its election practices reflect fairness, accountability and transparency.
- The County Commissioner is responsible for administrative compliance with this Policy, and Council is responsible for compliance by its members, County Bylaws, the *Municipal Government Act*, and other applicable legislation.

## 7. Procedures

### **Candidates & Members of Council:**

- a. Once nomination papers are filed with the Returning Officer on Nomination Day, responses to Candidate campaign requests or for general information shall be distributed to all Candidates via email communication. This is to ensure that all Candidates have access to and are provided with the same information at the same time.
- b. Members of Council are elected in the capacity of Mayor or Councillor, and serve in that capacity until such time as newly elected Council members are sworn in, resign, or are disqualified. Therefore, this Policy shall not limit a member of Council who is also a Candidate from performing his or her duties as Mayor or Councillor as prescribed by the *Municipal Government Act*, nor impede him or her from representing the interests of their constituents.
- c. All Candidates will receive equal treatment and access to public information from County Administration regardless of whether the Candidate is an incumbent.



# Council Policy

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**Policy Number:** *[PLY\_GOV\_Election\_Campaigns\_2017]*

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- d. No Candidate is permitted to create a link to the County's website or devices to any campaign-related material or websites. County content, graphics, logos or other branding, shall not be used for any campaign related material.
- e. Current members of Council shall not use County devices for campaign or campaign-related purposes. Any social media accounts used for campaign purposes must be set up on personal devices.
- f. While holding the office of Mayor or Councillor for the County, no member of Council shall use County funds for any purpose relating to a campaign, campaign period or campaign-related activities, including funding or resources required for any form of media advertising for the purpose of discussing or promoting the election process.
- g. No County facilities or County resources shall be used for any election campaign or campaign-related activities, except on the same basis that would normally be made available to members of the public, and in accordance with a valid rental contract, if applicable.
- h. Campaigning and posting or distributing of campaign material in or on a County facility is prohibited for individual Candidates. The only exception may be an all Candidates Forum.

**Administration:**

- i. The County Commissioner shall not participate in any municipal campaigns.
- j. General Managers and Legislative Services Department staff shall not participate in County municipal campaigns. These positions are required to maintain an impartial relationship with all Candidates.
- k. Administration shall not participate in or conduct any work in support of a Candidate or a campaign while being compensated for work by the County. However, Administration may participate in Candidate campaigns on their own time.
- l. Under no circumstances can Administration working on a campaign portray themselves as acting on behalf of the County.

# Council Policy

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**Policy Number:** *[PLY\_GOV\_Election\_Campaigns\_2017]*

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- m. No member of Administration shall use or attempt to use their position at the County to influence other members of Administration to affect the outcome of an election or a vote on a question to the public.
- n. All members of Administration shall treat all Candidates in the same manner throughout the election campaign period. All members of Administration shall remain neutral while being compensated by the County, and ensure that the County conducts its election without influence.

## 8. Cross Reference

*Local Authorities Election Act, RSA 2000, c.L-21*