



Sturgeon County
Meeting Agenda - Final
Committee of the Whole

9613-100 Street
Morinville, Alberta
T8R 1L9

Tuesday, March 13, 2018

2:00 PM

Council Chambers

A. CALL TO ORDER

B. APPOINTMENTS

- B.1** 2:00 p.m. - 2018 STARS Foundation Information Update and Cheque Presentation

Attachments: [Presentation](#)

Glenda Farnden, STARS Municipal Relations Liaison - STARS Foundation

- B.2** 2:30 p.m. - Metrix Group LLP - Role of the Auditor Presentation (1 hour)

Attachments: [Presentation](#)
[2017 Audit Planning Letter](#)

Phil Dirks, CPA, CA, Partner, Metrix Group LLP

- B.3** Use of Engine Retarder Brakes (Jake Brakes) Within Sturgeon County

Attachments: [Briefing Note](#)
[By-Law 844/98](#)

Pat Mahoney, Fire Chief/Manager, Protective Services

- B.4** 2018 Spring Thaw Preparedness

Attachments: [Briefing Note](#)
[Spring Runoff Maintenance Strategy](#)

Max Adu-Safo, Acting Manager, Transportation Services

C. ADJOURNMENT



Sturgeon County

9613-100 Street
Morinville, Alberta
T8R 1L9

Legislation Text

File #: PRS-083-17, **Version:** 1

2:00 p.m. - 2018 STARS Foundation Information Update and Cheque Presentation

2018

WE
ARE
ALL
STARS

STARS®

STARS®

2016/17 YEAR IN REVIEW

>36,000 MISSIONS SINCE 1985

3,022 MISSIONS THIS YEAR

88 EMERGENCY CALLS A DAY

93 MISSIONS A DAY

4,200 REMOTE INDUSTRY SITES REGISTERED

6 BASES IN WESTERN CANADA

11 HELICOPTERS

MEDICAL PERSONNEL TRAINED

2,775

161 OUTREACH TO COMMUNITIES IN 2016

41,328 DONORS AND THREE PROVINCIAL GOVERNMENTS MADE IT ALL POSSIBLE
THANK YOU!



For more information on STARS, please visit stars.ca

TIME – TOOLS - TALENT

Bringing critical care to the patient



TIME – TOOLS - TALENT

Bringing critical care to the patient



William V



LEADING EDGE TECHNOLOGY

Bringing critical care to the patient



Hamilton T-1
Transport Ventilator
Adult / Pediatric /
Neonatal



I-Stat Lab
Hemoglobin
Blood Gases
Electrolytes



Ultrasound
Diag. Collapsed lungs
Diag. Internal bleeding



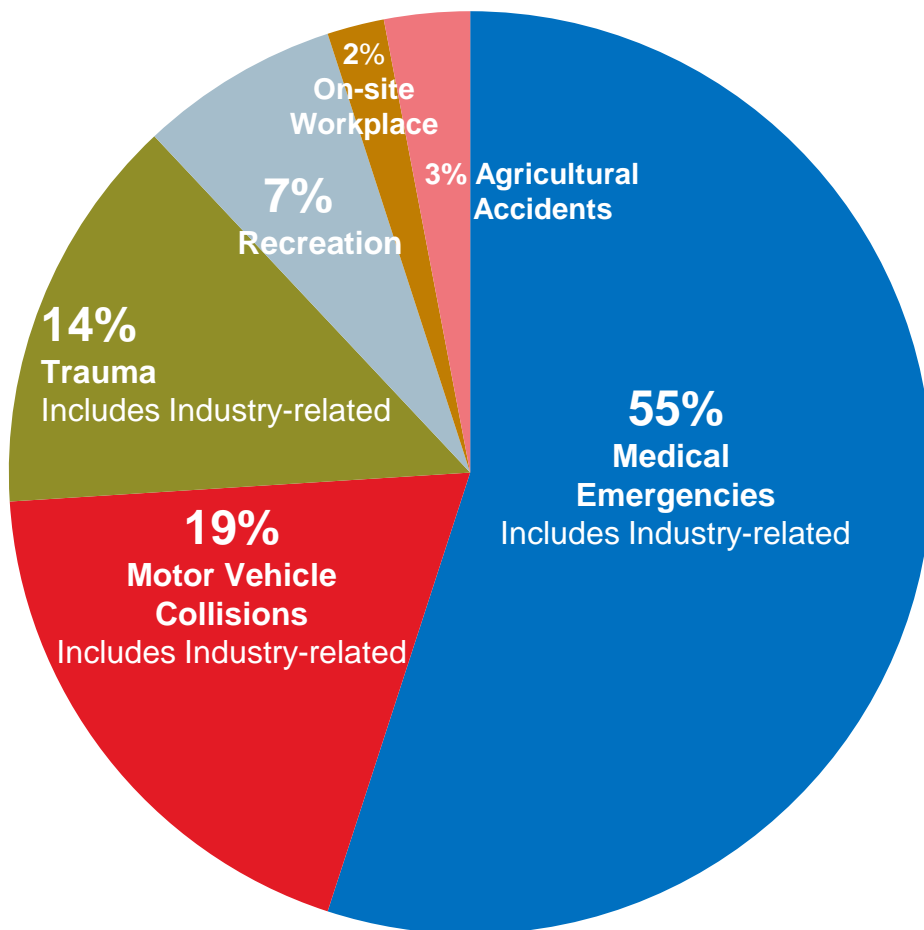
EZ-IO Drill
Time-sensitive
Life threatening
Severe trauma
Immediate I.V. access



Video Laryngoscope
Advancing patient care
Advancement in patient safety

NEED AND DEMAND

Rural residents disadvantaged by time & distance



Types of Missions

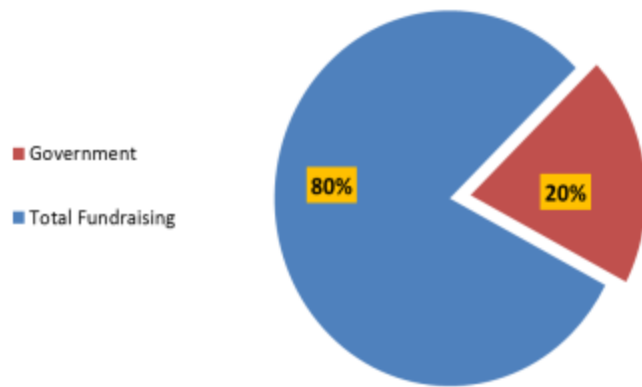
- Medical Emergencies 55%
- Motor Vehicle Collisions 19%
- Trauma Related 14%
- Recreational Accidents 7%
- Industry/Workplace Accidents 2%
- Agricultural Accidents 3%

FUELED BY GENEROSITY

Achieving successes together



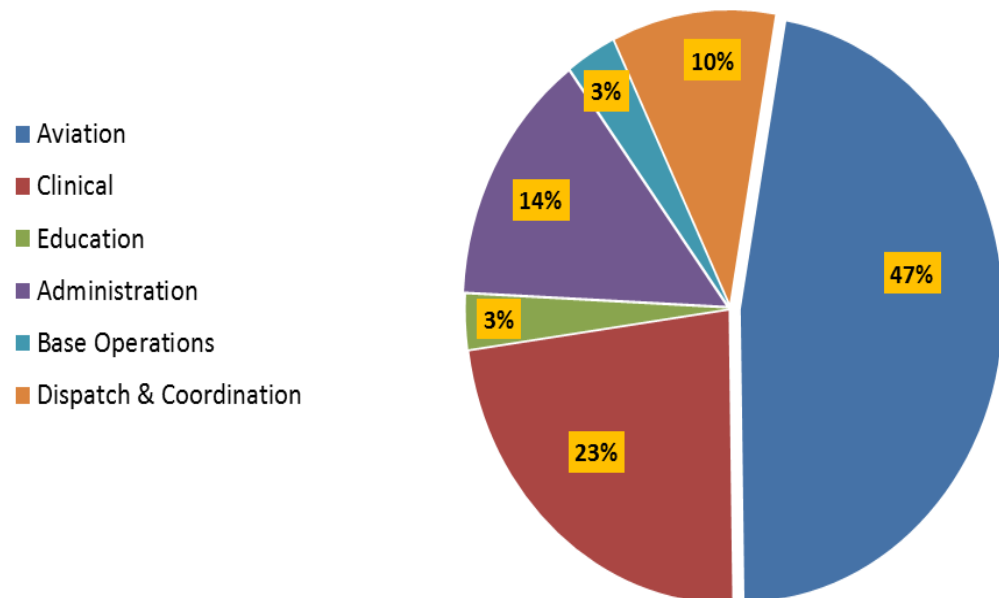
STARS Alberta Funding



Funding in Thousands

AB Government Funding	\$ 7,099
Total Operating Costs /Capital Expenditures	\$ 35,737
AB Government Funding as a Percent of Costs	20%
STARS Gross Fundraising	\$ 16,010
AB Lottery	\$ 12,263
Calendar	\$ 1,014
Site Registration / Emergency Contact Centre	\$ 3,311

STARS Alberta Expenditures - (3 Bases)



2018 STARS LOTTERY ALBERTA

Provides 1/3 of operating costs in Alberta



WHAT'S THE MOST
REASSURING SOUND
IN AN EMERGENCY?



FINAL TICKET DEADLINE MARCH 22
starslotteryalberta.ca

STURGEON COUNTY (MAJORITY ALL SCENE CALLS)

Averaging 2 – 3 missions per month



Mission Breakdown	2011	2012	2013	2014	2015	2016	2017	Total
Near Alcomdale	1							1
Near Alexander	1	1		1		1	1	5
Near Bon Accord	3	1	2		1	1		8
Near Busby – Hwy 651							1	1
Near Calahoo		2	1	1			2	6
Near Cardiff			1					1
Near Fort Saskatchewan						4	1	5
Near Gibbons	4	6	9	5	5	4	1	34
Near Legal				3	3	1	1	8
Near Morinville	5	4	3	3	8	1	2	26
Near Namao	3	4		1			1	9
Near Redwater Inter-facility	5	9	7	5	7	2	3	38
Near Redwater Scene	2	9	6	6	6	2	2	33
Near Riviere Qui Barre				1	1			2
Near St. Albert							2	2
Near Villeneuve	3	1	2		2			8
TOTAL Avg. 26 per year	27	37	31	26	33	16	17	187

OUR NEIGHBORHOOD

Averaging approx. 3 – 4 missions every week



Mission Breakdown	2011	2012	2013	2014	2015	2016	2017	Total
County of Barrhead	29	13	16	28	21	12	15	134
Westlock County	26	20	31	28	22	19	15	161
County of Thorhild	5	4	1	3	8	3	3	27
Lamont County	8	9	12	8	11	14	8	70
Strathcona County	22	8	3	2	4	1	5	45
Parkland County	41	29	39	29	23	34	16	211
Lac Ste. Anne County	33	25	19	30	33	28	20	188
Athabasca County	50	55	50	51	45	28	24	303
Sturgeon County	27	37	31	26	33	16	17	187
TOTAL Avg. 189 missions per year	241	200	202	205	200	155	123	1326



Municipal Leaders



B.C. - Peace River Regional District
(7) ★★★★★★★

90% Rural Municipalities ★

- Up to \$65 per capita
- Up to \$200K per year

Urban Municipalities ★

- \$2 - \$5 per capita

Sturgeon Lake Cree Nation 

Generating \$1.7M per year
(rural & urban)



STURGEON COUNTY

A Municipal Leader Saving Lives!



THANK YOU!

- Your continued commitment of support @ \$40,000 per year
- Recognizing STARS – A vital asset of your protective services

Ensure the safety and quality of life for your residents

Protect and preserve STARS for future generations





Sturgeon County

9613-100 Street
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2:30 p.m. - Metrix Group LLP - Role of the Auditor Presentation (1 hour)

GOVERNMENT FINANCE & AUDIT

METRIX GROUP LLP

CHARTERED PROFESSIONAL ACCOUNTANTS

PHIL DIRKS, CPA, CA
PARTNER



A BIT ABOUT US

■ OFFICES

- EDMONTON
- WHITECOURT
- LLOYDMINSTER

■ LOCAL GOVERNMENTS

- 13 COUNTIES
- 16 TOWNS
- COMMISSIONS, AUTHORITIES, VILLAGES

■ SCHOOL DIVISIONS (8)

■ OTHER AUDIT CLIENTS

- CREDIT UNIONS
- NOT-FOR-PROFIT ORGANIZATIONS
- GAS CO-OPERATIVES

AGENDA / PREVIEW

- **MUNICIPAL GOVERNMENT ACT REQUIREMENTS**
- **WHAT IS A FINANCIAL STATEMENT AUDIT?**
- **PUBLIC SECTOR ACCOUNTING STANDARDS (PSAS)**
- **QUESTIONS**

MUNICIPAL GOVERNMENT ACT

- SECTION 276
- PREPARE ANNUAL FINANCIALS IN ACCORDANCE WITH PSAS
- PREPARE *FINANCIAL INFORMATION RETURN*
- DUE MAY 1 FOLLOWING YEAR
- COUNCIL MUST APPOINT ONE OR MORE AUDITORS
- AUDITOR REPORT TO COUNCIL IMPROPER OR UNAUTHORIZED TRANSACTIONS OR NON-COMPLIANCE



"I HAVEN'T FOUND ANYTHING WRONG WITH
YOUR BOOKS YET, BUT IT'S OK FOR YOU TO
GO AHEAD AND WORRY A BIT LONGER."

FUNDAMENTAL PRINCIPLES OF AUDITOR

- **INTEGRITY**
- **OBJECTIVITY**
- **PROFESSIONAL COMPETENCE & DUE CARE**
- **CONFIDENTIALITY**
- **PROFESSIONAL BEHAVIOUR**



CANADIAN AUDITING STANDARDS

- **AUDITOR SHALL APPLY ALL CASs RELEVANT TO AUDIT**
 - MORE THAN 500 “THE AUDITOR SHALL”
- **CAS 200 – OBJECTIVES OF AN AUDIT**
- **CAS 240 – AUDITORS’ RESPONSIBILITIES RE: FRAUD**
- **CAS 260 / 265 – COMMUNICATING WITH GOVERNANCE**
- **CAS 320 - MATERIALITY**

CAS 200 – OBJECTIVES OF AN AUDIT

- **ENHANCE DEGREE OF CONFIDENCE OF INTENDED USERS**
- **AUDITOR EXPRESSES OPINION ON FINANCIALS**
- **AUDITOR OBTAINS REASONABLE ASSURANCE**
 - FINANCIALS FREE OF MATERIAL MISSTATEMENTS
 - FRAUD OR ERROR
- **REASONABLE ASSURANCE = HIGH LEVEL ASSURANCE**
 - NOT ABSOLUTE ASSURANCE
 - MOST AUDIT EVIDENCE IS PERSUASIVE NOT CONCLUSIVE
- **PROFESSIONAL JUDGMENT**
- **PROFESSIONAL SKEPTICISM**

PROFESSIONAL JUDGMENT

- **ESSENTIAL TO PROPER CONDUCT OF AN AUDIT**
- **MATERIALITY / AUDIT RISK**
- **NATURE, TIMING, & EXTENT OF AUDIT PROCEDURES**
- **EVALUATING SUFFICIENT APPROPRIATE AUDIT EVIDENCE**
- **DRAWING CONCLUSIONS**
 - **REASONABLENESS OF MANAGEMENT ESTIMATES**
- **PROFESSIONAL SKEPTICISM**

PROFESSIONAL SKEPTICISM

- CONTRADICTIONARY AUDIT EVIDENCE
- RELIABILITY OF DOCUMENTS AND RESPONSES TO INQUIRIES
- CONDITIONS THAT MAY INDICATE FRAUD
- EVALUATING SUFFICIENT APPROPRIATE AUDIT EVIDENCE
- CRITICAL ASSESSMENT OF AUDIT EVIDENCE
- TRUST BUT VERIFY



CAS 240 – AUDITORS' RESPONSIBILITIES FRAUD

- **CONCERNED WITH FRAUD = MATERIAL MISSTATEMENT**
 - RISK OF NON-DETECTION > RISK OF ERROR
 - RISK OF MANAGEMENT FRAUD > EMPLOYEE FRAUD

- **FRAUDULENT FINANCIAL REPORTING**
 - MISSTATEMENT IS INTENTIONAL

- **MISAPPROPRIATION OF ASSETS**
 - THEFT

- **PREVENTION / DETECTION MANAGEMENT RESPONSIBILITY**
 - WITH COUNCIL OVERSIGHT

CAS 240 – AUDITORS’ RESPONSIBILITIES FRAUD

- **PROFESSIONAL SKEPTICISM**
- **ENGAGEMENT TEAM DISCUSSION**
- **INQUIRIES OF MANAGEMENT / EMPLOYEES / COUNCIL**
- **PRESUMED RISK OF FRAUD IN REVENUE RECOGNITION**
- **ELEMENT OF UNPREDICTABILITY IN AUDIT PROCEDURES**
- **TEST JOURNAL ENTRIES (RISK MANAGEMENT OVERRIDE)**
- **REVIEW ACCOUNTING ESTIMATES FOR BIAS**
- **WRITTEN REPRESENTATIONS**

ELEMENT OF UNPREDICTABILITY?????



"We're going to parachute in and do a surprise audit, but I want to keep the whole thing low key."

CAS 240 – AUDITORS' RESPONSIBILITIES FRAUD

- IF AUDITOR SUSPECTS / FINDS FRAUD
 - COMMUNICATE WITH APPROPRIATE LEVEL OF MANAGEMENT
 - IF MANAGEMENT FRAUD COMMUNICATE TO COUNCIL



CAS 320 – MATERIALITY

- **DETERMINATION REQUIRES PROFESSIONAL JUDGMENT**
- **AUDITOR ASSUMES USERS...**
 - ❑ HAVE REASONABLE KNOWLEDGE BUSINESS / ACCOUNTING
 - ❑ UNDERSTAND FINANCIALS AUDITED TO LEVELS OF MATERIALITY
 - ❑ RECOGNIZE UNCERTAINTIES INHERENT (ESTIMATES, ETC.)
 - ❑ MAKE REASONABLE ECONOMIC DECISIONS
- **MATERIAL = INFLUENCE ECONOMIC DECISIONS OF USERS**
 - ❑ INDIVIDUALLY OR IN THE AGGREGATE (CAS 450)
- **REDUCE UNCORRECTED AND UNDETECTED MISSTATEMENTS**
 - ❑ TO APPROPRIATELY LOW LEVEL
- **BENCHMARKS**
 - ❑ PROFIT BEFORE TAX
 - ❑ TOTAL REVENUE / EXPENSES

CAS 260 – COMMUNICATION WITH COUNCIL

- **PROMOTE EFFECTIVE TWO-WAY COMMUNICATION**
 - WRITTEN OR ORAL
- **CLEARLY COMMUNICATE AUDITORS' RESPONSIBILITIES**
 - PLANNED SCOPE & TIMING (AUDIT PLANNING LETTER)
- **PROVIDE TIMELY OBSERVATIONS ARISING FROM THE AUDIT**
 - AUDIT FINDINGS LETTER
 - SIGNIFICANT FINDINGS
 - VIEWS ABOUT COUNTY'S ACCOUNTING PRACTICES, POLICIES
 - UNCORRECTED MISSTATEMENTS
 - SIGNIFICANT DIFFICULTIES
 - INDEPENDENCE

AUDITORS' REPORT

- **FORM AN OPINION BASED ON AUDIT EVIDENCE**
- **EXPRESS OPINION CLEARLY THROUGH WRITTEN REPORT**
- **UNMODIFIED OPINION**
 - ❑ REASONABLE ASSURANCE FS FREE OF MATERIAL MISSTATEMENT =
 - ❑ FRAUD OR ERROR
- **MODIFIED**
 - ❑ CONCLUDES NOT FREE OF MATERIAL MISSTATEMENT, OR
 - ❑ UNABLE TO OBTAIN SUFFICIENT APPROPRIATE AUDIT EVIDENCE TO CONCLUDE



OPERATIONAL AUDITS

- EXAMINE ECONOMY, EFFICIENCY, EFFECTIVENESS
- ARE INTERNAL CONTROLS & PROCESSES EFFICIENT / EFFECTIVE?
- HOW COUNTY CONDUCTS BUSINESS
 - VALUE FOR MONEY

FINANCIAL STATEMENT OBJECTIVES

- **AID UNDERSTANDING OF GOVERNMENT FINANCIAL OPERATIONS**
- **PROMOTE ACCOUNTABILITY**
 - INCLUDING COMPARISON TO BUDGET
- **LIABILITIES & FINANCIAL ASSETS**
- **COSTS OF SERVICES**
- **ASSESS WHETHER FINANCIAL POSITION IMPROVED / DETERIORATED**
 - NET DEBT = 1ST INDICATOR (FINANCIAL ASSETS LESS LIABILITIES)
 - ACCUMULATED SURPLUS = 2ND INDICATOR

Sturgeon County

Statement of Financial Position

December 31 st	2016	2015
Financial Assets		
Cash and short-term investments (Note 3)	\$ 46,995,925	\$ 38,899,495
Accounts receivable (Note 4)	5,843,993	9,914,074
Loans Receivable (Note 5)	3,755,022	3,895,809
Investments (Note 6)	4,465,239	1,402,774
Land held for resale	-	213,536
Total financial assets	61,060,179	54,325,688
Liabilities		
Accounts payable and accrued liabilities (Note 9)	13,811,497	14,782,610
Long-term debt (Note 10)	30,383,410	30,547,831
Deferred revenue (Note 11)	33,835,600	32,850,999
Total liabilities	78,030,507	78,181,440
Net Debt (Note 17)	(16,970,328)	(23,855,752)
Non-Financial Assets		
Prepaid expenses	533,773	474,082
Inventory for consumption (Note 7)	1,984,668	2,194,351
Tangible capital assets (Schedule 6) (Note 8)	249,869,902	247,807,977
Total non-financial assets	252,388,343	250,476,410
Accumulated Surplus (Schedule 1)	\$ 235,418,015	\$ 226,620,658

The accompanying schedules, summary of significant accounting policies and notes are an integral part of these financial statements.

Sturgeon County

Statement of Operations and Accumulated Surplus

For the year ended December 31 st	Budget (unaudited)	2016	2015
Revenues			
Net municipal taxes (Schedule 3)	\$ 41,064,752	\$ 42,238,185	\$ 38,888,777
Special levies	1,126,797	934,165	1,029,198
Government transfers for operating (Schedule 4)	1,404,602	1,573,833	2,020,318
User fees and sales of goods	7,244,274	7,951,851	8,250,867
Return on investments	298,000	526,570	489,489
Licenses and permits	833,204	844,654	1,026,679
Inter-municipal agreements	312,572	706,602	720,538
Penalties on taxes and service charges	280,000	338,295	311,604
Other revenue	525,129	1,467,555	914,411
	53,089,330	56,581,710	53,651,881
Expenses (Schedule 5)			
Transportation	20,250,549	22,292,475	20,320,305
Administration and Building Services	10,229,940	10,119,431	8,994,257
Utilities	5,591,862	6,522,689	6,490,624
Planning, Economic Development, and Engineering	5,906,546	5,183,894	4,526,815
Protective Services	3,377,044	3,204,866	3,325,856
Community Services	2,693,567	2,861,725	3,254,775
Agriculture Services	2,493,107	2,304,414	2,249,654
Council	748,730	682,267	666,613
Fleet	50,887	-	69,382
	51,342,232	53,171,761	49,898,281
Annual surplus before other income	1,747,098	3,409,949	3,753,600
Other income			
Government transfers for capital (Schedule 4)	4,692,000	5,312,665	2,536,966
Developer off site levies	150,000	74,743	1,921,489
	4,842,000	5,387,408	4,458,455
Annual surplus	6,589,098	8,797,357	8,212,055
Accumulated surplus at beginning of year	226,620,658	226,620,658	218,408,603
Accumulated surplus at end of year (Schedule 1)	\$ 233,209,756	\$ 235,418,015	\$ 226,620,658

The accompanying schedules, summary of significant accounting policies and notes are an integral part of these financial statements.

Sturgeon County

Schedule of Accumulated Surplus

Schedule 1

For the year ended December 31 st	Budget (unaudited)	2016	2015
Deficit from operations	\$ (6,921,226)	\$ (14,439,570)	\$ (15,978,223)
Internally designated (Note 12 Reserve funds)			
Operating	5,344,825	11,201,797	8,835,915
Capital	7,575,179	12,601,496	11,007,105
Total reserves	12,920,004	23,803,293	19,843,020
Equity in tangible capital assets (Schedule 2)	227,210,978	226,054,292	222,755,861
Accumulated Surplus	\$ 233,209,756	\$ 235,418,015	\$ 226,620,658

QUESTIONS?



February 19, 2018

Sturgeon County
9613 – 100th Street
Morinville, AB
T8R 1L9

Sent via e-mail: rwojtkiw@sturgeoncounty.ca

Attention: Council Members

Dear: Council Members

RE: 2017 AUDIT PLANNING

A. INTRODUCTION

The objectives of this letter are as follows:

- a) To communicate clearly with Council our responsibilities in relation to the financial statement audit, and provide an overview of the planned scope and timing of the audit;
- b) To obtain from Council information relevant to the audit;
- c) To provide Council with timely observations arising from the audit that are significant and relevant to Council's responsibility to oversee the financial reporting process; and
- d) To promote effective two-way communication between the auditor and Council.

Clear two-way communication between the auditor and those charged with governance is an integral part of every audit. After reviewing this letter please advise us whether there are additional areas of concern to Council which we should consider.

This letter should not be distributed without the prior consent of Metrix Group LLP and Metrix Group LLP accepts no responsibility to a third party who uses this communication.



B. SERVICES TO BE PROVIDED

We have been engaged by Council to perform the following services:

a) Audit services

- Audit of Sturgeon County's 2017 financial statements.
- Audit of Sturgeon County's 2017 *Financial Information Return*.
- Audit of Sturgeon County's compliance with the Local Authorities Pension Plan *e-guide* for the year ended December 31, 2017.

b) Non-audit services

- Review Engagement Report on the 2017 Annual Family and Community Support Services Program Report.

C. AUDITOR INDEPENDENCE

At the core of the provision of external audit services is the concept of independence. Canadian Auditing Standards (CAS) recommends that we communicate to Council, at least annually, all relationships between our firm and the County that, in our professional judgment, may reasonably be thought to bear on our independence.

We are currently not aware of any relationships between the County and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence. We will provide our annual letter confirming our independence up to the date of our report at the conclusion of the audit.

D. AUDITOR RESPONSIBILITIES

It is important for Council to understand the responsibilities that rest with the County and its management and those that belong to the auditor in relation to the financial statement audit.

Our audit of the County's financial statements will be performed in accordance with Canadian Auditing Standards. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements present fairly, in all material respects, the financial position, results of operations and cash flows of the County in accordance with Canadian public sector accounting standards. Accordingly, we will plan and perform our audit to provide reasonable, but not absolute, assurance of detecting fraud and errors that have a material effect on the financial statements taken as a whole, including illegal acts whose consequences have a material effect on the financial statements.

Canadian Auditing Standards does not require the auditor to design procedures for the purpose of identifying supplementary matters to communicate to Council.

E. MANAGEMENT RESPONSIBILITIES

Management is responsible for the preparation of the financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. The audit of the financial statements does not relieve management or those charged with governance of their responsibilities.

F. PLANNED SCOPE AND TIMING OF THE AUDIT

In gathering our audit evidence, we will utilize an approach to the audit of the County that allows us to issue an audit opinion on the financial statements in the most cost-effective manner, while still obtaining the assurance necessary to support our audit opinion. In performing our audit, our work will be focused on, but not limited to, areas that we believe have a higher risk of being materially misstated.

To assess risk correctly, we will require a clear understanding of the County's operations and the environment it operates in. We will gain this understanding primarily through discussions with management and staff.

Audit Strategy

Based on our knowledge of the County, we anticipate utilizing a combination of tests of relevant internal controls and substantive procedures (analysis of data and obtaining direct evidence as to the validity of the items such as third-party confirmation). This type of approach is more appropriate when an entity processes a high volume of transactions and has strong internal controls. By obtaining some of our assurance through tests of controls, we can reduce the substantive procedures that are required.

Our interim audit testing of the County's internal controls and procedures indicated that we will be able to obtain a portion of our audit evidence through reliance on these internal controls and procedures, with the remainder of the required assurance coming from substantive procedures.

Materiality

Materiality in an audit is used as a guide for planning the nature and extent of audit procedures and for assessing the sufficiency of audit evidence gathered. It is also used in evaluating the misstatements found (if any) and determining the appropriate audit opinion to express. We establish an overall materiality for the financial statements as a whole. The planned overall materiality is based on 2% of the lower of operating revenue or total expenses. We may update our materiality if actual amounts differ significantly from the estimates or circumstances suggest particular balances, results or disclosures may impact users' decisions.

A misstatement, or the aggregate of all misstatements in financial statements, is considered to be material if, in the light of surrounding circumstances, it is probable that the decision of a person who is relying on the financial statements, and who has a reasonable knowledge of business and economic activities (the user), would be changed or influenced by such misstatement or the aggregate of all misstatements. The materiality decision ultimately is based on the auditors' professional judgment.

Management Representations

Management's representations are integral to the audit evidence we will gather. Prior to the release of our report, we will require management's representations in writing to support the content of our report.

Audit Team

Our team consists of the following skilled professionals who have experience working on local government audits:

Phil Dirks, CPA, CA	Engagement Partner
Curtis Friesen, CPA, CA	File Quality Review Partner
Jeff Alliston, CPA, CA	Senior Manager
Edward Telford, CPA, CA	Manager
Stephen Webber, CPA	Senior
Craig Poeter, CPA student	Junior

Timing of the audit

Interim audit work was performed in November 2017.

The year-end audit fieldwork is scheduled to take place during the week of March 26, 2018.

We anticipate presenting the audited financial statements to Council at the April 24, 2018 Council meeting.

G. NEW AND REVISED PUBLIC SECTOR ACCOUNTING BOARD STANDARDS

The following is a summary of recently issued *Public Sector Accounting Board* pronouncements. We encourage the County's accounting staff to review these to determine the potential impact to the County.

Effective Fiscal Years Beginning on or After January 1, 2017

Introduction to Public Sector Accounting Standards (amended)

- Now provides the framework to be followed by government partnerships.

Effective Fiscal Years Beginning on or After April 1, 2017 (earlier adoption is permitted)

PS 2200 - Related Party Disclosures (new)

- Related parties exist when one party has the ability to control or share control over the other party and can be either an entity or an individual. Individuals that are key management personnel or close family members may also be related parties.
- Disclosure is only required when the transactions between related parties take place at a value other than what would have been recorded if they were not related **and** the transactions could have a material financial impact on the financial statements.

PS 3420 - Inter-Entity Transactions (new)

- Specifies how to account for transactions between public sector entities **within** the government reporting entity and relates to the measurement of related party transactions the provider and the recipient.

PS3210 - Assets (new)

- Provides a definition of assets.

PS 3320 - Contingent Assets (new)

- Defines and establishes disclosure standards for contingent assets.

PS 3380 - Contractual Rights (new)

- Defines contractual rights to future assets and revenue and establishes disclosure requirements.

Effective Fiscal Years Beginning on or After April 1, 2018 (earlier adoption is permitted)

PS 3430 - Restructuring Transactions (new)

- Establishes standards for recognizing and measuring the assets and liabilities transferred in a restructuring transaction.
- The transfer of assets and liabilities in a restructuring transaction will be accounted for at their carrying amounts at the transaction date.

Effective Fiscal Years Beginning on or After April 1, 2019 (earlier adoption is permitted)

PS 1201 - Financial Statement Presentation (new)

- Revised standard upon adoption of PS 2601 and PS 3450.

PS 2601 - Foreign Currency Translation (new)

- Establishes standards on how to account for and report transactions that are denominated in foreign currency.

PS 3041 - Portfolio Investments (new)

- Addresses the distinction between temporary and portfolio investments.

PS 3450 - Financial Instruments (new and amended)

- Establishes recognition, measurement and disclosure requirements for derivative and non-derivative financial instruments.

H. AUDIT FEES

We understand that the County demands value and we strive to provide the highest quality services while working with the County to control costs.

We estimate our fees for the audit of the County's 2017 financial statements will be \$29,500. This estimate, which does not include Goods and Services Tax or out-of-pocket expenses, is based on the assumption our responsibilities will be limited to the expression of an opinion on the County's financial statements. We will not be required to perform accounting work, prepare working papers, or provide any other non-audit responsibilities.

Other applicable fees are estimated to be \$1,500 for the Local Authorities Pension Plan audit and \$1,000 for the Family and Community Support Services review engagement.

I. REQUESTS OF COUNCIL

During the course of your duties as Council, you may become aware of additional areas of concern from an audit perspective that you would like us to address. We welcome discussion on any areas of audit concern that you may have.

Additionally, we request that you inform us (prior to the commencement of our year-end work) whether Council has knowledge of any actual, suspected, or alleged fraud affecting the County.

J. COMMUNICATION OF THE RESULTS

At the completion of our audit, we will communicate to Council matters arising from the financial statement audit. Our communication will include the following:

- Matters required to be communicated to the Council under Canadian Auditing Standards including possible fraudulent activities, possible illegal acts, significant weaknesses in internal control and certain related party transactions;
- Our views about significant qualitative aspects of the County's accounting practices, including accounting policies, accounting estimates, and financial statement disclosures;
- Other matters, if any, arising from the audit that, in our professional judgment, are significant to the oversight of the financial reporting process; and
- Any other matters previously agreed to with Council.

We trust this communication will provide you with an update on the current developments within the accounting profession, as well as clarify our responsibility and audit approach.

Please do not hesitate to contact us about any of the above items or other matters of concern to Council.

Yours truly,

METRIX GROUP LLP



Philip J. Dirks, CPA, CA
Partner

PJD/eat

cc: Bill Minnes, Interim Chief Administrative Officer



Sturgeon County

9613-100 Street
Morinville, Alberta
T8R 1L9

Legislation Text

File #: INF-344-17, **Version:** 1

Use of Engine Retarder Brakes (Jake Brakes) Within Sturgeon County

Briefing Note

Title	Use of Engine Retarder Brakes (Jake Brakes) Within Sturgeon County
Issue	Request to review the use of engine retarder brakes in residential areas of Sturgeon County.
Previous Council Direction	September 12, 2017 - Motion 384/17: That Administration research and bring forward a recommendation to Council in Q1 of 2018 regarding restricting the use of jake brakes in residential areas of Sturgeon County.
Report	<p><u>Background Information</u></p> <ul style="list-style-type: none">• A motion was passed on September 12, 2017 requesting Administration to bring forward a recommendation regarding restricting the use of jake brakes in residential areas of Sturgeon County.• Upon review, Enforcement staff concluded that a bylaw regarding use of Engine Retarder Brakes already exists, Bylaw 844/98.• While reviewing enforcement files, complaints surrounding the use of Engine Retarder Brakes specifically were found to be extremely rare. From an enforcement point of view, it is not deemed to be an issue given the lack of complaints raised.• However, the bylaw in place does call for signage indicating where use of Engine Retarder Brakes is prohibited. Currently within Sturgeon County on roadways under the County's authority, it is not believed that any areas are actually signed.• Enforcement Staff will work with Transportation to determine locations that warrant such signage and have applicable signs erected, i.e., heavier populated areas near roadways such as Sturgeon Valley, Villeneuve and Cardiff.• A review of the County Traffic Bylaw is part of Protective Services' 2018 Department Business plan, at which time it is planned to include the provision, use of and prohibition of Engine Retarder Brakes where signed, within it, allowing for the current older bylaw, By-law 844/98, to be repealed.

	<p><u>External Communication</u></p> <ul style="list-style-type: none"> • None. <p><u>Relevant Policy/Legislation/Practices:</u></p> <ul style="list-style-type: none"> • Bylaw 844/98
Implication	<p><u>Strategic Alignment:</u></p> <p>Strong Local Governance and Regional Leadership – The matter is consistent with regular inquiries and review of bylaws in place.</p> <p><u>Organizational:</u></p> <p>No effect. Enforcement will continue to monitor and enforce bylaw where deemed necessary while in place. Collaboration on signage with Transportation will be carried out in upcoming weeks.</p> <p><u>Financial:</u></p> <p>Any associated costs will be part of regular operating budgets.</p>
Follow Up Action	<ol style="list-style-type: none"> 1. Enforcement will work Transportation on need for signage. 2. Item will be considered in review of Traffic Bylaw as per Protective Services 2018 Department Business Plan.
Attachment (s)	<ol style="list-style-type: none"> 1. Bylaw 844/98
Report Reviewed by:	<p>  P. Mahoney, Manager of Protective Services/Fire Chief </p> <p>  Shane Hogan, Acting General Manager, Municipal Services </p> <p>  Bill Minnes, County Commissioner-CAO </p>

BY-LAW 844/98

USE OF ENGINE RETARDER BRAKES

STURGEON COUNTY, MORINVILLE, ALBERTA

WHEREAS, the Highway Traffic Act Chapter H-7 RSA 1980, as amended, provides that Council, with respect to highways under its direction, control and management may make by-laws for the regulation and control of vehicles by defining what constitutes objectionable noise, devising a system or method of determining or measuring that noise, and prohibiting the operation of motor vehicles which in any manner make objectionable noise;

NOW THEREFORE BE IT RESOLVED, that Council of Sturgeon County in the Province of Alberta, enacts as follows:

1. Title And Application

- 1.1 This By-law may be cited as the Use Of Engine Retarder Brakes By-law.
- 1.2 This By-law shall only apply to those portions of Sturgeon County designated by Council from time to time.

2. Definitions

- 2.1 "Truck" means a vehicle designed primarily for the transportation of property or equipment but does not include a chassis-cab, crawler mounted vehicle, trailer, machinery or equipment used in the construction or maintenance of highways or an off-highway vehicle as defined in the Off-highway Vehicle Act.
- 2.2 "Truck Tractor" means a truck that is designed primarily for drawing another vehicle and that is not designed to carry any load other than part of the weight of the vehicle drawn, and includes a vehicle that is designed to accommodate a 5th wheel coupling, but does not include a crane equipment breakdown vehicle.

- 3. No person shall apply or engage engine retarder brakes on any truck or truck tractor within Sturgeon County where signs prohibit the use.

4. Offence

Any person who contravenes any provision of this By-law is guilty of an offence and is liable on summary conviction to a fine of \$100.00

Moved by Councillor MacKay, By-law 844/98 be given first reading this 24th day of March 1998.

CARRIED UNANIMOUSLY

Moved by Councillor Putnam, By-law 844/98 be given second reading this 24th day of March 1998.

CARRIED UNANIMOUSLY

Moved by Councillor Soetaert, By-law 844/98 be submitted for third and final reading this 24th day of March, 1998.

CARRIED UNANIMOUSLY

Moved by Councillor Pasay, By-law 844/98 be given third reading this 24th day of March, 1998.

CARRIED UNANIMOUSLY

Frank Schoenberg
REEVE

L. E. Kurbatov
CHIEF ADMINISTRATIVE OFFICER

A. Coleman
MUNICIPAL SECRETARY



Sturgeon County

9613-100 Street
Morinville, Alberta
T8R 1L9

Legislation Text


File #: INF-044-18, **Version:** 1

2018 Spring Thaw Preparedness



Briefing Note

Title	2018 Spring Thaw Preparedness
Issue	2018 Spring Thaw Preparedness
Previous Council Direction	<p>April 25, 2017 – COW Presentation: Operating and Capital Drainage File update.</p> <p>September 27, 2016 – Motion 319/16: That Council receive the Transportation Operating Report as information and refer challenges and lessons learned to the 2017 Budget process and discussion.</p> <p>September 8, 2015 – Motion 280/15: That County Council receives the 2015 Drainage Season Update as information.</p> <p>October 28, 2014 – Motion 336/14: That Council receives the 2014 Drainage Season update as information.</p>
Report	<p><u>Background Information</u></p> <ul style="list-style-type: none">• Sturgeon County is responsible for the management of storm water flow within its municipal boundaries.• Municipal infrastructure is susceptible to overload during the spring runoff period. Contributing factors to overload are snowfall “melt” volumes, melting velocities, frozen culverts and damaged or poorly functioning infrastructure.• Warm melting temperatures early in the year followed by extreme cold temperatures have resulted in ice-blocked culverts throughout the County.• In addition, large snowfall accumulations have created a significant volume of potential runoff storm water.• As a result of these conditions, Transportation Services is expecting a severe spring runoff; therefore, a preventative maintenance strategy has been developed for implementation. <p><u>External Communication</u></p> <ul style="list-style-type: none">• County Connections;• Ongoing media requests.

Implication	<p><u>Strategic Alignment:</u></p> <ul style="list-style-type: none"> • Strong Local Governance and Regional Leadership – Collaboration with the community. • Planned Growth – Positioning Transportation Services to serve the needs of the community in the face of continued and focused growth. • Maintaining and Enhancing Strong Communities – Focus on engaging residents for feedback on how Transportation Services delivers on community expectations. • Operational Excellence – Focus on improving transportation service delivery to Sturgeon County. <p><u>Organizational:</u></p> <p>Administration will continue to drive productivity improvements and execution within the current funding model.</p> <p><u>Financial:</u></p> <p>Spring runoff maintenance strategy to be executed within limits of approved 2018 budget.</p>
Follow Up Action	None.
Attachment (s)	1. Spring Runoff Maintenance Strategy
Report Reviewed by:	 Maximus Adu-Safo, Acting Manager, Transportation Services  Shane Hogan, Acting General Manager, Municipal Services  Bill Minnes, County Commissioner-CAO

1. Objective:

To reduce the impact of snow melt runoff on public and private infrastructure in Sturgeon County.

2. Background:

Outside of rivers and large bodies of water, local municipal governments are responsible for the management of storm water flow within Municipal Boundaries. Rural infrastructure is susceptible to overload during the spring runoff period. Contributing factors to overload are snowfall “melt” volumes, melting velocities, frozen culverts and damaged or poorly functioning infrastructure.

Warm melting temperatures early in the year followed by extreme cold temperatures have resulted in ice blocked culverts throughout the County. In addition, large snowfall accumulations have created a significant volume of potential runoff storm water. As a result of these conditions, Transportation Services is expecting a severe spring runoff, therefore a preventative maintenance strategy must be implemented.

3. Strategy:

3.1 Traffic Safety

“Road Closed” and “Bridge Closed Barricades” will be stocked and available for use as required. These will be used when a road or bridge washout has occurred or is expected to occur and is deemed non-preventable.

3.2 24 Hour/Day-7 Day/Week on Call Service

Supervisors, staff and equipment will be available throughout the entire spring runoff period for urgent response. Residents must call 780 939-4321 for service.

3.3 Operations (Services)

Snow Clearing (Preventative Measure) - Transportation will deploy a backhoe to multiple known trouble sites to remove snow that is currently blocking culvert ends. This is a preventative maintenance measure. This measure can be taken by the general public using hand tools in order to facilitate natural drainage in their respective areas.

Culvert Steaming (Reactive Measure) - Transportation deploys two (2) in-house steamer units and one (1) or two (2) contract steamer units as necessary. The goal is to facilitate the flow of water through centerline and approach culverts in order to eliminate flooding and/or erosion.

Pumping (Reactive Measure) - Transportation will deploy various sizes of pumps for increasing the flow of water where required. This measure is taken when there is an immediate threat of damage to public or private infrastructure.

3.4 Resident Communication

Transportation Services front line staff will be available during business hours to receive requests for information or services as listed above. Customer Service staff will triage the issues and provide information on the priority system to the residents.

Residents will also be given an estimated time of resolution should their issue fall within the scope of work for Transportation.

3.5 Aftermath/Repair and Maintenance

Roads - If any washouts do occur, Transportation Services will allocate resources to repair and reopen all roads as soon as possible as long as it is safe to do so.

Culverts/Ditches - Transportation Services will use the information gathered during the spring runoff period to plan necessary maintenance work in order to prevent reoccurrence. This includes ditch cleaning, culvert replacements, culvert flushing and culvert end repairs.

4. Priority Areas (Map Attached)

Transportation Services will place dedicated resources within high impact areas such as known troublesome multi lot subdivision areas and industrial parks.

- Cardiff Pittsburgh, ProNorth Industrial Park, Villeneuve, Riviere Qui Barre, Sturgeon Industrial Park,

Dedicated resources will also be placed in targeted areas in order to increase efficiency and response times.

5. Prioritization (Triage) Guidelines:

Transportation Services will dispatch resources with the intention of preventing or resolving damage in accordance with the following priority sequence:

1A: Immediate damage occurring to public infrastructure

1B: Immediate damage occurring to private infrastructure

2A: High risk of damage occurring to public infrastructure

2B: High risk of damage occurring to private infrastructure

3A: Med to low risk of damage occurring to public infrastructure

3B: Med to low of damage occurring to private infrastructure