



Sturgeon County
Meeting Agenda - Final
Committee of the Whole

9613-100 Street
Morinville, Alberta
T8R 1L9

Tuesday, January 9, 2018

2:00 PM

Council Chambers

A. CALL TO ORDER

B. APPOINTMENTS

B.1 Compliance Certificate Policy

Attachments:

[Briefing Note](#)
[Policy DEV-COM-1](#)
[Compliance Certificate Policy](#)

Clayton Kittlitz, Manager, Current Planning and Development Services

B.2 Alcomdale Waterline Project Update

Attachments:

[Briefing Note](#)
[Alcomdale Water Co-op Letter](#)
[Presentation](#)

Lisa Liusz Senio, Manager, Utility Services

B.3 In-Camera - Alcomdale Infrastructure Transfer Information
In-Camera in accordance with Section 24 of the Freedom of Information and Protection of Privacy Act

Attachments:

[In-Camera Insert](#)
[Alcomdale Water Co-op Letter](#)

Lisa Liusz Senio, Manager, Utility Services

C. ADJOURNMENT



Sturgeon County

9613-100 Street
Morinville, Alberta
T8R 1L9




Legislation Text

File #: INF-339-17, **Version:** 1

Compliance Certificate Policy

Briefing Note

Title	Compliance Certificate Policy
Issue	To inform Council on the proposed new Compliance Certificate Policy.
Previous Council Direction	Policy DEV-COM-1 was approved by Council on October 28, 1999.
Report	<p><u>Background Information</u></p> <ul style="list-style-type: none">• A Compliance Certificate is a letter accompanied by a stamped Real Property Report and signed by a Development Officer confirming compliance of improvements on a subject parcel with the current Land Use Bylaw and the Alberta Building Code. These certificates are normally asked for by legal firms when a property changes ownership.• Issuance of compliance certificates is not a requirement under the <i>Municipal Government Act</i>. Ultimately, it is a non-statutory service available for fee, initiated through request by a resident (or legal representative) to evaluate the current status of compliance for any given property. Given the non-essential element of this service, the process to obtain and administer Compliance Certificates is not addressed in the Land Use Bylaw 1385/17, but rather by means of a policy and procedure.• On average, the Current Planning and Development department accepts 160 requests for compliance certificates per year. An application fee of \$180 applies to cover the time spent by staff to review the relevant property file, and provide response.• The existing policy dates back to 1999 and needs to be updated and expanded upon. It also refers to “planning documents” that are vague. It should, in fact, refer to the current Land Use Bylaw and the Alberta Building Code specifically.• The proposed policy specifically addresses the Land Use Bylaw and the Alberta Building Code and also provides for a Statement of Non-Compliance and a Statement of Non-Conformance. Having definitions added to the policy also provides for greater clarity than the previous policy did. <p><u>External Communication</u></p> <ul style="list-style-type: none">• None

	<p><u>Relevant Policy/Legislation/Practices:</u></p> <p>None.</p>
Implication	<p><u>Strategic Alignment:</u></p> <p>Sturgeon County Strategic Plan 2012 -2021</p> <p>Focus Area: Strong Local Governance and Regional Leadership</p> <p>Goal 1.1.1 Policies and directives are in place to review Council and Administration processes.</p> <p>Focus Area: Operational Excellence</p> <p>Goal 6.1.2 Sturgeon County has streamlined operational processes, through standardization and continuous improvement.</p> <p>Goal 6.1.3 Sturgeon County has policies, operating systems and practices that support effective engagement and professional interaction with stakeholders.</p> <p><u>Organizational:</u></p> <p>The new policy will provide more transparency and guidance to the public as well as Administration in administering applications for compliance certificates.</p> <p><u>Financial:</u></p> <p>Application fees for compliance certificates reflect the effort in processing the application.</p>
Follow Up Action	<p>1. Policy ply_SER_DEV_Compliance_Certificate_2018 will be refined as required and presented to Council for approval.</p>
Attachment (s)	<p>1. Policy DEV-COM-1</p> <p>2. Compliance Certificate Policy (ply_SER_DEV_Compliance_Certificate_2018)</p>
Report Reviewed by:	<p></p> <p>Clayton Kittlitz, Manager, Current Planning and Development</p> <p></p> <p>Collin Steffes, Acting General Manager Integrated Growth</p> <p></p> <p>Rick Wojtkiw, Acting County Commissioner-CAO</p>



County Policy

Policy Number: DEV-COM-1

Compliance Certificate

Approved: 99/10/28

Resolution Number: 433/99

Policy Statement:

Sturgeon County will provide a Compliance Certificate to ensure that the development of land is in accordance with approved planning documents.

Council Policy

Policy Number: ply_SER_DEV_Compliance_Certificate_2018

Compliance Certificate Policy

Date Approved by Council:

County Commissioner:

1. Purpose

To establish a consistent level of service with regard to the processing and review of applications for Compliance Certificates for lands under the jurisdiction of Sturgeon County.

2. Revision History

<i>Approval Date</i>	<i>Revision Number</i>	<i>Modification</i>
<i>TBD</i>	<i>1.0</i>	<i>Replaces Policy DEV-COM-1 adopted in 1999.</i>

3. Policy Statement

When requested by a landowner or their agents, and provided a fee for service is paid, Sturgeon County shall determine if uses and improvements on a parcel are in compliance with the County's Land Use Bylaw. Sturgeon County shall issue a Compliance Certificate when developments on a subject parcel comply with Sturgeon County's Land Use Bylaw and the Alberta Building Code. A Statement of Non-Compliance or a Statement of Non-Conformance will be issued when developments do not comply with the current Land Use Bylaw, detailing the extent of non-compliance or non-conformance.

4. Definitions

Compliance Certificate - means a letter accompanied by a stamped Real Property Report and signed by a Development Officer confirming compliance of improvements on a subject parcel with the current Land Use Bylaw and the Alberta Building Code.

Real Property Report - means a legal document, prepared by an Alberta Land Surveyor, that clearly illustrates the location of significant visible improvements relative to property boundaries.

Statement of Non-Compliance - means a letter detailing the non-compliance of improvements on a parcel, as per the Real Property Report, with respect to the existing Land Use Bylaw.

Statement of Non-Conformance - means a letter detailing the non-conformance of the improvements on a parcel, as per the Real Property Report, with respect to the existing Land Use Bylaw.

5. Roles and Responsibilities

Current Planning and Development Services will be responsible for issuing Compliance Certificates and Statements of Non-Compliance and Non-Conformance.

Council Policy

Policy Number: ply_SER_DEV_Compliance_Certificate_2018

6. Cross References

Compliance Certificate Procedure
Fees and Charges Schedule
Encroachment Agreement Policy
Encroachment Agreement Procedure



Sturgeon County

9613-100 Street
Morinville, Alberta
T8R 1L9

Legislation Text

File #: PRS-081-17, **Version:** 1

Alcomdale Waterline Project Update

Briefing Note

Title	Alcomdale Water Pipeline Project Update
Issue	Presentation of the Alcomdale Water Pipeline Project Update.
Previous Council Direction	<p><u>August 22, 2017</u> Motion 365/17: 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 (plus GST).</p> <p><u>March 28, 2017</u> Motion 125/17: 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>Motion 126/17: That Council direct Administration to take action as indicated within the Request for Decision dated March 28, 2017.</p> <p>Motion 127/17: 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>Motion 128/17: 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>Motion 129/17: That Council approve the water pipeline Route #1, as recommended by Stantec Engineering, with the final route determined based on land negotiations.</p> <p>Motion 130/17: That Council authorize negotiations with stakeholders as discussed In-Camera.</p> <p><u>November 10, 2016</u> Motion 344/16: 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>

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.

October 28, 2014

Motion 333/14: That County Council accepts the recommendations of the Alcomdale Waterline Feasibility Report and 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 334/14: That County Council approves submission of a request for funding under the Water for Life 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.

August 12, 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.

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.
Report	<p><u>Background Information</u></p> <ul style="list-style-type: none"> • 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 which stated that 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. • On 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/m³ will recoup the cost of this expenditure in 15 years. • Based on the results of the tender evaluation, Stantec Consulting recommends Weaver Group Ltd. be awarded the contract for the

	<p>Alcomdale Water Pipeline in the amount of \$3,107,875 plus GST</p> <ul style="list-style-type: none"> Contract was awarded to Weaver Group Ltd. as the lowest compliant bidder at a contract price of \$3,107,874 (plus GST). The water pipeline is expected to be commissioned by March 31, 2018. <p><u>External Communication</u></p> <ul style="list-style-type: none"> Administration will continue communicating the project plan with Alcomdale residents, rural residents along the route and the Morinville Colony after awarding of the contract. 42 Letters have been mailed out to residents along the route. Received response from 11 interested residents. Morinville Colony has been communicated to. Staff have facilitated public opens houses and attended Alcomdale Water Co-op board meetings where applicable. <p><u>Relevant Policy/Legislation/Practices:</u></p> <ul style="list-style-type: none"> 2012 Standards and Guidelines for Municipal Waterworks, Wastewater and Storm Drainage Systems Alcomdale License to Operate
Implication	<p><u>Strategic Alignment:</u></p> <p>Respect the Natural Environment - Sturgeon County will continue to comply with Provincial and Federal regulations and legislation.</p> <p>Maintain and Enhance Strong Communities – A water pipeline to Alcomdale promotes and protects the safety of people and property to ensure safe drinking water.</p> <p>Strong Local Governance and Regional Leadership – constructing a waterline to Alcomdale considers fiscal stability and sustainability as it is the only option that provides a positive net revenue.</p> <p>Planned Growth – A water pipeline to Alcomdale will promote and target growth around planned infrastructure.</p> <p><u>Organizational:</u></p> <p>Additional work will include; continue meeting with the water co-op, engaging rural residents along the route, and working directly with the Morinville Colony representatives.</p> <p><u>Financial:</u></p> <ul style="list-style-type: none"> The County's contribution to the project is 10% of the overall projects costs.

	<ul style="list-style-type: none"> • Funding of the County's portion up to \$514,130 paid through utility reserves. • Sturgeon County's contribution to be recouped through utility water rates and connection fees. • Having a supplemental charge of \$1.00/m³ for customers tying into the Alcomdale Waterline, will pay for itself within a 15-year period. • Connection fees for rural customers along the route and Morinville Colony to be determined based on Land Negotiations. • A majority of project funds are expected to be fully disbursed by March 31, 2018. Some holdbacks will be in place through the warranty period.
Follow Up Action	None.
Attachment (s)	<ol style="list-style-type: none"> 1. Alcomdale Water Co-op Letter 2. Presentation
Report Reviewed by:	 Jeff Yanew, Utility Operations Supervisor, Utility Services  Lisa Liusz Senio, Manager, Utility Services  Rick Wojtkiw, Acting County Commissioner-CAO

October 2nd, 2017

From: Chris Hancock, President of Alcomdale Local Development Cooperative Ltd.

To: Jeff Yanew, Utility Operations Supervisor at Sturgeon County

RE: Alcomdale Local Development Cooperative Ltd. Asset Transfer Intent

Dear Jeff,

At our recent Alcomdale Local Development Cooperative (ALDC) Ltd. Member Meeting, it was unanimously decided by the members present that the Co-op intends to negotiate the transfer of assets for both water and wastewater to Sturgeon County. The Co-op believes that there is a value to the County in this asset transfer and that a fair market value can be reached. At the point when Sturgeon County Utilities takes over the system, the residents as well as businesses in Alcomdale will become rate paying customers with Sturgeon County Utilities.

Discussions need to include:

- Determining a value for the system
- Deciding the connections to transfer
- Setting the water and wastewater rates
- Determining the surcharge rate.
- Identifying repairs, upgrades or work that needs to be done to implement the new pipeline.
- Selecting dates for the change over

ALDC intends to continue the co-op business after the transfer until the member/owners decide the next steps for the co-op. The Co-op has no intention of being a bulk water customer or maintaining the wastewater system.

Our next ALDC Executive Meeting, on Wednesday night, I will advise our board that the letter has been delivered. Please acknowledge receipt of this letter and inform us of the process to negotiate the asset transfer. Please cc Sonia Fedorus, our Secretary Treasurer, on all correspondence.

Sincerely,



Chris Hancock

President of Alcomdale Local Development Cooperative Ltd.

402-57000 – HWY 44, Sturgeon County, AB T8R 0J8

(780) 619-8260 HancockC@MacEwan.ca

Sonia's email: AlcomdaleWater@Gmail.com



Alcomdale

Project Update

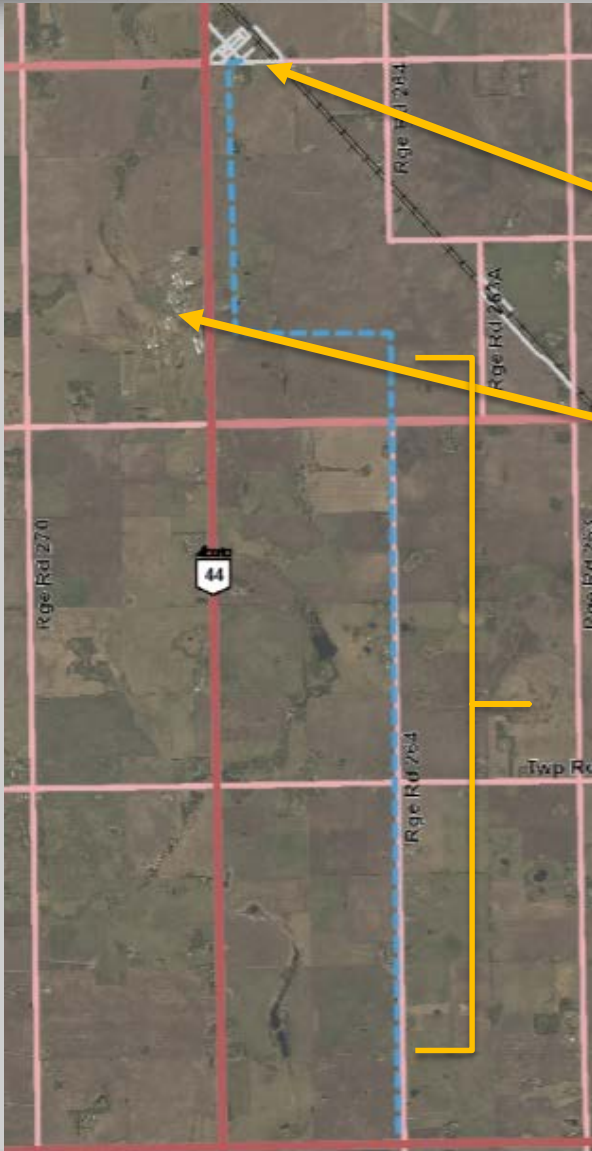
Committee of the Whole
January 9, 2018



Alcomdale History

- Alcomdale was issued a boil water advisory on June 21, 2013.
- Based on this boil water advisory Sturgeon County applied for and received a Water for Life Grant that funds 90% of the engineering and construction costs of installing a new waterline from RQB to Alcomdale.

Alcomdale Waterline Project



New customers include:

1. Alcomdale Residents
2. Morinville Colony
3. Residents on Range Road 264

Alcomdale Waterline Project Progress

- Engineering for this project was completed on October 15, 2017.
- Construction for this project started on October 31, 2017.
- Construction is on schedule for completion by February 28, 2018.
- Commissioning is estimated for March 31, 2018.
- This project must be completed by March 31, 2018 to receive the Water for Life Grant. This is subject to a possible extension that Sturgeon County will be applying for. This extension is needed to meet holdback requirements that exceed the original funding deadline.

Alcomdale Waterline Project: Range Road 264

- 42 Residents along the Range Road were mailed letters informing them of the waterline connection process.
- Residents can connect at any time. There is no deadline.
- Residents wishing to connect to the waterline while the line is being installed were asked to submit their application of interest by October 31, 2017. This was to help ensure the Contractor was made aware of the number of connections to be completed through the contract.
- Future connections will be assessed / approved based on application submissions.

Alcomdale Waterline Project: Range Road 264

- 11 applications have been approved to date under the Water for Life Grant(W4L).
- 1 application has been approved for future business connection (not funded through W4L).
- All applications have been received and processed.
 - The Contractor has taken on contacting each customer to confirm where they would like placement of the Service Stub to be.
 - The Contractor will connect each resident once the waterline is in place.

Alcomdale Waterline Project: Range Road 264

- Connection fees are based on a number of factors and are assessed on an individual basis.
- Connection Fee for Long Service (East side of RR264 and installed under the road):
 - \$5500, based on Contract Pricing + \$2600 for Meter Vault.
- Connection Fee for Short Service (Typically westside, along waterline):
 - \$2500, based on Contract Pricing + \$2600 for Meter Vault.

The Province has approved funding connections (for existing residences only). This means that under the contract, customers along RR264 will receive 90% towards their connection.

Long Service Connection = $\$5500 \times 10\% = \550 (plus \$2600)

Short Service Connection = $\$2500 \times 10\% = \250 (plus \$2600)

Alcomdale Waterline Project: Morinville Colony

- The Morinville Colony will become a bulk water customer.
- Sturgeon County is in regular contact with the Morinville Colony with respect to connection negotiations.

Alcomdale Waterline Project: Alcomdale Residents

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(780) 619-8260 HancockC@MacEwan.ca

Sonia's email: AlcomdaleWater@Gmail.com

The Alcomdale Water Co-op has formally indicated that they wish to negotiate the transfer of their assets for both water and wastewater to Sturgeon County with the intent of becoming utility rate paying customers with Sturgeon County Utilities.



Alcomdale Waterline Project

Questions ?



Sturgeon County

9613-100 Street
Morinville, Alberta
T8R 1L9

Legislation Text

File #: PRS-082-17, **Version:** 1

In-Camera - Alcomdale Infrastructure Transfer Information

*****In-Camera in accordance with Section 24 of the *Freedom of Information and Protection of Privacy Act******



Agenda Item:

B.3

Committee of the Whole Meeting:

January 9, 2018

Item:

In-Camera – Alcomdale Infrastructure Transfer
Information

*****In-Camera in accordance with Section 24 of the
*Freedom of Information and Protection of Privacy Act******



Attachments have been severed from the public agenda package in keeping with Section 24 of the *Freedom of Information and Protection of Privacy Act*.

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