



Sturgeon County

Meeting Agenda - Final

Council

9613-100 Street
Morinville, Alberta
T8R 1L9

Tuesday, September 11, 2018

9:00 AM

Council Chambers

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 August 28, 2018 Regular Council Meeting Minutes

Proposed Motion: That Council adopt the August 28, 2018 Regular Council Meeting Minutes as presented.

Attachments: [Regular Council Meeting Minutes - August 28, 2018](#)

C. PRESENTATIONS/PUBLIC HEARINGS/INTERVIEWS

C.2 PUBLIC HEARINGS

C.2.1 2:30 p.m. Public Hearing - G3 Canada Limited
(continuation)
Bylaw 1418/18 - Amendment to the Land Use Bylaw
1385/17

Attachments: [Public Hearing Information Insert](#)
[Briefing Note](#)
[Bylaw 1418/18](#)
[Bylaw 1418/18 Schedule 'A'](#)
[G3 Location Map](#)

*Colin Krywiak, Manager, Current Planning and
Development Services*

D. NEW BUSINESS

D.1 2018-2027 Strategic Plan

Proposed Motion: That Council approve the 2018-2027 Strategic Plan.

Attachments: [Request For Decision](#)
[Draft 2018-2027 Strategic Plan](#)

Danielle Figura, Business Strategy Manager, County Commissioner's Office

D.2 Council Remuneration Review Presentation

Proposed Motion: That Council accept the Consultant's report as information and direct Administration to use it in the planning of the 2019 budget.

Attachments: [Request for Decision](#)
[Council Remuneration and Expense Policy \(ADM-REM-1\)](#)
[Presentation - Council Remuneration Review](#)
[FOIP Insert](#)

Ed Kaemingh, Manager, Financial Services

D.3 Sturgeon Valley Special Study Area: Negotiated Policies

Proposed Motion: That the Mayor be authorized to submit the Negotiated Policies for the Sturgeon Valley Special Study Area, as provided in Attachment 2, to the Edmonton Metropolitan Region Board as part of the requirements outlined in the Sturgeon Valley Special Study Area Terms of Reference.

Attachments: [Request for Decision](#)
[Attachment 1: Terms of Reference](#)
[Attachment 2: Negotiated Policies](#)

Travis Peter, Manager, Current and Regional Planning Services

D.4 Regulation of Traffic Bylaw

Proposed Motion: That Council give first reading of Bylaw 1419/18.

Attachments: [Request for Decision](#)
[Bylaw 1278/12 - Traffic Bylaw](#)
[Bylaw 1419/18 - Redlined Version of Proposed Bylaw](#)
[Rules and Regulations Applying to Small Vehicles Handbook](#)
[Road Use Agreements Policy - Draft](#)
[Road Use Agreements Template](#)
[Road Use Agreement Application Form](#)

Pat Mahoney, Fire Chief/Manager, Protective Services

D.5**Sturgeon County Transportation Advisory Committee (SCTAC)****Proposed Motion:**

1. That Council direct Administration to establish a Sturgeon County Transportation Advisory Committee with initial membership to include members of Council, Administration and Members at Large as set out in the Terms of Reference.
2. That Council endorse the Draft Terms of Reference as an initial working document for the Sturgeon County Transportation Advisory Committee.
3. That Council direct Administration to take the steps necessary as specified in the Boards and Committees Selection Committee Terms of Reference to obtain recommendations for Members at Large.
4. That Council appoint Councillors _____ and _____ to the Sturgeon County Transportation Advisory Committee.
5. That Administration update the Council Committee Bylaw 1381/16 to include the Sturgeon County Transportation Advisory Committee.

Attachments:[Request for Decision](#)[Draft Terms of Reference](#)

Scott MacDougall, General Manager, Municipal Services

E. MAYOR AND COUNCIL**E.1****Motion - Councillor Tighe
Dust Control Options for 2019 Summer Season****Proposed Motion:**

That Administration bring forward additional options regarding dust control for the 2019 summer season that include oil and other alternative solutions, as the calcium chloride has been ineffective and not satisfying for residents.

Attachments:[Council Motion Insert](#)**G. URGENT MATTERS****H. NOTICES OF MOTION****I. ADJOURNMENT**



Legislation Text

File #: MTS-017-18, **Version:** 1

August 28, 2018 Regular Council Meeting Minutes

That Council adopt the August 28, 2018 Regular Council Meeting Minutes as presented.



Sturgeon County

9613-100 Street
Morinville, Alberta
T8R 1L9

Meeting Minutes - Unadopted Council

Tuesday, August 28, 2018

9:00 AM

Council Chambers

A. CALL TO ORDER AND RELATED BUSINESS

A.1 CALL TO ORDER

Present: 7 - Mayor Alanna Hnatiw, Councillor Dan Derouin, Councillor Susan Evans, Councillor Wayne Bokenfohr, Councillor Neal Comeau, Councillor Patrick D. Tighe, and Councillor Karen Shaw

Mayor Hnatiw called the August 28, 2018 Regular Council Meeting to order at 9:01 a.m.

Administration Present

Bill Minnes, County Commissioner-CAO
Rick Wojtkiw, General Manager, Corporate Services
Collin Steffes, General Manager, Integrated Growth
Scott MacDougall, General Manager, Municipal Services
Susan Berry, Manager, Community Services
Colin Krywiak, Manager, Current Planning and Development Services
Abid Malik, Corporate Capital Projects Officer, Engineering Services
Sabrina Duquette, Controller, Financial Services
Jocelyn Pearce, Finance Business Partner, Financial Services
Aaron Hair, Senior Planning and Development Officer, Current Planning and Development Services
Joanne Onciul, Senior Legislative Officer, Legislative Services
Lisa Schovanek, Legislative Officer, Legislative Services
Tanis Sawatsky, Legislative Officer, Legislative Services

A.2 ADOPTION OF AGENDA

W. Bokenfohr MOVED:

Motion 223/18: That the Agenda be adopted as presented.

CARRIED UNANIMOUSLY

For:7 - A. Hnatiw, D. Derouin, S. Evans, W. Bokenfohr, N. Comeau, P.D. Tighe, and K. Shaw

A.3 ADOPTION OF MINUTES

A.3.1 July 9, 2018 Regular Council Meeting Minutes

N. Comeau MOVED:

Motion 224/18: That Council adopt the July 9, 2018 Regular Council Meeting Minutes as presented.

CARRIED UNANIMOUSLY

For:7 - A. Hnatiw, D. Derouin, S. Evans, W. Bokenfohr, N. Comeau, P.D. Tighe, and K. Shaw

C. PRESENTATIONS/PUBLIC HEARINGS/INTERVIEWS**C.1 PRESENTATIONS**

C.1.1 9:00 a.m. RCMP Bi-Annual Update (45 minutes)

Sgt. Chris Palfy, Morinville RCMP Detachment, provided a presentation to Council.

C.1.2 9:45 a.m. Alberta Industrial Heartland Association
(AIHA) Presentation

Mark Plamondon, Executive Director, AIHA and Lynette Tremblay, Manager of Government Relations, AIHA, provided a presentation to Council.

The meeting was recessed at 10:12 a.m.

The meeting was reconvened at 10:15 a.m.

D. NEW BUSINESS

D.1 Audit Policy Amendment

Presented by Sabrina Duquette, Controller, Financial Services, and Jocelyn Pearce, Finance Business Partner, Financial Services.

W. Bokenfohr MOVED:

**Motion 225/18: That Council approve the amended
Audit Policy.**

CARRIED

For:5 - A. Hnatiw, D. Derouin, W. Bokenfohr, N. Comeau, and P.D. Tighe

Against:2 - S. Evans, and K. Shaw

D.2 Municipal Internship Program Application - Finance Officer

Presented by Sabrina Duquette, Controller, Financial Services, and Jocelyn Pearce, Finance Business Partner, Financial Services.

P.D. Tighe MOVED:

**Motion 226/18: That Council approve the application to
host a Finance Officer Intern through the Provincial
Municipal Internship Program.**

CARRIED UNANIMOUSLY

For:7 - A. Hnatiw, D. Derouin, S. Evans, W. Bokenfohr, N. Comeau,
P.D. Tighe, and K. Shaw

D.3 Memorandum of Understanding (MOU) to Support the
Regional Transit Services Commission (RTSC)

Presented by Susan Berry, Manager, Community Services.

S. Evans MOVED:

Motion 227/18: That Council authorize the Mayor to sign the non-binding Memorandum of Understanding to support the Regional Transit Services Commission and further, that Councillor Evans be appointed to join the Regional Transit Services Transition Team.

CARRIED

For:6 - A. Hnatiw, D. Derouin, S. Evans, W. Bokenfohr, P.D. Tighe, and K. Shaw

Against:1 - N. Comeau

D.4 Morinville Community Recreation Facility Support

Presented by Susan Berry, Manager, Community Services. Tannis Topolnisky, Managing Director, Topent, Ltd., was also in attendance.

S. Evans MOVED:

Motion 228/18: That Council approve a contribution to the Morinville Community Recreation Facility in the amount of \$500,000, payable in 2019.

CARRIED

For:5 - A. Hnatiw, S. Evans, W. Bokenfohr, P.D. Tighe, and K. Shaw

Against:2 - D. Derouin, and N. Comeau

D.5 Contract Award Recommendation - Meadowview Drive and Range Road 261A Rehabilitation Project: For the Design and Construction Engineering Services

Presented by Abid Malik, Corporate Capital Projects Officer, Engineering Services.

W. Bokenfohr MOVED:

Motion 229/18: That Council award the contract for the Meadowview Drive and Range Road 261A Rehabilitation Project to ISL Engineering and Land Services Ltd. for the Design and Construction Engineering Services at a contract price of \$593,323, not including GST.

CARRIED UNANIMOUSLY

For:7 - A. Hnatiw, D. Derouin, S. Evans, W. Bokenfohr, N. Comeau, P.D. Tighe, and K. Shaw

C.1 PRESENTATIONS...continued

C.1.3 11:45 a.m. Dale MacMillan 2018 Scholarship Award Cheque Presentation

Presented by Susan Berry, Manager, Community Services.

Mayor Hnatiw and members of Council presented the Dale MacMillan 2018 Scholarship Award recipients, Desmond Krywko and Bailey Parno, each with a cheque for \$2,000.

W. Bokenfohr MOVED:

Motion 230/18: That Council announce the recipients of the Dale MacMillan 2018 Scholarship Award: Desmond Krywko and Bailey Parno.

CARRIED UNANIMOUSLY

For:7 - A. Hnatiw, D. Derouin, S. Evans, W. Bokenfohr, N. Comeau, P.D. Tighe, and K. Shaw

The meeting was recessed at 11:48 a.m.

The meeting was reconvened at 12:07 p.m.

The meeting was reconvened at 1:31 p.m.

C.2 PUBLIC HEARINGS

- C.2.1** 1:30 p.m. Public Hearing - Lehigh Hanson Materials Limited
- * Bylaw 1415/18 - Amendment to Calahoo Villeneuve Sand & Gravel Extraction Area Structure Plan Bylaw 922/01 and
 - * Bylaw 1416/18 - Amendment to Land Use Bylaw 1385/17

Present: 7 - Mayor Alanna Hnatiw, Councillor Dan Derouin, Councillor Susan Evans, Councillor Wayne Bokenfohr, Councillor Neal Comeau, Councillor Patrick D. Tighe, and Councillor Karen Shaw

C.2.1

1:30 p.m. Public Hearing - Lehigh Hanson Materials Limited

* Bylaw 1415/18 - Amendment to Calahoo Villeneuve Sand & Gravel Extraction Area Structure Plan Bylaw 922/01 and

* Bylaw 1416/18 - Amendment to Land Use Bylaw 1385/17

Mayor Hnatiw opened the Public hearing at 1:32 p.m.

A Public Hearing was held to hear any submissions for or against Bylaw 1415/18 - Amendment to Calahoo Villeneuve Sand & Gravel Extraction Area Structure Plan Bylaw 922/01 and * Bylaw 1416/18 - Amendment to Land Use Bylaw 1385/17.

Bylaw 1415/18 and Bylaw 1416/18 received first reading at the June 26, 2018 Regular Council Meeting.

Colin Krywiak, Manager, Current Planning and Development Services, and Aaron Hair, Acting Senior Planning and Development Officer, Current Planning and Development Services introduced Bylaw 1415/18 and Bylaw 1416/18.

Dale Soetaert, Land and Environmental Manager, Lehigh Hanson, was in attendance on behalf of the Applicant and spoke in favour of Bylaw 1415/18 and Bylaw 1416/18.

Mayor Hnatiw asked if there was anyone else in attendance who wished to speak for or against Bylaw 1415/18 and Bylaw 1416/18 .

* Dale Barrie was in attendance and spoke in favour of Bylaw 1415/18 and Bylaw 1416/18.

Legislative Services confirmed no correspondence was received either in favour or against Bylaw 1415/18 and Bylaw 1416/18.

Mayor Hnatiw declared the Public Hearing closed at 1:48 p.m.

W. Bokenfohr MOVED:

Motion 231/18: That Council give second reading to Bylaw 1415/18.

CARRIED UNANIMOUSLY

For:7 - A. Hnatiw, D. Derouin, S. Evans, W. Bokenfohr, N. Comeau, P.D. Tighe, and K. Shaw

W. Bokenfohr MOVED:

**Motion 232/18: That Council give third reading to
Bylaw 1415/18.**

CARRIED UNANIMOUSLY

For:7 - A. Hnatiw, D. Derouin, S. Evans, W. Bokenfohr, N.
Comeau, P.D. Tighe, and K. Shaw

W. Bokenfohr MOVED:

**Motion 233/18: That Council give second reading to
Bylaw 1416/18.**

CARRIED UNANIMOUSLY

For:7 - A. Hnatiw, D. Derouin, S. Evans, W. Bokenfohr, N.
Comeau, P.D. Tighe, and K. Shaw

W. Bokenfohr MOVED:

**Motion 234/18: That Council give third reading to
Bylaw 1416/18.**

CARRIED UNANIMOUSLY

For:7 - A. Hnatiw, D. Derouin, S. Evans, W. Bokenfohr, N.
Comeau, P.D. Tighe, and K. Shaw

The meeting was recessed at 1:52 p.m.

The meeting was reconvened at 2:40 p.m.

C.2.2

2:30 p.m. Public Hearing G3 Canada Limited

* Bylaw 1418/18 - Amendment to the Land Use Bylaw
1385/17

Present: 7 - Mayor Alanna Hnatiw, Councillor Dan Derouin, Councillor Susan Evans, Councillor Wayne Bokenfohr, Councillor Neal Comeau, Councillor Patrick D. Tighe, and Councillor Karen Shaw

C.2.2 2:30 p.m. Public Hearing G3 Canada Limited
* Bylaw 1418/18 - Amendment to the Land Use Bylaw
1385/17

Mayor Hnatiw opened the Public Hearing at 2:40 p.m.

A Public Hearing was held to hear any submissions for or against Bylaw 1418/18.

Bylaw 1418/18 received first reading at the July 9, 2018 Regular Council Meeting.

Colin Krywiak, Manager, Current Planning and Development Services, and Aaron Hair, Acting Senior Planning and Development Officer, Current Planning and Development Services introduced Bylaw 1418/18.

The Applicant, Murray Vanderpont, was in attendance and spoke in favour of Bylaw 1418/18.

Mayor Hnatiw asked if there was anyone else in attendance who wished to speak for or against Bylaw 1418/18.

* Jerry Kaup was in attendance and spoke against Bylaw 1418/18.

* Debbie Sue Foisy was in attendance and spoke against Bylaw 1418/18.

Mayor Hnatiw asked a second time if there was anyone else in attendance who wished to speak for or against Bylaw 1418/18.

* Carol Kaup was in attendance and spoke against Bylaw 1418/18.

Joanne Onciul, Senior Legislative Officer, Legislative Services, read into the record the August 28, 2018 email submission from W. Kuzio, who was against Bylaw 1418/18.

Lisa Schovaneck, Legislative Officer, Legislative Services advised that the following additional submission was received:

*August 27, 2018 email from Shauna Vollmer against Bylaw 1418/18.

Mayor Hnatiw recessed the Public Hearing at 3:58 p.m. to Tuesday, September 11, 2018.

N. Comeau MOVED:

**Motion 235/18: That the Public Hearing for G3
Canada Limited, Bylaw 1418/18 - Amendment to
Land Use Bylaw 1385/17 be recessed until the next**

Regular Council Meeting scheduled for September 11, 2018 to allow the Applicant to gather further information to present to Council at the continuation of the Public Hearing.

CARRIED UNANIMOUSLY

For:7 - A. Hnatiw, D. Derouin, S. Evans, W. Bokenfohr, N. Comeau, P.D. Tighe, and K. Shaw

I. ADJOURNMENT

W. Bokenfohr MOVED:

Motion 236/18: That Council adjourn the meeting at 4:02 p.m.

CARRIED UNANIMOUSLY

For:7 - A. Hnatiw, D. Derouin, S. Evans, W. Bokenfohr, N. Comeau, P.D. Tighe, and K. Shaw

MAYOR

COUNTY COMMISSIONER (CAO)



Sturgeon County

9613-100 Street
Morinville, Alberta
T8R 1L9

Legislation Text

File #: INF-181-18, **Version:** 1

2:30 p.m. Public Hearing - G3 Canada Limited (continuation)
Bylaw 1418/18 - Amendment to the Land Use Bylaw 1385/17

PUBLIC HEARING PROCEDURE

This is a continuation of the Public Hearing commenced on August 28, 2018 for regarding G3 Canada Limited – Bylaw 1418/18 Amendment to the Land Use Bylaw 1385/17.

Agenda Item	Practical Considerations
<p>1. CALL TO ORDER</p> <ul style="list-style-type: none"> ➤ Overview of Process <ul style="list-style-type: none"> ○ Housekeeping items (Emergency exits). ○ Speaking order <ul style="list-style-type: none"> ▪ Staff presentation, public presentation from anyone wishing to speak for or against the bylaw, and followed by clarifying questions from County Council. ○ Use of podium- Approach the podium and state your name for the record and if you are in favour or against the Bylaw. Please refrain from commenting from the gallery. ○ Applicant will have a fifteen (15) minute time limit to speak. ○ Registered speakers will have a five (5) minute time limit to speak (unless there is consent by County Council to extend the allotted time.) ○ Direct all comments through the Chair. 	<ul style="list-style-type: none"> ○ Welcome everyone ○ Let participants know where the emergency exits are ○ Remember the main objective is to listen, no debate over the merits of the proposal or points of views expressed by speakers. ○ Everyone must be given a reasonable opportunity to be heard
<p>2. INTRODUCTION</p> <ul style="list-style-type: none"> ➤ of Council Members <ul style="list-style-type: none"> ○ Mayor Alanna Hnatiw ○ Councillor Dan Derouin, Division 1 ○ Councillor Susan Evans, Division 2 ○ Councillor Wayne Bokenfohr, Division 3 ○ Councillor Neal Comeau, Division 4 ○ Councillor Patrick Tighe, Division 5 ○ Councillor Karen Shaw, Division 6 ➤ of Staff Members <ul style="list-style-type: none"> ○ Bill Minnes, County Commissioner ○ Collin Steffes, General Manager, Integrated Growth ○ Scott MacDougall, General Manager, Municipal Services ○ Rick Wojtkiw, General Manager, Corporate Support ○ Colin Krywiak, Manager, Current Planning and Development Services ○ Aaron Hair, Current Planning and Development Services ○ Joanne Onciul, Senior Legislative Officer, Legislative Services ○ Lisa Schovanek, Legislative Officer, Legislative Services 	<ul style="list-style-type: none"> ○ May not always be necessary to introduce all staff members every time: <ul style="list-style-type: none"> names are recorded in the minutes those presenting will state their name for the record
<p>3. OVERVIEW</p> <ul style="list-style-type: none"> ➤ Administration will provide a brief introduction of the Bylaw. ➤ Council asks questions of Administration. ➤ Applicant(s) to provide comment on their application (up to 15 minutes). ➤ Council asks questions of Applicant(s). 	

<p>4. PRESENTATIONS</p> <ul style="list-style-type: none"> ➤ Speakers registered upon receipt of the notice are given the floor. ➤ Speakers have five (5) minute time limit. ➤ Speakers who signed in prior to commencement of the meeting. ➤ Anyone else, without previous notification, who wants to speak either in favor or in opposition of the Bylaw. 	<ul style="list-style-type: none"> ○ Remind participants to speak clearly and start by stating their name for the record ○ Comments must be specifically related to the subject. Questions from Council (for clarification) to the Speaker, Administration or Applicant can come at any time, no debate ○ Advise participants to provide written submission prior to the closing of the hearing to form part of the official public record. Minutes are recorded without note or comment.
<p>5. REVIEW CORRESPONDENCE</p>	<ul style="list-style-type: none"> ○ Legislative Officer will only refer to submissions by date and author. Written submissions received in advance do not have to be recited.
<p>6. CLOSING REMARKS</p> <ul style="list-style-type: none"> ➤ Thank those in attendance for participating and advise of next steps. ➤ Remind all those who spoke to submit their written submissions prior to leaving. 	<ul style="list-style-type: none"> ○ Applicant may be granted an opportunity to address any contradictory evidence at the discretion of the chair. ○ Final Questions for clarification ○ Late comments will not be shared until after the resolution or bylaw is dispensed with.
<p>7. CLOSE PUBLIC HEARING</p> <ul style="list-style-type: none"> ➤ Officially declare the public hearing closed. 	<ul style="list-style-type: none"> ○ Remind members of the public who haven't already done so to sign the Sign-in Sheet.
<p>8. ADJOURN</p>	

Briefing Note

Title	2:30 p.m. Public Hearing - G3 Canada Limited (continuation) Bylaw 1418/18 – Amendment to the Land Use Bylaw 1385/17
Issue	To provide an opportunity for members of the public to present their comments to Council regarding proposed Bylaw 1418/18.
Previous Council Direction	<p>August 28, 2018 - Motion 235/18: That the Public Hearing for G3 Canada Limited - Bylaw 1418/18, Amendment to Land Use Bylaw 1385/17 be recessed until the next Regular Council Meeting scheduled for September 11, 2018 to allow the Applicant to gather further information to present to Council at the continuation of the Public Hearing</p> <p>July 9, 2018 – Motion 203/18: That Council give first reading to Bylaw 1418/18.</p>
Report	<p><u>Background Information</u></p> <ul style="list-style-type: none"> On August 28, 2018, a Public Hearing was opened to provide an opportunity for members of the public to present their comments to Council regarding proposed Bylaw 1418/18. At this meeting, Council decided to recess the meeting until September 11, 2018, to provide the Applicant an opportunity gather additional information and to consider the comments that were raised. The Applicant and Owner of the subject lands have applied to amend the County's Land Use Bylaw from Agriculture to Rural Industry Support on Part NE-06-56-25-W4M and SE-06-56-25-W4M, located west of Morinville. <ul style="list-style-type: none"> General Purpose of AG – Agriculture District This district accommodates traditional agricultural operations and the supportive services that are essential to grow and sustain the agricultural industry. General Purpose of I1 – Rural Industry Support District This district is intended to provide for land uses of a rural context that support the County's primary industries by providing value-added activities through the processing or distribution of materials derived from the agriculture or

natural resource sectors. This district is applied to parcels outside of the County's designated industrial parks and when the location is vital to the success of primary industry operations.

- The rezoning is required to allow for the Applicant to apply for a development permit for a grain elevator operation, with an estimated 14 permanent full-time employees.
- The operation will receive grain via truck deliveries from local producers and load rail cars for transportation to the West Coast. The facility is projected to handle approximately 400,000 metric tonnes per year.
- At the time of writing this report, the Traffic Impact Assessment (TIA) is being reviewed and discussed with the province. The findings of this review will be dealt with through the Development Permit and subsequent Development Agreement.
- The proposed development and rezoning are consistent with the intent of the Municipal Development Plan, since the proposed development supports the needs of the County's Primary Industry and utilizes existing infrastructure (rail). As well, it is continuous to existing rural industry support development (Westmor terminals).

External Communication

- Landowners within 1,000 m of the subject lands were notified by mail of the hearing. In addition, newspaper ads will be placed for two consecutive weeks in the Free Press, as required by the Municipal Government Act.
- The amendment has been circulated to internal departments, and external agencies (i.e., Town of Morinville and Alberta Transportation). No concerns or objections were raised.
- The Applicant held a public open house on August 9, 2018 in Morinville.

Relevant Policy/Legislation/Practices:

- The Municipal Government Act, RSA 2000 c.M-26 (MGA) and amendments thereto, authorizes Council to establish and amend Bylaws.
- Section 692 of the MGA requires that a municipality hold a public hearing prior to giving second reading to a proposed bylaw.

	<ul style="list-style-type: none"> • Municipal Development Plan 1313/13 <ul style="list-style-type: none"> ○ Section 5.2: Promoting an Integrated Economy ○ Section 5.3: Administrrating Responsible Primary Industry Subdivision and Development Practices ○ Section 5.4: Implementing Responsible Non-Residential Subdivision and Development Practices ○ Section 5.5: Fostering a Diverse Economy ○ Outcome B4: Economic health output actions
Implication	<p><u>Strategic Alignment:</u></p> <p>Planned Growth and Prosperity</p> <ul style="list-style-type: none"> • Goal 2.2 – Sturgeon County fosters growth through the Integrated Regional Growth Strategy. • Strategy 2.2.2 – Promote land use activities that provide a positive return on investment and facilitate the development of a complete community. <p>Planned Growth and Prosperity</p> <ul style="list-style-type: none"> • Goal 2.3 – Sturgeon County balances the demand for new infrastructure while managing investment in current assets. • Strategy 2.3.1 – Encourage maximum development around existing County infrastructure. <p><u>Organizational:</u></p> <ul style="list-style-type: none"> • Administration will record and analyze inputs received during the Public Hearing for further consideration by Council. <p><u>Financial:</u></p> <ul style="list-style-type: none"> • None.
Follow Up Action	<ol style="list-style-type: none"> 1. Administration will work with the Applicant to address any relevant concerns raised at the Public Hearing. 2. Administration will bring this item back to Council for consideration of second reading. 3. If no concerns were raised at the Public Hearing, Council could consider granting second and third reading of the Bylaw.

Attachment (s)	1. Bylaw 1418/18 2. Bylaw 1418/18 Schedule "A" 3. G3 Location Map
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Report Reviewed by:	 Colin Krywiak, Manager Current Planning & Development  Collin Steffes, General Manager, Integrated Growth  Bill Minnes, County Commissioner – CAO
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BYLAW 1418/18
AMENDMENT TO LAND USE BYLAW 1385/17
STURGEON COUNTY, MORINVILLE, ALBERTA

BYLAW 1418/18 BEING A BYLAW OF STURGEON COUNTY, MORINVILLE, ALBERTA FOR THE PURPOSE OF AMENDING LAND USE BYLAW 1385/17.

WHEREAS, the *Municipal Government Act*, R.S.A. 2000 c.M-26, and amendments thereto authorize Council to establish and amend Land Use Bylaw 1385/17.

AND WHEREAS, the Council of Sturgeon has deemed it desirable to amend Land Use Bylaw 1385/17.

NOW THEREFORE BE IT RESOLVED that the Council of Sturgeon County, hereby enacts that the Land Use Bylaw is hereby amended as follows:

1. Land Use Bylaw 1385/17
 - a) *That all that portion of lands Part NE-06-56-25-W4M & SE-06-56-25-W4M, as shown on Schedule "A", be re-districted from "Agriculture District" to "Rural Industry Support District".*
 - b) *That Part 19.2 – Schedule 1 Land Use District Map is changed to reflect the re-districting of lands Part NE-06-56-25-W4M & SE-06-56-25-W4M, as shown on Schedule "A".*
2. That this Bylaw shall come into force and take effect upon the date of third reading.

Read a first time this 9th day of July, 2018.

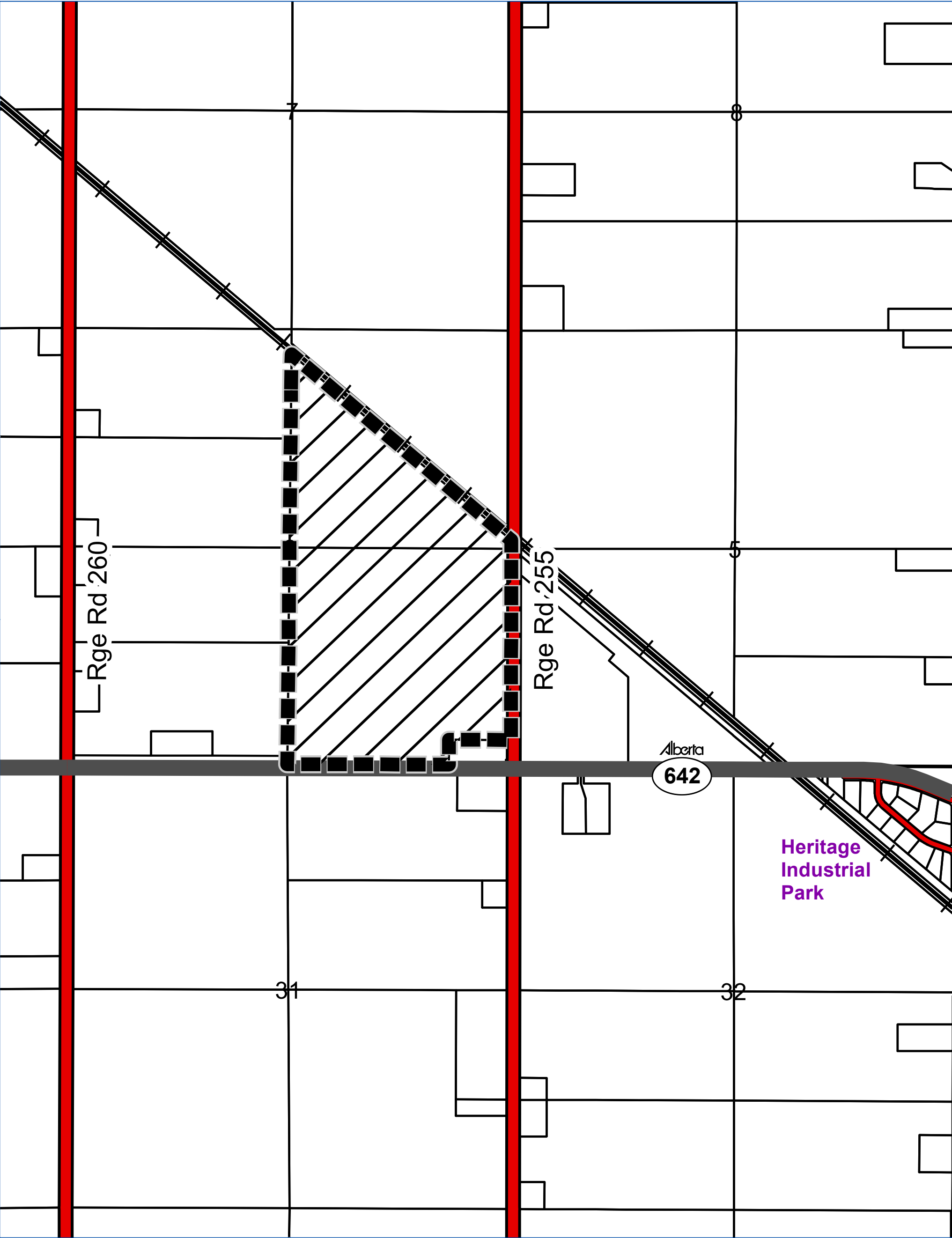
Read a second time this ____ day of _____ 20__.

Read a third time this ____ day of _____ 20__.

MAYOR

COUNTY COMMISSIONER (CAO)

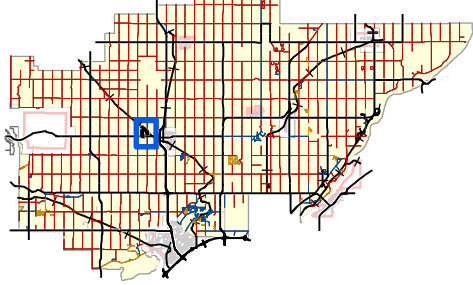
<p>If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.</p>
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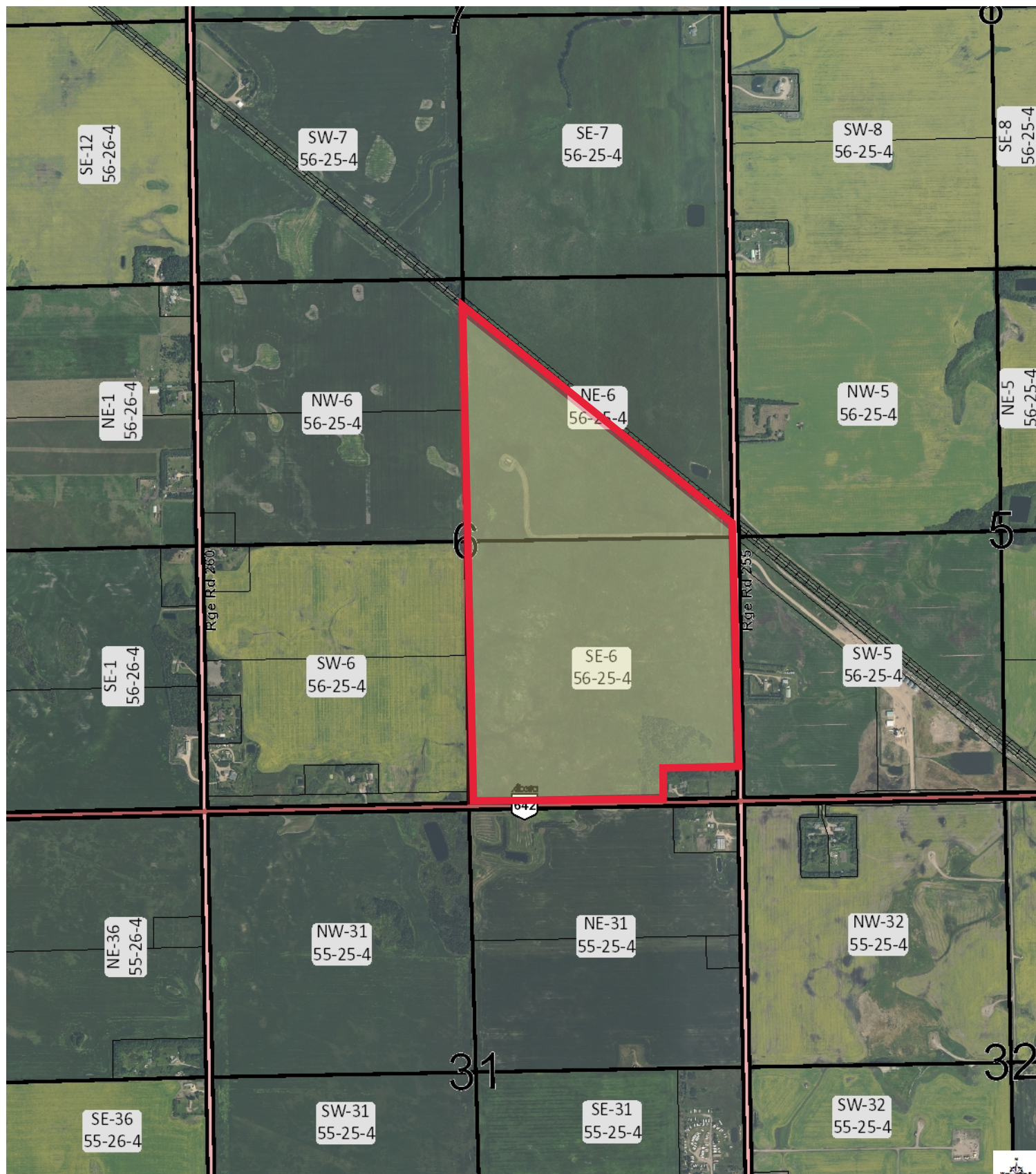
Amendment to Land Use Bylaw 1385/17
From "Agriculture District" to "Rural Industry Support District"

Legal Description:
Part NE-06-56-25-W4M and SE-06-56-25-W4M

Disclaimer: The information on these maps is based on the most Current information available to Sturgeon County Geographic Information Systems. Sturgeon County does not warrant its accuracy or suitability for any particular purpose. The information on this map is not intended to replace engineering, financial or primary records research.
Document Path: F:\GIS_Published\Integrated Growth\CPAD\Misc\Aaron\Bylaw 1418_18_Schedule A.mxd Date: 6/25/2018



Location Map



0 Distance / 2 Distance Units

NAD_1983_UTM_Zone_10TM
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Notes

1:16,000

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Legislation Text

File #: RFD-116-18, **Version:** 1



2018-2027 Strategic Plan

That Council approve the 2018-2027 Strategic Plan.

Request for Decision

Title	2018-2027 Strategic Plan
Proposed Motion	That Council approve the 2018-2027 Strategic Plan.
Administrative Recommendation	That Council approve the 2018-2027 Strategic Plan, as workshopped with Council.
Previous Council Direction	<p><u>July 9, 2018</u> Motion 202/18: That Council refer the 2018-2027 Strategic Plan to a future Regular Council Meeting.</p> <p><u>August 27, 2014</u> Motion 262/14: That County Council approves the Strategic Plan Policy: PLY_GOV_ELE_Strategic Plan_2014.</p> <p>Motion 263/14: That County Council approves the 2012-2021 Sturgeon County Strategic Plan, as amended August 26, 2014, in accordance with Policy: Strategic Plan 2014.</p> <p><u>July 12, 2011</u> Motion 313/11: That Council approve the 2012-2021 Sturgeon County Strategic Plan: Making Strategy Happen.</p>
Report	<p><u>Background Information</u></p> <ul style="list-style-type: none"> In 2011, Sturgeon County Council approved the 2012-2021 Strategic Plan. The original Strategic Plan included a 30-year community vision, which is shared with our Municipal Development Plan. It was developed with public input and staff consultation. In 2014, Council approved a Strategic Plan policy, outlining the Strategic Plan should be revisited at least every five years to ensure it is relevant and responsive to the current operating environment. The Strategic Plan was also amended and approved by Council in 2014. In early 2018, Council met to review the Strategic Plan as per Strategic Plan Policy: PLY_GOV_ELE_Strategic Plan_2014. Council reaffirmed the Vision, Mission and Community Outcomes. They provided their feedback and input to Administration to revise the Strategic Plan and

	<p>expand the timeframe to 2027 so the plan remains relevant and forward looking.</p> <ul style="list-style-type: none"> July 9, 2018, Administration presented the revised Strategic Plan and Council referred it back to Administration for further refinement. August 30, 2018, Council met to review the Draft 2018-2027 Strategic Plan to provide feedback. <p><u>External Communication</u></p> <ul style="list-style-type: none"> Once approved, a news release will be issued and communicated on the Sturgeon County website. Presentations at Council committees will commence in the fall. Further opportunities to discuss the Strategic Plan can be available at Council's request. <p><u>Relevant Policy/Legislation/Practices</u></p> <p>PLY_GOV_ELE_Strategic Plan_2014</p>
Implication of Administrative Recommendation	<p><u>Strategic Alignment:</u></p> <p>Strong Local Governance and Regional Leadership – The Strategic Plan is the highest order strategic direction that Council provides to County Administration. By approving the Strategic Plan, Council is setting the overall policy direction for the County over the next ten years, or until the Strategic Plan is revised again.</p> <p><u>Organizational:</u></p> <p>The Strategic Plan will provide overall direction for priority setting and decisions for all Sturgeon County departments as they develop the 2019-2021 Corporate Business Plan, 2019 Budget and 2019 Department Business Plans.</p> <p><u>Financial:</u></p> <p>The Strategic Plan will directly inform the Corporate Business Plan, County annual budgets and Department operational plans. Through its ability to set direction, the Strategic Plan will enable improved service delivery, staffing efficiencies and fiscally responsible decision-making.</p> <p>All printing costs and promotional materials will be funded under current budgets.</p>
Alternatives Considered	<p>Council could delay the approval of the Strategic Plan and refer it back to Administration.</p>
Implications of Alternatives	<p><u>Strategic Alignment:</u></p> <ul style="list-style-type: none"> Council's Strategic Plan will not be part of the 2019-2021 Corporate Business Plan and 2019 Budget development processes.

	<p><u>Organizational:</u></p> <ul style="list-style-type: none"> Council and Administration actions may not be aligned if Council's main policy direction is not set, approved and communicated. <p><u>Financial:</u></p> <ul style="list-style-type: none"> Financial decisions may not be as focused without Council's Strategic Plan.
Follow up Action	<ol style="list-style-type: none"> A communication plan will be developed for rolling out the amended Strategic Plan out to stakeholders and staff. The Strategic Plan will set the direction for the 2019-2021 Corporate Business Plan and corresponding 2019 Budget. Strategic Alignment Checklist to be updated for the September 25, 2018 Council meeting.
Attachment(s)	1. 2018-2027 Strategic Plan
Report Reviewed by:	<p> Danielle Figura, Business Strategy Manager</p> <p> Bill Minnes, County Commissioner – CAO</p>

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
Strong Local Governance and Regional Leadership			
We promote consistent and accountable leadership through collaborative and transparent processes (Strategic Plan, pg. 27 MDP)	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Consistent with neighborhood role (see MDP), master plans, policies 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Considers fiscal stability and sustainability 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Has a positive impact on regional and sub-regional cooperation 	<input type="checkbox"/>	<input type="checkbox"/>	
Respect the Natural Environment			
We acknowledge the importance of a healthy environment and will minimize and monitor our impact on ecosystems (Strategic Plan, pg. 27 MDP)	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Compliance with Provincial and Federal regulations and/or legislation 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Ensure effective environmental risk management 	<input type="checkbox"/>		<input type="checkbox"/>
Community Identity & Spirit			
We will build upon our strengths, where together we will create an inclusive, caring community (Strategic Plan, (Strategic Plan, pg. 27 MDP)	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Promotes and/or enhances residents' identification with Sturgeon County 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Enhances service provision through community partnerships 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Supports Sturgeon County's cultural history 	<input type="checkbox"/>		<input type="checkbox"/>
Planned Growth and Prosperity			
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)	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Does the proposal align with the Integrated Regional Growth Strategy (map/policies) pg. 26 MDP 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Considers cumulative costs and long-term funding implications 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Targets growth around current or planned infrastructure 	<input type="checkbox"/>		<input type="checkbox"/>
Maintain and Enhance Strong Communities			
We are committed to a safe, secure community, where our residents are respected and provided with access to opportunities. (Strategic Plan, pg. 27 MDP)	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Positive impact on residents' quality of life 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Supports and promotes volunteer efforts 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Provides programs and services that are accessible to all residents 	<input type="checkbox"/>		<input type="checkbox"/>
Operational Excellence			
We have the organizational capability to deliver consistent and defined levels of service to all stakeholders in a professional, efficient, and cost effective manner	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Staff have the knowledge, skills and capability to perform their jobs 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Streamlines operational processes and policies 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Promotes engagement and professional interaction with stakeholders 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Considers a cost-structure which allows Sturgeon County to remain competitive within a regional, national and global context 	<input type="checkbox"/>		<input type="checkbox"/>

Draft Strategic Plan 2018-2027 – August 30, 2018

Focus Areas



Planned Growth and Prosperity

Maintain and Enhance Strong Communities

Strong Local and Regional Governance

Community Identity and Spirit

Environmental Stewardship

Service Commitment



Operational Excellence



Introduction

Sturgeon County has opportunities at its door step. The County covers more than 2,300 square kilometers of land with agricultural and industrial opportunities and is located close to several large urban centres. With the Industrial Heartland within its boundaries and an abundance of natural resources in the area, Sturgeon County is preparing to successfully position itself for growth.

The Strategic Plan establishes priorities for Sturgeon County and guides Council and Administration through a logical and predictable decision-making process. As the world around us grows and changes, a strategic plan provides a sense of stability for our residents, businesses and organizations. By setting a long-term vision and defining the path to get there, the Plan focuses our efforts and positions Sturgeon County to meet the needs of current and future residents. The Strategic Plan was formally approved by County Council on July 12, 2011 and amendments were approved in August 2014. Council met in early 2018 and reaffirmed the vision, mission and community outcomes. This most recent version approved in June 2018 reflects the organization adapting to a changing environment and responding to direction set by Council.

Vision

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

Mission

To provide quality, cost-effective services and infrastructure to meet the diverse needs of the Sturgeon County community, while improving competitiveness and sustainability.

Our Values

■ Collaboration

- Achieve our vision and goals through cooperation and partnerships
- Be supportive team players at the department, division and corporate levels

■ Accountability

- Accept responsibility for your actions
- Maintain high standards of ethical and professional conduct in all interactions

■ Respect

- Value others' ideas, qualities, and time
- Build trust through open, direct and timely communication

■ Excellence

- Perform to the best of our abilities through continuous improvement, responsible risk taking and innovation
- Strive for the highest quality in all that we do

■ Safety

- Create a work environment that contributes to employee health and well-being
- Understand and follow safe work practices and standards



Roles and Responsibilities

Council

Sturgeon County Council is responsible for the governance of the municipality by setting policy and determining the priorities for services, programs and infrastructure.

Council balances the needs and expectations of residents in a financially responsible manner and is accountable to the community.

Sturgeon County Council's role is to:

- Set policies that align with the strategic plan;
- Ensure appropriate resources are provided to achieve Council's goals and strategies;
- Review progress and performance to track the success of the plan; and
- Review the strategic direction on a regular basis and ensure that the plan is responding to pressures in the local, regional and global environment.

Administration

Sturgeon County Administration is responsible for implementing the strategic direction of Council through solid business planning, resource management and service delivery.

Sturgeon County Administration's role is to:

- Ensure current services and programs align with the strategic plan;
- Implement and maintain the service standards set by Council;
- Ensure the efficient use of County resources; and
- Develop and maintain administrative systems and processes, such as annual and long-term budgeting, that support the implementation of the plan.

Strategic Planning Process

Sturgeon County uses a three-step process to develop and implement its strategic plan, as shown below.



Strategic Planning Process

Set Direction

Council initiated its long-range planning early in 2010 by calling upon residents to share their vision of what Sturgeon County will look like in 30 years and beyond.

This feedback was collected from the public through a number of different methods:

- Community Engagement Processes (e.g., Municipal Development Plan Community Engagement);
- Community Services Needs Assessment

We continue to gather information and feedback from the public and stakeholders through:

- Resident Satisfaction Surveys;
- Informal interactions between residents and Council;
- Election Processes;
- Feedback from Committees of Council; and
- Dialogue with regional partners.

This public input was used to create the vision for the County in 2010 and Council in 2018 validated the current mission and vision, along with the Community Focus areas which illustrate the values and aspirations of the Sturgeon County community.

Plan & Implement

The tasks and initiatives necessary to implement the Strategic Plan will be outlined in rolling three-year corporate plans (e.g. 2019-2021) and department business plans. The financial and human resources required to achieve these initiatives will be detailed in the annual operating and capital budget documents.

Review and Report

The Strategic Plan includes performance indicators which will tell us how we are progressing towards the outcome of each focus area. These indicators will form part of the annual reporting, measuring progress toward achieving the community's vision.

A corporate performance measurement framework also sets out a model for corporate-level indicators and program-level outcomes. These metrics will be reported to Council as part of our regular reporting processes.

The Strategic Plan will be looked at by Council each year as part of their planning processes.

Term and Scope

The Strategic Plan will guide and inform the planning and decision-making of the County for a 10-year horizon. The plan is written to be flexible to allow the County to adapt to emerging issues, challenges, trends, and opportunities that will emerge through its 10-year life cycle. As such, the plan is reviewed more in depth at the beginning of a Council term to ensure it aligned with Council direction and responsive to the changing environment in which we operate.

Function

The Strategic Plan provides the foundation for all municipal long and short-term planning starting with the development of the corporate business plan and department business plans. Other major initiatives, master plans and strategies will be integrated with the overarching vision, community outcomes and goals outlined in this document.

Condition of Success

The success of this strategy depends on the largest asset of Sturgeon County - its staff. County employees pride themselves in providing high quality services and programs to residents and other customers. For this reason, Council and the Senior Leadership Team will focus on the following operational areas:

- sound leadership and management practices and processes;
- provide necessary organizational resources and infrastructure; and
- effective communication with staff.

Strategic Direction

To achieve success, Council needs to be very deliberate in moving forward. Work can be characterized in the following way:

Solidifying the Foundation

To execute the plan, priority will be given to reaffirming and establishing service standards and reviewing bylaws and policies to ensure they are current and meet the needs of our residents. This will be done while building resiliency in the organization to adapt and respond to opportunities in our fast-changing environment and fostering a culture of continuous improvement and innovation. It is also the time to set the groundwork, build relationships and establish agreements with partners and other municipalities. Recognizing the need and desire for long-term sustainability by Council and residents, this allows the organization to evaluate what we do and adjust as needed. achieved

Working together to Build our Community

As our plans are set and standards and specifications are developed, Council needs to communicate and educate this with Administration, residents, neighbouring municipalities and our business community. Success of moving towards our 30-year Community outcome hinges on the relationships we built and foster. Through open dialogue, we can adapt and work to increase awareness, respond to needs and build our future together. This allows us to be proactive and nimble and adjust to our changing environment.

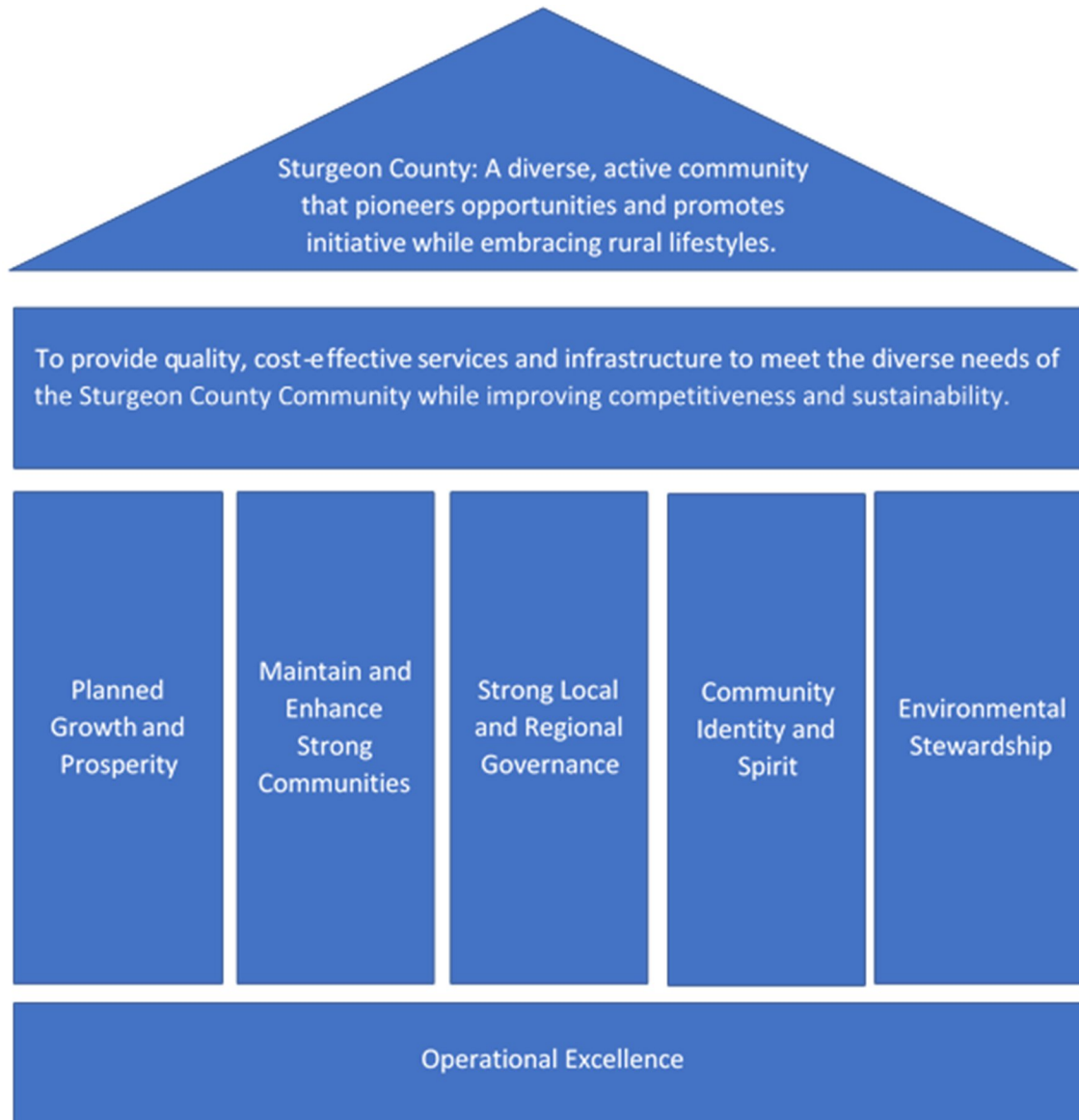
Securing our Future

We will be competitive in the region and a sustainable municipality for future generations. Processes will be streamlined, infrastructure maintained, and residents receive good value for taxes. Through solid policy development and education, there will be a better understanding of the importance of a balanced approach to multi-land use with residents, agriculture, commercial and industry.

Sturgeon County Council has established five focus areas which are further defined by:

- ■ Community Outcome statements that reflect a 30-year desired state;
- ■ Community Indicators;
- ■ Goals and detailed strategies to produce identified outcomes over the next 10 years.

The strategic plan also outlines a commitment to how we work and achieve these outcomes through Operational Excellence. Operational Excellence is in place when there is consistency of set service standards and the organization continually works towards improved service delivery.



- By focusing its direction, Council will be better equipped to establish policies and directions that move the organization toward the desired Community Outcomes.

Focus Areas



Planned Growth and Prosperity

Maintain and Enhance Strong Communities

Strong Local and Regional Governance

Community Identity and Spirit

Environmental Stewardship

Focus Area: Planned Growth and Prosperity

Community Outcome: We encourage varied and integrated enterprises that enhance our strong economic base, while balancing the needs of the community and natural environment.

Ten-year strategic direction

- Sturgeon County is a prosperous region that balances the expectations of the Sturgeon County community with the need for long-term financial sustainability.
- Sturgeon County is a central hub for value-added industry.
- Sturgeon County has a thriving and diverse Agriculture industry, including value-add and agri-food.
- Identified growth nodes and industrial parks are promoted and developed.

Community Indicators

- Sustainable ratio of residential to non-residential assessment to support the sustainability of the County
- Population growth in alignment with the Regional Growth Plan

Goal 1.1 Sturgeon County has a thriving business environment that supports a strong economic foundation

By having:

- 1.1.1 A competitive supply of serviced industrial land suitable to attract diverse and significant investments in petrochemical, advanced energy, manufacturing, transportation, and logistics sectors.
- 1.1.2 A commitment to agriculture, with enabling supports to maintain and improve the County's position in the agriculture sector.
- 1.1.3 Value added economic services to current and potential business partners, including information, advocacy, trade and other growth supports.

Goal 1.2 Sturgeon County plans for responsible growth through the Sturgeon County Municipal Development Plan and regional growth management plans.

By having:

- 1.2.1 A balance of commercial, agricultural, industrial, residential, and recreational land uses that attains long-term fiscal sustainability.
- 1.2.2 Land use activities that provide a positive return on investment for the County and facilitate the development of complete communities.

Goal 1.3 Sturgeon County manages growth for current and future developments

By having:

- 1.3.1 Maximum development around existing County infrastructure and identified future growth areas.
- 1.3.2 Transparent and consistent bylaws, policies and processes that enable responsible land development in the County.

Focus Area: Maintain and Enhance Strong Communities

Community Outcome: We are committed to a safe and viable community, where our residents are provided with access to opportunities and quality of life

Ten-year strategic direction

- Maintain a level of infrastructure and services such as roads, water and wastewater utilities, and programs that are affordable, safe and sustainable.
- Provide diversity of resources throughout the County to meet unique community needs.
- Planned, targeted and innovative infrastructure reinvestment is in place such as maintenance and road rehabilitation programs.
- Diverse housing forms and policies will be in place to reflect the needs of the County workforce, encourage aging-in-place and to keep young adults in the community.

Community Indicator

- Satisfaction rating of quality of life in Sturgeon County

Goal 2.1 Sturgeon County residents have access to programs and services that contribute to their well-being and quality of life

By having:

- 2.1.1 Plans in place which define the County's mandate, role and responsibilities for the delivery of agriculture extension, social services and community, municipal and recreational services.
- 2.1.2 Partnerships with other organizations to plan and offer services and infrastructure that reflect community needs.
- 2.1.3 Short and long-term impacts assessed on the changing needs in Sturgeon County.

Goal 2.2 Sturgeon County Residents have access to safe and reliable infrastructure assets

By having:

- 2.2.1 A well-maintained transportation network that meets service level standards approved by Council.

- 2.2.2 Effective drainage and storm management plans to mitigate the impacts on land and infrastructure.
- 2.2.3 Education and awareness for users of how to preserve Sturgeon County infrastructure.
- 2.2.4 Technologically-advanced utility systems that are sustainable and self-supporting.

Goal 2.3 Sturgeon County supports the safety of people and property

By having:

- 2.3.1 County amenities designed and maintained emphasizing the safety of property and users.
- 2.3.2 Collaborative relationships with law enforcement entities, fire services, neighbouring municipalities and community groups.
- 2.3.3 Education and awareness programs for residents about public safety and the community resources available.

Focus Area: Strong Local and Regional Governance

Community Outcome: We provide consistent and accountable leadership through collaborative and transparent processes.

Ten-year strategic direction

- Sturgeon County's long-term plans guide the policies and decisions of Council and Administration.
- Sturgeon County's taxes remain competitive in the region, be adequate to provide services to meet residents' needs and ensure long-term financial sustainability of the County.
- Relationships between residents, Council and Administration are respectful, healthy and strong.
- Collaborative relationships with our regional neighbours are built for the betterment of our communities.
- Residents are engaged in the community
- Residents are provided opportunities to participate in civic matters and are engaged

Community Indicators

- Percentage of decisions by Council that are consistent with the strategic direction of Sturgeon County
- Number of applications for Sturgeon County Committee positions
- Residential Tax rates per resident
- Non-residential tax mill rate in comparison to other municipalities

Goal 3.1 Sturgeon County provides effective leadership and management

By having:

- 3.1.1 Bylaws and policies align with the Strategic plan and provide clarity for consistent Council decision making and Administration implementation.
- 3.1.2 Opportunities for residents to represent the community and participate in municipal matters, including Boards and Committees of Council.

Goal 3.2 Sturgeon County is financially stable and fiscally sustainable

By having:

- 3.2.1 Short-term and long-term financial plans developed that ensure the provision of core services and infrastructure to residents.
- 3.2.2 Financial policy that guides the application of funding sources.
- 3.2.3 A level of infrastructure provided that is affordable, safe and sustainable as set by long-range plans.

Goal 3.3 Sturgeon County fosters collaborative intergovernmental partnerships

By having:

- 3.3.1 Intermunicipal agreements developed which strengthen the competitiveness of Sturgeon County and the region.
- 3.3.2 Service-delivery and cost-sharing frameworks in place where feasible.
- 3.3.3 Council consistently advocate and represent Sturgeon County's interests, per the Strategic Plan, at the regional, provincial and federal levels.

Focus Area: Community Identity and Spirit

Community Outcome: *We build upon our strengths, where together we create an inclusive, caring community.*

Ten-year strategic direction

Residents can be proud that Sturgeon County is their home, feel connected to their community and have a sense of belonging.

Sturgeon County is a strong and welcoming community that supports and provides opportunities for recreational, entertainment and cultural activities that increase social interaction.

The cultural and historical identity of the County is honoured to recognize, educate and preserve the uniqueness of the region's history and the rural lifestyle we value.

Community Indicators

- Participation in County-sponsored community events
- Awareness of Sturgeon County #Sturgeon Proud Brand

Goal 4.1 Sturgeon County residents and stakeholders have a strong identity with the County and are proud to live here

By having:

- 4.1.1 Support and investment in community-building events and programs that promote our heritage and future.

Goal 4.2 Sturgeon County actively supports and collaborates with voluntary organizations in the region

By having:

- 4.2.1 Partnership agreements that specify the County's relationship with community associations, not-for-profit and volunteer organizations in the region.
- 4.2.2 Volunteerism supported and promoted in Sturgeon County.

Focus Area: Environmental Stewardship

Community Outcome: We foster a healthy environment and minimize our impact on ecosystems.

Ten-year strategic direction

- The environment is sustained for current and future generations through responsible practices.
- Healthy co-existence of natural, industrial, agricultural, rural and urban environment.
- The County is a responsible environmental steward by following and enforcing environmental legislation.
- County residents understand the importance of conservation practices in protecting water sheds, air sheds and reducing waste.

Community Indicator



Total residential solid waste sent to landfill per year

Goal 5.1 The environmental impact on natural areas is minimized for the enjoyment of the local and regional community.

By having:

- 5.1.1 Plans in place which manage environmentally significant and sensitive areas and protect our natural areas from encroachment and private uses.
- 5.1.2 Partnerships and plans are with other organizations and levels of government to protect environmentally significant and sensitive areas including our river valley, watersheds, airsheds and identified natural areas.

Goal 5.2 Sturgeon County provides awareness of environmental issues impacting the County.

By having:

- 5.2.1 Environmental education available on relevant topics impacting the County, including waste mitigation, agriculture impacts, air quality, water and waste water management, and industrial uses.
- 5.2.2 Collaborative relationships with residents to preserve and enhance natural areas.
- 5.2.3 Practices in place to reduce Sturgeon County operations environmental impacts.

Service Commitment



Operational Excellence

Service commitment through Operational Excellence

To Sturgeon County, Operational Excellence means delivering consistent and defined levels of service to all stakeholders in a professional and cost-effective manner. This service commitment is the foundation of how Sturgeon County achieves our mission and the Strategic Plan. Council and Administration both have a role in this service commitment.

As a Council, we will work to ensure bylaws, policies and resources are in place to provide a consistent level of quality services that are cost-effective and demonstrates positive value-for-money.

As an employer, Administration will create an inclusive work environment that fosters a culture of continuous improvement and develops productive and professional employees who are committed to Sturgeon County.

By having:

- Knowledge, skills and innovation capability to thrive within a rapidly changing environment;
- Streamlined operational processes, through a culture of standardization and continuous improvement;
- Performance measures that show progress towards Sturgeon County goals and desired outcomes.
- Policies, directives, operating systems and practices that support effective and professional interaction with stakeholders;

Our commitment to residents is to:

1. Establish, communicate, and deliver defined levels of services to residents and stakeholders.
2. Provide cost-effective service delivery, while maintaining quality of service.
3. Attract and retain quality employees who consistently demonstrate the Sturgeon County values.



Legislation Text

File #: RFD-106-18, **Version:** 1




Council Remuneration Review Presentation

That Council accept the Consultant's report as information and direct Administration to use it in the planning of the 2019 budget.

Request for Decision

Title	Council Remuneration Review Presentation
Proposed Motion	That Council accept the Consultant's report as information and direct Administration to use it in the planning of the 2019 budget.
Administrative Recommendation	Administration recommends that Council accept the Consultant's report on Council Remuneration for consideration during the 2019 budget planning.
Previous Council Direction	<p>February 27, 2018 – Motion 063/18 That Council direct Administration to engage the services of a third party to conduct a review of Council remuneration to a maximum of \$50,000 funded from Council Contingency Reserve and completed in time for consideration in the 2019 budget.</p> <p>February 13, 2018 – Motion 050/18 That Council direct Administration to provide options for a third-party review of Council remuneration in light of the federal government's 2019 change to the tax rules regarding elected official remuneration for the February 27, 2018 regular Council Meeting.</p> <p>December 13, 2016 – Motion 455/16 Motion 455/16: That Council approve the 2017 Operating and Capital Budget as presented in the 2017 Budget Document.</p>
Report	<p><u>Background Information</u></p> <ul style="list-style-type: none"> • Early February 2018, Council directed Administration to provide options for a third-party review of Council remuneration. • Late February 2018, Administration brought forward a Request for Decision with alternatives for a Council remuneration review in which Council directed Administration to engage the services of a third-party consultant to conduct a review to be completed in time for 2019 budget planning. • The methodology used was that the hiring of a third-party consultant will review other municipalities with comparable size and features, provide a report describing best practices and remuneration amounts, and make a recommendation based on criteria provided.

	<ul style="list-style-type: none"> • The last Council remuneration review occurred in 2006, leaving the policy quite dated. • The Federal Government has made changes to taxation for elected officials effective January 1, 2019. Previously, one-third of an elected official's income was treated as a non-taxable amount. The change means all income will be fully taxable come 2019. The consultant was to determine what the peer comparator group was doing in response to this change. • A Request for Quote was submitted early May 2018, in which Lim HR Compensation Consulting Inc. (the Consultant) was contracted in June 2018 to complete the Council Remuneration Review. • Project work commenced in June 2018, concluding in July, with reporting throughout August to Administration. • Michael Lim of Lim HR Compensation Consulting Inc. will present on the Council remuneration review. <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"> • ADM-REM-1 – Council Remuneration and Expenses
Implication of Administrative Recommendation	<p><u>Strategic Alignment:</u></p> <ul style="list-style-type: none"> • Strong Local Governance and Regional Leadership – An update of the Council Remuneration policy sets the stage to continue attracting high caliber candidates to represent Sturgeon County. <p><u>Organizational:</u></p> <ul style="list-style-type: none"> • The Council Remuneration Policy was last reviewed in 2006 leaving it quite dated. The consultant's report uses peer comparator group information to demonstrate where Sturgeon County Council Members fall in relation to municipalities of similar size and features in respect to remuneration. The use of a third-party consultant provides an impartial, comprehensive review of Council remuneration and provides timely resolution to this matter. <p><u>Financial:</u></p> <ul style="list-style-type: none"> • The project cost is \$14,948, which is being funded from Council Contingency. Future implications of the report will be decided during the 2019 budget planning.
Alternatives Considered	None.

Implications of Alternatives	<p><u>Strategic Alignment:</u></p> <ul style="list-style-type: none"> • Not applicable. <p><u>Organizational:</u></p> <ul style="list-style-type: none"> • Not applicable. <p><u>Financial:</u></p> <ul style="list-style-type: none"> • The project cost will remain \$14,948, with future costs to evaluate alternatives unknown.
Follow up Action	1. Prepare budget options for Council deliberations at budget meetings.
Attachment(s)	<ol style="list-style-type: none"> 1. Council Remuneration and Expense Policy (ADM-REM-1) 2. Presentation – Council Remuneration Review 3. CONFIDENTIAL - Report – Council Remuneration Review (s. 25(s)(d) FOIP Act)
Report Reviewed by:	<div data-bbox="532 800 922 884" data-label="Text"></div> <div data-bbox="532 894 1040 930" data-label="Caption">Ed Kaemingh, Manager Financial Services</div> <div data-bbox="532 968 776 1094" data-label="Text"></div> <div data-bbox="532 1104 992 1140" data-label="Caption">Rick Wojtkiw, GM Corporate Support</div> <div data-bbox="532 1209 813 1293" data-label="Text"></div> <div data-bbox="532 1304 1016 1339" data-label="Caption">Bill Minnes, County Commissioner-CAO</div>

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
Strong Local Governance and Regional Leadership			
We promote consistent and accountable leadership through collaborative and transparent processes (Strategic Plan, pg. 27 MDP)	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Consistent with neighborhood role (see MDP), master plans, policies 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Considers fiscal stability and sustainability 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Has a positive impact on regional and sub-regional cooperation 	<input type="checkbox"/>		<input type="checkbox"/>
Respect the Natural Environment			
We acknowledge the importance of a healthy environment and will minimize and monitor our impact on ecosystems (Strategic Plan, pg. 27 MDP)	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Compliance with Provincial and Federal regulations and/or legislation 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Ensure effective environmental risk management 	<input type="checkbox"/>		<input type="checkbox"/>
Community Identity & Spirit			
We will build upon our strengths, where together we will create an inclusive, caring community (Strategic Plan, (Strategic Plan, pg. 27 MDP)	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Promotes and/or enhances residents' identification with Sturgeon County 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Enhances service provision through community partnerships 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Supports Sturgeon County's cultural history 	<input type="checkbox"/>		<input type="checkbox"/>
Planned Growth and Prosperity			
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)	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Does the proposal align with the Integrated Regional Growth Strategy (map/policies) pg. 26 MDP 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Considers cumulative costs and long-term funding implications 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Targets growth around current or planned infrastructure 	<input type="checkbox"/>		<input type="checkbox"/>
Maintain and Enhance Strong Communities			
We are committed to a safe, secure community, where our residents are respected and provided with access to opportunities. (Strategic Plan, pg. 27 MDP)	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Positive impact on residents' quality of life 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Supports and promotes volunteer efforts 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Provides programs and services that are accessible to all residents 	<input type="checkbox"/>		<input type="checkbox"/>
Operational Excellence			
We have the organizational capability to deliver consistent and defined levels of service to all stakeholders in a professional, efficient, and cost effective manner	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Staff have the knowledge, skills and capability to perform their jobs 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Streamlines operational processes and policies 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Promotes engagement and professional interaction with stakeholders 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Considers a cost-structure which allows Sturgeon County to remain competitive within a regional, national and global context 	<input type="checkbox"/>	<input type="checkbox"/>	

Council Remuneration and Expense

Approved: December 13, 2016

County Commissioner:



Procedure:

Council Remuneration for 2017 effective January 1, 2017 is as follows:

Base Salary	\$ 51,165.16
Mayor's Supplement	\$ 25,581.05
Deputy Mayor's Supplement	\$ 7,674.21

Distance Honorarium

Category A	\$ 2,518.63
Category B	\$ 3,888.62
Category C	\$ 5,259.64
Category D	\$ 6,629.63
Category E	\$ 7,921.63
Category F	\$ 9,277.99
Category G	\$ 10,636.47

Convention Honorarium - \$180 per night

1. The base salary, Mayor and Deputy Mayor Supplement and the distance honorarium shall be adjusted at the same time that the staff adjustment is made.
2. The salary, allowance and convention honorarium will be paid on the monthly salary cheque run on the second last banking day of the month.

Benefits

In order to be eligible to receive benefits, Elected Officials must enroll in the benefits program within 60 days of being elected to office. County Councilors will be entitled to the following benefits:

Accidental Death and Dismemberment

This is compulsory, and will take effect on the first of the month, three months after the election. The County shall pay 80% and the councilor 20% of the Accidental Death and Dismemberment premium, which provides a defined schedule of benefits. Please see Group Benefits Handout for more information.

Basic Group Life Insurance

This is compulsory and will take effect on the first of the month three months after the election. The County shall pay 80% and the councilor 20% of the Group Life Insurance premium, which provides three (3) times your annual taxable salary. Please see Group Benefits Handout for more information.

Dependent Life Insurance

This is compulsory and will take effect on the first of the month three months after the election, if applicable. The County shall pay 80% and the councilor 20% of the Dependent Life Insurance premium for the following coverage:

- Spouse \$ 10,000
- Children \$ 5,000

Please see Group Benefits Handout for more information.

Dental Plan

This is compulsory and will take effect on the first of the month three months after the election unless covered by spouse. The County shall pay 80% and the councilor 20% of dental premiums for the following coverage:

- Basic Dental Services 100%
- Extensive Dentistry 50%
- Orthodontist 50%

Please see Group Benefits Handout for more information.

Emergency Travel Plan

This is compulsory and will take effect on the first of the month three months after the election. The County shall pay 80% and the councilor 20% of the premium. Benefits are provided as the result of an accident or unexpected illness, which occurs outside of Canada.

Extended Health Care Coverage

This is compulsory and will take effect on the first of the month three months after the election, unless covered by spouse. The County shall pay 80% and the councilor 20% of premium.

Please see Group Benefits Handout for more information.

Pension Plan

This is a voluntary participation retirement pension plan. The County is to contribute 5% of earnings and the councilor to contribute a minimum of 5% of earnings but may choose a larger contribution.

Vision Care

This is compulsory and will take effect on the first of the month three months after the election. The County shall pay 80% and the councilor 20% of premium.

Schedule A

Council Expense Remuneration

In Accordance with Bylaw 910/01

<u>Type of cost or activity</u>	<u>Refundable</u>
Regular Council meetings (anywhere)	No
County hall/open house meetings (anywhere)	No
Public/special hearings (anywhere)	No
Conventions/conferences	Yes
Travel outside Sturgeon County for Municipal Association Events	Yes
Meetings with residents (anywhere)	No
Promotional items within division	No
Communication costs at residence	No
Travel outside Sturgeon County for meetings with other government representatives.	Yes
Fire permit inspections	Yes
Meetings with representatives of other governments at County Centre	No
Travel to County Centre for meetings with staff	No
Board/committee meetings (anywhere)	No
Advertising/election expenses	No
Computer/office expenses	No

NOTE: The towns of Morinville, Bon Accord, Gibbons, Legal and Redwater are considered outside Sturgeon County for expense remuneration purposes.



Council Remuneration Review

Summary Presentation to Sturgeon County Council

September 11, 2018





About Lim HR Compensation

- Incorporated in Edmonton since 2002 (16 years)
- Independent HR consulting firm in Edmonton, specializing in..
 - Pay design, Job evaluation, Market surveys
- Michael Lim is Principal Managing Consultant
- Prior relevant experience – “MASH” sectors
 - Municipalities – Sturgeon, Big Horn, Beaumont, Edmonton, Leduc, Stony Plain, Devon, Morinville, Lacombe, Thorhild County, Big Lakes County, High Prairie, Wood Buffalo, Yellowhead County, Cold Lake, Drayton Valley,
 - Advanced Education – Colleges and Universities
 - Schools – Edmonton Public School, Elk Island Public Schools
 - Health – AHS, HSAA, PCNs, Previous Health Boards
- Prior work experience
 - Consulting firms - KPMG, Watson Wyatt
 - Alberta and New Brunswick governments
 - 30+ years experience in public, private and non-profit sectors



Project Mandate

In June 2018, Sturgeon County (The County) engaged the Consultant to undertake a review of Council Remuneration, which includes the following:

1. Conduct a market survey that covers:

- ☐ Council remuneration amounts (salaries, benefits, expenses and allowances)
- ☐ A market peer comparator group of municipalities with similar size and features
- ☐ Analysis of the market data

2. Provide a report that describes the

- ☐ Scope, Principles, Methodology
- ☐ Process used to arrive at the recommendations

3. Timelines

- ☐ Conduct the survey in July
- ☐ Draft report to SLT by August
- ☐ Presentation to Council in September



Consultation Feedback Themes From Council Interviews

1. Market peer comparator group

- ❑ Consensus that tentative list of municipal comparators was a “good list”, reasonable and acceptable
- ❑ Add counties that are adjacent to Calgary – similar features
- ❑ Majority of Council wanted
 - ❑ Inclusion of Strathcona County and City of St Albert
 - ❑ Exclusion of Morinville, Thorhild County and Westlock County.

2. Competitive salary positioning – pay policy

- ❑ No consensus on appropriate competitive pay positioning
 - ❑ 3 suggested paying average or median
 - ❑ 3 suggested paying ahead of market
 - ❑ 1 suggested “competitive” rates, which may be interpreted as paying above average.

3. Other Issues

- ❑ Concern around removal of tax exemption effective Jan 1, 2019
- ❑ Some uncertainty on the understanding of Distance Honorarium received
- ❑ Questions around hours of work and gap between part-time or full-time status



Who is included in the survey

1. **Consulted with Administration & Council**

- ☐ To best reflect other municipalities “with similar size and features”,
- ☐ Balance mix of rural counties and mid-sized urban centres as well as larger, smaller and similar sized municipalities.

2. **Surveyed a peer comparator group** of these municipalities

Parkland County	MD of Foothills
Strathcona County	City of St Albert
Leduc County	City of Fort Saskatchewan
County of Grande Prairie	City of Spruce Grove
Red Deer County	City of Leduc
Rocky View County	County of Lac St Anne

3. **92% Participation** - Successfully secured the participation of the 11 out of 12 targeted municipalities.

4. **When** - Conducted the market survey over a 3-week period between end of June and mid-July 2018.



What is included in the survey

1. Salary related items
 - a. Base Salary
 - b. Distance Honorarium
 - c. 2019 Tax Changes
 - d. Full-time vs Part-Time Practices
2. Pensions & Benefits
 - a. Pension or RRSP Provisions
 - b. Health & Insurance Benefits
 - c. Health Spending Accounts
3. Expenses & Allowances
 - a. Per Diem Rates
 - b. Mileage / Kilometer Rates
 - c. Meal Allowances
 - d. Conference & Professional Development
4. Technology Support
 - a. Cell phones, Computers and IT Support



Compensation Guiding Principles

1. The work of Council is demanding and time-consuming
2. Council should receive “fair” compensation
 - ☐ Fair to Council Members who perform Council work
 - ☐ Fair to County in attracting qualified candidates for public service
 - ☐ Fair to rate payers who foots the bill
3. Council remuneration should mirror prevailing rates of similar municipalities
 - ☐ A peer comparator group of 11 municipalities
4. Use the market P50 and P75 salary rates as critical point of market salary comparisons
 - ☐ Based on Council feedback on market positioning
5. The last review was conducted 12 years ago in 2006
6. Meaningful comparisons
 - ☐ The Consultant’s job was to simplify the wide array of municipal Council remuneration data by breaking down certain components to ensure meaningful comparisons



Keeping Perspective on Size

- Useful to keep some perspective on municipal size metrics as shown in table when examining salary options.
- Provides a reality check on the appropriate comparisons.

Municipal Size Metrics				
Municipalities	2018 Equalized Assessment	2017 Population	Total 2017 Budgets	# Council Members
Strathcona County	\$32,874,778,081	98,044	\$406,106,455	9
City St Albert	\$11,903,476,763	65,589	\$259,789,400	7
City Spruce Grove	\$5,799,874,149	34,881	\$104,000,000	7
Rocky View County	\$17,498,758,710	39,407	\$260,447,800	9
Grande Prairie County	\$8,267,266,582	22,303	\$99,369,468	9
Red Deer County	\$6,369,535,431	19,541	\$80,677,905	7
Parkland County	\$10,334,697,610	32,097	\$158,125,400	7
Leduc County	\$8,311,251,273	13,780	\$117,488,034	7
City Fort Sask	\$6,237,982,749	25,533	\$94,367,486	7
City Leduc	\$6,092,490,540	31,130	\$115,424,643	7
Foothills County	\$7,865,937,443	22,766	\$58,626,262	7
Sturgeon County	\$6,757,529,707	20,495	\$70,132,142	7



SURVEY FINDINGS - SALARY



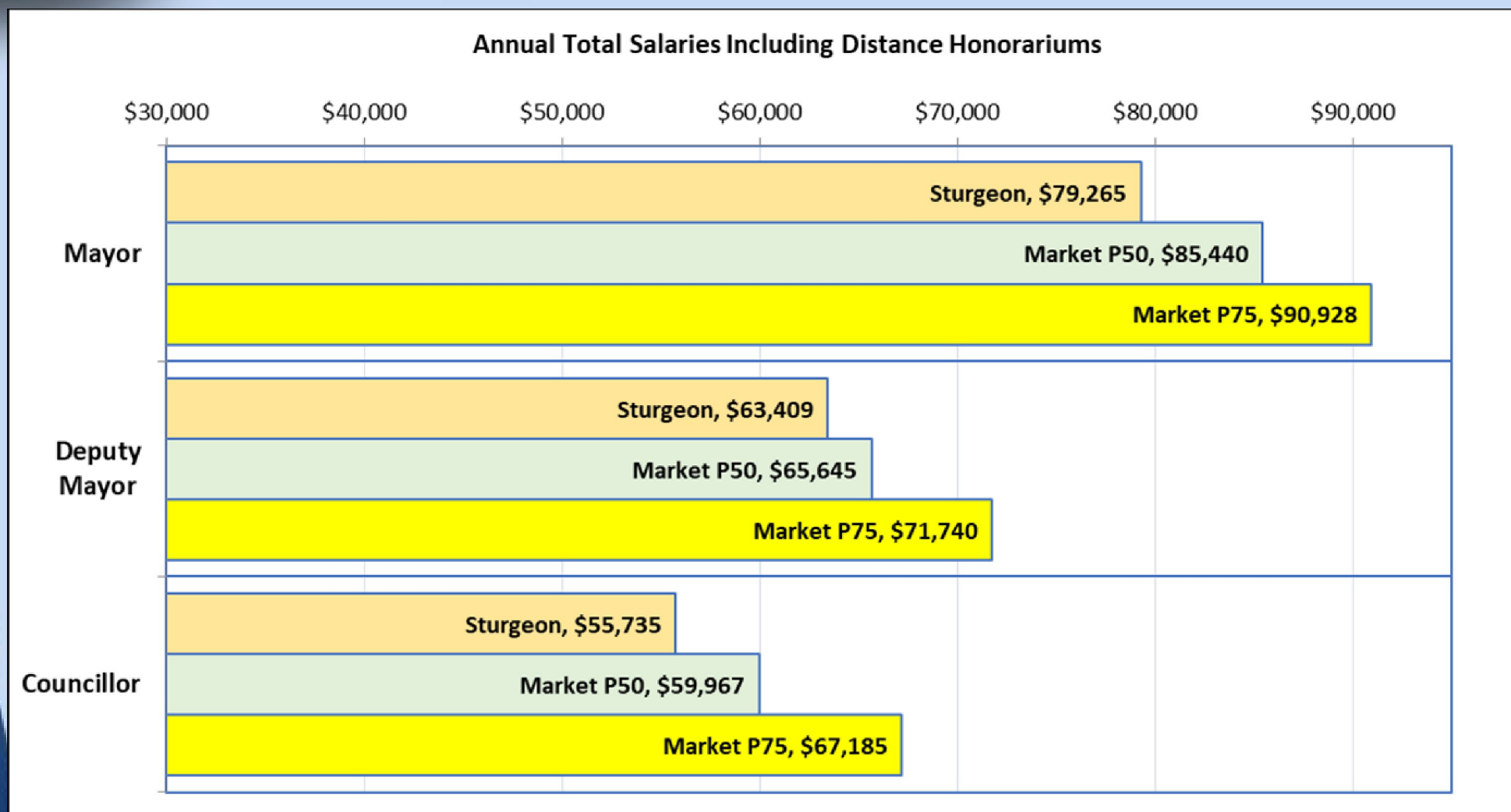
Focus is on Total Salary Which Includes Distance Honorarium

- Sturgeon County and 3 of the 7 counties pay Distance Honorariums (DH) which are added to base salaries
 - Compensation for commuting between home and county office
 - The 3 other counties with DH are Grande Prairie, Parkland & Foothills
- DH charts included to show “apples-to-apples” comparison
- Chart 1.1 excludes DH by comparing base salaries only
 - Does not show true salaries earned by counties that have DH
- Chart 1.2 includes DH by comparing total salaries
 - Show a more accurate picture of actual salaries earned by Council Members for Sturgeon and the peer comparator group
- Focus in this review is therefore on Total Salary Comparison which includes DH at Market P50 and P75 rates from Chart 1.2 of the report.

Comparing Sturgeon Total Salaries to Market P50 and P75

Elected Officials Annual Salaries, Including Distance Honorariums			
	Mayor	Deputy Mayor	Councillor
Strathcona County +	\$129,247	NA	\$71,894
City St Albert	\$110,000	NA	\$45,000
City Spruce Grove	\$91,300	\$49,664	\$40,664
Rocky View County	\$90,556	\$72,094	\$67,057
Grande Prairie County *	\$86,485	NA	\$63,852
Red Deer County	\$85,440	\$59,967	\$59,967
Parkland County	\$84,671	\$60,613	\$48,206
Leduc County	\$80,774	\$70,678	\$67,312
City Fort Sask	\$79,467	NA	\$33,348
City Leduc	\$78,400	NA	\$37,073
Foothills County	\$84,647	\$73,565	\$69,792
Market P25	\$82,710	\$60,129	\$42,832
Market Average	\$90,999	\$64,430	\$54,924
Market P50	\$85,440	\$65,645	\$59,967
Market P75	\$90,928	\$71,740	\$67,185
# of comparators	11	6	11
Sturgeon County Salary Rates & % Diff on Total Salary			
Salary Components	Mayor	Deputy Mayor	Councillor
Base Salary	\$76,746	\$58,839	\$51,165
Distance Honorarium Avg #	\$2,519	\$4,570	\$4,570
Total Salary	\$79,265	\$63,409	\$55,735
Sturgeon % Diff @P50	-7.8%	-3.5%	-7.6%
Sturgeon % Diff @ P75	-14.7%	-13.1%	-20.5%
* Closest proxy salaries based on 2017 Financial Statements.			
+ Excludes Strathcona's grossed-up amount to offset income loss from the removal of tax-free portion of income.			
# Sturgeon's Distance Honorariums are average amounts based on 2017 for illustrative purposes.			

Graphic Summary of Sturgeon Total Salaries & Market P50 and P75 Rates





SALARY RECOMMENDATIONS

Pay Option 1 - Recommended

Option 1 - Adopt the Market P75 (75th Percentile) Rates			
	Mayor	Deputy Mayor	Councillor
Proposed Total Salaries	\$90,928	\$71,740	\$67,185
Current Salary Rates	\$79,265	\$63,409	\$55,735
\$ Adjustments	\$11,663	\$8,331	\$11,449
% Adjustments	14.7%	13.1%	20.5%

- Based on need to match market P75 rates
- Use of P75 based on consolidated comments from Council Members on competitive market positioning
- Competitive, above average, pay structure within the market peer group
- Need to attract qualified candidates to public service
- Previous review was 12 years ago in 2006
- Includes the average 2017 Distance Honorarium for Councillors for illustrative purposes

Pay Option 2 - Alternative

Option 2 - Adopt the Market P50 (Median) Rates			
	Mayor	Deputy Mayor	Councillor
Proposed Total Salaries	\$85,440	\$65,645	\$59,967
Current Salary Rates	\$79,265	\$63,409	\$55,735
\$ Adjustments	\$6,175	\$2,236	\$4,232
% Adjustments	7.8%	3.5%	7.6%

- Based on the need to match the market P50 or median rates
- Competitive, average, pay structure within the market peer group
- Previous review was 12 years ago in 2006
- Includes the average 2017 Distance Honorarium for Councillors for illustrative purposes

Components of Total Salary Per Salary Recommendation

Salary Components of Salary Option Based on Market P75 Rates			
Salary Components	Mayor	Deputy Mayor	Councillor
Base Salary	\$62,615	\$62,615	\$62,615
Plus: Council Supplements *	\$25,794	\$4,555	\$0
Net Total Salary	\$88,409	\$67,170	\$62,615
Plus: Distance Honorarium #	\$2,519	\$4,570	\$4,570
Proposed Total Salary	\$90,928	\$71,740	\$67,185
<p>* Pay supplements for the Mayor and Deputy Mayor reflect the differences of their Net Total Salaries over Councillor's Net Total Salary (without the Distance Honorarium).</p> <p># Sturgeon's Distance Honorariums are average amounts based on 2017 for illustrative purposes.</p>			

The table identifies the key components of total salary which includes

- ❑ Base Salary
- ❑ Council Supplements for Mayor & Deputy Mayor
- ❑ Distance Honorarium (average 2017 amounts for Deputy Mayor & Councillors for illustrative purpose)
- ❑ Proposed Market Total Salary

Per Diems

Chart 3.1: Per Diem Rates

Municipalities	Applications of Per Diems	Half-Day Up to 4 Hours	Full-Day More than 4 Hours
Strathcona County	N/A	NA	NA
City St Albert	No per diems	NA	NA
City Spruce Grove	Eligible for per diem when required to attend an event or meeting as an official representative of the City unless prohibited by Council Remuneration Policy in exceptional case.	\$129.17	\$258.33
Rocky View County	No per diems	NA	NA
Grande Prairie County	For Conventions, Conferences and special meetings approved by Council	\$92.34	\$184.67
Red Deer County	Covers conferences, conventions and special meeting approved by Council.	\$105.00	\$210.00
Parkland County	Covers conferences, conventions and special meeting approved by Council.	\$131.00	\$262.00
Leduc County	No provision	NA	NA
City Fort Sask	Mayor does not receive a per diem but may receive per diem from outside organizations such as the Capital Regional Board. Councillors may receive per diems from organizations of which they are a member, or for attending functions that Mayor or Council requested as an official representative of the City. But per diems do not apply to regular Council meetings, workshops, Committee of the Whole, Special Council meetings, meetings of boards, committees or commissions designated by Council.	\$100.00	\$200.00
City Leduc	Only per diem is \$15 daily allowance for travel to conferences. The only other case is where Council members appointed to the Alberta Capital Region Wastewater Commission and the Capital Region Board can retain the fees paid by these external organizations.	NA	NA
Foothills County	Only for committees not covered by base salary and conventions and conferences approved by council	\$149.44	\$298.88
Sturgeon County	Provides a per diem or reimbursement to Council Members to cover expenses incurred while attending Conferences/Conventions	\$90.00	\$180.00
Market P50 (Median) - Excluding Sturgeon		\$117.09	\$234.17
Market Average Rate Excluding Sturgeon		\$117.82	\$235.65



Analysis of Per Diems

- Sturgeon's current per diem rates for half-day (\$90) and full-day (\$180) events are low compared market median rates for half-day (\$117.09) and for full-day (\$234.17) for 7 municipalities.
- 5 municipalities do not have per diems
- Alternative 1 – Status Quo
 - Keep same rates
- Alternative 2 – Eliminate Per Diem
 - Average prior year and add amount into income as taxable
- Alternative 3
 - Adopt market median rates from peer comparators
 - \$117.09 half-day: \$234.17 full-day
- Alternative 4
 - Adopt rounded market median rates with maximum threshold
 - \$117 half-day: \$234 full-day
 - Max annual amounts based on full-days in 2017
 - Mayor \$5,265 (22.5 days) and Councillor \$3,685 (15.75 days)



COUNCIL DISCUSSION POINTS



Discussion – 2019 Tax Changes (1)

- ***Prior to January 1, 2019***
 - A municipal corporation may pay a non-accountable expense allowance to an elected officer to perform the duties of that office.
 - An expense allowance that was not more than one-third of the officer's salary and allowances was not included the elected officer's employment income. (One third of the officer's salary was non-taxable).
 - In turn, elected officers were not entitled to claim the employment expense deductions authorized by paragraph 8(1) of the income tax act



Discussion – 2019 Tax Changes (2)

- ***January 1, 2019 and after***
- The passing of the 2017 federal budget that received royal assent on June 22, 2017 (Bill C 44) removed the non-accountable allowance paid to elected officers.
- Therefore, elected officer's full income will be taxable. With the removal of the provision they are now eligible to claim expense deductions authorized by paragraph 8(1) of the income tax act.
- The expenses include work space in home, meals, and motor vehicle expenses. This expense allowance will reduce the overall financial impact of the municipal Officer's expense allowance being removed.



Discussion – 2019 Tax Changes (3)

- 10 of the 11 municipalities surveyed have not made any decision to address loss of income loss from the removal of the one-third tax exempt portion of elected official salary, effective January 1, 2019.
- One municipality has made the decision to gross up Council salaries to offset the income loss.
- From an income perspective, not considering 2019 allowable expense deductions for elected officials, the impact to gross up Council income for the loss of the allowance would be approximately 15% to 20% in addition to the market survey increases when utilizing the P50 or P75 models.
 - The percentage of a gross up is dependent on the Distance Honorarium factor which takes into account the kilometers travelled from the Council members home to the County office as an allowance added to income.



Discussion – Full-Time vs Part-Time

- The market survey results show the following:
 - Mayors: 4 are classified as full-time and 7 as part-time
 - Councillors: 1 is classified as full-time and 10 are part-time
- Given the complex nature of the topic and to adequately determine correct classification a study would likely have to be performed.
- To pursue a project such as this it would be recommended that Council direct Administration to engage in a study of this nature.



SUMMARY OF OTHER ITEMS

Summary of Non-Salary Items From Market Survey – For Information

Consolidation of Market Survey Analysis - Non-Salary Items			
Survey Items	Chart #	Findings	Analysis / Recommendations
Distance Honorarium	Chart 1.4	3 out of 11 have similar allowance	No change.
2019 Tax Changes *	Chart 1.5	No decision from 10 out of 11	Council Discussion . Insufficient data.
Full-time vs Part-time *	Chart 1.6	Mayor - 4 FT, 7 PT; Councillor - 1 FT, 10 PT	Council Discussion . Aligned with market
Pension or RRSP Provisions	Chart 2.1	8 provides RRSPs, and no provisions for 3	No change. Aligned with market.
Health & Life Insurance	Chart 2.2	10 contribute to plans. 1 has no provision	No Change. Aligned with market.
Health & Wellness Account	Chart 2.3	6 contribute to plans. 5 have no provision	No Change. Aligned with market.
Per Diem Rates *	Chart 3.1	6 have per diems, 5 have no provisions	Council Discussion on 3 alternatives
Mileage /KM Rates *	Chart 3.2	11 have km rates, around \$0.54 - \$0.55/km	Council Discussion
Meal Allowances	Chart 3.3	11 have a threshold or receipt requirement	No Change. Aligned with market.
Conference & Professional Development	Chart 3.4	11 support conference attendance and PD events	No Change. Aligned with market.
Technology Allowance & Support	Chart 4.1	11 provide technology support to Council	No Change. Aligned with market.
* Items that require further or separate Council discussions			



Future Adjustments

Practices from other municipal surveys

- The periodic market reviews for some municipalities coincide with the election year for the most part, while others conduct their reviews either during the 2nd or 3rd year of the Council Term of Office before election year.
- Some municipalities adjust their Council remuneration levels annually by some cost of living adjustments (CPI or staff salary adjustments) Some do not apply any regular adjustments.

Recommendation

- Continue practice of adjusting the remuneration rate annually by a Cost of Living Allowance approved during the annual budget process.
- Conduct a market review early in the 3rd year of Council's term to ensure that Sturgeon keeps pace with the Council Remuneration Policies of the same peer comparator group of municipalities.
- Any changes to the existing remuneration structure and items discussed within this report may result in the requirement to adapt County policies to align with those changes.



Question, Comments?





Agenda Item:

D.2

Regular Council Meeting:

September 11, 2018

Item:

Council Remuneration Review Presentation

Attachment has been severed from the public agenda package in keeping with Section 25(1)(d) – Disclosure harmful to economic and other interests of a public body – of the *Freedom of Information and Protection of Privacy Act*.

Legislation Text

File #: RFD-134-18, **Version:** 1

Sturgeon Valley Special Study Area: Negotiated Policies

That the Mayor be authorized to submit the Negotiated Policies for the Sturgeon Valley Special Study Area, as provided in Attachment 2, to the Edmonton Metropolitan Region Board as part of the requirements outlined in the Sturgeon Valley Special Study Area Terms of Reference.

Request for Decision

Title	Sturgeon Valley Special Study Area: Negotiated Policies
Proposed Motions	That the Mayor be authorized to submit the Negotiated Policies for the Sturgeon Valley Special Study Area, as provided in Attachment 2, to the Edmonton Metropolitan Region Board as part of the requirements outlined in the Sturgeon Valley Special Study Area Terms of Reference.
Administrative Recommendation	That the Sturgeon Valley Special Study Area Negotiated Policies be accepted and submitted to the Edmonton Metropolitan Region Board as part of the requirements outlined in the Special Study Area Terms of Reference.
Previous Council Direction	September 12, 2017 – The Terms of Reference for Sturgeon Valley Special Study Area were presented to Council for information prior to being included on the September 14, 2017 Edmonton Metropolitan Region Board Meeting Agenda.
Report	<p><u>Background Information</u></p> <p>The Terms of Reference for the Sturgeon Valley Special Study Area (SV SSA) were presented and approved at the September 14, 2017 Edmonton Metropolitan Board (EMRB) Meeting (see Attachment 1). The Terms of Reference outline the following key phases:</p> <ul style="list-style-type: none"> ▪ Phase 1: Development of Terms of Reference; ▪ Phase 2: Development of Area Specific Policies; ▪ Phase 3: Area Structure Plan Development. <p>Since approval of the SV SSA Terms of Reference, Sturgeon County Administration has been working collaboratively with administrative representatives from the cities of Edmonton (COE) and St. Albert (COS) on Phase 2 of the SV SSA. Below is a summary of the key intermunicipal meetings and associated outcomes that have occurred in 2018.</p> <p><u>1. Key Meeting Dates and Milestones</u></p> <ul style="list-style-type: none"> ▪ January 30, 2018: Sturgeon County Council Update <ul style="list-style-type: none"> ○ Council workshop of key intermunicipal projects and initiatives related to the SV SSA ▪ May 8 and July 12, 2018: Tri-party Meetings

- Ongoing policy development
- August 13, 2018 (and ongoing): Check-in with Area Developers
 - Confirmation of understanding of developer aspirations
- August 15, 2018: EMRB pre-engagement on SV SSA
 - Consultation with EMRB administration regarding expectations on submittal to Board
- August 21, 2018: Sturgeon County Council Informal Briefing
 - Presentation of key negotiated policies
- August 24, 2018: Tri-Party Executive Meeting
 - Administrative confirmation of key negotiated policies
- August 31, 2018: City of Edmonton Committee Meeting
 - Confirmation of key negotiated policies
- September 4, 2018: City of St. Albert Meeting
 - Confirmation of key negotiated policies




2. Overview of SV SSA Policies

There are 4 key policy assurances that are articulated in the Negotiated Policies (see Attachment 2 for all policies and for figure of the various areas noted in the text below).

- Policy Assurance of Metropolitan versus Rural Tier
 - While negotiated Policies relating to the SV SSA shall take precedence over the EMRB Growth Plan Policy Tiers and density targets, all other Growth Plan policies will continue to apply.
- Policy Assurance for Transitional Gradient
 - Development will demonstrate a gradient / transitioned approach such that the character and built form of the established Sturgeon Valley community (Area C) is protected.
 - Density of development in Areas A and B shall achieve an overall minimum of 35 du/nrha*. This is comprised of minimum densities of 35 du/nrha in Areas A and B2, 20 du/nrha in Area B1.
 - A Transit Centre will be located in Area B that could enable development densities between 42 du/ha and 125 du/ha.
- Policy Assurance for Preservation of Agricultural Lands
 - Area D shall maintain its existing agricultural status in accordance with the policies and regulations contained within the Sturgeon County MDP and LUB for agricultural development.
- Policy Assurance for Completion of Valley Core
 - Sturgeon Valley ASP planning boundary will be reduced to encompass only Area C.

*du/nrha - "dwelling units per net residential hectare"

	<ul style="list-style-type: none"> - All elements and policies of the existing ASP will remain grandfathered. Remaining greenfield lands in Area C will be designated for development in a complimentary manner to the existing rural residential community. <p><u>3. Overview of Process Moving Forward</u></p> <ul style="list-style-type: none"> ▪ September 13, 2018: Final reviews and submittal of EMRB reports and meeting materials ▪ September 20, 2018: EMRB CAO meeting / update ▪ October 11, 2018: EMRB Board meeting SV SSA approval motion ▪ Q4 2018: Review and ratification of policy by Government of Alberta (if approved) <p><u>External Communication</u></p> <ul style="list-style-type: none"> ▪ Engagement and communication with area developers is an ongoing process as the project progresses to Phase 3 (Area Structure Planning). ▪ The Area Structure Planning process will include engagement and communication with a variety of stakeholders including area residents, developers, Edmonton Metropolitan Region administration and intermunicipal planning partners. ▪ Communication releases can be initiated via County website, resident newsletters such Sturgeon FYI and County social media twitter feeds. <p><u>Relevant Policy/Legislation/Practices</u></p> <ul style="list-style-type: none"> ▪ Edmonton Metropolitan Region Growth Plan Policy 4.4.5 (see page 60 of EMR Growth Plan) ▪ Sturgeon County Municipal Development Plan Policies RC 2.3.1 (see page 34 of MDP)
Implication of Administrative Recommendation	<p><u>Strategic:</u></p> <p>Consistent with multiple focus areas, including Strong Local Governance and Regional Leadership.</p> <ul style="list-style-type: none"> • We promote consistent and accountable leadership through collaborative and transparent processes. • Inter-municipal working agreements are developed which strengthens the competitiveness of Sturgeon County and the sub-region. <p><u>Organizational:</u></p> <p>As articulated in Appendix A: Resource Plan of the EMR Growth Plan, the expected timing of completion of the SV SSA is approximately 1 year. The final completion of the SV SSA, if approved in October, would be approximately 1.5 years from time of commencement.</p> <p>The development of the Area Structure Plan and supporting studies would consume a fairly high Administrative time commitment.</p>

	<p><u>Financial:</u></p> <p>The financial costs for the Phase 3: Area Structure Plan Development is outlined in the 2018 and 2019 budget and has been previously funded.</p>
Alternatives Considered	<ol style="list-style-type: none"> 1. That the Negotiated Policies be rejected, and that Administration be directed to conduct no further work in this area. 2. That the Negotiated Policies be referred to Administration for additional engagement / consultation or editing.
Implications of Alternatives	<p>Should the Negotiated Policies be rejected by Council, it could call into question the County's commitment to future planning within the Sturgeon Valley Special Study Area.</p> <p>This could be mitigated somewhat by a referral back to Administration for additional work, although direction would be required as to what type of new consultative approach would be desired prior to EMRB review.</p>
Follow up Action	<ol style="list-style-type: none"> 1. Administration will prepare required deliverables, materials and presentations for Edmonton Metropolitan Region Board meetings. 2. Administration will support all pre-meeting information sharing processes. 3. If approved regionally, Administration will commence initial Area Structure Planning.
Attachment(s)	<ol style="list-style-type: none"> 1. Attachment 1: Terms of Reference 2. Attachment 2: Negotiated Policies
Report Reviewed by:	<p>  Travis Peter, Manager Community and Regional Planning </p> <p>  Collin Steffes, General Manager Integrated Growth Division </p> <p>  Bill Minnes, County Commissioner-CAO </p>

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
Strong Local Governance and Regional Leadership			
We promote consistent and accountable leadership through collaborative and transparent processes (Strategic Plan, pg. 27 MDP)	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Consistent with neighborhood role (see MDP), master plans, policies 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Considers fiscal stability and sustainability 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Has a positive impact on regional and sub-regional cooperation 	<input type="checkbox"/>	<input type="checkbox"/>	
Respect the Natural Environment			
We acknowledge the importance of a healthy environment and will minimize and monitor our impact on ecosystems (Strategic Plan, pg. 27 MDP)	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Compliance with Provincial and Federal regulations and/or legislation 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Ensure effective environmental risk management 	<input type="checkbox"/>	<input type="checkbox"/>	
Community Identity & Spirit			
We will build upon our strengths, where together we will create an inclusive, caring community (Strategic Plan, (Strategic Plan, pg. 27 MDP)	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Promotes and/or enhances residents' identification with Sturgeon County 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Enhances service provision through community partnerships 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Supports Sturgeon County's cultural history 	<input type="checkbox"/>		<input type="checkbox"/>
Planned Growth and Prosperity			
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)	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Does the proposal align with the Integrated Regional Growth Strategy (map/policies) pg. 26 MDP 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Considers cumulative costs and long-term funding implications 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Targets growth around current or planned infrastructure 	<input type="checkbox"/>	<input type="checkbox"/>	
Maintain and Enhance Strong Communities			
We are committed to a safe, secure community, where our residents are respected and provided with access to opportunities. (Strategic Plan, pg. 27 MDP)	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Positive impact on residents' quality of life 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Supports and promotes volunteer efforts 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Provides programs and services that are accessible to all residents 	<input type="checkbox"/>		<input type="checkbox"/>
Operational Excellence			
We have the organizational capability to deliver consistent and defined levels of service to all stakeholders in a professional, efficient, and cost effective manner	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Staff have the knowledge, skills and capability to perform their jobs 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Streamlines operational processes and policies 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Promotes engagement and professional interaction with stakeholders 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Considers a cost-structure which allows Sturgeon County to remain competitive within a regional, national and global context 	<input type="checkbox"/>	<input type="checkbox"/>	

2017

Sturgeon Valley Special Study Area

Terms of Reference



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Project Name: Sturgeon Valley Special Study Area Terms of Reference

Date Initiated: January 2017

Part One: Sturgeon Valley Overview

1.0 Background

The Sturgeon Valley Area Structure Plan (SV ASP), adopted in 1999, set forth in general terms a proposed pattern of land use for an area of over 5,060 hectares (80 quarter sections). Rather than pre-districting the entire plan area for future country residential development, the plan prudently required new rural residential development to build-out contiguous from an established core under the following key objectives.

- Rural residential subdivisions are to be provided with piped water and sewer systems, and paved roads,
- Development is to proceed in an orderly fashion,
- Development is to be located to lands that have marginal agricultural value, and
- Development is to be attractive, conveniently located, and safe physical environments.

Implementation of the SV ASP has resulted in the continued preservation of high-value agricultural lands, along with responsible orderly rural residential development (existing approved country residential lots are nearing 90% build-out).

Recognizing the changing dynamics in the region, the oversupply of country residential land in the greater Edmonton Metropolitan area and the cost of servicing associated with such a housing product, Sturgeon County has been working with the Capital Region Board and area developers for the past 10 years to determine housing product types that would complement the established rural residential community. Part of this vision included creating the opportunity for greater mix of housing forms, along with complimentary neighborhood level amenities that seeks to contribute to the ongoing development of a complete community in the Sturgeon Valley Area. A key element in this approach was to enable development from the Metropolitan Area boundary in a manner that is sensitive to the character of the established rural residential community while of a sufficient density and design to support infrastructure.

Without planning certainty over the past 10 years, it has been difficult for Sturgeon County to plan for the development and expansion of their existing municipally owned and operated water and sanitary infrastructure; having little basis for the determination of future service need without an understanding of likely growth potential. Furthermore, the established rural residential community has continued to express concern about the loss of their aesthetic characteristics through the continued encroachment of urban development on their fringes. In respecting the values of the established rural residential community, it is envisaged that development from the Metropolitan Area will be carried out in a transitional manner that mitigates the impact of urban development. Both existing natural features and innovative design techniques may be utilized to achieve this transition. For example, floodplains and potential wetland areas may present opportunities for natural buffers, while also constraining the amount the available developable land. Additionally, design techniques developed through an Area Structure Plan such as increased cluster development that enables greater infrastructure efficiency, present other opportunities to meet the vision. It is expected that further analysis of opportunities and constraints to achieving this vision will be a significant factor in the development of an Area Structure Plan. This community is unique, compared to typical forms of traditional country residential development, in large part because Sturgeon County provides full sanitary and water services and because of the proximity to the cities of Edmonton, St. Albert and CFB Edmonton, leading to the need for establishing different densities.

Given Sturgeon County's infrastructure investments, the proximity of the Sturgeon Valley to Anthony Henday Drive, the City of St. Albert and CFB Edmonton, opportunities exist to further develop remaining lands that contribute support towards future infrastructure, such as the extension of 127 Street. Pending outcomes of the mandated Capital Region Board SV SSA, it is expected that an agreement and set of high level policies will provide overarching planning parameters (such as density) that enables the development of a new Area Structure Plan that respects the values of the established rural residential community.

As outlined above, the Sturgeon Valley has a unique set of circumstances that have resulted in it being identified as a Special Study Area within the Edmonton Metropolitan Region Growth Plan (2016) policy 4.4.5 states *“Development in the Sturgeon Valley will be addressed through a Special Study Area process in accordance with Part C. Implementation, Section 5.2.4.2. Area specific policies approved by the Capital Region Board and Government of Alberta for the Sturgeon Valley will prevail.”*

2.0 Planning Context

Sturgeon County encompasses an area of over 2,300 km². As of 2017, Sturgeon County total population is reported at 20,495. The Edmonton Metropolitan Region Growth Plan (2016) - Schedule 1 Population and Employment Projections (2014-2044) identifies a future Sturgeon County population projection of 31,000 (low case) and 39,200 (high case). Bordering to the south of the Sturgeon Valley Area is the City of Edmonton where a portion of the lands have been developed for large institutional purposes and the remaining land area between Valor Road (Township Road 542) and the Henday falls within the approved Goodridge Corner Area Structure Plan. This Area Structure Plan provides a framework for the development of residential and mixed use with a commercial centre along 127 Street as indicated in the Edmonton Metropolitan Region Growth Plan. The Sturgeon Valley Area is bordered to the east by Highway 28 and CFB Edmonton, with Highway 37 bordering its north. To the southwest is the municipal boundary of the City of St Albert, which includes residential development as the predominant land use. Currently, the City of St Albert is in the process of seeking annexation of lands to the west, north and northeast of the city that includes lands within the Sturgeon Valley Area. Transecting the Sturgeon Valley Area in a north-south direction is the railway line that will present challenges for developing connections for communities in an east west direction.

It should be noted that approximately 70% of the planned future population in Sturgeon County (8,609) is proposed to be centralized within the Sturgeon Valley Area Structure Plan. The remainder (30%) of planned future population is to be centralized in key growth hamlets with existing municipal servicing (municipal piped water and sewer), existing country residential and agricultural farmsteads/agricultural acreages.

The Sturgeon Valley Area Structure Plan encompasses fully-serviced (water and sewer) multi-lot developments that have been approved through various planning approval authorities summarized below. The portion of lands envisaged to be developed over time between the Anthony Henday to the south and established rural residential to the north would likely start in the western portion from Sturgeon Road, because of the natural terrain and existing services. Lands to the east are also more limited in their ability for development because of established wetlands that exist and ability to provide services to this area.

1963 to 1995: Edmonton Regional Planning Commission

- Approved approximately 45% of current registered lots in the Sturgeon Valley
- Average densities of the 19 multi-lots approved during this time period: 1.5 du/ha (gross) and 2.2 du/ha (net)

1999 to 2010: Sturgeon Valley Area Structure Plan

- Sturgeon Valley Area Structure Plan established maximum density of 2.96 du/ha (gross)
- Approved approximately 55% of current registered lots in the Sturgeon Valley
- Average densities of the 11 multi-lots approved during this time period: 2.5 du/ha (gross) and 3.7 du/ha (net)

2010: Capital Region Growth Plan: Growing Forward (Cluster Country Residential Area-O)

- Establishment of new maximum density of 2.0 du/ha (gross)
- 4 REF applications submitted between 2010-2012

(2010) - Sturgeon Heights	CRB approval - 3 du/ha (gross) - Subdivision application has since been withdrawn
(2010) - River's Gate	CRB approval - 1.25 du/ha (gross) - Currently in construction phase
(2012) - Green Hennessy	CRB approval - 2.025 du/ha (gross) - Currently in Development Agreement phase
(2010) - Estates of Tuscany	CRB refusal - 2.64 du/ha (gross) - No application due to CRB refusal

2016: Edmonton Metropolitan Region Growth Plan (Awaiting Provincial Approval)

- No maximum density has been defined for greenfield developments in Sturgeon Valley Area Structure Plan. Possibility exists for interpretation of future developments with Sturgeon Valley Area Structure Plan to be defined solely with context of rural policy tier.

- The metropolitan tier alignment within Schedule 2 of the Growth Plan effectively follows Valour Road (195 Avenue) and an extended area from the 127 Street functional alignment. The alignment is anticipated to be more refined through the SV SSA planning process.
- Future refinement of the 127 Street functional alignment (arterial road) as indicated in the Growth Plan crosses through portions of the SV SSA. The alignment is anticipated to be more refined through the Area Structure Plan planning process.

NOTE: It is envisaged that the SV SSA policy will include provision for all Area Structure Plan's within the SV SSA to be worked on collaboratively with the City of Edmonton and City of St. Albert. Hence, the SV SSA policy will be of a high-level nature that provides direction to enable the development of Area Structure Plans.

3.0 Sturgeon Valley Unique Elements

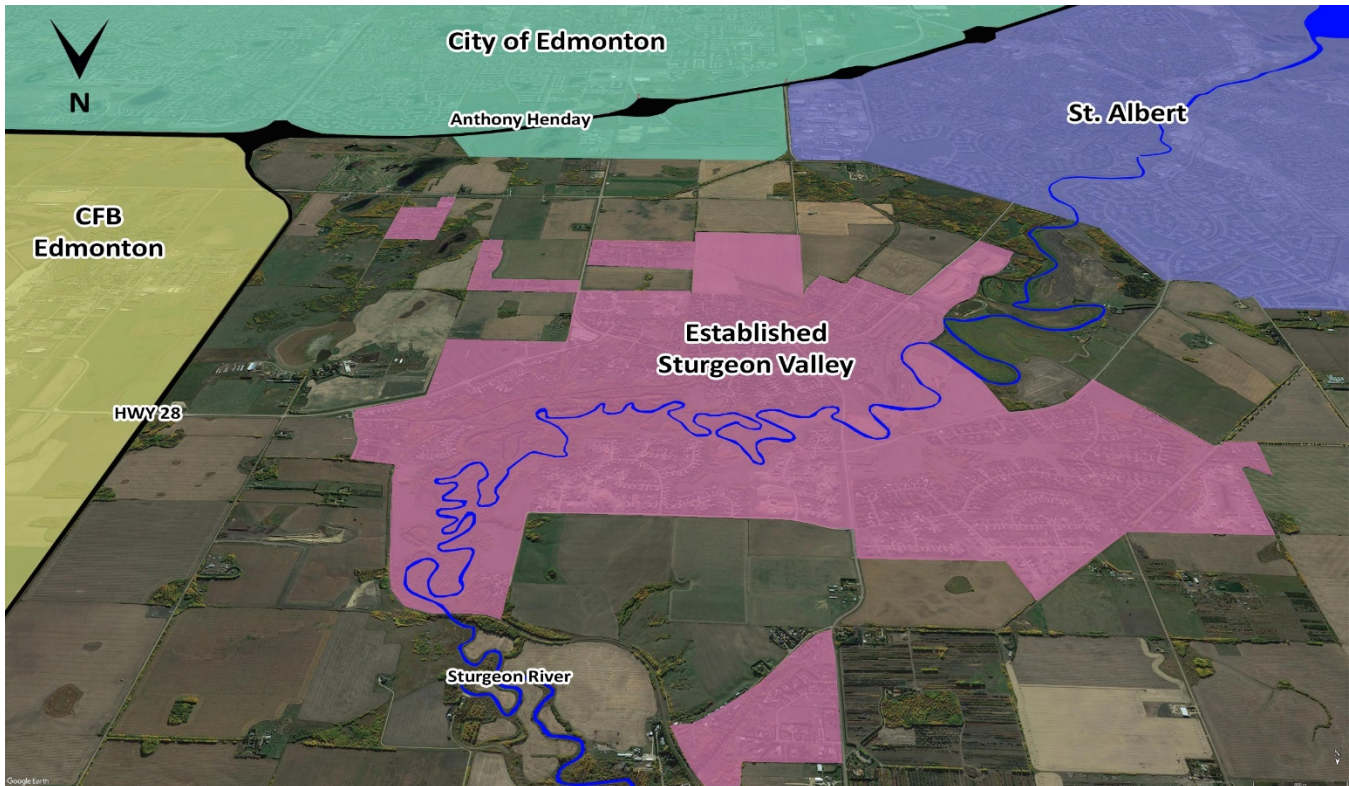


Figure 1: Established Sturgeon Valley

Sturgeon Valley is an established community with a variety of unique characteristics that distinguish it from other residential settlements within the Capital Region. A summary of the unique characteristics and circumstances are detailed below.

1. An established community that seeks to mitigate its rural character from the impact of urban expansion

- Established rural residential development surrounded by large open tracts of rural fields.
- Planned rural residential developments developed with principles related to: orderly rural residential development, on lands with marginal agricultural value and the provision of full municipal servicing (water and sewer).

2. The Sturgeon Valley is a community with history including:

- Initial subdivisions approved by Edmonton Regional Planning Commission dating back to 1963.
- 33 multi-lot rural residential developments that have built out continually over the last 50 years.
- Sturgeon Valley Area Structure Plan (1999) envisioned growth to 2020 and nearing 90% built out.

3. An existing concentration of people at the confluence of 3 municipalities

- Community of approx. 3,500 people in an established rural residential community, adjacent to Regional Employment Area (such as CFB Edmonton) and nearby commercial services via Anthony Henday Drive.
- 2014 Sturgeon County MDP projects additional 8,609 people to the Sturgeon Valley area (historical growth keeping with the CRB population targets)
- Primary location for future population growth, supportive development/services and social infrastructure service delivery; which is integral to Sturgeon County's long-term growth management for the area.
- Sturgeon Valley area surrounded by the Cities of Edmonton, St. Albert, and CFB Edmonton.

4. Sturgeon County investments in local infrastructure enable future development to address the changing needs of the community.

- Full municipal servicing (water and sewer) with integrated regional infrastructure.
- Existing investment by Sturgeon County enables maximized infrastructure capacity to accommodate the projected population growth in the Sturgeon Valley Area.
- Opportunities for intermunicipal collaboration between Sturgeon County, St. Albert and Edmonton.
- Roads of Regional Significance encompass the study area.

5. The Sturgeon Valley is an interconnected community.

- Future development is contiguous from existing community and there exists opportunity to centralize future development footprint to areas where County servicing can be extended.
- Contiguous development is located near major employment areas.
- Opportunities exists to redevelop and intensify undeveloped lands while mitigating potential urban impacts on the established rural residential community.
- Focus development where adequate supporting infrastructure exists.
- Accommodating population growth in built-up area reduces the impact of rural development sprawl and create developments that are fiscally responsible.

6. The Sturgeon River is a focal point of the community

- Ability to build upon natural assets to protect future community amenities.
- Natural features buffer and will assist with transitioning land uses between urban and rural communities.
- Rural/urban interface provides opportunity to develop an inter-municipal naturalized park system.
- Strong sense of community that values residing in a naturalized living environment.

7. Committed Regional Dialogue

- The confluence of adjacent urban municipalities has prompted necessary regional dialogue aiming to respect the interests of the existing communities and regional planning objectives.
- Both the Capital Region Board Growth Plan and Sturgeon County Municipal Development Plan identify areas for growth.
- Collaborative sub-regional discussion opportunities exist between Edmonton, St. Albert and Sturgeon County.

8. Ability to improve the sustainability of the existing development pattern

- CCRA limited development to 2.0 du/ha, which does not align with Growth Plan's aim to grow responsibly and to limit development footprint.
- Sturgeon County's 2010 analysis demonstrated that CCRA was not viable for the municipality or developers (low density vs development/servicing costs).

9. The Capital Region Growth Plan Policy and the Sturgeon Valley Area

- The Edmonton Metropolitan Growth Plan currently provide no guidance to the County on density or how the area will grow because the current policy does not accurately reflect the unique circumstances of this area that fit accordingly with the Rural or Metropolitan Tier.
- Policy 4.4.5 recognizes that this area is special for the reasons outlined above and requires development of specific policy to provide further direction on how growth will occur within the Sturgeon Valley Area. Working in partnership with the City of Edmonton and City of St. Albert it is the intention to develop policy around density, the boundaries of the study area and collaboration between the three municipalities to guide the future development of an Area Structure Plan.

Part Two: Special Study Area

4.0 Background

As per the Edmonton Metropolitan Region Growth Plan (the “Plan”) policy 4.4.5 states “*Development in the Sturgeon Valley will be addressed through a Special Study Area process in accordance with Part C. Implementation, Section 5.2.4.2. Area specific policies approved by the Capital Region Board and Government of Alberta for the Sturgeon Valley will prevail.*”

A Special Study Area is defined in the Plan as “*An area identified to address intermunicipal and/or regional growth issues that may require special policy consideration within the Plan to support the vision, guiding principles and objectives and will be addressed in accordance with the process outlined in Part C. Section 5.2.4.2 of the Plan*”. It should be noted that conducting a Special Study is a new responsibility for municipalities to implement as per the Plan.

Furthermore, it is articulated in Section 5.2 in the Plan that Special Study Areas shall require a supporting Terms of Reference addressing: proposed study area, growth related items to be addressed, proposed planning process/timing and involvement of municipalities and stakeholders. This document is intended to fulfill the requirements of this specific portion of the process.

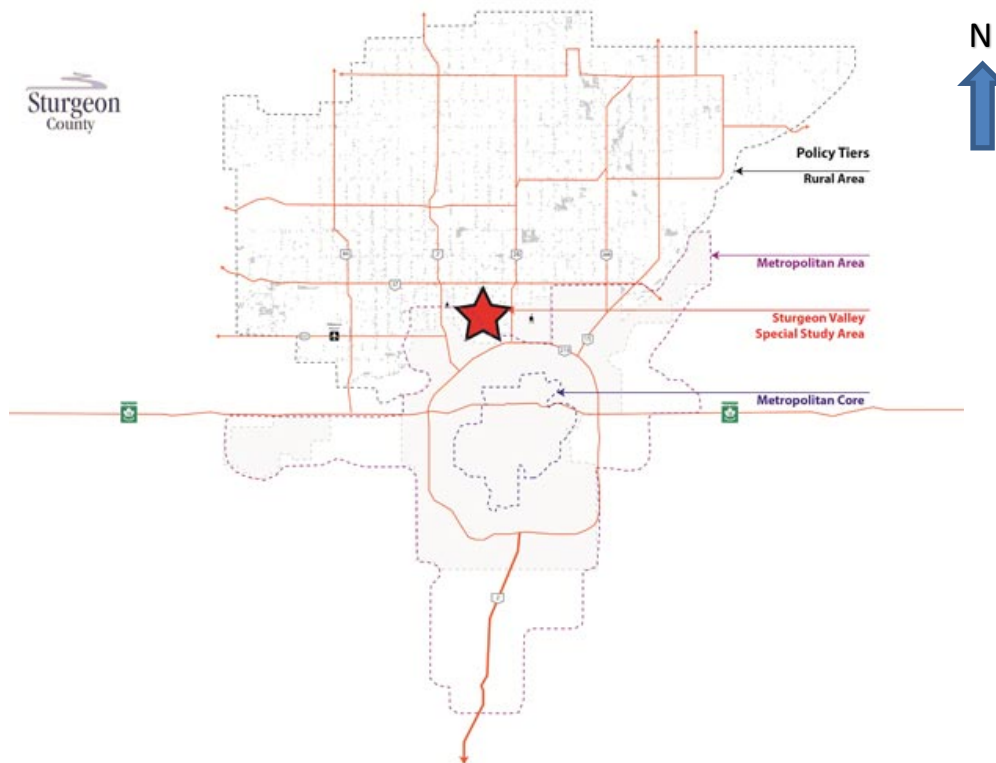


Figure 2: Sturgeon Valley Special Study Area

5.0 Objective

Both the cities of Edmonton and City of St. Albert share jurisdictional boundaries with the Sturgeon Valley Special Study Area (SV SSA). As noted in Part C: Implementation of the Plan, the agreement will define planning outcomes and provide planning certainty in terms of the following key elements:

- Proposed Study Area;
- Growth Related Items to be Addressed (such as Greenfield Development Densities); and
- Proposed Planning Process/Timing and Involvement of municipalities and stakeholders.

The Terms of Reference speaks to the general scope, guiding principles and actions required to ensure that the appropriate protocols and strategies are in place to support the mutual goals of Sturgeon County, City of Edmonton and City of St. Albert (as it pertains specifically to the SV SSA). The Terms of Reference includes a process that is expected to result in a framework for the various jurisdictions to work together collaboratively on issues related to land use and infrastructure in an agreed upon defined area.

6.0 Scope

There is value in a coordinated approach to accommodate growth, while maintaining jurisdictional autonomy. The Terms of Reference relies on providing baseline information and informing future processes and the necessary collaborations to guide future development in the SV SSA.

In-scope

- Higher level legislation and plans (Capital Region Board).
- Already approved community wide and area specific plans, including Municipal Development Plans and other Statutory Plans that provides background information.
- Identification of regional infrastructure triggers and thresholds.
- Identifying areas of collaboration.
- Refining the location of the Rural and Metropolitan tier line.
- Establishing density targets.

Out of Scope

- New Area Structure Plans in identified greenfield areas within the SV SSA (this will be addressed through future phases of the planning process in the SV SSA)
- Public engagement (this will be addressed through future phase of the planning process in the SV SSA)

Assumptions

- Active participation of both the City of Edmonton and City of St. Albert
- Capital Region Board - Edmonton Metropolitan Region Growth Plan will be enacted as written

7.0 Study Areas

The Sturgeon Valley Special Study Area (SV SSA) is bordered by St. Albert to the west and Edmonton to the south. Given the unique character, connection between two existing urban centres, and intermunicipal servicing constraints, the Growth Plan requires that the lands be addressed through a special study area process to address the unique nature of the lands, explore opportunities for inter municipal cooperation on items such as servicing and transportation, and establish the appropriate land uses and density for the area. Recent changes to the MGA empower and encourage municipalities to work together to find mutually beneficial solutions to development including the provision of intermunicipal services.

Land use and density directly impact the built environment, character, pace of development, municipal revenue streams, and affordability of a neighbourhood. The 2010 Capital Region Growth Plan designated the entire SV SSA plan area as Cluster Country Residential with a density target of 2 dwelling units per gross hectare. As per the 2010 Growth Plan, the area directly south and southwest of the SVSSA plan area required a target residential density of between 30 and 45 dwelling units per net residential hectare (du/nrha). Schedule 6 of the 2016 Edmonton Metropolitan Region Growth Plan does not provide a minimum greenfield residential density to guide future developments in the rural tier of the SV SSA. Metropolitan Tier minimum residential density targets are identified as 45 du/nrha for the City of Edmonton and 40 du/nrha for the City of St. Albert. There is also no minimum density target for Sturgeon County defined within the Metropolitan Tier.

Density in the Sturgeon Valley Special Study Area needs to be responsive to the context of the neighbourhood and market rather than a 'one size fits all' approach. Part of the process will seek a density transition from the planned density in urban areas to existing low density country residential; while also supporting a diversity of housing, amenities and services to contribute to the development of a complete community. This process will also need to evaluate the fiscal impacts of different forms of development to enable responsible development required to service the lands and contribute towards key regional

infrastructure. Figure 2 defines the boundary area of the SV SSA as lands contained within the current in-force statutory plan for the area (Sturgeon Valley Area Structure Plan) and the defined CCRA policy area; being those lands contained within the area of Highway 37 to the north, Highway 28 to the east, Range Road 253 to the west and the city boundaries of St Albert and Edmonton to the south/southwest.

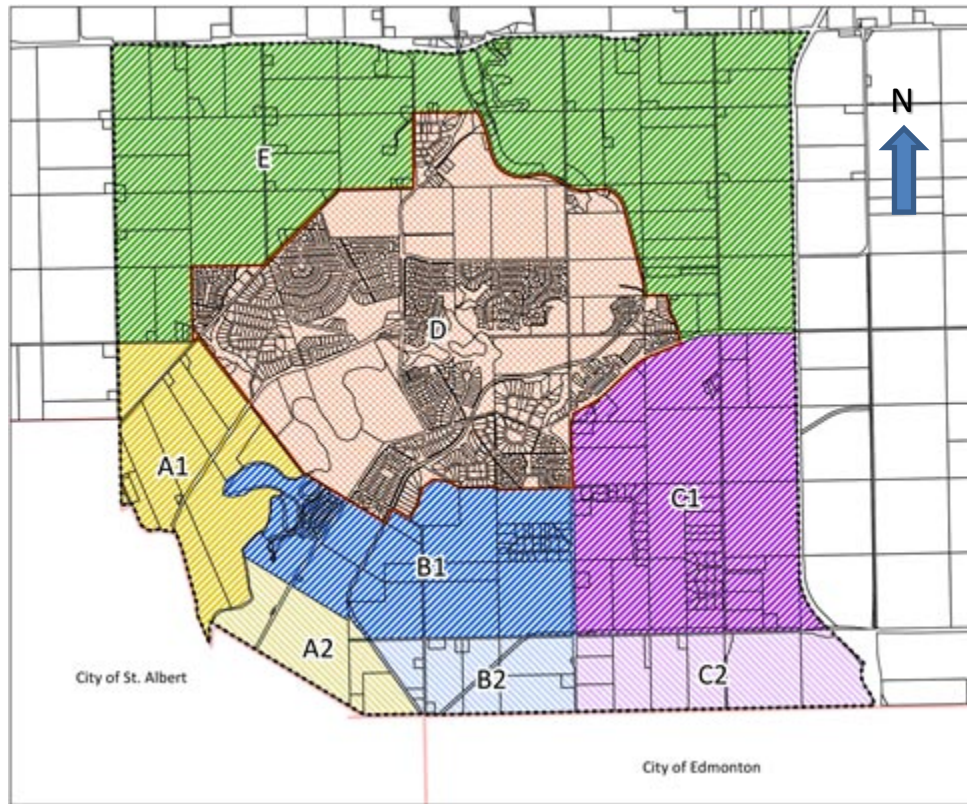


Figure 3: SV SSA Areas

There are five core areas within the SV SSA that will serve as a basis for the development of policy:

Area A - Lands currently under City of St. Albert annexation process. Area A is also broken down into A1 and A2 with A2 being considered largely undevelopable as the majority of the lands are within the flood plain or consist of provincially significant park lands.

Area B - Are lands that are likely to be developed first because of access and ease in servicing. Area B is broken into Areas B1 and B2; being lands mainly located either north or south of Valour Road.

Area C - Area C is broken into Area C1 and C2; being lands mainly located either north or south of Valour Road.

NOTE: Areas B and C represent 1,646ha of land within the SV SSA. Approximately 25% (528ha) is already developed or would not be considered having 'greenfield development' opportunity. This leaves approximately 1,118ha of gross developable lands, with an adjusted gross developable area (assuming 30%) of approximately 783ha.

Area D - Are existing established serviced Country Residential. It is comprised of an existing community of approximately 3,400 people. The Valley Core includes 33 multi-lots nearing 86% built-out, with 1,452 approved/registered lots and 201 vacant lots.

Area E - Are lands that will be retained for primarily Agricultural purposes. Area E will be protected and maintained to enable efficient agricultural production and to support the agricultural section in the Region.

City of St. Albert - Urban development within the City of St. Albert has reached Sturgeon County municipal boundaries to the southwest of the SV SSA. There are known development interests within portions of Area A1 of an urban built-form and density.

City of Edmonton - The Goodridge Corners Neighbourhood Area Structure Plan, adopted by COE Council in February 2014, borders the south portion of the SV SSA. The plan envisions a future population of 8,235 people. A variety of developments are located within the neighbourhood including the Edmonton Remand Centre correctional facility and the Edmonton Police Service northwest campus (currently in construction).

CFB Edmonton - CFB Edmonton is a primary military base that prepares Canadian troops for general combat and battlefield deployment. The base itself occupies over 2,500 hectares and encompasses approximately 320 buildings. The population on the base fluctuates as troops are deployed and return from active duty. As of 2009, CFB Edmonton had a Capital budget of over \$115 million dollars and employed over 6,100 people, making it the single largest employer within Sturgeon County. CFB Edmonton employs approximately 4,500 (regular forces), 500 (reserve forces), 500 (deployment surge), and 600 (civilian employees).

8.0 Growth Related Items to be Addressed

Growth issues related to Land Use Planning, Infrastructure and Open Space will be analyzed and presented within the above identified study areas. Interjurisdictional collaboration on the SV SSA will result in an administrative document written and compiled collaboratively by Administrative representatives of Sturgeon County, City of Edmonton and City of St. Albert that can be used for subsequent endorsement and approval by the Capital Region Board.

9.0 Consistency with Capital Region Board Growth Plan Principles

Overall, the SV SSA policies and future development of Area Structure Plans in the SV SSA are to be consistent with the principles of the Capital Region Growth Plan, however special considerations are needed when developing the policies. Specifically, densities within the SV SSA are to be articulated in a manner that enables development in a responsible manner, that capitalizes on existing servicing and that mitigates the potential impact on the established rural residential community.

10.0 Deliverables

A set of high level policies that guide future development within the Special Study Area, with a focus on establishing a study area boundary, development densities, municipal roles, and policies related to general land use, built form, open space and infrastructure, that will be adopted by the Capital Region.

11.0 Success Criteria

This phase of the Initiative is one step towards initiation of future statutory planning for the SV SSA.

Project Success Criteria		
End Goal	We Can Measure It By:	Intermediate Measures
Special Study Area regional policies that outline the role of all municipalities and specifications for future statutory planning.	Approval by Capital Region Board	Approval of SV SSA Area Specific Policies between Sturgeon County, Cities of Edmonton and St. Albert.

12.0 Schedule

Phase	Start Date
Phase 1a - Initiation - Tri Parties engagement process.	January 2017
Phase 1b – Terms of Reference - 5.2.4.2 (a) and (b) Adoption of Terms of Reference by Capital Region	September 2017

Phase II - Area Specific Policies Development - 5.2.4.2 (c) and (d) of Growth Plan Part C: Implementation	February - November 2017*
Phase III - Approval - 5.2.4.2 (e) of Growth Plan Part C: Implementation	TBD**

* Finalization of Phase II is dependent on initiation and subsequent approval of Phase Ib of the project. The suggested end date is subject to change.

** Note that further development of specific Area Structure Plans will be addressed through future phases of the planning process in the SV SSA. It is premature to provide a tentative start date for Phase III – (ie. future Area Structure Planning) given the uncertainty to when the TOR or Area Specific Policies for the SV SSA will be approved by the CRB Board.

13.0 Summary

To summarize, Sturgeon County has been working on updating the Sturgeon Valley Area Structure Plan over the last 10 years in order to:

- Enable development of a well-planned community that recognizes its neighbours (the City of Edmonton and City of St. Albert) and that respects and protects core agricultural land to the north, and
- Acknowledge the established rural residential community who have concerns over the loss of their aesthetic characteristics through the continued encroachment of urban development on their fringes; which also recognize the need to capitalize on existing Sturgeon County infrastructure services located in the area.

While an existing Area Structure Plan exists for the SV SSA area, the County and land developers recognize that it is:

- Outdated, does not capitalize on existing servicing provided by the County, or future planned infrastructure, and
- Inconsistent with the new Capital Region Growth Plan.

It is recognized that it needs to be changed. To carry this out firstly requires the development of Special Policy Area in accordance with the Capital Region Growth Plan.

The area of greatest sensitivity on future development exists with those lands located between the boundaries of the City of Edmonton and City of St. Albert that lead up to the established rural residential community. This requires specific provision of policies to enable the development of a new Area Structure Plan that is sensitive to the unique issues while at the same time providing policy that speaks to the wider existing Area Structure Plan. Enabling the development of a new Area Structure Plan, in a collaborative fashion, will allow further in-depth research that will lead to development of a plan that meets the policy established for the area.

The key differences with the Capital Region Growth Plan exists in the area of densities and how they will be applied to the SV SSA area. More specifically, how a transitional form of development, that is fiscally responsible, can be developed while mitigating the potential impact on the established rural residential community while meeting the overall intent of the Growth Plan. The first step in this process is to obtain agreement to this Terms of Reference to enable the Tri Parties (Sturgeon County, City of Edmonton and City of St. Albert) to continue the development of policy for the SV SSA with the intent of obtaining final approval from the Capital Region Board. Once approved, Sturgeon County will move forward with developing a new Area Structure Plan in collaboration with the City of Edmonton and City of St. Albert.

Negotiated Policies for the Sturgeon Valley Special Study Area

August 2018

A collaborative effort between:



Section 1.0 - Guiding Principle of the Sturgeon Valley Special Study Area

Sturgeon County, in collaboration with the City of St. Albert and City of Edmonton, will plan for the completion of the Sturgeon Valley in a contiguous, compact manner with transitions that are sensitive to existing established communities, surrounding agricultural area and metropolitan boundaries.

Section 2.0 – Internal Boundaries for the Sturgeon Valley Special Study Area

The Sturgeon Valley Special Study Area (SVSSA) includes lands contained within the current in-force statutory plan for the area (Sturgeon Valley Area Structure Plan); being those lands contained within the area of Highway 37 to the north, Highway 28 to the east, Range Road 253 to the west and the city boundaries of St. Albert and Edmonton to the south/southwest.

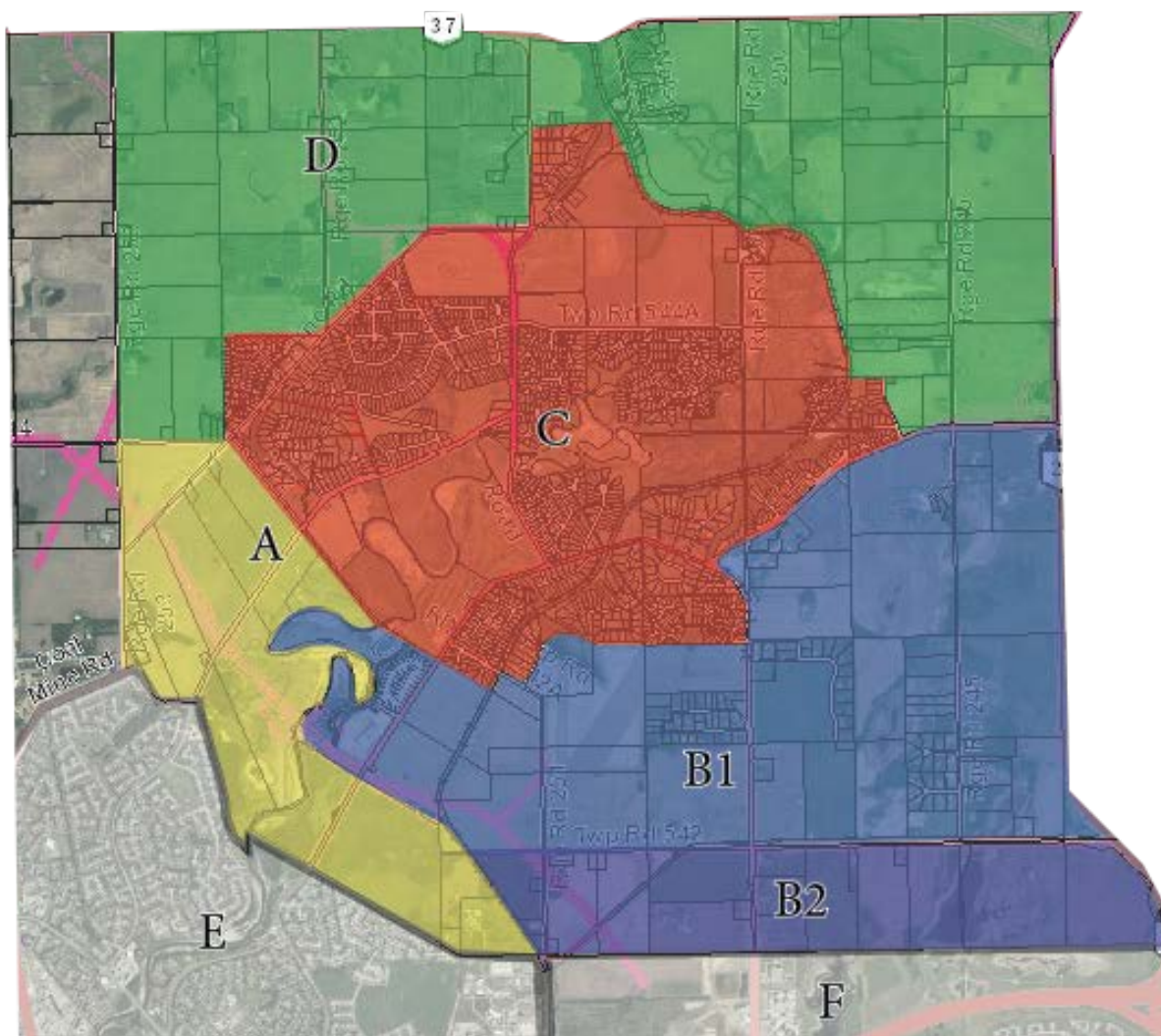
Internal boundaries have also been established to guide the development of required policy. This has resulted in the creation of four core areas known as:

- **Area A** - Includes lands currently under the City of St. Albert annexation process and will involve the development of an Area Structure Plan in accordance with the objectives and policies provided in Section 3.
- **Area B1/B2** - Includes lands that will involve development of an Area Structure Plan in accordance with the objectives and policies provided in Section 3.
- **Area C** - Contains the existing Sturgeon Valley community; an established serviced rural residential development containing approximately 3,400 residents. This Valley Core includes 33 multi-lots nearing 86% built-out, with 1,452 approved/registered lots and 201 vacant lots.
- **Area D** - Includes lands that will be retained for primarily agricultural purposes. Area D will be protected and maintained to enable efficient agricultural production and support the agricultural industry in the Region.

Note that the following areas are not located within the SVSSA:

- **Area E** - Includes a portion of the City of St. Albert bordering Municipality.
- **Area F** - Includes a portion of the City of Edmonton bordering Municipality.

A visual depicting each of the above areas as an overlay on the Sturgeon Valley is provided on the next page.



Schedule 1 – Sturgeon Valley Special Study Areas

Section 3.0 - Objectives and Planning Policies

Objective 3.1: Plan and develop greenfield areas of the Metropolitan Tier and the Sturgeon Valley Growth Area (Areas A and B) in an orderly and phased manner that also provides for complete communities.

Policies

- 3.1.1 While negotiated Policies relating to the Sturgeon Valley Special Study Area (SVSSA) shall take precedence over the EMRB Growth Plan Policy Tiers and density targets, all other Growth Plan policies will continue to apply.
- 3.1.2 Area Structure Plan(s), led by the jurisdictional municipality, for Areas A and B require consideration of the following:
- a) Density of development in Areas A and B shall achieve an **overall minimum of 35 du/nrha**. This is comprised of minimum densities of 35 du/nrha in Areas A and B2, 20 du/nrha in Area B1, and up to 125 du/nrha around a proposed transit centre (see policy 3.1.2). Planned developments will vary in density but will be managed to ensure that overall area minimums are maintained or surpassed.
 - b) Within the overall density target above, development will demonstrate a gradient / transitioned approach. This ensures that:
 - the character and built form of the established Sturgeon Valley community (Area C) is protected, such that higher densities shall be applied progressively between that community and the urban areas of Edmonton and St. Albert (Areas E and F); and
 - higher densities are available to provide fiscal support for required infrastructure investments.
 - c) The future extension of 127 Street will be in general accordance with the outcomes of the Edmonton Metropolitan Region Board's Integrated Regional Transportation Master Plan. The future corridor for the extension of 127 Street will be further refined and protected through Area Structure Planning.
 - d) A variety of non-residential developments will be incorporated within the planning areas to provide diverse employment opportunities.
 - e) Community amenities will be positioned within a hierarchy of mixed-use centres. Development of mixed-use areas will be consistent with other policies contained within the EMRB Growth Plan.
 - f) Greenspace and protection of natural areas will be incorporated to contribute to an open and connected environment that can be actively used by residents of the community and also may assist with the transitional gradient.
 - g) Sustainable and innovative design techniques will be promoted that enhance the environment and seek to minimize required capital and operating infrastructure costs.
- 3.1.3 A transit centre (a location where multiple transportation modes, excluding light rail transit, can stop simultaneously to allow transfers between routes) will be located in Area B that could enable development densities between 42 du/ha and 125 du/ha. The increased densities in proximity to the transit centre provide the opportunity for the development of a mixture of residential and non-residential uses.

Objective 3.2: Complete Area C in a manner consistent with the existing community and maintain Area D for ongoing agricultural use.

Policies

- 3.2.1 Area C, being the existing serviced rural residential community shall maintain its existing status as described under Sturgeon County's Municipal Development Plan and regulations governing development outlined in Sturgeon County's Land Use Bylaw for rural residential development.
- 3.2.2 The Sturgeon Valley Area Structure Plan (Bylaw 882/99) shall be amended in the following areas to enable the completion of the existing community (Area C) and the development of new Area Structure Plan(s) (in Areas A and B):
- a) The Area Structure Plan planning boundary will be reduced to encompass only Area C; and
 - b) Remaining greenfield lands in Area C will be designated for development in a complimentary manner to the existing rural residential community.

Notwithstanding the above amendments, it is agreed that all remaining elements and policies of the existing Area Structure Plan for Area C will remain grandfathered.

- 3.2.3 Future residential development in Area C will be consistent with existing development densities, up to a maximum density of the lowest Rural Tier minimum greenfield residential density target as identified in the Edmonton Metropolitan Region Growth Plan.
- 3.2.4 Area D shall maintain its existing agricultural status in accordance with the policies and regulations contained within the Sturgeon County Municipal Development Plan and Land Use Bylaw for agricultural development.



Legislation Text

File #: RFD-288-17, **Version:** 1

Regulation of Traffic Bylaw

That Council give first reading of Bylaw 1419/18.

Request for Decision

Title	Bylaw 1419/18 - Bylaw Regulation of Traffic, Sturgeon County (First Reading)
Proposed Motion	That Council give first reading of Bylaw 1419/18.
Administrative Recommendation	Administration recommends that Council give consideration for first reading of this bylaw as this project was within the 2018 Protective Services Department Business Plan.
Previous Council Direction	Motion 237/13: That County Council gives third reading to Bylaw 1278/12 referred to as the Traffic Bylaw.
Report	<p><u>Background Information</u></p> <ul style="list-style-type: none">• Through regular department activities, reviews of bylaws are undertaken, and updates are a normal process in municipal governance.• The current bylaw in place relating to the Regulation of Traffic within Sturgeon County was last reviewed and approved in 2013.• This proposed bylaw revision has been updated/amended to align with provincial legislation as well as to address new policy within the County. This update has been a collaborative effort between Protectives Services Transportation, Utilities, Engineering and Legislative Services.• Proposed amendments are highlighted in the original Bylaw 1278/12, attached for information, "Bylaw 1419/18 Redlined Version of Proposed Bylaw." The following areas contain proposed amendments: definition section, restricted vehicle operation (specifically, prohibited miniature vehicles), parking, road use agreements and general provisions relating to littering.• The proposed amendment exempts the following: farming activity, the agriculture industry and potable water hauling from the proposed Road Use Agreement amendment.• Notification to the public of the draft proposal(s) commenced in August with support of the Communications department. The proposed amendments were highlighted and referenced on our website, twitter and local newspapers.• To date, only a few responses have been received. One related to viewing the document online which was rectified through Communications. Clarity on Section 4 Prohibited Vehicles "mobility aid

	<p>devices” was also provided. Subsequently, the additional content “but does not include a mobility aid device” was inserted at the end of Section 4. Additional clarification surrounding the applicability of road use agreements to the agriculture industry was provided. subsequently, an exemption clause was added in the proposed bylaw amendment.</p> <p><u>External Communication</u></p> <ul style="list-style-type: none"> • Regular part of work done by departments. • Update/review of current bylaw in place. • If first reading is approved, in conjunction with the Communications department, plans will be made for additional advertising, notifying the public of the proposed changes. • Once comments, if any, are collected and considered, additional amendments/changes may be brought forth for consideration and second and third readings will be scheduled (October 23, 2018 or November 12, 2018 Regular Council Meeting). <p><u>Relevant Policy/Legislation/Practices:</u></p> <p>Traffic Safety Act, RSA 2000 c.T-6</p>
Implication of Administrative Recommendation	<p><u>Strategic Alignment:</u></p> <p>Strong Local Governance and Regional Leadership – The update of Regulation of Traffic Bylaw 1278/12 is consistent with legislation, master plans, policies and procedures. Bylaw reviews and updates are a normal process in municipal governance.</p> <p><u>Organizational:</u></p> <p>Having up-to-date and current bylaws ensures that the duties and responsibilities of staff are being conducted responsibly and all legislative requirements are being met.</p> <p><u>Financial:</u></p> <p>Low impact. There will be some advertising costs in relation to the bylaw implementation.</p>
Alternatives Considered	No action; the current bylaw would be left in place.
Implications of Alternatives	<p><u>Strategic Alignment:</u></p> <ul style="list-style-type: none"> • Regular review and updates support Strong Local Government and Regional Leadership. <p><u>Organizational:</u></p> <ul style="list-style-type: none"> • No impact. <p><u>Financial:</u></p> <ul style="list-style-type: none"> • None.

Follow up Action	<ol style="list-style-type: none"> 1. Public notification of the updated bylaw allowing the public to provide feedback. 2. Scheduling of public hearing. 3. Compile related documentation received and provide an update for Council's consideration when introducing second and third reading of the bylaw.
Attachment(s)	<ol style="list-style-type: none"> 1. Bylaw 1278/12 - Traffic Bylaw 2. Bylaw 1419/18 - Redlined Version of Proposed Bylaw 3. Rules and Regulation Applying to Small Vehicles Handbook 4. Road Use Agreements Policy – Draft 5. Revised Road Use Agreements Template 6. Road Use Agreement Application Form
Report Reviewed by:	<p>  Pat Mahoney, Manager of Protective Services/Fire Chief </p> <p>  Scott MacDougall, General Manager Municipal Services </p> <p>  Bill Minnes, County Commissioner-CAO </p>

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
Strong Local Governance and Regional Leadership			
We promote consistent and accountable leadership through collaborative and transparent processes (Strategic Plan, pg. 27 MDP)	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Consistent with neighborhood role (see MDP), master plans, policies 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Considers fiscal stability and sustainability 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Has a positive impact on regional and sub-regional cooperation 	<input type="checkbox"/>	<input type="checkbox"/>	
Respect the Natural Environment			
We acknowledge the importance of a healthy environment and will minimize and monitor our impact on ecosystems (Strategic Plan, pg. 27 MDP)	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Compliance with Provincial and Federal regulations and/or legislation 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Ensure effective environmental risk management 	<input type="checkbox"/>		<input type="checkbox"/>
Community Identity & Spirit			
We will build upon our strengths, where together we will create an inclusive, caring community (Strategic Plan, (Strategic Plan, pg. 27 MDP)	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Promotes and/or enhances residents' identification with Sturgeon County 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Enhances service provision through community partnerships 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Supports Sturgeon County's cultural history 	<input type="checkbox"/>		<input type="checkbox"/>
Planned Growth and Prosperity			
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)	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Does the proposal align with the Integrated Regional Growth Strategy (map/policies) pg. 26 MDP 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Considers cumulative costs and long-term funding implications 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Targets growth around current or planned infrastructure 	<input type="checkbox"/>		<input type="checkbox"/>
Maintain and Enhance Strong Communities			
We are committed to a safe, secure community, where our residents are respected and provided with access to opportunities. (Strategic Plan, pg. 27 MDP)	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Positive impact on residents' quality of life 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Supports and promotes volunteer efforts 	<input type="checkbox"/>		
<ul style="list-style-type: none"> Provides programs and services that are accessible to all residents 	<input type="checkbox"/>	<input type="checkbox"/>	
Operational Excellence			
We have the organizational capability to deliver consistent and defined levels of service to all stakeholders in a professional, efficient, and cost effective manner	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Staff have the knowledge, skills and capability to perform their jobs 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Streamlines operational processes and policies 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Promotes engagement and professional interaction with stakeholders 	<input type="checkbox"/>		
<ul style="list-style-type: none"> Considers a cost-structure which allows Sturgeon County to remain competitive within a regional, national and global context 	<input type="checkbox"/>		<input type="checkbox"/>

BYLAW 1278/12

A MEANS TO REGULATE TRAFFIC WITHIN THE BOUNDARIES OF STURGEON COUNTY STURGEON COUNTY, MORINVILLE, ALBERTA

A BYLAW OF STURGEON COUNTY IN THE PROVINCE OF ALBERTA TO ESTABLISH A MEANS TO REGULATE TRAFFIC WITHIN THE BOUNDARIES OF STURGEON COUNTY.

WHEREAS, pursuant to section 13 of the *Traffic Safety Act* and the *Dangerous Goods Transportation and Handling Act*, the Council of Sturgeon County may, with respect to a highway under its direction, control and management, make bylaws that are not inconsistent with the Acts;

AND WHEREAS the Council of Sturgeon County deems it proper to enact traffic regulations for public safety,

NOW THEREFORE, The Council of Sturgeon County duly assembled, enacts as follows:

1. TITLE

- (1) This bylaw may be referred to as the "Traffic Bylaw".

2. DEFINITIONS

- (1) This Bylaw adopts the definitions found in the *Traffic Safety Act* as amended from time to time. In addition the following definitions shall apply:
 - a. "Act" means the Traffic Safety Act, R.S.A. 2000, Chapter T-6 and amendments thereto;
 - b. "CAO" means Chief Administrative Officer or designate;
 - c. "Commercial Vehicle" means a vehicle operated on a highway by or on behalf of a person for the purpose of providing transportation but does not include a private passenger vehicle;
 - d. "Council" means the Council of Sturgeon County;
 - e. "Emergency Vehicle" means:
 - (i) a vehicle operated by a Peace Officer as defined in the *Traffic Safety Act*;
 - (ii) a fire-fighting or other type of vehicle operated by the fire protection service of a municipality;
 - (iii) an ambulance operated by a person or organization providing ambulance service;
 - (iv) a vehicle operated as a gas disconnection unit of a public utility;
 - (v) a vehicle designated by regulation as an emergency response unit;
 - f. "Fire or Emergency Lane" means a route or lane designated to provide Emergency Vehicles with unencumbered access to adjacent or nearby areas;
 - g. "Highway" means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles;
 - (i) a sidewalk, including a boulevard adjacent to the sidewalk,
 - (ii) if a ditch lies adjacent to and parallel with the roadway, the ditch, and
 - (iii) if a highway right of way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as the case may be,

- but does not include a place declared by regulation not to be a highway;
- h. “Major Collector” means any Highway designed to accommodate large volumes of traffic at medium to high speeds and attempts to provide a route where there is minimal interference to the through movement of traffic;
 - i. “Municipality” means Sturgeon County;
 - j. “Obstruction” means any act or thing that blocks, impedes, interferes with, hinders or prevents, or causes a restriction of vision, passage, maintenance or use of public property or highways by vehicles or pedestrians;
 - k. “Operator” means a person responsible for the operation of a vehicle;
 - l. “Over-Dimensional Vehicle” means any Vehicle that exceeds the maximum dimensions set out in the Commercial Vehicle Dimension and Weight Regulation A.R. 315/2002 (as amended);
 - m. “Over-Weight Vehicle” means any Vehicle that exceeds the maximum weight set out in the Commercial Vehicle Dimension and Weight Regulation A.R. 315/2002 (as amended);
 - n. “Park”, “Parked” and “Parking” or any word or expression of similar connotation meaning the standing of a vehicle or remaining stationary in one place whether or not the vehicle is occupied, excluding vehicles stationary in one place:
 - i. When standing temporarily for the purpose of and while actually engaged in loading or unloading passengers; or
 - ii. In compliance with the Traffic Control Device or the directions of a Peace Officer;
 - o. “Peace Officer” means persons defined under the Traffic Safety Act and a Bylaw Officer appointed by the Municipality pursuant to the Municipal Government Act to enforce the Municipalities Bylaws;
 - p. “Public Property” means all land other than Highways, located within the Municipality and owned by or under the management and control of the Municipality;
 - q. “Recreational Vehicle” (RVs) include motorized RVs all motor homes (self-propelled motor vehicle chassis) trailers and towable RVs, travel trailers, tent trailers, Truck (slide in) campers, fifth wheel trailers and trailers carrying boats, all-terrain vehicles or snowmobiles;
 - r. “Residential Area” means all land within a residential district as defined in the Municipality’s Land Use Bylaw, specifically Country Residential multi-lot subdivision and hamlets;
 - s. “Traffic Control Device” means any sign, signal, marking or device placed, marked or erected under the authority of federal, provincial or municipal legislation for the purpose of regulating, warning or guiding traffic;
 - t. “trailer” means a vehicle so designed that it
 - i. may be attached to or drawn by a motor vehicle or tractor, and
 - ii. is intended to transport property or persons,and includes any vehicle defined by regulation as a trailer but does not include machinery or equipment solely used in the construction or maintenance of highways;
 - u. “Vehicle” means a device in, on or by which a person or thing may be transported or drawn on a Highway and includes a combination of vehicles;
 - v. “Violation Tag” means a tag or similar document issued by the Municipality pursuant to the Municipal Government Act;
 - w. “Violation Ticket” means a ticket issued pursuant to the Provincial Offences Procedure Act, as amended and regulations thereunder.

3. SPEED RESTRICTIONS

- (1) Subject to a speed limit prescribed under Section 3.2 or 3.3, the maximum speed limit of a highway shall be eighty (80) kilometers per hour.
- (2) In accordance with the following, a highway may have a different maximum speed limit than established under Section 3.1:
 - a. in the case of any highway, a maximum speed limit that is lower than eighty (80) kilometers per hour may be prescribed by Council resolution followed by the erecting of signs setting out the prescribed speed limit;
 - b. in the case of a Major Collector, a maximum speed limit of up to one hundred (100) kilometers per hour may be prescribed by Council resolution followed by the erecting of signs setting out the prescribed speed limit;
 - c. in the case of a highway abutting a Residential Area, the maximum speed limit shall be fifty (50) kilometers per hour except when Council resolution prescribes;
 - i. a maximum speed limit higher than fifty (50) kilometers per hour for Major collector abutting a residential area;
 - d. in the case of a highway within a Residential Area, the maximum speed limit shall be forty (40) kilometers per hour;
 - e. in the case of a highway that is under construction or repair or in a state of disrepair a maximum speed limit, with respect to the portion of the highway that is under construction, repair or in disrepair, be prescribed by the CAO by erecting temporary signs along the highway setting out the maximum limit.
- (3) Notwithstanding any maximum rate of speed established by this bylaw, Council may by resolution prescribe a speed limit other than the maximum allowed speed limit followed by erecting signs along the roadway setting out the prescribed speed limit.

4. RESTRICTED VEHICLE OPERATION

- (1) No Person shall operate, or Park an Over-Dimensional Vehicle or Over-Weight Vehicle on a highway unless that person first obtains written approval from the Manager of Transportation to operate the Over-Dimensional Vehicle or Over-Weight Vehicle within the Municipality.
- (2) The CAO is hereby authorized to impose Road Bans from time to time to define:
 - a. Highway locations with percentage axle weights for those Highways; and
 - b. Bridge locations with the maximum gross Commercial Vehicle weights to be posted on those bridges.
- (3) Where the CAO imposes a Road Ban with respect to a Highway, he/she shall cause signs to be erected along the Highway as he/she considers necessary to notify Operators of the Road Ban.

5. PARKING

- (1) The Municipality may cause movable Traffic Control Devices to be placed on a Highway to indicate "No Parking" for certain periods of time as may be necessary for the purpose of street cleaning, snow removal, maintenance, construction or an event, and when so marked, such Traffic Control Devices shall take precedence over all other Traffic Control Devices. When the Municipality has placed moveable Traffic Control Devices on a Highway:

- a. No person shall Park a Vehicle or permit a Vehicle to be Parked on a Highway, from the time a Traffic Control Device or devices have been placed, and until such Traffic Control Device or devices have been removed;
 - b. If the Vehicle was Parked on the Highway prior to the placement of the Traffic Control Devices no person shall leave that Vehicle Parked or permit that Vehicle to remain Parked on the Highway after the expiration of twenty four (24) hours from the time the Traffic Control Device or devices have been placed.
- (2) No person shall Park or permit a Vehicle to be Parked on a Highway contrary to a Traffic Control Device.
- (3) Where Parking is generally permitted the following restrictions apply in residential areas. No person shall Park:
 - a. a Vehicle, trailer or Recreational Vehicle on a Highway for more than thirty-six (36) consecutive hours;
 - b. any trailer, whether designed for occupancy or load carrying on any Highway unless such trailer is attached to the Vehicle by which it may be properly drawn and when attached, the trailer shall be part of the Vehicle and subject to any regulations pertaining to the Vehicle;
 - c. any Vehicle so to obstruct the free movement of traffic;
 - d. any Vehicle over 4,800 kilograms GVW (Gross Vehicle Weight);
 - e. a Commercial Vehicle or Commercial Vehicle with trailer exceeding ten (10) meters in length or two point six (2.6) meters in width on a Highway or any part of the Highway right-of- way for a period in excess of eight (8) hours;
 - f. or leave any Vehicle, recreation vehicle or trailer on any Public Property .
- (4) a person shall not Park a Vehicle on any portion of a Highway marked as a Fire or Emergency Lane.

6. OBSTRUCTIONS

- (1) No Vehicle shall be parked upon any Highway in such a manner as to block, obstruct, impede or hinder traffic thereon.
- (2) Where the Obstruction of the Highway is unavoidable due to mechanical failure, the person will not be in violation provided the person:
 - a. Promptly takes measures to remove such Vehicle from the Highway; and
 - b. Does not leave the Vehicle unattended if the Vehicle has been placed on a jack or jacks and one or more of the wheels have been removed from it or part of the Vehicle has been raised.
- (3) No Obstruction of any kind including snow or ice, construction materials, earth, debris, dirt, gate, gravel, fence, landscaping material, rock, sand, tree, or vegetation shall be made or placed in, upon or above any Highway or Public Property,.
- (4) Every person who fails to comply with the provisions of Section 6, shall be guilty of an offence and shall, in the addition to any other penalty, cause the removal of the Obstruction within twenty-four (24) hours of being notified to do so by the Municipality. After the expiration of the twenty-four (24) hour period, the Municipality may cause the removal of the Obstruction and such removal shall be at the expense of the person causing, placing or permitting the Obstruction on the Highway or Public Property.

- (5) Where an Obstruction of any kind in, upon or above any Highway or Public Property creates an unsafe condition, the Municipality shall be entitled to take such measures as are required for the protection of life or property.

7. EXCEPTIONS FOR PARKING AND OBSTRUCTIONS

- (1) The provisions of this Bylaw do not apply to the following Vehicles:
 - a. Emergency Vehicles;
 - b. A Vehicle operated by a Federal, Provincial or Municipal government, or with the approval of a Federal, Provincial or Municipal government for the purpose of constructing or maintaining a Highway; and
 - c. School Buses while loading or unloading passengers during the ordinary course of business and on school days between the hours of 9:00 a.m and 3:00 p.m.

8. REMOVAL OF VEHICLES

- (1) Any Peace Officer is authorized to remove or cause to be removed, any Vehicle:
 - a. Parked in contravention of the provision of this Bylaw; or
 - b. Parked in contravention of the Act; or
 - c. Where emergency conditions exist.
- (2) Any Vehicle removed pursuant to this Bylaw may be removed to a place designated by the Municipality, where it will remain until claimed by the owner.
- (3) When a Vehicle has been removed by a towing company on the instructions of a Peace Officer, the owner shall, in order to redeem the Vehicle, make the necessary payment to the towing company.
- (4) All charges for removal and storage of a Vehicle shall be in addition to any fine or penalty imposed in respect of any violation to this Bylaw.

9. PENALTIES

- (1) Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable upon conviction to a fine as set out in the *Traffic Safety Act* unless otherwise provided in Schedule A attached hereto and updated annually as part of the Municipality's annual fees and charges schedule.
- (2) Nothing in this Bylaw shall be construed as curtailing or abridging the right of the Municipality to obtain compensation or to maintain an action for loss of or damage to property from or against the person or persons responsible.
- (3) A Peace Officer is hereby authorized and empowered to issue a Violation Tag to any person whom, the Peace Officer has reasonable and probable grounds to believe, has contravened any provision of this Bylaw.
- (4) A Violation Tag may be issued to such person:
 - a. Either personally; or
 - b. By mailing a copy to such person at his/her last known post office address.
- (5) The Violation Tag shall be in a form approved by the Municipality and shall state:
 - a. The name of the person;
 - b. The offence;
 - c. The appropriate penalty for the offence as specified in Schedule "A" of this Bylaw;
 - d. The penalty shall be paid within thirty (30) days of the issuance of the Violation Tag;
 - e. Any other information that may be required by the Municipality.

- (6) Where a contravention of this Bylaw is of a continuing nature, further Violation Tags may be issued by a Peace Officer, provided that no more than one Violation Tag shall be issued for each day that the contravention continues.
- (7) Where a Violation Tag is issued pursuant to this Bylaw, the person to whom the Violation Tag is issued may, in lieu of being prosecuted for the offence, pay to the Municipality, the penalty specified in the Violation Tag.
- (8) If the penalty specified in a Violation Tag is not paid within the prescribed time period, then a Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to the Provincial Offences Procedure Act.
- (9) Nothing in this Bylaw shall prevent a Peace Officer from immediately issuing a Violation Ticket.

10. AUTHORITY

- (1) Notwithstanding any provisions of the bylaw, Council hereby delegates the CAO the authority to regulate the placement of all Traffic Control Devices, any sign, signal, marking or device placed, marked or erected under the authority of this Bylaw for the purpose of regulating, warning or guiding traffic.
- (2) Any Peace Officer, when enforcing the provisions of the Act or this bylaw, may place an erasable chalk mark on the tread of the tire of a Parked Vehicle without the individual or the Municipality incurring any liability for doing so.

11. GENERAL PROVISIONS

- (1) All persons owning or operating Vehicles shall comply with all Traffic Control Devices authorized under this bylaw.
- (2) No person shall haul or transport any items in a Vehicle or trailer unless its completely enclosed or secure so as to prevent garbage or litter from falling or being blown off. Where a violation has occurred, the Municipality may cause the clean-up of garbage and litter and such clean up shall be at the expense of the person responsible.
- (3) No person shall dispose of any refuse or place any substance on public property or highway except in designated disposal or recycle receptacles.
- (4) No person shall apply or engage engine retarder breaks on any truck or truck tractor within the Municipality where signs prohibit the use.

12. ENACTMENT

- (1) All Bylaws listed in Schedule B, except those Bylaws which prescribe speed limits are repealed upon this bylaw coming into force.
- (2) If any clause in this Bylaw is found to be invalid, it shall be severed from the remainder of the Bylaw and shall not invalidate the Bylaw in its entirety.
- (3) Except for Section 3 this bylaw shall come into force and takes effect upon third reading.
- (4) Section 3 of this bylaw shall come into force and takes effect September 1, 2013
- (5) The Bylaws listed in Schedule B which prescribe speed limits are repealed at 12:01 a.m. upon September 1.

Penalties

Section	Offence	Specific Penalty
5 (1) a	Parking in non-compliance with a moveable Traffic Control Device or devices that have been placed and has not been removed.	\$300.00
5 (2)	Parking contrary to a Traffic Control Device.	\$100.00
5 (3) a	Parking on the Highway for more than thirty-six (36) consecutive hours.	\$300.00
5 (3) b	Parking a trailer not attached to a Vehicle.	\$300.00
5 (3) c	Parking a Vehicle which obstructs the free movement of traffic.	\$300.00
5 (3) d	Parking a Vehicle over 4,800 kilograms GVW (Gross Vehicle Weight) where not authorized.	\$300.00
5 (3) e	Park a Commercial Vehicle or Commercial Vehicle with a trailer exceeding ten (10) meters in length or two point six (2.6) meters in width on a Highway or any part of the Highway right-of- way for a period in excess of eight (8) hours.	\$300.00
5 (3) f	Park or leave Vehicle, trailer or Recreational Vehicle on any Public Property unless authorized by Section 7 of this bylaw.	\$300.00
5 (4)	Parking on any portion of a Highway marked as a Fire or Emergency Lane.	\$1,000.00
6 (1)	Parking upon any Highway in such a manner to block, obstruct, impede, or hinder traffic thereon.	\$300.00
6 (2) a	Not taking measures to promptly remove a Vehicle obstructing traffic due to mechanical failure.	\$300.00
6 (2) b	Leaving a Vehicle unattended while it is on a jack or jacks and one or more of the wheels have been removed from it or part of the Vehicle has been raised.	\$300.00
6 (3)	Make or place an Obstruction of any kind or permit an Obstruction to be made or placed in, upon or above any Highway or Public Property without authority granted by the Municipality and not in strict compliance with the authority granted by the Municipality.	\$500.00
11(2)	Un-tarped load	\$200.00
11(3)	Littering/illegal dumping	\$1,000.00
11 (4)	Engine retarder brakes	\$100.00

Note: This schedule of fees may be amended from time to time in the Municipality's annual fees and charges schedule as per section 9.1

Schedule B

Repealed Bylaws

Content	Bylaw Numbers
Speed Limits	1125/07, 1036/04, 1002/03, 1001/03, 723/92, 719/92, 701/91, 693/91, 692/91, 691/91, 619/88, 604/87, 591/86, 554/85, 550/85, 538/85, 526/84, 492/83, 489/83, 484/83, 479/83, 443/82, 440/82, 385/81, 245/76, 216/74, 202/74, 185/73, 174/72, 149/71, 79/68, 41/67, 45/62, 98/60, 36/56
Weight Restriction	212/74, 204/74, 198/74, 197/74, 138/70, 116/69, 89/69, 24/62
Placement of Traffic Control Devices	987/03
Parking	821/97, 690/91, 502/83
Road signs – stop & yield	168/72, 49/67 (A), 49/67, 132/65, 89/64, 44/62
Road Obstructions	112/69, 21/61
Misc.	844/98 – use of engine retarder brakes, 50/67 – horse riding, 30/66 – weed seeds, 36/56 – general provisions, 16/55 - littering, 71/30 - littering

Read a first time this 26th day of June, 2012.

Read a second time this 23rd day of April , 2013.

Read a third and final time this 28th day of May, 2013.

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

BYLAW 1419/18
REGULATION OF TRAFFIC
STURGEON COUNTY, MORINVILLE, ALBERTA

A BYLAW OF STURGEON COUNTY IN THE PROVINCE OF ALBERTA TO ESTABLISH A MEANS TO REGULATE TRAFFIC WITHIN THE BOUNDARIES OF STURGEON COUNTY.

WHEREAS, pursuant to section 13 of the *Traffic Safety Act*, R.S.A. 2000, c. T-6 and section 17 of the *Dangerous Goods Transportation and Handling Act*, R.S.A. 2000, c. D-4, the Council of Sturgeon County may, with respect to a highway under its direction, control and management, make bylaws that are not inconsistent with the Acts;

AND WHEREAS, the Council of Sturgeon County deems it proper to enact traffic regulations for public safety.

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

1. TITLE

- (1) This bylaw may be referred to as the “Regulation of Traffic Bylaw”.

2. DEFINITIONS

- (1) This Bylaw adopts the definitions found in the *Traffic Safety Act* as amended from time to time. In addition, the following definitions shall apply:
- a. “Act” means the *Traffic Safety Act*, R.S.A. 2000, c. T-6 and amendments thereto.
 - b. “CAO” means Chief Administrative Officer or designate.
 - c. “Commercial Vehicle” means a vehicle operated on a highway by or on behalf of a person for the purpose of providing transportation but does not include a private passenger vehicle.
 - d. “Council” means the Council of Sturgeon County.
 - e. “Designated Truck Route” means a Highway or Highways listed in a Road Use Agreement or posted by a sign allowing heavy vehicle traffic.
 - f. “Emergency Vehicle” means:
 - (i) a vehicle operated by a Peace Officer as defined in the *Traffic Safety Act*;
 - (ii) a fire-fighting or other type of vehicle operated by the fire protection service of a municipality;
 - (iii) an ambulance operated by a person or organization providing ambulance service;
 - (iv) a vehicle operated as a gas disconnection unit of a public utility;
 - (v) a vehicle designated by regulation as an emergency response unit.

- g. "Engine Retarder Brake" means a device used to augment or replace some of the functions of primary friction-based braking systems.
- h. "Fire or Emergency Lane" means a route or lane designated to provide emergency vehicles with unencumbered access to adjacent or nearby areas.
- i. "Heavy Vehicle" means a Vehicle, or vehicle with trailer attached, exceeding any one of the following:
 - a) Two axles;
 - b) Twelve point five (12.5) metres in length; or
 - c) A maximum allowable weight of five thousand five hundred (5,500) kilograms;

But does not included Recreational Vehicles, County owned equipment used for road maintenance or construction.

- j. "Highway" means:
 - (i) any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestle way or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles;
 - (ii) a sidewalk, including a boulevard adjacent to the sidewalk;
 - (iii) if a ditch lies adjacent to and parallel with the roadway, the ditch; and
 - (iv) if a highway right of way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as the case may be, but does not include a place declared by regulation not to be highway. This includes highways owned and managed by Sturgeon County.
- k. "Mobility aid" means a device used to facilitate the transport in a normal seated orientation, of a person with a physical disability.
- l. "Municipality" means Sturgeon County.
- m. "Obstruction" means any act or thing that blocks, impedes, interferes with, hinders or prevents, or causes a restriction of vision, passage, maintenance or use of public property or highways by vehicles or pedestrians.
- n. "Operator" means a person responsible for the operation of a vehicle.
- o. "Over-Dimensional Vehicle" means any vehicle that exceeds the maximum dimensions set out in the *Commercial Vehicle Dimension and Weight Regulation*, A.R. 315/2002 (as amended).

- p. "Over-Weight Vehicle" means any vehicle that exceeds the maximum weight set out in the *Commercial Vehicle Dimension and Weight Regulation*, A.R. 315/2002 (as amended).
- q. "Park", "Parked" and "Parking" or any word or expression of similar connotation meaning the standing of a vehicle or remaining stationary in one place whether or not the vehicle is occupied, excluding vehicles stationary in one place:
 - (i) when standing temporarily for the purpose of and while actually engaged in loading or unloading passengers; or
 - (ii) in compliance with the traffic control device or the directions of a Peace Officer.
- r. "Peace Officer" means persons defined under the *Traffic Safety Act* and a Bylaw Officer appointed by the Municipality pursuant to the *Municipal Government Act* to enforce the Municipality's Bylaws.
- s. "Pedestrian" means:
 - (i) a person on foot, or
 - (ii) a person in or on a mobility aid, and includes those persons designated by regulation as pedestrians.
- t. "Prohibited Miniature Vehicles" means motorized vehicles, as defined in the *Traffic Safety Act*, however, they also meet the definition of "miniature vehicles" which are not permitted on a highway in Alberta, including sidewalks along the roadway. While many of these motorized vehicles are used in a pedestrian-like manner, the operators of these vehicles do not meet the legal definition of "pedestrian". These miniature vehicles include but are not limited to electric scooter, pocket bike, golf cart, go cart, personal transporter, and motorized skateboard.
- u. "Public Property" means all land other than highways, located within the Municipality and owned by or under the management and control of the Municipality.
- v. "Road Use Agreement" or "RUA" means an arrangement entered into with the County by a person(s) or company to ensure that the Highway or Highways utilized by that person or company are protected;
- w. "Recreational Vehicle" (RVs) include motorized RVs all motor homes (self-propelled motor vehicle chassis), trailers and towable RVs, travel trailers, tent trailers, truck (slide in) campers, fifth wheel trailers and trailers carrying boats, all-terrain vehicles or snowmobiles.
- x. "Residential Area" means all land within a residential district as defined in the Municipality's Land Use Bylaw, specifically country residential multi-lot subdivisions and hamlets.
- y. "Traffic Control Device" means any sign, signal, marking or device placed, marked or erected under the authority of federal, provincial or municipal legislation for the purpose of regulating, warning or guiding traffic.
- z. "Trailer" means a vehicle so designed that it:

- (i) may be attached to or drawn by a motor vehicle or tractor, and
 - (ii) is intended to transport property or persons, and includes any vehicle defined by regulation as a trailer but does not include machinery or equipment solely used in the construction or maintenance of highways.
- aa. "Vehicle" means a device in, on or by which a person or thing may be transported or drawn on a highway and includes a combination of vehicles.
- bb. "Violation Tag" means a tag or similar document issued by the Municipality pursuant to the *Municipal Government Act*.
- cc. "Violation Ticket" means a ticket issued pursuant to the *Provincial Offences Procedure Act*, R.S.A. 2000, c P-34, as amended and regulations thereunder.

3. SPEED RESTRICTIONS

- (1) Subject to a speed limit prescribed under Section 3.2 or 3.3, the maximum speed limit of a highway shall be eighty (80) kilometers per hour.
- (2) In accordance with the following, a highway may have a different maximum speed limit than established under section 3.1:
 - a. in the case of any highway, a maximum speed limit that is lower than eighty (80) kilometers per hour may be prescribed by Council resolution followed by the erecting of signs setting out the prescribed speed limit;
 - b. in the case of a **highway**, a maximum speed limit of up to one hundred (100) kilometers per hour may be prescribed by Council resolution followed by the erecting of signs setting out the prescribed speed limit;
 - c. in the case of a highway within a residential area, the maximum speed limit shall be forty (40) kilometers per hour;
 - d. in the case of a highway that is under construction or repair or in a state of disrepair a maximum speed limit, with respect to the portion of the highway that is under construction, repair or in disrepair, be prescribed by the CAO by erecting temporary signs along the highway setting out the maximum limit.
- (3) Notwithstanding any maximum rate of speed established by this bylaw, Council may by resolution prescribe a speed limit other than the maximum allowed speed limit followed by erecting signs along the roadway setting out the prescribed speed limit.

4. RESTRICTED VEHICLE OPERATION

- (1) No person shall operate or park an over-dimensional vehicle or over-weight vehicle on a highway unless that person first obtains written approval from the Manager of Transportation to operate the over-dimensional vehicle or over-weight vehicle within the Municipality.
- (2) The CAO is hereby authorized to impose road bans from time to time to define:

- a. highway locations with percentage axle weights for those highways; and
 - b. bridge locations with the maximum gross commercial vehicle weights to be posted on those bridges.
- (3) Where the CAO imposes a road ban with respect to a highway, he/she shall cause signs to be erected along the highway as he/she considers necessary to notify operators of the road ban.
- (4) **No person shall operate a prohibited miniature vehicle on any Sturgeon County road (highway) or Sturgeon County property.**

But does not include a “Mobility aid” device.

5. PARKING

- (1) The Municipality may cause movable traffic control devices to be placed on a highway to indicate “No Parking” for certain periods of time as may be necessary for the purpose of street cleaning, snow removal, maintenance, construction or an event, and when so marked, such traffic control devices shall take precedence over all other traffic control devices. When the Municipality has placed moveable traffic control devices on a highway:
- a. No person shall park a vehicle or permit a vehicle to be parked on a highway from the time a traffic control device or devices have been placed, until such traffic control device or devices have been removed.
 - b. If the vehicle was parked on the highway prior to the placement of the traffic control device or devices, no person shall leave that vehicle parked or permit that vehicle to remain parked on the highway after the expiration of twenty-four (24) hours from the time the traffic control device or devices have been placed.
- (2) No person shall park or permit a vehicle to be parked on a highway contrary to a traffic control device.
- (3) Where parking is generally permitted, the following restrictions apply in residential areas. No person shall park:
- a. a vehicle, trailer or recreational vehicle on a highway for more than seventy-two (72) consecutive hours;
 - b. any trailer, whether designed for occupancy or load carrying on any highway unless such trailer is attached to the vehicle by which it may be properly drawn and when attached, the trailer shall be part of the vehicle and subject to any regulations pertaining to the vehicle;
 - c. any vehicle so to obstruct the free movement of traffic;
 - d. any vehicle over 4,800 kilograms GVW (Gross Vehicle Weight) **in any subdivision;**
 - e. a commercial vehicle or commercial vehicle with trailer exceeding 10 meters in length or 2.6 meters in width on a highway or any part of the highway right-of-way for a period in excess of eight (8) hours;

- f. or leave any vehicle, recreation vehicle or trailer on any Sturgeon County public property, unless otherwise permitted by agreement or permit.

- (4) A person shall not park a vehicle on any portion of a highway marked as a fire or emergency lane.

6. OBSTRUCTIONS

- (1) No vehicle shall be parked upon any highway in such a manner as to block, obstruct, impede or hinder traffic thereon.
- (2) Where the obstruction of the highway is unavoidable due to mechanical failure, the person will not be in violation provided the person:
 - a. promptly takes measures to remove such vehicle from the highway; and
 - b. does not leave the vehicle unattended if the vehicle has been placed on a jack or jacks and one or more of the wheels have been removed from it or part of the vehicle has been raised.
- (3) No obstruction of any kind including snow or ice, construction materials, earth, debris, dirt, gate, gravel, fence, landscaping material, rock, sand, tree, or vegetation shall be made or placed in, upon or above any highway or public property.
- (4) Every person who fails to comply with the provisions of section 6, shall be guilty of an offence and shall, in addition to any other penalty, cause the removal of the obstruction within twenty-four (24) hours of being notified to do so by the Municipality. After the expiration of the twenty-four (24) hour period, the Municipality may cause the removal of the obstruction and such removal shall be at the expense of the person causing, placing or permitting the obstruction on the highway or public property.
- (5) Where an obstruction of any kind in, upon or above any highway or public property creates an unsafe condition, the Municipality shall be entitled to take such measures as are required for the protection of life or property.

7. EXCEPTIONS FOR PARKING AND OBSTRUCTIONS

- (1) The provisions of this Bylaw do not apply to the following vehicles:
 - a. emergency vehicles;
 - b. a vehicle operated by a federal, provincial or municipal government, or with the approval of a federal, provincial or municipal government for the purpose of constructing or maintaining a highway; and
 - c. school buses while loading or unloading passengers during the ordinary course of business.

8. REMOVAL OF VEHICLES

- (1) Any Peace Officer is authorized to remove or cause to be removed, any vehicle:
 - a. parked in contravention of the provision of this Bylaw;
 - b. parked in contravention of the Act; or
 - c. where emergency conditions exist.
- (2) Any vehicle removed pursuant to this Bylaw may be removed to a place designated by the Municipality where it will remain until claimed by the owner.
- (3) When a vehicle has been removed by a towing company on the instructions of a Peace Officer, the owner shall, in order to redeem the vehicle, make the necessary payment to the towing company.
- (4) All charges for removal and storage of a vehicle shall be in addition to any fine or penalty imposed in respect of any violation to this Bylaw.

9. ROAD USE AGREEMENTS

- (1) The Transportation Manager or his/her designate, in accordance with Sturgeon County's Road Use Agreement policy, may make a determination that the use of a highway by a commercial vehicle or commercial vehicles may or will cause damage to a highway due to:
 - (a) the weight of the commercial vehicle or commercial vehicles; or
 - (b) the frequency of the use of the commercial vehicle or commercial vehicles.
- (2) Where the determination is made that the use may or will likely cause damage to a highway under section 9 subsection (1), the Transportation Manager or his/her designate is authorized to require any operator to enter into a Road Use Agreement prior to operating a commercial vehicle upon a highway.
- (3) An operator entering into a Road Use Agreement shall always ensure that the terms and conditions contained within the Road Use Agreement are complied with.
- (4) Where an operator has entered into a Road Use Agreement, failure to comply with the agreement may result in the cancellation of the agreement.
- (5) Operators of a Heavy Vehicle shall travel on a Designated Truck Route when listed in a Road Use Agreement or posted by sign.
- (6) Farming Activity, the Agriculture industry and potable water hauling is exempt for the requirements of the road use agreements.

10. PENALTIES

- (1) Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable upon conviction to a fine as set out in the *Traffic Safety Act* unless otherwise provided in Schedule "A" attached hereto and updated annually as part of the Municipality's annual fees and charges schedule.
- (2) Nothing in this Bylaw shall be construed as curtailing or abridging the right of the Municipality to obtain compensation or to maintain an action for loss of or damage to property from or against the person or persons responsible.
- (3) A Peace Officer is hereby authorized and empowered to issue a violation tag to any person whom, the Peace Officer has reasonable and probable grounds to believe, has contravened any provision of this Bylaw.
- (4) A violation tag may be issued to such person:
 - a. either personally; or
 - b. by mailing a copy to such person at his/her last known post office address.
- (5) The violation tag shall be in a form approved by the Municipality and shall state:
 - a. the name of the person;
 - b. the offence;
 - c. the appropriate penalty for the offence as specified in Schedule "A" of this Bylaw;
 - d. the penalty shall be paid within thirty (30) days of the issuance of the violation tag; and
 - e. any other information that may be required by the Municipality.
- (6) Where a contravention of this Bylaw is of a continuing nature, further violation tags may be issued by a Peace Officer, provided that no more than one violation tag is issued for each day that the contravention continues.
- (7) Where a violation tag is issued pursuant to this Bylaw, the person to whom the violation tag is issued may, in lieu of being prosecuted for the offence, pay to the Municipality, the penalty specified in the violation tag.
- (8) If the penalty specified in a violation tag is not paid within the prescribed time period, then a Peace Officer is hereby authorized and empowered to issue a violation ticket pursuant to the *Provincial Offences Procedure Act*.
- (9) Nothing in this Bylaw shall prevent a Peace Officer from immediately issuing a violation ticket.

11. AUTHORITY

- (1) *The Traffic Safety Act, as amended, is adopted for use in the regulating and control of traffic in the County.*
- (2) Notwithstanding any provisions of this Bylaw, Council hereby delegates the CAO the authority to regulate the placement of all traffic control devices, any sign, signal, marking or device placed, marked or erected under the authority of this Bylaw for the purpose of regulating, warning or guiding traffic.

12. GENERAL PROVISIONS

- (1) All persons operating vehicles shall comply with all traffic control devices authorized under this Bylaw.
- (2) No person shall haul or transport any items in a vehicle or trailer unless its completely enclosed or secure to prevent garbage or litter from falling or being blown off. Where a violation has occurred, the Municipality may cause the clean-up of garbage and litter and such clean up shall be at the expense of the person responsible.
- (3) *No person or registered owner of a vehicle shall allow or permit an occupant of their vehicle to allow the escape or disposal of any refuse or substance on public property or highway except in designated disposal or recycle receptacles.*
- (4) *No person or registered owner of a vehicle shall allow or permit an occupant of their vehicle to allow the escape or disposal of any refuse or substance on private property unless otherwise authorized and agreed to by the private land owner.*
- (5) No person shall apply or engage engine retarder brakes on any truck or truck tractor within the Municipality where signs prohibit the use.

13. EFFECTIVE DATE

- (1) *This Bylaw shall come into force and take effect upon the date of third reading.*

14. REPEAL OF BYLAWS

- (1) *Bylaw 1278/12 and any amendments thereto are hereby repealed.*

Read a first time this ____ day of _____, 2018.

Read a second time this ____ day of _____, 2018.

Read a third time this ____ day of _____, 2018.

MAYOR

COUNTY COMMISSIONER (CAO)

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

Section	Offence	Specific Penalty
5(1)a	Parking in non-compliance with a moveable traffic control device or devices that have been placed and has not been removed.	\$200.00
5(2)	Parking contrary to a traffic control device.	\$100.00
5(3)a	Parking on a highway for more than seventy-two (72) consecutive hours.	\$200.00
5(3)b	Parking a trailer not attached to a vehicle.	\$300.00
5(3)c	Parking a vehicle which obstructs the free movement of traffic.	\$300.00
5(3)d	Parking a vehicle over 4,800 kilograms GVW (Gross Vehicle Weight) where not authorized.	\$300.00
5(3)e	Park a commercial vehicle or commercial vehicle with a trailer exceeding 10 meters in length or 2.6 meters in width on a highway or any part of the highway right-of-way for a period in excess of eight (8) hours.	\$300.00
5(3)f	Park or leave vehicle, trailer or recreational vehicle on any public property unless authorized by section 7 of this Bylaw.	\$300.00
5(4)	Parking on any portion of a highway marked as a fire or emergency lane.	\$1,000.00
6(1)	Parking upon any highway in such a manner to block, obstruct, impede, or hinder traffic thereon.	\$300.00
6(2)a	Not taking measures to promptly remove a vehicle obstructing traffic due to mechanical failure.	\$200.00
6(2)b	Leaving a vehicle unattended while it is on a jack or jacks and one or more of the wheels have been removed from it or part of the vehicle has been raised.	\$200.00
6(3)	Make or place an obstruction of any kind or permit an obstruction to be made or placed in, upon or above any highway or public property without authority granted by the Municipality and not in strict compliance with the authority granted by the Municipality.	\$500.00
9(1)	Hauling with out a Road Use Agreement	\$500.00
9(2)	Fail to comply with conditions of Road Use Agreement	\$500.00
9(5)	Fail to follow Designated Truck Route	\$500.00
12(2)	Un-tarped load	\$250.00

12(3)	Littering/Illegal dumping public lands	\$1,000.00
12(4)	Littering/Illegal dumping private lands	\$1,000.00
12(5)	Engage engine retarder brakes where prohibited	\$200.00

Note: This schedule of fees may be amended from time to time in the Municipality's annual fees and charges schedule as per section 10.1 of this Bylaw.

Rules & Regulations Applying to Small Vehicles



Updated October 2017



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Introduction

Operating a small vehicle is a high risk activity. These vehicles are lighter, less stable, and more vulnerable in a crash than other vehicles on the road. New riders are at the greatest risk of having a collision because they are unfamiliar with the controls and handling characteristics of small vehicles.

Even if you are an experienced automobile driver, when learning to ride a small vehicle, be aware that you are once again a beginner. Always ride with a safe attitude. Try to anticipate and avoid dangerous situations by riding safely. Being involved in a crash can mean a loss of income, health and possibly a life.

This handbook is a good source in understanding the rules and regulations applying to small vehicles. For other driver handbooks and to understand more about road safety and low risk driving pick up a Basic, Motorcycle and/or Professional Driver's Handbook at an Alberta Registry Agent office or on <http://www.transportation.alberta.ca/DriversVehicles.htm>

Although efforts have been made to reflect the current state of the legislation and regulations at the time of its original publishing, this publication has no legislative sanction and is not intended to take the place of the *Traffic Safety Act* and Regulations or other legislation from which in part it is derived. The user is encouraged to refer to the source legislation at: <http://www.transportation.alberta.ca/525.htm> for purposes of interpreting and applying the law. Any reliance on the information contained herein is done so at the reader's sole risk.

A message from Alberta Transportation

October 2017

Common Definitions

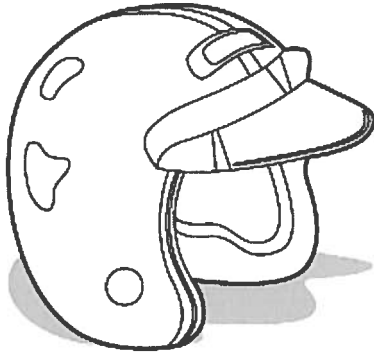
Important common definitions that may apply to more than one of the vehicles listed in this guide:

1. Cycle – “cycle” means a bicycle, power bicycle, motorcycle or moped.
(*Traffic Safety Act, Section 1*)
2. Motorcycle – “motorcycle” means a motor vehicle, other than a moped, that is mounted on 2 or 3 wheels and includes those motor vehicles known in the automotive trade as motorcycles and scooters. (*Traffic Safety Act, Section 1*)
3. Motor vehicle – “motor vehicle” means (i) a vehicle propelled by any power other than muscular power, or (ii) a moped, but does not include a bicycle, power bicycle, an aircraft, an implement of husbandry or a motor vehicle that runs only on rails.
(*Traffic Safety Act, Section 1*)
4. Vehicle – “vehicle”, other than in Part 6, means a device in, on or by which a person or thing may be transported or drawn on a highway and includes a combination of vehicles but does not include a mobility aid. (*Traffic Safety Act, Section 1*)
5. Highway – “highway” means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes:
 - i. A sidewalk, including a boulevard adjacent to the sidewalk
 - ii. If a ditch lies adjacent to and parallel with the roadway, the ditch, and
 - iii. If a highway right of way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway as the case may be, but does not include a place declared by regulation not to be a highway.
(*Traffic Safety Act, Section 1*)

Quick Reference Guide

	Driver's Licence Required	Minimum Driving Age	Registration Required	Insurance Required	Helmet Required
power bicycles	NO	12	NO	NO	YES
mopeds	CLASS 7	14	YES	YES	YES
motorcycles	CLASS 6	16	YES	YES	YES
mobility aids	NO	N/A	NO	NO	NO
off-highway vehicles	YES + NO	14	YES	YES	YES
prohibited miniature vehicles	It is prohibited to operate these vehicles on roadways or sidewalks.				

Motorcycle Helmets



Motorcycle helmets are worn by riders of:

1. Power Bicycles (A rider may also wear an approved bicycle helmet)
2. Mopeds
3. Motorcycles
4. Most Off-Highway Vehicles

Approved Helmet Standards: Motorcycle Helmets must have the mark or label stating it meets one of the following standards: CSA, DOT (Standard 218), BSI, the applicable Snell Memorial Foundation standard, or the ECE.

The following are adopted and apply to safety helmets in accordance with subsection (1):

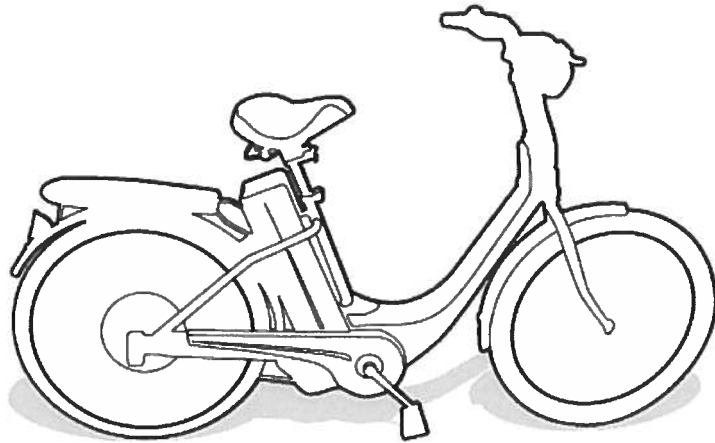
- a) CSA Standard CAN3-D230-M85;
- b) DOT Standard 218 under part 571.218 of the code of Federal Regulations (United States), Title 49;
- c) British Standards Institute Standard BS 6658 – 1985;
- d) Snell Memorial Foundation Standard M2000;
- e) Snell Memorial Foundation Standard M2005;
- f) Snell Memorial Foundation 2010 Standard For Protective Headgear;
- g) United Nations Economic Commission for Europe Regulation 22-05.

No person shall buy, sell or offer for sale a safety helmet intended for the use of operators or passengers of cycles, and off-highway vehicles, unless it complies with the standard.

To ensure your personal safety, maintain your helmet in good condition and replace it in accordance with its manufacturer's recommendations.

Note: New helmets are not being manufactured and certified to the CSA, BSI, and older Snell Memorial Foundation Standards. These standards are included as some older helmets may still be in use on Alberta's roadways.

Power Bicycles



Definition according to: **USE OF HIGHWAY AND RULES OF THE ROAD REGULATION**

1(1)(o) "power bicycle" means a vehicle that is a power-assisted bicycle under the Motor Vehicle Safety Regulations (Canada) (C.R.C., c. 1038);

Motor Vehicle Safety Regulations (Canada) (C.R.C., c. 1038):

Interpretation 2.(1)

"power-assisted bicycle" means a vehicle that:

- (a) has steering handlebars and is equipped with pedals,
- (b) is designed to travel on not more than three wheels in contact with the ground,
- (c) is capable of being propelled by muscular power,
- (d) has one or more electric motors that have, singly or in combination, the following characteristics:
 - (i) it has a total continuous power output rating, measured at the shaft of each motor, of 500 W or less,
 - (ii) if it is engaged by the use of muscular power, power assistance immediately ceases when the muscular power ceases,
 - (iii) if it is engaged by the use of an accelerator controller, power assistance immediately ceases when the brakes are applied, and
 - (iv) it is incapable of providing further assistance when the bicycle attains a speed of 32 km/h on level ground,
- (e) bears a label that is permanently affixed by the manufacturer and appears in a conspicuous location stating, in both official languages, that the vehicle is a power-assisted bicycle as defined in this subsection, and
- (f) has one of the following safety features,
 - (i) an enabling mechanism to turn the electric motor on and off that is separate from the accelerator controller and fitted in such a manner that it is operable by the driver, or
 - (ii) a mechanism that prevents the motor from being engaged before the bicycle attains a speed of 3 km/h;

Operator's
Licence
Required

NO

Operator's licence: You are not required to hold an operators licence when operating a power bicycle.
(*Traffic Safety Act, Section 51(a)* states licence required for 'motor vehicles'. Definition of motor vehicle in *Traffic Safety Act, Section 1*, excludes power bicycles.)

Minimum
Driving
Age

12

Minimum driving age: The minimum driving age to operate a power bicycle is 12 years. You must also have written consent from a parent or legal guardian.

(Operator Licensing and Vehicle Control Regulation. Parental consent in form approved by Registrar or holds a valid licence, *Section 9*)

Registration
Required

NO

Registration: You are not required to obtain registration on power bicycles.
(*Traffic Safety Act, Section 52 (1)(a)* states registration required for 'motor vehicle'. Definition of motor vehicle excludes power bicycles.)

Insurance
Required

NO

Insurance: You are not required to obtain insurance for power bicycles.
(*Traffic Safety Act, Section 54(1)(a)* states insurance required for 'motor vehicle'. Definition of motor vehicle excludes power bicycles.)

Helmet
Required

YES

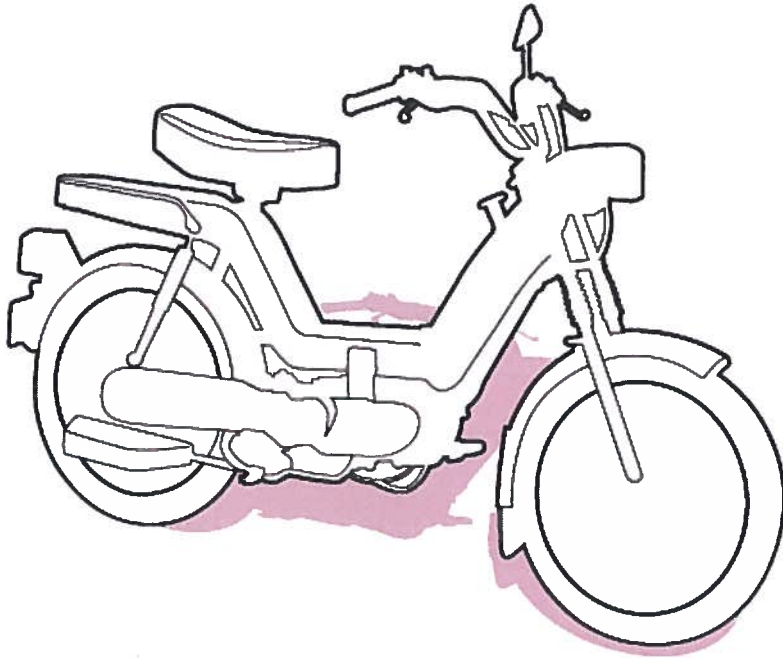
Helmet: You must wear either an approved motorcycle helmet (Vehicle Equipment Regulation, Section 108).
Or, an approved bicycle helmet (Vehicle Equipment Regulation section 112 via Registrar's exemption dated August 25, 2017):
<http://www.transportation.alberta.ca/Content/docType41/production/powerbicycleexemption.pdf>

Special laws:

- a) You must ride as far to the right side of a highway as practicable to the curb or edge of the roadway unless making a left hand turn. When riding on a one way street in an urban area you may operate as near as practicable to either curb or edge of the roadway.
(Use of Highway and Rules of the Road Regulation, Section 77.)
- b) If you are under the age of 16 years, you are prohibited from carrying any passengers on a power bicycle.

Equipment: You must be equipped with the following gear when riding a power bicycle: headlamp, tail lamp, brake lamp, reflectors, brakes, a horn, and mirror.
(Vehicle Equipment Regulation, Sections: 10, 13, 18, 19, 50, 54, 60, and 110.)

Mopeds



Definition according to: USE OF HIGHWAY AND RULES OF THE ROAD REGULATION

1(1)(i) "moped" means a vehicle that

- (i) is propelled by an electric motor or an engine that has a displacement of not more than 50 cubic centimetres, and
- (ii) is a limited-speed motorcycle under the Motor Vehicle Safety Regulations (Canada) (C.R.C., c. 1038);

Motor Vehicle Safety Regulations (Canada) (C.R.C., c. 1038):

Interpretation 2.(1)

"limited-speed motorcycle" means a motorcycle that

- (a) has steering handlebars that are completely constrained from rotating in relation to the axle of only one wheel in contact with the ground,
- (b) has a maximum speed of 70 km/h or less,
- (c) has a minimum seat height, when the vehicle is unladen, of 650 mm, and
- (d) does not have a structure partially or fully enclosing the driver and passenger, other than that part of the vehicle forward of the driver's torso and the seat backrest.

NOTE: Some vehicles may appear to be "mopeds", however, if they exceed the engine size of 50 cc, or have a top speed of more than 70 km/h, then they do not fall into the moped classification and are, instead, considered motorcycles.

Operator's
Licence
Required
Class 7

Operator's licence: The minimum requirement for operating a moped is a Class 7 licence.
(*Traffic Safety Act, Section 51(a)* states licence required for 'motor vehicles'. Motor vehicle definition above includes mopeds.)

Minimum
Driving
Age
14

Minimum driving age: The minimum age for operating a moped is 14 years. (Operator Licensing and Vehicle Control Regulation, Section 28(2) states the age for issuing of a Learner's Licence. Section 32(2)(a) states that Class 7 learner's licence is not considered a learner's licence when operating a moped – supervision is not required.)

Registration
Required
YES

Registration: You are required to obtain registration before you operate a moped.
(*Traffic Safety Act, Section 52(1)(a)* states registration required for 'motor vehicles'. Motor vehicle definition includes mopeds.)

Insurance
Required
YES

Insurance: You must obtain insurance before operating a moped.
(*Traffic Safety Act, Section 54(1)(a)* states insurance required for 'motor vehicle'. Motor vehicle definition includes mopeds.)

Helmet
Required
YES

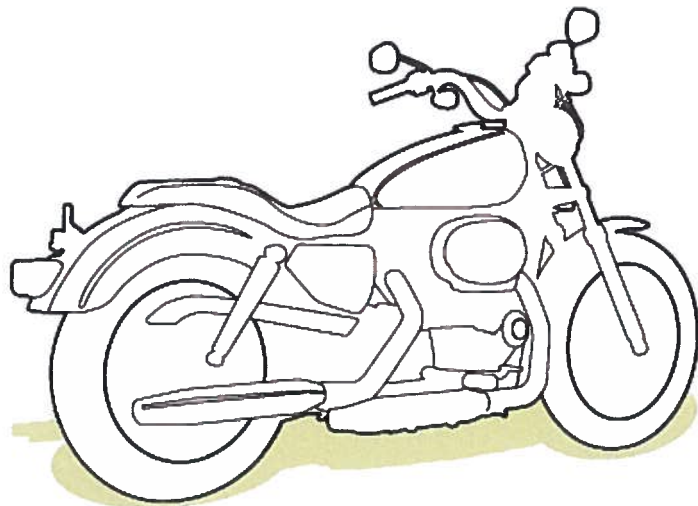
Helmet: You must wear an approved motorcycle helmet when operating a moped.
(Vehicle Equipment Regulation, Section 93)

Special laws:

- a) You must ride as far to the right side of a highway as practicable to the curb or edge of the roadway unless making a left hand turn. When riding on a one-way road in an urban area you may operate as near as practicable to either curb or edge of the roadway.
(Use of Highway and Rules of the Road Regulation, Section 77.)
- b) If you are under the age of 16 years, you are prohibited from carrying any passengers on a moped.
(Use of Highway and Rules of the Road Regulation, Section 76.)

Equipment: Your moped must be equipped with: headlamp, tail lamp, brake lamp, reflectors, brakes, horn, muffler, and mirror.
(Vehicle Equipment Regulation, Sections: 10, 13, 18, 19, 50, 54, 60, 61, and 110.)

Motorcycles



Definition according to: **TRAFFIC SAFETY ACT**

1(w): "motorcycle" means a motor vehicle, other than a moped that is mounted on 2 or 3 wheels and includes those motor vehicles known in the automotive trade as motorcycles and scooters.

Operator's
Licence
Required
Class 6

Operator's licence: You are required to have a Class 6 licence in order to operate a motorcycle.
(Operator Licensing and Vehicle Control Regulation, Section 26.)

Minimum
Driving
Age
16

Minimum driving age: You must be 16 years of age in order to operate a motorcycle.
(Operator Licensing and Vehicle Control Regulation, Section 26) Applies to either learner or operator. (Operator Licensing and Vehicle Control Regulation, Section 28 – must be minimum 16 years for operating motorcycle with Class 7.)

Learning to operate: You must be 16 years of age before you begin to learn how to operate a motorcycle. A learner must hold a Class 7, 5, 4, 3, 2, or 1 licence.
(Operator Licensing and Vehicle Control Regulation, Section 29(4).) Learner must be supervised by someone 18 years or older (Operator Licensing and Vehicle Control Regulation, Section 29(3)), who holds a Class 6 licence that is not a Graduated Driver Licence (GDL). Supervisor must either be on the bike

with the learner or in or on another motor vehicle in close proximity. (*Traffic Safety Act, Section 51(f), (f.1) & (f.2).*) If learner has a Class 7 learner's licence, then learner may not operate a motorcycle during night time which is defined as one hour after sunset to one hour before next sunrise (Operator Licensing and Vehicle Control Regulation, Section 32(6)).

Registration
Required

YES

Registration: You are required to obtain registration before you operate a motorcycle.
(*Traffic Safety Act, Section 52(1)(a)*) states registration required for 'motor vehicles'.)

Insurance
Required

YES

Insurance: All motorcycles must be insured before they are operated.
(*Traffic Safety Act, Section 54(1)(a)*) states insurance required for 'motor vehicles'.)

Helmet
Required

YES

Helmet: You must wear an approved motorcycle helmet when operating a motorcycle.
(Vehicle Equipment Regulation, Section 108). Standards are also covered in this section.)

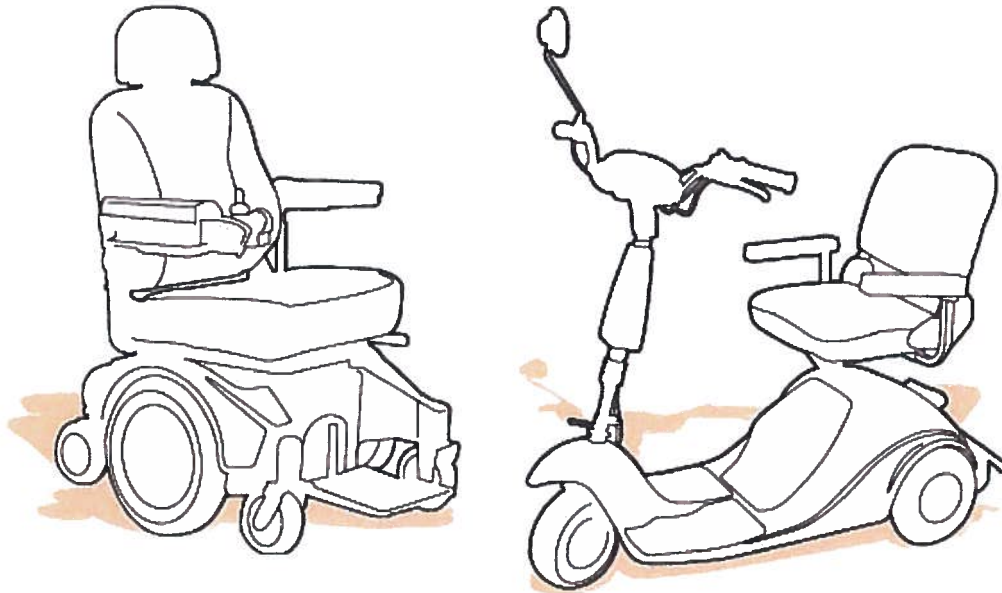
Special laws:

- a) You may only carry as many passengers as the motorcycle is designed for.
(Use of Highway and Rules of the Road Regulation, Section 77.)
- b) Passengers must ride on the seat designed for passengers and use the foot rests.
(Use of Highway and Rules of the Road Regulation, Section 77.)
- c) Not permitted to ride beside another cycle in the same lane except when passing.
- d) Shall not operate the cycle adjacent to another cycle travelling in the same direction.
(Use of Highway and Rules of the Road Regulation, Section 78)

Equipment: You must meet the requirements of the Vehicle Equipment Regulation.

Mobility Aids

(electric scooters/wheelchair)



Definition According to: *Traffic Safety Act*

1(v): "Mobility aid" means a device used to facilitate the transport, in a normal seated orientation, of a person with a physical disability.

1(gg): "pedestrian" means

- i) a person on foot, or
- ii) a person in or on a mobility aid

1(ww): "vehicle", other than in Part 6, means a device in, on or by which a person or thing may be transported or drawn on a highway and includes a combination of vehicles but does not include a mobility aid.

Operator's
Licence
Required

NO

Operator's Licence: You are not required to hold a licence in order to operate a mobility aid.

Minimum
Driving
Age

N/A

Minimum driving age: There is no minimum age requirement. Anyone is able to operate a mobility aid.

Registration
Required

NO

Registration: You are not required to obtain registration for mobility aids.

Insurance
Required

NO

Insurance: Insurance is not a requirement for mobility aid users.

Helmet
Required

NO

Helmet: You are not required to wear a helmet when operating a mobility aid. However, it is recommended especially when operating on uneven surfaces. (Vehicle Equipment Regulation, Section 112.)

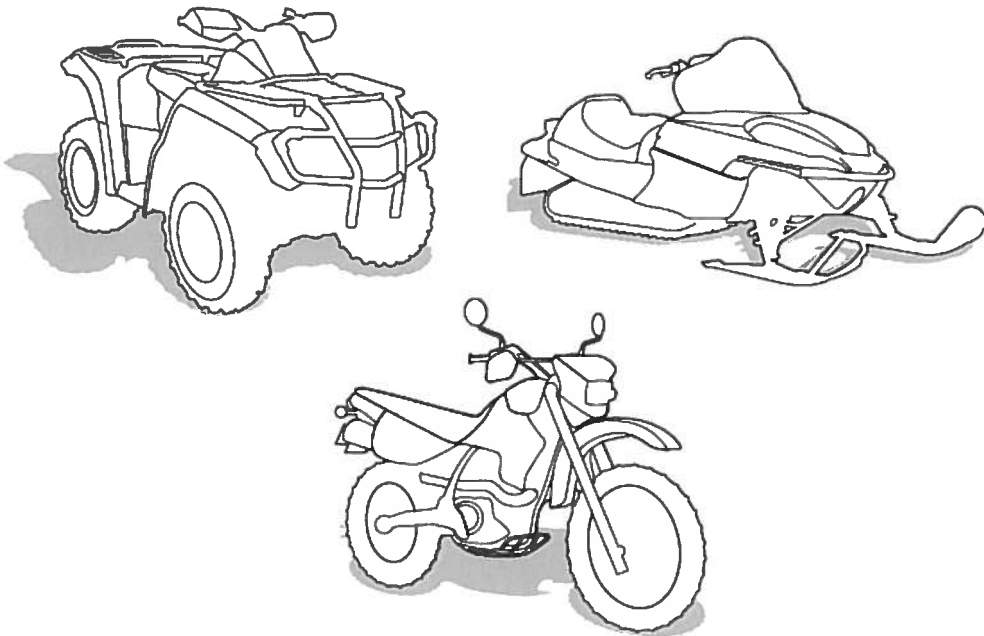
Special laws: A mobility aid user is by definition considered a pedestrian. All rules that apply to pedestrians also apply to individuals operating a mobility aid.

(*Traffic Safety Act, Section 1*, definition of "pedestrian")

Equipment: No special equipment is required to operate a mobility aid.

Off-highway Vehicles

(ATV, snowmobile, trail bike)



Definition according to: **TRAFFIC SAFETY ACT**

117(a): "off-highway vehicle" means any motorized mode of transportation built for cross-country travel on land, water, snow, ice or marsh or swamp land or on other natural terrain and, without limiting the generality of the foregoing, includes, when specifically designed for such travel,

- a) 4-wheel drive vehicles
- b) low pressure tire vehicles
- c) motorcycles and related 2-wheel vehicles
- d) amphibious vehicles
- e) all-terrain vehicles
- f) miniature motor vehicles
- g) snow vehicles
- h) minibikes, and
- i) any other means of transportation that is propelled by any power other than muscular or wind (but does not include motor boats)

Note: For definition and restrictions that apply to miniature vehicles and minibikes, see the prohibited miniature vehicles section.

Prohibited Operation: An off-highway vehicle may not be operated on any highway, road or ditch unless permission has been expressly granted. In the case of a provincial highway, the Minister may by "order" or "permit" authorize such vehicles along any portion of a highway (*Traffic Safety Act, Section 120(4)(a)(i) & (ii)*). In the case of a municipality, the council of a municipality may, through bylaw, authorize such vehicles along any portion of a highway (*Traffic Safety Act, Section 120(4)(b)*).

Note: Definition of "highway" includes the ditches alongside the roadway.

Crossing a highway: An off-highway vehicle may be driven across a highway, including the roadway, parking lane or sidewalk portion of the highway, if the following occurs:

- The driver must stop the off-highway vehicle before crossing.
- All passengers must be off the off-highway vehicle and any vehicle or thing attached to it before the driver starts to cross the highway.
- The driver must yield the right of way to all other vehicles and persons on the highway.
- The driver must drive the most direct and shortest route of travel available.
- A licence is not required to cross a highway.

Operator's Licence:

On private land: You are not required to have an operators licence when on private land. (Does not meet definition of "highway" and in *Traffic Safety Act, Section 119(2)* does not require registration or insurance in these cases.)



Off-highway operation: You are not required to have an operator's licence when operating off-highway.

(*Traffic Safety Act, Section 51(a)* states that you shall not "...drive a motor vehicle on a highway unless that person is the holder of a subsisting operator's licence." Since these are "off-highway" vehicles, this requirement does not apply.)



On-highway operation: You are required to have an operator's licence when operating on-highway.

(*Traffic Safety Act, Section 120(2)(b) & (4)* allow operation on a highway if authorized by minister or municipality. Operator Licensing and Vehicle Control Regulation, Section 26(1) allows a Class 6 licence to be used for this. Section 32(2) allows Class 7 to be used this way. Any class of licence may be used from 1 through 7.) No licence required if just crossing a highway.

Minimum
Driving
Age
14

Minimum driving age: The minimum age for operating off-highway vehicles on public land or highways is 14 years where permitted. If you are younger than 14 years, you may operate on public land with supervision by someone 18 years of age or older who is either on the same off-highway vehicle or in close proximity.

(Off-Highway Vehicle Regulation, Section 2.) If operating on private property, no age restriction applies.

Alberta Transportation recommends compliance with a manufacturer's recommendations and warnings, especially in accordance with minimum age, and seating capacity. If the manufacturer recommends no passengers for a vehicle, or designed the vehicle to have no passengers, then Alberta Transportation strongly recommends you not carry any passengers. Also, passengers should only be carried if they can properly use the passenger hand rails and footrests.

The ATV Safety Alert of the Canadian and Alberta Safety Council's ATV Rider Courses state: "Never carry a passenger on a single-rider ATV. Carrying a passenger may upset the balance of the ATV and may cause it to go out of control". The Alberta Center for Injury Control and Research started an ATV working group and this group cautions against a passenger less than 12 years old or anyone who can't reach the hand rails or footrests.

- Many young children lack the appropriate motor skills and ability to maneuver an off highway vehicle (OHV) such as an OHV, particularly when operating an adult size OHV.
- Each year, many children and youth are seriously injured or even killed while riding an OHV.
- In Canada, nearly 25% of OHV related deaths are among children under 15 years old.
- More than one third of serious injuries from OHV crashes are among children under 15 years old.

Registration
Required

YES

Registration: Off-highway vehicles must be registered before they are allowed on Alberta's roads. This applies only to public land and highways. (*Traffic Safety Act*, Section 119.) No registration required if on private property.)

Insurance
Required

YES

Insurance: All off-highway vehicles must be insured if you plan to operate them on public land or highways where permitted. (*Traffic Safety Act*, Section 119.) No insurance required if on private property.

Helmet
Required

YES

Helmet: Helmets are required for anyone driving, operating, riding in or on, or being towed by, an OHV on public land.

You are not required to wear a helmet when using an OHV:

- on your own property,
- on private property with permission of the owner,
- on First Nations Reserve or Metis Settlement lands, unless they have a law requiring it;
- that has safe, manufacturer installed rollover protective structures and seat belts, which have not been modified and are being properly worn;
- that meets the standards for a motor vehicle designed for use on a roadway, has seat belt assemblies maintained in compliance with the Vehicle Equipment Regulation, and that person is wearing a seat belt (e.g. unmodified 4x4 trucks, sport utility vehicles, and jeeps);

- if you are a bona fide member of the Sikh religion who wears a turban;
- during the performance of farming or ranching operations exempt from Alberta's occupational health and safety laws; and
- during the performance of work where Alberta's occupational health and safety laws have exempted OHV helmet use.

OHV helmet use is recommended for all OHV users, even if they are exempt.

For more information on helmet exemptions, please see the *Traffic Safety Act* sections 128.1 and 129, and Off-Highway Vehicle Regulation section 9.1.

Special Laws: Please check the *Traffic Safety Act* for special laws. (*Traffic Safety Act*, Section 117 to 129 and Off-Highway Vehicle Regulation.)

Vehicle Equipment: Off-highway vehicles must be equipped with the following equipment: a headlamp, tail lamp, and a muffler. (Off-Highway Vehicle Regulation, Sections: 5, 6, and 8.)

Accessing Trails: Off-highway operators have access to thousands of kilometres of trails in a variety of landscapes. However, not all areas are open to off-highway vehicles. Operators must ensure they are aware of restrictions and guidelines in the areas where they plan to ride.

- Permission must be obtained before riding on private property and most public lands leased for agriculture.
- Off-highway vehicles are generally prohibited from parks, protected areas and natural areas.

Shared use and respect: Many areas are shared with other recreational and industrial land users. Off-highway vehicle operators can promote respect and reduce conflict with others with simple practices.

- Yield the trail to non-motorized traffic (such as horses, hikers, cyclists, skiers).
- Keep engine volume and vehicle speed low when near other users.
- Respect soil and vegetation reclamation efforts.
- Pack out all trash and litter.

Environment: Off-highway vehicles are capable of causing long-term disturbance to soil, water, vegetation, fish and wildlife. Wet and alpine areas are particularly at risk. Help reduce damage by doing the following.

- Ride on existing trails. Whenever possible, ride when the trails are dry.
- Stay out of streams and wetlands.
- Steer clear of wildlife and sensitive habitats.
- Keep skidding and spinning to a minimum.
- Keep machines clean to reduce weed transfer and prevent overheating which can lead to a fire.

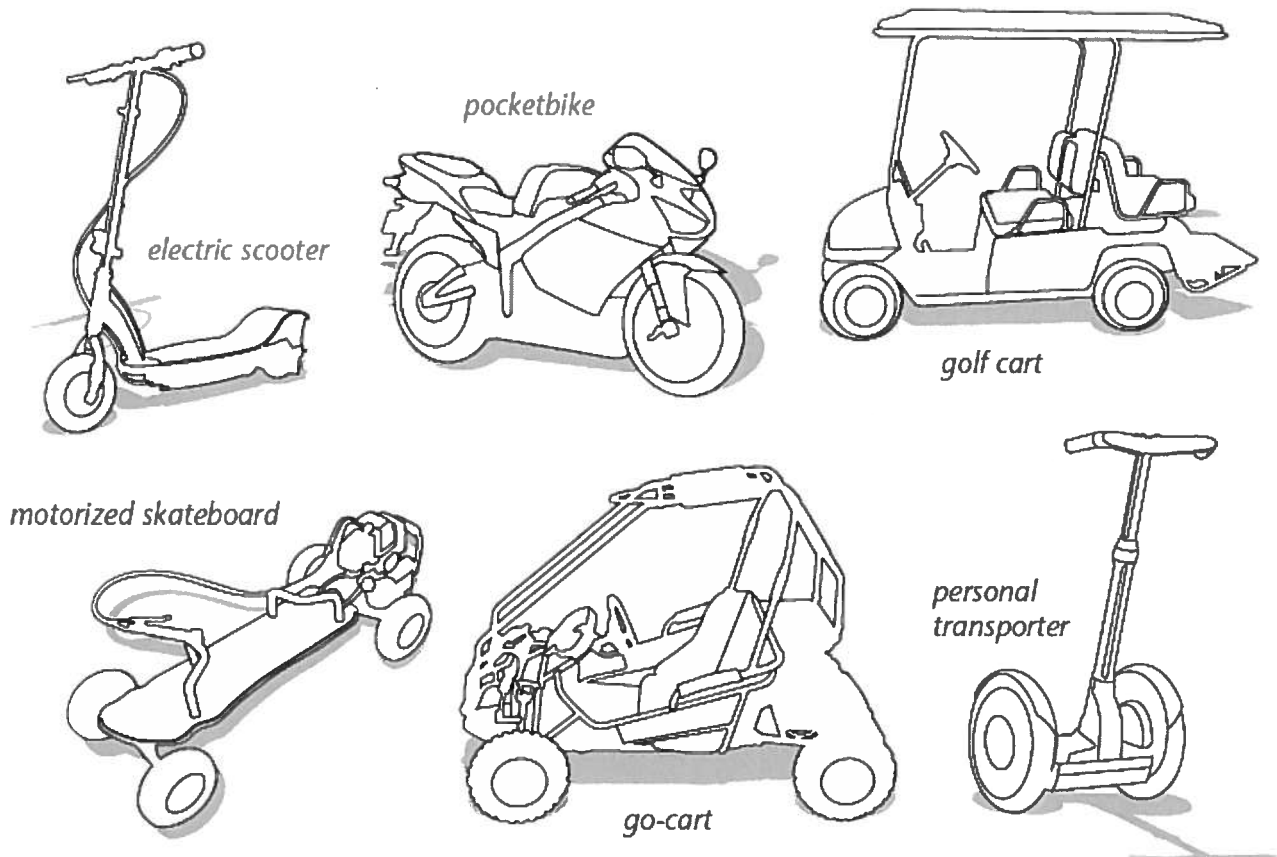
Safety: Mud, water, slick surfaces, and rough terrain increase the chance of a crash. Emergency response time may be longer in remote areas.

- Tell someone where you are going and check in with them on your return.
- Ride within your abilities.
- Ride with others.
- Use safety equipment. Carry emergency tools and supplies.
- Keep your machine in good repair.
- Travel responsibly and share the trail.

For information on responsible recreation on public land, please view Environment and Parks web page at this link:

<http://aep.alberta.ca/recreation-public-use/recreation-on-public-land/default.aspx>

Prohibited Miniature Vehicles



Prohibited Operation: These vehicles are motor vehicles, as defined in the *Traffic Safety Act*; however, they also meet the definition of "miniature vehicles" which are not permitted on a highway in Alberta, including sidewalks alongside the roadway. While many of these motorized vehicles will be used in a pedestrian-like manner, the operators of these vehicles do not meet the legal definition of "pedestrian"

Permitted Operation: Miniature vehicles may not be operated on a highway in Alberta; they may only be operated on private property. The definition of "highway" on page 4 of this document includes privately owned places that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles, for example shopping mall parking lots.

In law, these vehicles meet the definition of a motor vehicle; however they do not fit the definitions of mobility aid, motorcycle, or pedestrian.

TRAFFIC SAFETY ACT

Section 1(x): "motor vehicle" means

- (i) a vehicle propelled by any power other than muscular power, or*
- (ii) a moped but does not include a bicycle, a power bicycle, an aircraft, an implement of husbandry or a motor vehicle that runs on rails.*

Section 1(v): "mobility aid" means a device used to facilitate the transport, in a normal seated orientation, of a person with a physical disability.

Section 1(w): "motorcycle" means a motor vehicle, other than a moped, that is mounted on 2 or 3 wheels and includes those motor vehicles known in the automotive trade as motorcycles and scooters.

Section 1(gg): "pedestrian" means

- (i) a person on foot*
- (ii) a person in or on a mobility aid and includes those persons designated by regulation as pedestrians.*

Section 52(1): Except as otherwise permitted under this Act, a person shall not operate a motor vehicle or trailer on a highway unless there is a subsisting certificate of registration issued in respect of that vehicle.

Miniature Vehicle definition according to:

OPERATOR LICENSING AND VEHICLE CONTROL REGULATION

59(1) A miniature vehicle must not be registered as a motor vehicle.

(2) In this section, "miniature vehicle" means a go cart, a 3 or 4-wheeled vehicle of less than standard size, a golf cart, a 3 or 4-wheeled vehicle that the registrar considers would present a hazard to other highway users because of its novel size or operating characteristics or a vehicle referred to in subsection (3) or (4).

(3) An off highway vehicle is a miniature vehicle if it has 3 or 4 wheels and is less than standard size.

(4) A motorcycle or moped that has the following is a miniature vehicle:

- (a) a seat height of less than 70 centimetres when there is no load
- (b) a wheel rim diameter less than 25 centimetres
- (c) a wheel base of less than 100 centimetres when measured from the centre of one axle to the centre of the other axle.

Road Use Agreements

Approved:

Resolution Number:

Effective Date:

County Commissioner:

1. Purpose:

To define consistent practice regarding the use and enforcement of Road Use Agreements by Sturgeon County with persons or businesses who may cause unusual damages to roads within the jurisdictional boundaries of Sturgeon County.

2. Revision History:

Revision	Approval Date	Resolution Number	Modification
1.	YEAR-MO-DAY	XXX/YY	New Document
2.			

3. Persons/Areas Affected:

Transportation Services
Protective Services

4. Policy Master Statement:

Road infrastructure in Sturgeon County is intended for public use. Sturgeon County recognizes that business and industry rely on road infrastructure. However, it is acknowledged that at times demands placed upon roads by truck traffic often exceed capacity of the roads, resulting in damage to the roadways that render the roads unsafe. This Policy is directed at preserving road infrastructure by reducing road damage while minimizing publicly funded maintenance costs and protecting the safety of all road users.

5. Definitions:

“County” – the municipality of Sturgeon County.

“Road” – any street, road or highway under the direction, control and management of the County shown as a road on a plan of survey filed and registered with Land Titles or land used as a public road, and includes a bridge forming a part of the public road and any structure incidental to the road.

“Road Use Agreement” – the approved Road Use Agreement, as amended from time to time by the Manager, Transportation Services, or his or her designate, attached to this Policy as Appendix “A”.

6. Responsibilities:

Road Use Agreements will be administered by the Manager – Transportation Services or his/her designate. Enforcement of terms and conditions of Road Use Agreements will be conducted by Peace Officers of Protective Services.

The County Commissioner will be responsible for implementation and compliance of this Policy.

7. Policy Statement

- a. All roads within the control, direction and management of the County are maintained for public use, and no single road user shall damage roads to the detriment of other road users. All road users shall utilize the roads in a manner which minimizes and prevents damage to roads within the jurisdictional boundaries of the County.
- b. The Manager, Transportation Services, or his or her designate, is delegated the authority to approve the form and content of the Road Use Agreement, and has the authority to implement, negotiate and enforce this Policy and any Road Use Agreement.
- c. Prior to undertaking any business, operation, activity or development which may require multiple loads per day (excessive loads in terms of weight and/or heavy or oversized loads which exceed a road ban issued by the County), a person or business shall obtain prior approval from the Manager, Transportation Services, or his or her designate, and enter into a Road Use Agreement with the County in the form and content attached as Appendix “A” of this Policy.
- d. The Manager, Transportation Services, or his or her designate, may contact a person or business which may meet the requirements of this Policy (whether on his or her own initiative or in response to a complaint received regarding the person or

business's use of roads within the County to inform them of the Policy and the obligations thereunder, and require that person or business to enter into a Road Use Agreement with the County.

- e. A person or business who has entered into a Road Use Agreement with Sturgeon County shall comply with all terms and conditions of the Road Use Agreement, in addition to any road bans issued by the County, and all requirements of the Province of Alberta Commercial Vehicle Dimensions and Weight Regulations at all times while utilizing any road within the jurisdictional boundaries of the County. This includes but is not limited to pre- and post-haul inspections, providing appropriate security deposit and insurance during the term of the Road Use Agreement, and undertaking all required maintenance and restoration of roads in accordance with the County's engineering and road standards.
- f. Where a person or business that has entered into a Road Use Agreement is in default of the terms and conditions of the same, the County may either suspend or terminate the Road Use Agreement.
- g. All oil and gas industry related hauling require a Road Use Agreement.
- h. All sand and/or gravel hauling require a Road Use Agreement.

8. Exemptions

Farming activity, the agriculture industry and potable water hauling is exempt from the requirements of this Policy.

9. Legal Reference:

Not Applicable.

10. Cross Reference:

Bylaw 1278/12, Traffic Bylaw and any amendments thereto
Bylaw 1419/18, Regulation of Traffic

ROAD USE AGREEMENT
(RUA: 2018/)

MEMORANDUM OF AGREEMENT entered into this _____ day of _____, A.D. _____.

BETWEEN:

STURGEON COUNTY
a County incorporated under the
laws of the Province of Alberta,
(hereinafter referred to as
"Sturgeon"),

OF THE FIRST PART,

and

(hereinafter referred to as
"the Hauler"),

OF THE SECOND PART,

WHEREAS Sturgeon by statute is responsible for the control and management of certain public highways, roads, streets, lanes, alleys and bridges (hereinafter referred as "the Sturgeon Roadways") within Sturgeon and the Hauler has applied to Sturgeon for permission to haul certain goods and materials on the Sturgeon Roadways; and

WHEREAS Sturgeon is prepared to permit the Hauler to haul the goods and materials requested by the Hauler on the Sturgeon Roadways, subject to the Hauler undertaking to repair any damage caused to the Sturgeon Roadways, all on the terms and subject to the conditions hereinafter set forth;

NOW THEREFORE THIS AGREEMENT WITNESSETH that, in consideration of the mutual covenants and agreements hereinafter set forth and in consideration of Sturgeon permitting the Hauler to haul certain goods and materials, as specified on Schedule "A" hereto attached, over the Sturgeon Roadways during the period of time specified on Schedule "A" hereto attached, Sturgeon and the Hauler agree as follows:

1. Forthwith upon the execution of this Agreement by the Hauler and Sturgeon, the Hauler shall supply Sturgeon with security in the amount as may be specified on Schedule "A" hereto attached to ensure compliance by the Hauler with each of the terms, covenants and conditions of this Agreement to be performed or carried out by the Hauler. The security to be provided by the Hauler to Sturgeon pursuant to this Agreement shall consist of a bank draft, certified cheque or a Letter or Letters of Credit issued by a chartered bank or the Treasury Branch in favour of Sturgeon in such form as may be required by Sturgeon acting reasonably.
2. The Hauler shall not haul any goods or materials on the Sturgeon Roadways until such time as the following conditions shall have been met:
 - a. this Agreement shall have been executed by the Hauler and by Sturgeon;

- b. the Manager of Transportation for Sturgeon (hereinafter referred to as the "Transportation Manager") shall have acknowledged receipt of the specified security and authorized the Hauler in writing to proceed with the haulage; and
 - c. the Hauler shall have paid to Sturgeon any permit or administration fee required by Sturgeon for the entering into of this Agreement and the granting of approval to the Hauler to haul the goods and materials specified on the Sturgeon Roadways.
- 3. The Hauler, while operating within Sturgeon, shall at all times comply with all relevant statutes, regulations by-laws and resolutions, including, without restricting the generality of the foregoing, all permits, licenses and approvals issued by Sturgeon and the directions from time to time of the Transportation Manager for Sturgeon.
- 4. The Hauler shall at all times ensure that all servants, employees, agents, licensees and independent contractors hired or contracted by the Hauler abide by and comply with the terms and conditions of this Agreement and in the event that any of the Hauler's servants, employees, agents, licensees and independent contractors shall fail to abide by the terms and conditions of this agreement, Sturgeon shall be entitled to any of the remedies hereinafter contained. The Hauler acknowledges that he is responsible for and shall indemnify Sturgeon and save Sturgeon harmless from any and all liability or damages that result from any failure of any servant, employee, agent, licensee or independent contractor of the Hauler to abide by the terms and conditions of this Agreement, except where such liability or damages is the result of negligence or willful misconduct of Sturgeon. Without restricting the generality of the foregoing, the Hauler shall be responsible for ensuring that any customer of the Hauler or any third party who hauls any goods or materials on the Sturgeon Roadways with the express consent of the Hauler abides by and complies with all of the terms and conditions set out in this Agreement and the Hauler shall indemnify and save harmless Sturgeon from any and all liability or damages that result from any failure of any such customer or third party to abide by the terms and conditions of this Agreement. The Hauler shall not be liable to Sturgeon for punitive or consequential damages, provided however that in the event of a claim by a third party against Sturgeon for punitive or consequential damages arising from the negligence or failure to abide by the terms and conditions of this Agreement of the Hauler (or any of its servants, employees, agents, licensees, independent contractors, customers or third party hauling any goods of materials on the Sturgeon Roadways with the express consent of the Hauler) the Hauler shall indemnify Sturgeon for such punitive or consequential damages.
- 5. The Hauler shall ensure that the goods and materials to be hauled by the Hauler are hauled only on those Sturgeon Roadways which are designated in Schedule "A" hereto attached and the Hauler, at the sole cost and expense of the Hauler, shall ensure that the Sturgeon Roadways designated in Schedule "A" hereto attached are at all times maintained and repaired by the Hauler in the manner set out in Schedule "A" hereto attached.
- 6. The Hauler shall ensure that all vehicles used to haul the goods and materials on the designated Sturgeon Roadways do not exceed the speed limit or speed limits set out in Schedule "A" hereto attached.
- 7. In the event that the Hauler shall fail to perform or carry out one or more of the obligations and undertakings to be performed or carried out by the Hauler pursuant to this Agreement the Transportation Manager or any other municipal official shall be at liberty to issue a notice of deficiency to the Hauler advising the Hauler of his failure to perform or carry out one or more of his obligations or undertakings pursuant to this Agreement and the Hauler shall immediately undertake to perform or carry out such works or actions as might be stated in the notice of deficiency. In the further event that the Hauler fails to commence to perform or carry out the works or actions stated in the notice of deficiency to the satisfaction of Sturgeon within a period of Twenty-four (24) hours from the receipt of such notice of deficiency by the Hauler, Sturgeon shall be at liberty, but not obligated, to perform and to carry out the obligations and undertakings

and the cost and expense incurred by Sturgeon in carrying out the said obligations and undertakings shall be paid by the Hauler to Sturgeon.

8. In the event that the Hauler shall fail to perform or to carry out any of the obligations or undertakings to be performed or carried out by the Hauler pursuant to this Agreement, the Hauler shall pay on demand to Sturgeon all reasonable costs and expenses incurred by Sturgeon in enforcing or in attempting to enforce, or both, the terms and conditions contained in this Agreement, including, without restricting the generality of the foregoing, all legal fees and disbursements incurred by Sturgeon on a solicitor and client basis.
9. Notwithstanding any other provision contained in this Agreement to the contrary, in the event that the General Manager, Municipal Services or any other municipal official shall certify in writing that an emergency exists as a result of the failure of the Hauler to perform or carry out one or more of its obligations and undertakings under this Agreement, Sturgeon shall be at liberty, but not obligated, to immediately perform or carry out the obligations or undertakings which the Hauler has failed to perform or carry out without notice to the Hauler, and the Hauler shall pay on demand to Sturgeon all reasonable costs and expenses incurred by Sturgeon in performing or carrying out any obligation or undertaking which the Hauler has failed to perform or carry out.
10. In the event that the Hauler is in default of a term or condition of this Agreement and has not remedied the default within a reasonable period of time of Forty-Eight (48) hours, Sturgeon shall produce one or more certificates from the Transportation Manager certifying that Sturgeon, or any person claiming from or through Sturgeon, is entitled to payment from the security provided by the Hauler for the sum or sums so certified, and where applicable, the Hauler undertakes jointly and/or separately with the financial institution providing the security pursuant to paragraph 1 of this Agreement that the said sum or sums will be so paid immediately on demand without deduction, holdback or further proof and that the Hauler will not say or do anything to impede the prompt payment of such sum or sums by the said financial institution, whether or not the Hauler believes in the accuracy of such certificate. No such certificate shall be invalidated by want of from or error in working and such certificates may be amended from time to time. Notwithstanding that payment has been paid in accordance with this paragraph, the Hauler shall be entitled to dispute the amount of any payment from the security provided by this Agreement, provided however that nothing in this Agreement shall in any way detract from the County's ability to unilaterally draw on the security provided by the Hauler.
11. Upon the completion of the haul, the Sturgeon Roadways used by the Hauler shall forthwith be restored by the Hauler to the same condition as they were prior to the haul commencing; to the satisfaction of the Transportation Manager.
12. In the event that the Hauler shall fail to comply with any of the terms or conditions of this Agreement to be performed or carried out by the Hauler pursuant to this Agreement, Sturgeon may serve a notice upon the Hauler requiring the Hauler to quit hauling and upon the service of such a notice by Sturgeon on the Hauler, the Hauler shall stop all hauling activities within Sturgeon and the Hauler's rights under any permit or license issued by Sturgeon to haul goods or materials within Sturgeon on Sturgeon Roadways shall be suspended until such time as the suspension shall be lifted by Sturgeon.
13. This Agreement shall not be transferred or assigned by the Hauler without the consent in writing of Sturgeon.
14. All notices hereunder shall be valid and effective if personally delivered to or given by mail by registered letter, postage prepaid (unless at the time of or within Twenty-four (24) hours thereof there shall be a general disruption in the postal service, in which case, service shall be by delivery only) addressed:
 - a. In the case of Sturgeon, to:
Sturgeon County

c/o Manager, Transportation Services
Municipal Services
9613 – 100 Street
Morinville, Alberta
T8R 1L9
Contact: Roger Bergley Road Use Agreements Coordinator
Direct: (780)939-8256
Email: rbergley@sturgeoncounty.ca

b. In the case of the Hauler, to:

and if mailed, shall be deemed to have been effectively given three (3) days after mailing and, if delivered, shall be deemed to have been given on the date on which it was delivered. Any party may change it's address for receipt of notice by giving notice of it's new address to the other party as herein contemplated.

IN WITNESS WHEREOF Sturgeon and the Hauler have executed this Agreement as of the day and year first above written.

STURGEON COUNTY

Per: _____
Manager Transportation Services, or designate

SIGNED, SEALED AND DELIVERED)	
In the presence of:)	
)	
)	_____
)	(haulers name)
_____)	
WITNESS as to the signature		
of		

Road Use Agreement 2018/ : SCHEDULE “A”

1. The landowner is required to obtain a development permit issued by the Planning and Development Department of Sturgeon County prior to any infill or removal of soil, stripping and grading activity occurring on the **lands legally described as follows:**

MERIDIAN RANGE TOWNSHIP
SECTION
QUARTER
EXCEPTING THEREOUT ALL MINES AND MINERALS
AREA: HECTARES (ACRES) MORE OR LESS
(the “ Quarter”)

MERIDIAN RANGE TOWNSHIP
SECTION
QUARTER
EXCEPTING THEREOUT ALL MINES AND MINERALS
AREA: HECTARES (ACRES) MORE OR LESS
(the “ Quarter”)

(collectively the “Site”)

2. Schedule A of RUA _____pertains to all Development Permits for the **(name of the project)** (the “Project”) located on the Site, whether issued prior to or after the date of this Road Use Agreement (the “Development Permits”).
3. Goods and materials to be hauled: **All goods and services pertaining to the Project authorized by the Development Permit(s).**
4. Proposed period of haulage:
5. Designated haul route to and from **the Site** (see Appendix “A”):
- i. All heavy vehicular traffic shall access the Site via **(determined route)** ; and
 - ii. Light vehicular traffic (passenger and light duty commercial vehicles with maximum GVW of 4800kg) may access to the Site via **(determined route)**; and
 - iii. No heavy vehicular traffic is permitted on the portion of **(determined route)**
6. Optional haul route to and from the Site (see Appendix “B”):
- i. The portion of **(determined optional route)**
 - ii.
7. Maximum speed for haulage vehicles (except where lower limits are posted): 80km
8. Axle weight restrictions: Legal load or posted load
9. Security provided in the amount of: \$ _____certified cheque, bank draft, or letter of credit in a form satisfactory to and approved by the County.
10. Road maintenance and repair requirements:
- a. Maintenance of the designated and optional routes is the responsibility of the Hauler, and shall be done at the Hauler’s sole expense and to the satisfaction of the County.
 - b. Road maintenance for gravel surface road:
 - i. The Hauler shall maintain the roads daily with a grader during haulage. This maintenance shall keep the road surface in the same condition as they were prior to the haul commencing; to the satisfaction of the Transportation Manager.

- ii. The Hauler is responsible for dust suppression on all gravel surfaced roads that are being used under this Road Use Agreement. Only water or calcium chloride may be used for dust control.
 - iii. Any soft spots or holes that develop shall be the responsibility of the Hauler, and the Hauler shall repair and gravel such areas immediately at its sole expense and to the satisfaction of the County.
 - iv. The Hauler shall suspend all haulage or other activity under this Road Use Agreement during inclement weather, including but not limited to spring breakup, lengthy periods of or excessive rain, and severe rainstorms. In the event of a disagreement between the Hauler and Sturgeon as to whether there exists inclement weather so as to require the suspension of haulage and other activities pursuant to this provision, Sturgeon may make such determination in its sole discretion and the Hauler will abide by Sturgeon's determination and directions.
 - c. **(Optional clause: this is the case on an Unimproved gravel roadway)** If at any time the County finds that regular maintenance is not sufficient to keep the roadway to an acceptable standard, immediate upgrades will be required at the Hauler's expense.
 - d. The County will monitor **(designated route or optional route)** to ensure the roadways are maintained to an acceptable standard.
 - e. Any and all road damage will be the responsibility of the Hauler and shall be repaired forthwith by the Hauler at its sole cost and expense. Road repairs will be to the satisfaction of the County.
 - f. Pre-inspection of the haul routes shall be performed prior to the commencement of the Project and hauling under this Road Use Agreement.
 - g. All repair materials are subject to County approval, in its sole discretion.
 - h. Any complaints received by the County in regards to this Road Use Agreement shall be forwarded to the contact person under section 14.b. and the Hauler shall deal with such complaints immediately and to the satisfaction of the County.
 - i. Should excess maintenance be required along the haul route, additional charges may apply according to the Sturgeon County's equipment charges schedule as per ARHCA (Alberta Road Builders & Heavy Construction Association rates), to be reviewed between Sturgeon County and _____ at the time if required.
 - j. Winter and Summer Maintenance – The Hauler shall be responsible for winter maintenance (including snow removal) and summer maintenance during haulage, to the satisfaction of the County.
 - k. No parking on the shoulder of the road adjacent to "the site".
 - l. Any materials tracked onto the road will be removed daily by the hauler; immediately if such material constitutes a safety hazard for the public.
 - m. No engine retarder brakes allowed within 500 meters of residences.
 - n. No engine retarder brakes allowed where signs prohibit their use.
 - o. Any gravel put down on County roads must be as per government specification, and 20 mm only. Unless express permission is received from Sturgeon County.
 - p. All vehicles (light and heavy) will come to a complete stop before entering road or highway from "the site".
 - q. A copy of this Agreement must be kept in every truck; must be produced on demand.
11. Prior to the commencement of hauling operations all drivers shall be given an orientation covering the minimum following topics:
- a. Traffic Haul Safety Strategy
 - b. Speed limits
 - c. Stopping requirements
 - d. Traffic volume and spacing
 - e. High traffic flow times
 - f. School areas and bus times
 - g. Review traffic laws, rules and courtesy (Share the Road)
 - h. The requirement for all trucks to be in a safe operating condition and the requirements for regular checks to ensure safety.
 - i. The requirements for regular cleaning of ASGA signs on trucks to ensure visibility. In addition, all unit numbers, license plates, and identifying signage must be clean and clearly visible at all times.
 - j. Reporting all unsafe driving incidents encountered throughout the haul.

12. Traffic Haul Safety Strategy

The Hauler shall prepare a Traffic Haul Safety Strategy (THSS) detailing the measures he/she proposes to safely carry out hauling operations throughout the haul route including on the Provincial highway system. The Hauler should make every effort to minimize hazards and maximize public safety.

The Hauler shall submit the THSS to Sturgeon County 14 days prior to any hauling operation taking place. Sturgeon County will review the THSS and communicate any concerns to the Hauler within 7 days after receiving the THSS. Any issues or concerns regarding the Hauler's proposed THSS shall be addressed by the Hauler to the satisfaction of Sturgeon County prior to the commencement of hauling operations.

The Hauler's THSS shall address the minimum following areas of vehicular and pedestrian traffic concerns:

- a. Speeding, failing to stop, and other legislated traffic violations
- b. Trucks passing other vehicles along the haul route
- c. Unsafe driving habits (distracted driving such as cell phone use, eating, meandering, driving outside the travel lane, etc)
- d. Safe haul truck spacing
- e. Traffic control devices (signage)
- f. Ensuring normal school bus operations are safely accommodated and not interfered with
- g. Safe access to all other vehicles maintained along the route
- h. Public safety when the number of haul trucks becomes intense
- i. Potential split haul routes for loaded and unloaded haul vehicles (splitting up traffic volumes on different roads)
- j. Listing of internal truck safety infractions
- k. Listing of internal truck disciplinary process for safety infractions

The Hauler shall notify Sturgeon County of any haul truck suspended from hauling operations.

Note: Self-reported infractions when accompanied by appropriate disciplinary actions will not be subject to further administrative penalties by Sturgeon County.

13. Hauler to notify Sturgeon County Transportation Services prior to start of haul.

Contact:

Transportation Services
(780) 939-8252

14. Hours of operation for the truck haul shall be between the hours of _____ and _____ from Monday through Saturday.

15. Road restoration requirements upon completion of the haul:

- a) Post-inspection of haul route to be performed upon completion of the Project to determine all areas which require repair.
- b) The Hauler shall restore any failures and rutting in gravel surfaces, blading and re-gravel where determined by the County, in its sole discretion, to be required.
- c) The Hauler shall restore dust controlled areas to pre-haul condition.
- d) The Hauler shall reconstruct and re-shape shoulders and road slopes that have been pushed out or damaged as a result of the haul.

NOTE: Road must be left in a condition which Sturgeon County agrees is equal to or better than the condition prior to the commencement of the haul

Sturgeon County will not tolerate non-compliance of any of the above conditions. The Sturgeon County will immediately suspend the truck haul operation if any of the conditions are breached.

ACCEPTED this _____ day of _____, A.D. _____

STURGEON COUNTY

SEAL

Per: _____
Manager, Transportation Services, or designate

I have read and agree to the terms of this Road Use Agreement.

Per: _____

APPENDIX A (MAP):

5. Designated haul route as described in Item #5.i; 5. ii; and 4.iii of Schedule A.

APPENDIX B (MAP):

6. Optional haul route as described in Item #6.i. of Schedule A.

**Transportation Services**

9902 - 90 Avenue Morinville, AB T8R 1L9

Phone (780) 939-8256

Fax (780) 939-8274

Email: rua@sturgeoncounty.ca

For Office Use

RUA Number: _____

Received By: _____

Date: _____

ROAD USE AGREEMENT APPLICATION

All areas of this form must be filled out completely except where indicated

APPLICANT INFORMATION**Complete if different from Applicant**

Name of Applicant:		Name of Registered Land Owner:	
Mailing Address:		Mailing Address:	
City:		City:	
Postal Code:	PH:	Postal Code:	PH:

Agreement Contact Name:	PH:	E-Mail Address:
-------------------------	-----	-----------------

Road Use Agreement DetailHaul Start Date: _____ End Date: _____
(yyyy/mm/dd) (yyyy/mm/dd)Haul Start Time: _____ End Time: _____
(what time of day will hauls start?) (what time of day will hauls end?)Haul From: _____ To: _____
(exact address) _____
(exact legal land description of site)

Requested Route:

Please note: Sturgeon County encourages using Provincial Highways and paved road networks as much as possible prior to utilizing the local road systems. Local Road Ban information can be found at www.sturgeoncounty.ca. Please state your requested route below.

Equipment/Material/Product to be hauled: _____

Volume _____ m³ Weight: _____ tonnes**Number/Equipment Type to be used**

_____	# Body Jobs
_____	# Semi Trucks
_____	# Truck and Pup
_____	# Other _____

Sturgeon County Development Permit Number or Development Agreement Contract No. (if applicable) _____

- Sketches of the proposed route (highlight attached map)
- Copy of Provincial Development Permit, if applicable

The following information must be included with this application: Additional information may be requested depending on the type of haul.

The personal information provided will be used to process the Road Use Agreement application and is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy (FOIP) Act. If you have any questions about the collection, use and disclosure of this information, please contact the Access and Privacy Coordinator at 9613-100 Street, Morinville, Alberta, T8R 1L9 or phone 780-939-4321 or email foip@sturgeoncounty.ca.

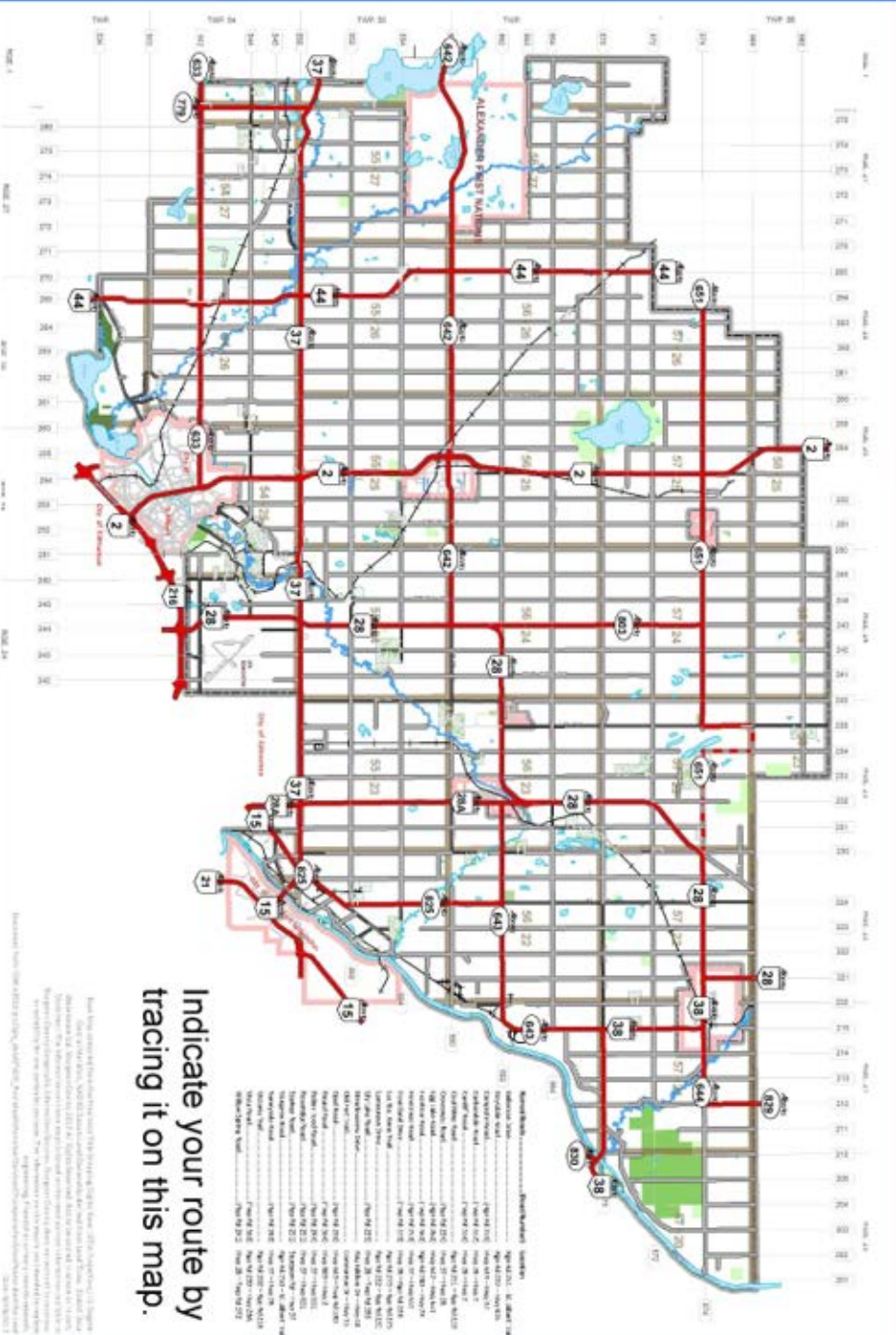
Haul Route Identifier Map

Please attach to Road Use Agreement Application

0 2.5 5
Kilometers



Sturgeon
County



Legislation Text

File #: RFD-098-18, **Version:** 1



Sturgeon County Transportation Advisory Committee (SCTAC)

1. That Council direct Administration to establish a Sturgeon County Transportation Advisory Committee with initial membership to include members of Council, Administration and Members at Large as set out in the Terms of Reference.
2. That Council endorse the Draft Terms of Reference as an initial working document for the Sturgeon County Transportation Advisory Committee.
3. That Council direct Administration to take the steps necessary as specified in the Boards and Committees Selection Committee Terms of Reference to obtain recommendations for Members at Large.
4. That Council appoint Councillors _____ and _____ to the Sturgeon County Transportation Advisory Committee.
5. That Administration update the Council Committee Bylaw 1381/16 to include the Sturgeon County Transportation Advisory Committee.

Request for Decision

Title	Sturgeon County Transportation Advisory Committee (SCTAC)
Proposed Motion	<p>1. That Council direct Administration to establish a Sturgeon County Transportation Advisory Committee with initial membership to include members of Council, Administration and Members at Large as set out in the Terms of Reference.</p> <p>2. That Council endorse the Draft Terms of Reference as an initial working document for the Sturgeon County Transportation Advisory Committee.</p> <p>3. That Council direct Administration to take the steps necessary as specified in the Boards and Committees Selection Committee Terms of Reference to obtain recommendations for Members at Large.</p> <p>4. That Council appoint Councillors _____ and _____ to the Sturgeon County Transportation Advisory Committee.</p> <p>5. That Administration update the Council Committee Bylaw 1381/16 to include the Sturgeon County Transportation Advisory Committee.</p>
Administrative Recommendation	The General Manager of Municipal Services recommends that County Council approve, endorse and authorize the five proposed motions.
Previous Council Direction	None.
Report	<p>The Sturgeon County Transportation Advisory Committee initiative was presented to Council for information at the May 15, 2018 Informal Briefing to Council.</p> <p>Discussions focused on establishing a Sturgeon County Transportation Advisory Committee, Terms of Reference, Council Committee Bylaw 1381/16 amendment, maintenance specifications and an improved road restriction strategy.</p> <p><u>External Communication</u></p> <p>None to date.</p>

	<u>Relevant Policy/Legislation/Practices:</u> Municipal Government Act, RSA 2000, c. M-26 Sturgeon County Bylaw 1381/16 – Council Committees Bylaw Boards and Committees Selection Committee Terms of Reference
Implication of Administrative Recommendation	<u>Strategic Alignment:</u> Strong Local Governance and Regional Leadership Collaboration with the community. Planned Growth Assists in developing a long-term transportation strategy for the County. Aligns with positioning Transportation Services to serve the needs of the community in the face of continued and focused growth. Maintain and Enhance Strong Communities Focus on community engagement and improving visibility of how Transportation Services can improve and deliver on community expectations. Operational Excellence The advisory committee will assist in streamlining operational processes through standardization and continuous improvement.
Alternatives Considered	That Council direct Administration to continue with current road maintenance practices.
Implications of Alternatives	<u>Strategic Alignment:</u> Administration believes that there is sufficient information for Council to make an informed decision to proceed with this strategic initiative. <u>Organizational:</u> Establishing the Sturgeon County Transportation Advisory Committee and maintenance specifications with a focus on infrastructure improvements and Sustainable Roads Improvement Strategy will provide an improved level of service to our residents. <u>Financial:</u> This initiative has no negative financial impacts. Upon recommendation of the Transportation Advisory Committee, Council approval and implementation of approved industry standard road maintenance activities and associated improvements to our rehabilitation strategies will provide improved value of public expenditures.
Follow up Action	Administration will communicate to Council regular updates and progress from the Sturgeon County Transportation Advisory Committee.

Attachment(s)	Draft Sturgeon County Transportation Advisory Committee Terms of Reference
Report Reviewed by:	 Scott MacDougall, General Manager, Municipal Services  Bill Minnes, 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
Strong Local Governance and Regional Leadership			
We promote consistent and accountable leadership through collaborative and transparent processes (Strategic Plan, pg. 27 MDP)	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Consistent with neighborhood role (see MDP), master plans, policies 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Considers fiscal stability and sustainability 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Has a positive impact on regional and sub-regional cooperation 	<input type="checkbox"/>		<input type="checkbox"/>
Respect the Natural Environment			
We acknowledge the importance of a healthy environment and will minimize and monitor our impact on ecosystems (Strategic Plan, pg. 27 MDP)	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Compliance with Provincial and Federal regulations and/or legislation 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Ensure effective environmental risk management 	<input type="checkbox"/>		<input type="checkbox"/>
Community Identity & Spirit			
We will build upon our strengths, where together we will create an inclusive, caring community (Strategic Plan, (Strategic Plan, pg. 27 MDP)	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Promotes and/or enhances residents' identification with Sturgeon County 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Enhances service provision through community partnerships 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Supports Sturgeon County's cultural history 	<input type="checkbox"/>		<input type="checkbox"/>
Planned Growth and Prosperity			
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)	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Does the proposal align with the Integrated Regional Growth Strategy (map/policies) pg. 26 MDP 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Considers cumulative costs and long-term funding implications 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Targets growth around current or planned infrastructure 	<input type="checkbox"/>	<input type="checkbox"/>	
Maintain and Enhance Strong Communities			
We are committed to a safe, secure community, where our residents are respected and provided with access to opportunities. (Strategic Plan, pg. 27 MDP)	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Positive impact on residents' quality of life 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Supports and promotes volunteer efforts 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Provides programs and services that are accessible to all residents 	<input type="checkbox"/>		<input type="checkbox"/>
Operational Excellence			
We have the organizational capability to deliver consistent and defined levels of service to all stakeholders in a professional, efficient, and cost effective manner	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Staff have the knowledge, skills and capability to perform their jobs 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Streamlines operational processes and policies 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Promotes engagement and professional interaction with stakeholders 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Considers a cost-structure which allows Sturgeon County to remain competitive within a regional, national and global context 	<input type="checkbox"/>	<input type="checkbox"/>	

Sturgeon County Transportation Advisory Committee

Terms of Reference

1. PURPOSE

The Sturgeon County Transportation Advisory Committee (SCTAC) is a working committee which represents stakeholders whose specific mandate is to advise, inform and collaborate with committee members on the delivery of County transportation-related services to Council and Administration, with the objective of enhancing the customer experience and the performance of the County's transportation infrastructure.

2. LEGISLATIVE AUTHORITY

- 2.1. *Municipal Government Act*, RSA 2000 c.M-26, as amended.
- 2.2. Sturgeon County Bylaw 1381/16 Council Committees Bylaw.

3. DUTIES & RESPONSIBILITIES

To provide advice and recommendations to Council and Administration relating to the delivery of transportation-related services and infrastructure including:

- 3.1. Advising on the development of short- and long-term transportation-related capital plans.
- 3.2. Assisting in the prioritization of transportation-related capital projects.
- 3.3. Providing recommendations on County road restrictions.
- 3.4. Providing feedback on planning and upgrading of existing roads and drainage networks.
- 3.5. Providing feedback on development applications.
- 3.6. Providing recommendations in establishing service delivery level criteria and enhanced process.
- 3.7. Recommending methods and approaches for public engagement.
- 3.8. Collaborating on reporting resident feedback.

- 3.9. Assisting in the development of policies, programs, services, and initiatives to support operational excellence and enhancement of the customer experience.
- 3.10. Presenting new federal and provincial guidelines and regulations on matters related to the delivery and performance of transportation-related infrastructure and services.
- 3.11. Encouraging public participation and support of the initiatives designed to achieve objectives of the SCTAC.
- 3.12. Engage the public to develop and enhance the positive public perception of transportation services provided by the County.

4. ROLES

- 4.1. **Council:** shall consider recommendations from the SCTAC to support and guide decisions.
- 4.2. **Councillors appointed to the Committee:** will update Council of Committee activities and recommendations.
- 4.3. **Administration:** will collaborate with Committee representatives to ensure transparency and consider all recommendations brought forward by the committee.

5. MEMBERSHIP

- 5.1. There shall be no less than eleven (11) and no more than fifteen (15) members comprised of the following:
 - 5.1.1. 2 to 3 members of Council;
 - 5.1.2. 3 to 4 members of the County Administration;
 - 5.1.3. 6 to 8 members of the community (Members at Large).
- 5.2. Council Members shall be appointed to the Committee by Council at the same meeting that the Terms of Reference are adopted and then annually at the Organizational Meeting of Council. Their appointment shall become effective immediately unless otherwise specified by Council.
- 5.3. County Administration members will be established at the first meeting of the Committee and then going forward, as required to establish a full complement of members.

- 5.4. Members at Large will be selected by the Boards and Committees Selection Committee as required to establish a full complement of members.
- 5.5. Where a Committee position is left vacant for any reason, Council may appoint a replacement for the remainder of that term and shall be bound by the restrictions placed upon the original appointment.
- 5.6. Consideration shall be given to diverse groups such as industry, farming, seniors, and members representing both urban and rural areas.

6. TERM OF MEMBERSHIP

- 6.1. The Committee shall remain in effect until Council disbands it by resolution.
- 6.2. The terms of membership shall be staggered as follows:
 - 6.2.1. Two to three Members at Large will serve a term of four years;
 - 6.2.2. Two to three Members at Large will serve a term of three years;
 - 6.2.3. Two Members at Large will serve a term of two years.
- 6.3. Members at Large shall be encouraged to serve no more than two consecutive terms.

7. CHAIRPERSON

- 7.1. A chairperson shall be elected at the first meeting of the Committee. The chairperson shall not be a member of Council.
- 7.2. The Committee will elect a new chairperson on an annual basis.
- 7.3. The Chairperson will preside over all meetings for the Committee and decide on all points of order that arise.
- 7.4. In the absence of the Chair, one of the other Members shall be elected to preside and shall discharge the duties of the Chair during the Meeting, or until the arrival of the Chair.

8. QUORUM & MEETINGS

- 8.1. Quorum shall consist of a majority of the total complement of members.
- 8.2. The SCTAC will meet every other month, starting in October of 2018, or as otherwise determined by the Committee, with such meetings open to the public.

- 8.3. The Committee shall report to Council on an annual basis.
- 8.4. Minutes of each active meeting shall be forwarded to Council prior to the same being given to the public.
- 8.5. The SCTAC shall conduct its meetings in accordance with the County's procedural Bylaw which establishes the rules and procedures governing the proceedings of Council and Committees, the conduct of its members and the calling of meetings.

9. GOVERNANCE

- 9.1. The power of the Committee established by these Terms of Reference are restricted to providing recommendations to Council.

10. REMUNERATION

- 10.1. Remuneration and travel expenses for Members at Large shall be in accordance with rates and schedules as approved by Council from time to time and reflected on a monthly expense claim form. All expenditures, as well as roundtrip kilometres of each trip, must be itemized.
- 10.2. Committee members may be compensated for extraordinary expenses incurred and as approved in advance. Requests for compensation shall be reviewed by the Committee on a case-by-case basis.
- 10.3. Remuneration expenses for Council Members and Administration shall be considered to be covered within the Councillors' and Administration's salary.

11. ADMINISTRATIVE RESPONSIBILITY

- 11.1. Coordinate Committee meeting locations and setup.
- 11.2. Preparation of meeting minutes and agenda and circulation of the same.

12. ENACTMENT

- 12.1. These Terms of Reference will be in force and take effect upon the day County Council passes a motion approving these Terms of Reference.

Legislation Text

File #: INF-167-18, **Version:** 1

Motion - Councillor Tighe
Dust Control Options for 2019 Summer Season

That Administration bring forward additional options regarding dust control for the 2019 summer season that include oil and other alternative solutions, as the calcium chloride has been ineffective and not satisfying for residents.



Regular Council Meeting: September 11, 2018

Motion following Notice of Motion:

That Administration bring forward additional options regarding dust control for the 2019 summer season that include oil and other alternative solutions, as the calcium chloride has been ineffective and not satisfying for residents.

Background

On July 9, 2018, Councillor Tighe served notice of the above motion to be presented for debate and vote at the September 11, 2018 Regular Council Meeting.