



Sturgeon County

Meeting Agenda - Final

Council

9613-100 Street
Morinville, Alberta
T8R 1L9

Tuesday, September 25, 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 September 11, 2018 Regular Council Meeting Minutes

Proposed Motion: That Council adopt the September 11, 2018 Regular Council Meeting Minutes as presented.

Attachments: [Regular Council Meeting Minutes - September 11, 2018](#)

C. PRESENTATIONS/PUBLIC HEARINGS/INTERVIEWS

C.1 PRESENTATIONS

C.1.1 9:00 a.m. Alice and Bill Sinclair - Complaint Regarding Request for Second Driveway

Attachments: [Presentation Request Form and Attachments](#)

C.1.2 11:45 a.m. Mayor's Annual Golf Tournament and EMRB Regional Golf Tournament - Cheque Presentation to Charities

Attachments: [Cheque Presentation Information Insert](#)

D. NEW BUSINESS

D.1 Bylaw 1403/18 - Bylaw Regulating Operation of Off-Highway Vehicles Within Sturgeon County (Second and Third Reading)

- Proposed Motion:**
1. That Council accept the proposed changes to Bylaw 1403/18 as presented.
 2. That Council give second reading of Bylaw 1403/08 as amended.
 3. That Council give third reading of Bylaw 1403/08.

Attachments:

[Request for Decision](#)
[Bylaw 1047/04](#)
[Bylaw 1403/18 - First Reading](#)
[Bylaw 1403/18 - Track Changes](#)

Pat Mahoney, Fire Chief/Manager, Protective Services

D.2 Funding Approval for Railway Track VE15 Repairs

- Proposed Motion:**
- That Council authorize Administration to execute \$102,000 in railway repairs to Railway Track VE15, to be funded from Contingency Reserve (8.2).

Attachments:

[Request for Decision](#)
[Location Map Railway VE15](#)

Brian Hartman, Manager, Engineering Services

D.3 Sturgeon County Transportation Advisory Committee - Terms of Reference and Appointment of Councillors

- Proposed Motion:**
1. That Council endorse the Draft Terms of Reference as an initial working document for the Sturgeon County Transportation Advisory Committee.
 2. That Council appoint Councillors _____ and _____ to the Sturgeon County Transportation Advisory Committee.

Attachments:

[Request for Decision](#)
[Draft Transportation Committee Terms of Reference - Vers](#)
[Draft Transportation Committee Terms of Reference - Vers](#)

Scott MacDougall, General Manager, Municipal Services

D.4 Bylaw 1420/18 Amendment to Bylaw 1381/16, Council Committees Bylaw

- Proposed Motion:**
1. That Council give first reading to Bylaw 1420/18.
 2. That Council give second reading to Bylaw 1420/18.
 3. That Council give unanimous consent to proceed to third reading of Bylaw 1420/18.
 4. That Council give third reading to Bylaw 1420/18.

Attachments:

[Request for Decision](#)
[Proposed Bylaw 1420/18 – Amendment to Council Commi](#)
[Bylaw 1381/16 – Council Committees Bylaw](#)

Joanne Onciul, Senior Legislative Officer, Legislative Services

E. MAYOR AND COUNCIL

E.1 Deputy Mayor Appointment

Proposed Motion: That Council extend Councillor Bokenfohr's appointment as Deputy Mayor to December 31, 2018.

Attachments: [Current Deputy Mayor Schedule](#)
[Revised Deputy Mayor Schedule](#)

G. URGENT MATTERS

H. NOTICES OF MOTION

I. ADJOURNMENT



Legislation Text

File #: MTS-018-18, **Version:** 1

September 11, 2018 Regular Council Meeting Minutes

That Council adopt the September 11, 2018 Regular Council Meeting Minutes as presented.



Sturgeon County

9613-100 Street
Morinville, Alberta
T8R 1L9

Meeting Minutes - Unadopted Council

Tuesday, September 11, 2018

9:00 AM

Council Chambers

A. CALL TO ORDER AND RELATED BUSINESS

A.1 CALL TO ORDER

Present: 6 - Mayor Alanna Hnatiw, Councillor Dan Derouin, Councillor Susan Evans, Councillor Neal Comeau, Councillor Patrick D. Tighe, and Councillor Karen Shaw

Absent: 1 - Councillor Wayne Bokenfohr

Mayor Hnatiw called the September 11, 2018 Regular Council Meeting to order at 9:00 a.m.

Administration Present

Bill Minnes, County Commissioner - CAO
Rick Wojtkiw, General Manager, Corporate Support
Collin Steffes, General Manager, Integrated Growth
Scott MacDougall, General Manager, Municipal Services
Sabrina Duquette, Controller, Financial Services
Pat Mahoney, Fire Chief/Manager, Protective Services
Travis Peter, Manager, Community and Regional Planning Services
Colin Krywiak, Manager, Current Planning and Development Services
Aaron Hair, Acting Senior Planning and Development Officer, Current Planning and Development Services
Michael Klassen, Senior Community Planner, Community and Regional Planning Services
Ken Lauinger, Supervisor, Enforcement Services, Protective Services
Joanne Onciul, Senior Legislative Officer, Legislative Services
Danielle Figura, Business Strategy Manager, County Commissioner's Office
Bernice Gordon, Corporate Business Planner, County Commissioner's Office
Lisa Schovanek, Legislative Officer, Legislative Services
Tanis Sawatsky, Legislative Officer, Legislative Services

A.2 ADOPTION OF AGENDA

S. Evans MOVED:

Motion 237/18: That the September 11, 2018 Regular Council Meeting Agenda be adopted as presented.

CARRIED UNANIMOUSLY

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

A.3 ADOPTION OF MINUTES

A.3.1 August 28, 2018 Regular Council Meeting Minutes

P.D. Tighe MOVED:

Motion 238/18: That Council adopt the August 28, 2018 Regular Council Meeting Minutes as presented.

CARRIED UNANIMOUSLY

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

D. NEW BUSINESS

D.1 2018-2027 Strategic Plan

Presented by Danielle Figura, Business Strategy Manager, County Commissioner's Office, and Bernice Gordon, Corporate Business Planner, County Commissioner's Office.

S. Evans MOVED:

Motion 239/18: That Council approve the 2018-2027 Strategic Plan.

CARRIED UNANIMOUSLY

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

D.2 Council Remuneration Review Presentation

Presented by Sabrina Duquette, Controller, Financial Services, and Michael Lim, Lim HR Compensation Consulting Inc.

P.D. Tighe MOVED:

Motion 240/18: That Council accept the Consultant's report as information and direct Administration to use it in the planning of the 2019 budget.

CARRIED

For:5 - A. Hnatiw, D. Derouin, S. Evans, N. Comeau, and P.D. Tighe

Against:1 - K. Shaw

D.3 Sturgeon Valley Special Study Area: Negotiated Policies

Presented by Collin Steffes, General Manager, Integrated Growth; Travis Peter, Manager, Community and Regional Planning Services; and Michael Klassen, Senior Community Planner, Community and Regional Planning Services.

S. Evans MOVED:

Motion 241/18: 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.

CARRIED UNANIMOUSLY

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

The meeting was recessed at 10:14 a.m.

The meeting was reconvened at 10:19 a.m. with all those members of Council previously listed in attendance.

Councillor Derouin noted the 17-year anniversary of the September 11, 2001 attacks, which occurred at 10:28 a.m. Edmonton time. A moment of silence was observed in respect of the lives lost.

D.4 Regulation of Traffic Bylaw

Presented by Scott MacDougall, General Manager, Municipal Services; Pat Mahoney, Manager/Fire Chief, Protective Services; and Ken Lauinger, Supervisor Enforcement Services, Protective Services.

D. Derouin MOVED:

Motion 242/18: That Council give first reading of Bylaw 1419/18.

CARRIED UNANIMOUSLY

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

D.5 Sturgeon County Transportation Advisory Committee
(SCTAC)

Presented by Scott MacDougall, General Manager, Municipal Services.

P.D. Tighe MOVED:

MAIN MOTION 243/18: 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.

S. Evans MOVED:

AMENDING MOTION 244/18: 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.

DEFEATED

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

Against:4 - A. Hnatiw, D. Derouin, N. Comeau, and P.D. Tighe

P.D. Tighe MOVED:

MAIN MOTION 243/18: 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.

CARRIED

For:4 - A. Hnatiw, D. Derouin, N. Comeau, and P.D. Tighe

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

S. Evans MOVED:

MOTION 245/18: That Council refer the Terms of Reference back to Administration to make changes and bring back to the September 25, 2018 Regular Council Meeting for further discussion.

CARRIED

For:4 - A. Hnatiw, S. Evans, N. Comeau, and K. Shaw

Against:2 - D. Derouin, and P.D. Tighe

P.D. Tighe MOVED:

MOTION 246/18: 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.

CARRIED

For:5 - A. Hnatiw, D. Derouin, S. Evans, N. Comeau, and P.D. Tighe

Against:1 - K. Shaw

S. Evans MOVED:

MOTION 247/18: That Council refer the appointment of Council members to the Sturgeon County Transportation Advisory Committee to the September 25, 2018 Regular Council Meeting.

CARRIED UNANIMOUSLY

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

S. Evans MOVED:

MOTION 248/18: That Administration update the Council Committee Bylaw 1381/16 to include the Sturgeon County Transportation Advisory Committee.

CARRIED UNANIMOUSLY

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

E. MAYOR AND COUNCIL

E.1

Motion - Councillor Tighe
Dust Control Options for 2019 Summer Season

P.D. Tighe MOVED:

MAIN MOTION 249/18: That Administration bring forward to Council additional options regarding dust control for the 2019 summer season that include oil and other alternative solutions.

S. Evans MOVED:

AMENDING MOTION 250/18: That Council direct the Sturgeon County Transportation Advisory Committee, once established, to review additional options regarding dust control as brought forward by Administration.

DEFEATED

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

Against: 4 - A. Hnatiw, D. Derouin, N. Comeau, and P.D. Tighe

P.D. Tighe MOVED:

MAIN MOTION 249/18: That Administration bring forward to Council additional options regarding dust control for the 2019 summer season that include oil and other alternative solutions.

CARRIED

For:5 - A. Hnatiw, D. Derouin, N. Comeau, P.D. Tighe, and K. Shaw

Against:1 - S. Evans

The meeting was recessed at 11:29 a.m.

The meeting was reconvened at 2:34 p.m. with all those members of Council previously listed in attendance.

C. PRESENTATIONS/PUBLIC HEARINGS/INTERVIEWS

C.2 PUBLIC HEARINGS

Present: 6 - Mayor Alanna Hnatiw, Councillor Dan Derouin, Councillor Susan Evans, Councillor Neal Comeau, Councillor Patrick D. Tighe, and Councillor Karen Shaw

Absent: 1 - Councillor Wayne Bokenfohr

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

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

Mayor Hnatiw reconvened the Public Hearing at 2:34 p.m. that was first held on August 28, 2018.

Colin Krywiak, Manager, Current Planning & Development, provided a brief overview of the previous information provided by G3 at the August 28, 2018 Public Hearing, as well as the information that was requested of G3 to provide for the continuation of the Hearing.

Murray Vanderpont, Director, Project Engineering, G3 Canada Limited and Lindsay Haskins, Transportation Engineer, Stantec, were in attendance and provided a presentation to Council.

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

*Jerry Kaup 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.

*Shauna Vollmer was in attendance and spoke against Bylaw 1418/18.

Mayor Hnatiw asked a third time if there was anyone else in attendance who wished to speak for or against Bylaw 1418/18. There was no one.

Lisa Schovanek, Legislative Officer, Legislative Services advised that no other submissions had been received.

Mayor Hnatiw closed the Public Hearing at 3:20 p.m.

I. ADJOURNMENT

P.D. Tighe MOVED:

MOTION 251/18:That Council adjourn the September 11, 2018 Regular Council Meeting at 3:20 p.m.

CARRIED UNANIMOUSLY

For:6 - A. Hnatiw, D. Derouin, S. Evans, 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-188-18, **Version:** 1

9:00 a.m. Alice and Bill Sinclair - Complaint Regarding Request for Second Driveway

This Package is for Lisa Schovanek!



Request Form

Delegation/Public Presentation to Sturgeon County
Council or Committee-of-the-Whole (COW)

Please complete both pages of the request form and submit it to the Legislative Services Department. You will be contacted at the receipt of your request to schedule a date and time for your presentation, as well as to address any additional concerns, questions or accommodations you may have or require.

PART A: COLLECTION OF INFORMATION

CONTACT INFORMATION	
Name:	ALICE and BILL SINCLAIR
Organization:	[Redacted]
Address:	[Redacted]
Primary:	[Redacted] 0
Email:	[Redacted]
PURPOSE AND NATURE OF YOUR REQUEST	
Please check that which applies to you:	
<input checked="" type="checkbox"/>	I/we would like to make a presentation at the Council Meeting
<input type="checkbox"/>	I/we would like to make a presentation at the Committee-of-the-Whole Meeting
<input type="checkbox"/>	I/we do not know at this time
Please provide the details of your request:	
We wish to raise a complaint about what we feel is unfair treatment to our request for a 2nd driveway. But yet an acreage just a few hundred feet away put in a 2nd driveway illegally and then County let them keep. (Please see attached sheet 0002)	
(If more space required, please attach additional information)	
Will your presentation include any visual aids (ie: PowerPoint Presentation)? If so, please specify.	
<input type="checkbox"/>	Yes
<input checked="" type="checkbox"/>	No

Signature:

[Redacted Signature]

Date:

July 31, 2018

The person completing this form is requesting a Public Presentation to Sturgeon County Council or to the Committee-of-the-Whole and is collected under the authority of the Freedom of Information and Protection of Privacy Act. Your information will form part of a file available to the public. If you have any questions about the collection and use of this information, please contact the Sturgeon County FOIP Coordinator at 9613-100 Street, Morinville, Alberta, T8R 1L9 (780) 939-4321.

continued - #2 (attached over)

Plus another acreage in Hewitt Estates was allowed to put in a 2nd driveway right on a sharp corner at bottom of hill. This was info given to us by Patrick Tighe, our councillor. He thought we should have no problem getting permission to have a 2nd driveway put in. (Patrick said this acreage on sharp corner is owned by a BON ACCORD COUNCILLOR.)

Ours is on a straight piece of Rex Place and we want to just drive our RV in + out when we leave and return from music festivals, shows and events that I do for a living.

I + is a simple request and will not interfere with any neighbors beside us or across from us.

My husband served this country for 37 yrs in the Army + we ask for a simple 2nd driveway + all we received was the runaround while others were allowed to have their 2nd driveway.

Also, Chris Bolen was quite condescending to me on the phone. I wish I had known and taped it all so you could hear how sneering and bordering on ^{being} quite rude he was on the phone.

Friday, September 29, 2017

Patrick D. Tighe

Thank you for stopping by on Friday, Sept. 29 to our acreage at [REDACTED] Hewitt Estates. And thank you for serving Sturgeon County as our Councillor. We wish you well in the upcoming election and will be supporting you for your next term as our councillor.

Please see attached paperwork that we submitted along with my attached explanation for why we needed a 2nd approach. Also see that we were turned down and they did not even come out and look; Oled (see below) said they googled our property and said no. So I called again and said no one answered all my questions about this matter and a woman said she would make sure that someone called me until I had all my questions/concerns answered.

Here is a summary of what has happened to date after our application for a 2nd driveway for our acreage.

After the refusal from county, and I then called the county again for more feedback; I was put through to Oled, at [REDACTED]. He was very pleasant to talk to and I explained our situation. He said he would have to talk to his boss and get back to me. That was 830 am Friday, Sept 22. Oled did not get back to me.

On that same date, I received a call at 4 pm from Chris Bolen at 780-939-1319. He said his boss is Brian Hartman. He said he had come out to our acreage that afternoon and was calling to tell me that they were not approving a 2nd approach. We were on the phone for half an hour.

He said everyone in this County cannot have 2 driveways. If the County gives in to you, then everyone will want to have 2 driveways! He went on, County wants to stop people having 2 driveways. And I replied that everyone doesn't want 2 driveways or need 2 driveways. He suggested that we get rid of our July 2017 newly paved driveway that we just paid \$24,000 for and just use the new proposed gravel driveway and that may be approved for us if we eliminated the paved one. This seems like such an off the wall suggestion to us just 60 days after we spent \$24,000 to get it paved. This paved driveway goes right into our o/s garage --- so did not make any sense to me when he suggested we get rid of that driveway. He said that the problem with allowing us to have 2 driveways: one paved and one gravelled was that if the County ever needed to do repairs to either, they would have to bring 1 machine to deal with the paved driveway and one machine to deal with unpaved one. He told me they are doing this all the time. The culvert looks fine to but of course in life things happen.

⊛ However, we were both at home and working in the backyard and he did not even bother to inform us or meet with us at that time, but just called Oled and was very condescending.

He explained that the County owns the ditches and the culverts; which I already knew and said yes we mow the ditches every summer so the County does not have to mow them with that huge machine of theirs. I confirmed to him at that time, that we know the County owns 32 ft from the center of the road.

I said I read somewhere that the County does not want a driveway right across from the neighbor's driveway. Neither the driveway we have now is across from any one else's driveway, or the proposed driveway either. He went on to say that the neighbor's driveway on same side of our property was too close to proposed driveway. The measurement from our proposed 2nd approach to the neighbor's driveway (which is ____ ft in from our property pin and also proposed gravel entrance we want is _____ ft and well away from our property pin and proposed 2nd entrance.

He then said there could be problems with 2 driveways on our frontage --- his example was if we got a huge bunch of snow and the plows push it into the ditches, of course, that that could get so high and end up on the road or melt and be on the road (like flooding); the ditches on our street, [REDACTED] are very deep. Our neighbors across the road have shallow ditches and can actually just drive right off the road into their acreage without even using their driveway. Anyway, I replied to him, that if those deep ditches filled and overrun the road, that all of Hewitt Estates would be under water, as we are on the flat part of Hewitt and everyone to the east of us is all downhill at a slant --- so much of what he said to me that day makes me wonder. As our conversation went on, I then said well there must be some recourse for me past this point. And then he grudgingly admitted that I could appeal. He did mention that I could talk to our councillor. So that have us some hope.

Since I do music for a living, we travel a lot from April to almost October in Alberta, BC and Sask to festivals, events and more. One of the reasons we wanted an acreage was to have room for our vehicles and RV and to at least once a summer have our friends and musicians and invite our neighbors to come over and have a campfire and make music. One of the joys of having some space and why we bought our acreage in the 1st place.

He said many things to me and in my opinion, I found his manner was belittling, for want of a better term. Although I am a woman, I did not just fall off the turnip truck. My husband has bad back and also bad knees from serving in Canadian Armed Forces for 37 years. And it does not reflect well on anyone or the County that I was talked to this way and that my husband received no consideration period after I explained the whole problem with just 1 driveway in initial application. This man risked his life and limb for every Canadian including every one of you in the County office and in the whole County.

So to finish, I just want to say this 2nd driveway would make our lives a lot easier and of course it is in the ditch, and will not bother or affect anyone.

p.s. put note about School bus, rock house ---- 2nd culvert --- (See handwritten sheet attached to request form)

Addendum to 1st Application

Sturgeon County:

Further information

In July 2017 we had our driveway to garage paved at a cost of \$24,000. We love the new driveway but only AFTER installation of pavement, were we told it is not a good idea to be driving our rv off and on any and all edges of pavement all the time as it will surely erode the edges and eventually will ruin the job as it will just keep deteriorating, cracking, breaking, etc even if we alternate the places we go off and on pavement after a summer of travelling. We have been driving in and backing out on the pavement as RV is long plus the driveway is short as house fairly close to road --- fine for cars and trucks, not so much for a 30 ft rv; we wish pavers had told us this concerning the edges before they quoted \$ and started job. We did not realize about the edges when we hired them. We admit we had not thought far ahead about turning rv around etc. and were concentrating to just save up to get the job done. So now we have spent that money and want to preserve the pavement. This is why we just came up with the idea that if we could have a second entrance* that we could drive our rv directly in from county road and never have it on the pavement of other driveway at all. Also, our truck could also use that road to get our garbage cans in the backyard and proceed to dump, etc. --- so win/win all around for my husband and I.

Also, I am a professional entertainer, musician, singer, tribute artist --- see attached card --- and we travel just about every weekend from April to October to music festivals, gigs and events from some in BC such as Chetwynd,, Prince George, Dawson creek, etc. and then in Alberta up to Fairview, Beaverlodge and down to Nanton, Red Deer, Coronation, Eckville, Ponoka, etc --- many other music events.

We want to inform the County that the addition of this 2nd driveway would make a world of difference for my husband and I.

My husband served 37 years in the Cdn Army and has bad knees, lower back issues and also shoulder problems; so just being able to drive the RV straight in through a properly placed 2nd driveway to the southeast of our house right through the big gate in our back yard to turn rv around and ready to leave for next trip would be a great benefit to us.

When we had a gravel driveway before paving, we would come in for years from travelling and have to jigger rv around and back and forth to get it around our flagpole/lilac tree to the south of house so that we could drive straight through our big gate to backyard to unload and load to leave again. One cannot just drive in towards house and then aim at an angle through the big gate as already part of our rv bumper metal was torn off --- and a couple came for the wknd in their rv and also came out at an angle and smashed part of gate and damaged their bumper --- so you can see we have had issues even before driveway was paved. We understand this may not be to the interest of the county or a problem of the county but it would sure solve a lot of problems for my husband and I. We are not getting any younger and my husband will turn 67 in April 2018. *Our neighbors next to us and to the south have 2 driveways and obviously is much more convenient.

Thank you for your consideration of this matter.



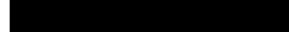
Alice and Bill Sinclair, retired MWO CD

780-921-2080



Alice Sinclair

A Tribute to Patsy Cline
Entertainer with Midi Music
Singer / 12 string Guitarist
Country, Rock n' Roll, Folk
780-921-2080



*Lee Ann***re application for a 2nd driveway**

Severed in line with Section 17 of the FOIP Act

From : [REDACTED]

Mon, Sep 04, 2017 06:27 PM

Subject : re application for a 2nd driveway**To :** khewitt@sturgeoncounty.ca

we received your denial for our desired 2nd driveway to make our lives much easier for summer travel etc. with our rv etc. and to keep 3 vehicles off of our new pavement.

I don't recall anything on your paperwork that was sent to us that they must be divided a long distance apart. No one told us that there had to be a "certain distance from our present driveway to a possible new driveway" - --- what is the reasoning between such a big difference between the 2 driveways being separated; like how far apart do they have to be? since they would both have culverts, the water would still move plus we wouldn't have vehicles coming out of both driveways onto the county road or anything at the same time. We seriously do not understand why this is the reason for denying us something on our own property to make our lives better.

Alice and Bill Sinclair

p.s. plus as quoted in the email "Engineering recommends that the internal driveway/path could be extended from the existing driveway to accommodate the parking of your personal RV on your property" that is what we have been doing for years and why we explained the problems with using one driveway for 3 vehicles and how it makes it difficult for us with going on and off the pavement with a heavy 30' motor home. Is it possible that our attached explanation was not read at all? We don't see why this is a problem to have 2 driveways that distance apart --- can we have more info from engineering with an explanation we can understand please?

Hi Kristin -----forgot

From :

Tue, Sep 05, 2017 06:11 AM

Subject : Hi Kristin -----forgot

To : khewitt@sturgeoncounty.ca

After performing at a music festival for 3 days this labor day weekend in northern Alberta, I was pretty tired when I emailed you yesterday plus after unloading rv and immediately working in the garden etc, I forgot to say that our neighbor right next to us and to the south of us has 2 driveways and one of them is directly across from the neighbor across the street; for the record, we are not complaining about this neighbor and their 2 driveways are certainly fine with us and their driveways cause no problem for anyone, but on your form that we filled out, said driveways must not be across from one another; so where we want to put the 2nd driveway is not across from anyone's driveway, so we are still trying to understand why we were refused and my husband and I want to know how this 2nd driveway which would help us greatly, is a problem for any neighbor or local resident traffic or anyone else including the county? And could someone explain why the distance between current driveway entrance and proposed 2nd driveway would be a concern for anyone or anything? What is the actual concern about the distance between the proposed and current driveway? We do not understand the reasoning about space between the 2 and we want to understand. Did anyone from the county actually come out and look at our frontage?

We would appreciate any help, feedback and/or direction from you Kristin.

Thank you

Alice and Bill Sinclair



Sturgeon County

9613-100 Street
Morinville, Alberta
T8R 1L9

Legislation Text

File #: PRS-056-18, **Version:** 1

11:45 a.m. Mayor's Annual Golf Tournament and EMRB Regional Golf Tournament - Cheque Presentation to Charities



Agenda Item: C.1.2

Regular Council Meeting: September 25, 2018

Item: 11:45 a.m. – Mayor’s Annual Golf Tournament and EMRB
Regional Golf Tournament – Cheque Presentation to
Charities

Through two tournaments, the Mayor’s Annual Golf and the Edmonton Metropolitan Regional Board (EMRB) Regional Golf Tournament, \$29,125 was raised to benefit four local charities. The funds were raised through generous sponsorships, registrations and donations.

Recipients of the Mayor’s Golf Tournament – \$19,281.82 raised in total.

Jessica Martel Foundation \$9,640.91

West Sturgeon Aging in Place Foundation (West Country Hearth) \$9,640.91

Recipients of the EMRB Regional Golf Tournament – \$9,843.63 raised in total.

Courageous Companions \$6,148.97

Military Family Resource Centre \$3,694.66

Legislation Text

File #: RFD-122-18, **Version:** 1

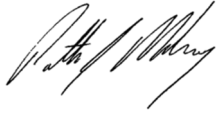

Bylaw 1403/18 - Bylaw Regulating Operation of Off-Highway Vehicles Within Sturgeon County (Second and Third Reading)

1. That Council accept the proposed changes to Bylaw 1403/18 as presented.
2. That Council give second reading of Bylaw 1403/08 as amended.
3. That Council give third reading of Bylaw 1403/08.

Request for Decision

Title	Bylaw 1403/18 - Bylaw Regulating Operation of Off-Highway Vehicles Within Sturgeon County (Second and Third Reading)
Proposed Motion	<ol style="list-style-type: none"> 1. That Council accept the proposed changes to Bylaw 1403/18 as presented. 2. That Council give second reading of Bylaw 1403/18 as amended. 3. That Council give third reading of Bylaw 1403/18.
Administrative Recommendation	Administration recommends that Council give consideration for second and third reading of this bylaw as this project was within the 2017/2018 Protective Services Department Business Plan.
Previous Council Direction	<p><u>February 27, 2018</u> Motion 057/18: That Council give first reading of Bylaw 1403/18.</p> <p><u>December 14, 2004</u> Motion 665/04: That Bylaw 1047/04 be given third reading this 14th day of December 2004.</p>
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 "Operation of Off Highway Vehicles Within Sturgeon County" was last reviewed and approved in 2004. There were substantial updates, and it was determined that a replacement bylaw should be prepared for Council's consideration. • The revisions made to the bylaw are consistent with recently established Provincial legislation, policies, and procedures. • Subsequently, notice of the updated bylaw can be placed onto the County's website for review for those who choose, with a contact phone number to Protective Services for additional inquiries. <p><u>NEW INFORMATION</u></p> <ul style="list-style-type: none"> • After first reading was given and applying comments received from Council in conjunction with Communications, the proposed amendments for Bylaw 1403/18 were advertised through regular means such as County website, local paper, twitter etc. Enforcement Staff also developed and held a public OHV/ATV safety presentation, which also

	<p>provided an opportunity for those in attendance to learn about the proposed changes and provide feedback.</p> <ul style="list-style-type: none"> • Overall feedback received regarding content was favourable. There were comments made regarding general enforcement, operation on roadways. Also, some concerns were raised about damages caused to ditches and driveways. • Since first reading, the following changes have been made, along with general formatting, and are within the attached track changes version: <ul style="list-style-type: none"> - Paragraph 1 – Reworded to read “Title: This bylaw may be referred to as the “Regulating the Operation of Off-Highway Vehicles Within Sturgeon County Bylaw”; - Paragraph 2(d): definition of “Highway” reformatted, and the following wording was added “This includes highways owned and managed by Sturgeon County”; - Paragraph 2(h): definition of “Operator’s license” or “Driver’s License” was added; - Paragraph 3(i): – Hours of Operations amended to 8:00 am to 12:00 midnight versus 8:00 am to 11:00 pm as previously presented; - Paragraph 10 referring to schedules being changed by resolution of Council was removed as it conflicts with section 191 of the MGA; - Paragraph 14, date of first reading inserted; - All paragraph numbering re-adjusted. <p><u>External Communication</u></p> <ul style="list-style-type: none"> • If second and third readings are approved, in conjunction with the Communications Department, plans will be made for advertising, notifying the public of the changes in the upcoming weeks, i.e., local newspaper, website etc. <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 the Regulating Operation of OHV Bylaw 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 duties and responsibilities of staff are being conducted properly 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 could have been left in place.
Implications of Alternatives	<p><u>Strategic Alignment:</u></p> <ul style="list-style-type: none"> By not progressing forward with updates, this does not 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"> Collaborate with the Legislative Services and Communications Departments and determine the best means of finalizing format and communications related to bylaw changes. Enforcement Service Staff and local RCMP Detachments will be provided the details of the new bylaw and undertake to educate residents during the normal course of their duties and during public engagements.
Attachment (s)	<ol style="list-style-type: none"> Bylaw 1047/04 Bylaw 1403/18 – First Reading Bylaw 1403/18 – Track Changes
Report Reviewed by:	<p> Pat Mahoney, Manager of Protective Services/Fire Chief</p> <p> Scott MaDougall General Manager, Municipal Services /Acting 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"/>

BYLAW 1047/04

**BYLAW REGULATING THE OPERATION OF
OFF HIGHWAY VEHICLES WITHIN STURGEON COUNTY**

STURGEON COUNTY, MORINVILLE, ALBERTA

BEING A BYLAW OF STURGEON COUNTY, MORINVILLE, ALBERTA FOR THE PURPOSE OF REGULATING THE OPERATION AND USE OF OFF HIGHWAY VEHICLES WITHIN STURGEON COUNTY.

WHEREAS, pursuant to the provisions of Section 120 (2) (b) of the Traffic Safety Act, being Revised Statutes of Alberta, 2000 with amendments thereto, no person shall operate an off highway vehicle on any portion of a highway.

AND WHEREAS, pursuant to the provisions of Section 120 (4) (b) and Section 120 (5) of the aforesaid Statutes, the Council of a municipality may by bylaw, with respect to highways under its direction, control and management, authorize persons to operate off highway vehicles on any portion of any such highway or class thereof and may prescribe terms and conditions under which an off highway vehicle may be operated on a highway and pursuant to section 7(a) and 7(b) of the Municipal Government Act may pass by-laws for municipal purposes for safety, health and welfare of the people and the protection of people and property and people, activities and things, in or near a public place or place that is open to the public

NOW THEREFORE, the Mayor and Councilors of the Sturgeon County in regular meeting duly assembled hereby enact as follows:

In this Bylaw:

- a) "Designated Land" means any Reserves, highway or any other land or area(s) designated by County Council in Schedule "B"
- b) "Highway" means any road or roadway within, and under the direction, control and management of Sturgeon County.
- c) "Reserves" means any county owned municipal reserve, environmental reserve or any other county owned land.
- d) "Off Highway Vehicle" means any motorized mode of transportation built for cross country travel on land, water, snow, ice or marsh or swampland or on other natural terrain and without limiting the generality of the foregoing, includes, when specifically designed for such travel designated for cross-country travel on land, water, snow, ice, marsh or swamp land or on other natural terrain and, without limiting the generality of the foregoing, includes when designated for such travel,
 - i. 4-wheel drive vehicles,
 - ii. low pressure tire vehicles,
 - iii. motorcycles and related 2-wheel vehicles,
 - iv. amphibious machines,

- v. all terrain vehicles,
 - vi. miniature motor vehicles,
 - vii. snow vehicles,
 - viii. mini bikes, and
 - ix. any other means of transportation that is propelled by any power other than muscular power or wind, but does not include:
 - x. motor boats, or
 - xi. any other vehicle exempted from being an Off Highway vehicle by regulation.
 - e) "Qualified Person" means a person who is the holder of a valid subsisting operator's license of any class.
 - f) "Safety Hemet" means a safety helmet as prescribed in the Traffic Safety Act Regulations.
2. Qualified Person may operate an Off Highway vehicle on Sturgeon County Highways within Sturgeon County subject to the following conditions and limitations:
- (a) The hours of operating an Off Highway vehicle on Sturgeon County Highways shall be restricted to the period of time between 8:00 in the forenoon to 12:00 midnight in anyone day.
 - (b) The maximum speed at which Off Highway vehicles are permitted to travel on Sturgeon County Highways is 30 kilometers per hour.
 - (c) Operators of Off Highway vehicles on Sturgeon County Highways shall travel on the extreme right hand portion of the traveling surface of the road and shall travel single file at all times.
 - (d) All Off Highway vehicles traveling on Sturgeon County Highways shall be equipped with at least one headlight and one taillight. At any time during the night time hours or at any other time when, due to insufficient light or unfavorable atmospheric conditions objects are not clearly discernible on the Highway at a distance of 150 meters ahead, no Off Highway vehicle shall be in motion on a Highway unless the headlight and taillight are alight.
 - (e) Without restricting the generality of the foregoing, the provisions of the Traffic Safety Act shall apply to the operation of Off Highway vehicles on Sturgeon County Highways.
 - (f) Operators of Off Highway vehicles within all hamlets of Sturgeon County shall use the Highways of Sturgeon County within said hamlets only to leave the hamlet and to return to the hamlet by the shortest route possible to their residence.
 - (g) All Off Highway vehicles on Sturgeon County Highways must be insured and registered in accordance with the Traffic Safety Act.
 - (h) No person shall operate an Off Highway vehicle unless wearing a safety helmet securely attached on his or her head.
 - (i) No person shall ride as a passenger of an Off Highway vehicle unless wearing a safety helmet securely attached on his or her head.
 - (j) No person shall operate an Off Highway vehicle on any Designated Land within Sturgeon County. (Attached on Schedule B)
3. The Council of Sturgeon County by resolution may waive any of the provisions contained in the Bylaw, for a specific situation(s) subject to whatever conditions(s) council finds fit to apply.

4. Sturgeon County shall post signs on designated Lands where operation of an Off Highway vehicle is prohibited
5. Any person who contravenes the provisions of the Bylaw is guilty of an offence.
6. Persons contravening certain sections of this bylaw shall be liable for the penalties set out in such section or set out opposite such section number in Schedule "A" hereto.
7. A notice or form commonly called a traffic tag or violation ticket may be issued by a Peace Officer or a Bylaw Enforcement Officer to any person alleged to have breached any provision of this bylaw, and the said traffic tag or violation ticket shall require the payment in the amount specified in this bylaw or the regulations pursuant to the *Provincial Offences Procedure Act*, (Alberta), as amended.
8. A traffic tag or violation ticket shall be deemed to be sufficiently served:
 - a) If served personally on the accused; or,
 - b) If mailed to the address of the registered Owner of the property concerned; or to the person concerned.
9. A person found guilty of an offence against the Bylaw where no penalty has been specifically provided is liable on Summary conviction to a fine not exceeding twenty-five hundred dollars (\$2500.00) exclusive of costs and in default of payment to imprisonment for a period not exceeding six (6) months, unless the fine and costs including the costs of committal are sooner paid.
10. Schedule "A" and Schedule "B" may be amended from time to time by a resolution of Council and any such amendment shall form part of the Bylaw
11. The employees, servants and agents of the County, while acting in the course of their employment or duty, are exempt from the provisions of the bylaw.
12. The Bylaw rescinds Bylaw 772/94 and takes effect as of the date of final reading.

Moved by Councillor MacKay, Bylaw 1047/04 be given first reading this 23rd day of November 2004.

CARRIED UNANIMOUSLY

Moved by Councillor Pasay, Bylaw 1047/04 be given second reading this 23rd day of November 2004.

CARRIED UNANIMOUSLY

Moved by Councillor MacKay, Bylaw 1047/04 be given third reading this 14th day of December 2004.

CARRIED

SCHEDULE "A"

Hours of Operation Section 2 (a)	50.00
Exceeding Maximum Speed Section 2 (b)	75.00
Driving Wrong Side of Road Section 2 (c)	50.00
Driving Without Headlight or Taillight Section 2 (d)	50.00
Fail to Use Shortest Route in Hamlet Section 2 (f)	50.00
Operator Fail to Wear Safety Helmet on Off Highway Vehicle Section 2 (h)	75.00
Passenger Fail to Wear Safety Helmet on Off Highway Vehicle Section 2 (i)	75.00
Operate Off Highway vehicle on a Designated Land where Signs Prohibit Section 2 (j)	150.00

SCHEDULE "B"**Designated land by Sturgeon County Council**

1. All County roads and Reserves within the area of Sturgeon Valley from Highway 2 east to Highway 28 and from Highway 37 south between Highway 2 and Highway 28 to the City of Edmonton and the City of St Albert north boundaries
2. Sandy Lake Wilderness Area

BYLAW 1403/18

BYLAW REGULATING THE OPERATION OF OFF-HIGHWAY VEHICLES WITHIN STURGEON COUNTY STURGEON COUNTY, MORINVILLE, ALBERTA

BEING A BYLAW OF STURGEON COUNTY, MORINVILLE, ALBERTA FOR THE PURPOSE OF REGULATING THE OPERATION AND USE OF OFF-HIGHWAY VEHICLES WITHIN STURGEON COUNTY.

WHEREAS, pursuant to the provisions contained in Section 120(4) (b) of the *Traffic Safety Act*, RSA 2000 c.T-6, the Council of a municipality may, by Bylaw, authorize or issue a permit authorizing persons to drive Off-Highway Vehicles along any portion of a Highway that is under the direction, control and management of the municipality;

AND WHEREAS, pursuant to the provisions contained in Sections 120(5) and 128 of the *Traffic Safety Act* (Supra), the Council of a municipality, by Bylaw, is given certain powers to regulate and control the operation of Off-Highway Vehicles on Highways which are subject to the direction, control and management of the municipality and on property that is not a Highway and is located within the municipality;

AND WHEREAS, the Council of Sturgeon County is of the view that it is in the best interests of the residents of Sturgeon County that a Bylaw be passed to regulate and control the operation of Off-Highway Vehicles pursuant to the powers granted to municipalities under the said Sections of the *Traffic Safety Act* (Supra);

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

- 1) In this bylaw:
 - a) "County" means Sturgeon County;
 - b) "Council" means the Council of Sturgeon County;
 - c) "Designated Land" means any Reserves, highway or any other land or area(s) designated by County Council in Schedule "B";
 - d) "Highway" means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestle way, parkade, 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 the following, but does not include a place declared by regulations not to be a highway:
 - (a) a sidewalk, including a boulevard adjacent to the sidewalk;
 - (b) a ditch, if it lies adjacent to and parallel with the roadway;
 - (c) all the land between the fences, or all the land between the fence and the edge of the roadway, as the case may be, if a highway right-of-way is contained between fences or between a fence and one side of the roadway;
 - e) "Reserves" means any county owned municipal reserve, environmental reserve or any other county owned land;

- f) "Off-Highway Vehicle" means any motorized mode of transportation built for cross-country travel on land, water, snow, ice, marsh or swampland or on other natural terrain and without limiting the generality of the foregoing, includes, when specifically designed for such travel designated for cross-country travel on land, water, snow, ice, marsh or swampland or on other natural terrain and, without limiting the generality of the foregoing, includes when designated for such travel,
 - i. 4-wheel drive vehicles,
 - ii. low pressure tire vehicles,
 - iii. motorcycles and related 2-wheel vehicles,
 - iv. amphibious machines,
 - v. all terrain vehicles,
 - vi. miniature motor vehicles,
 - vii. snow vehicles,
 - viii. mini bikes, and
 - ix. any other means of transportation that is propelled by any power other than muscular power or wind, but does not include:
 - x. motor boats, or
 - xi. any other vehicle exempted from being an off-highway vehicle by regulation;
 - g) "Operator" means a person who drives or is in actual physical control of an off-highway vehicle and who is the holder of a valid subsisting operator's license;
 - h) "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;
 - i) "Safety Helmet" means a safety helmet as prescribed in the Regulations made pursuant to the Act;
 - j) "Violation Ticket" means a ticket issued pursuant to the *Provincial Offences Procedure Act*, S.A. 2000, c P-34 as amended and regulations thereunder.
2. An operator may operate an off-highway vehicle on Sturgeon County highways within Sturgeon County subject to the following conditions and limitations:
- (a) The hours of operating an off-highway vehicle on Sturgeon County highways shall be restricted to the period between 8:00 am and 11:00 pm in any one day, except for agricultural activities;
 - (b) The maximum speed at which off-highway vehicles are permitted to travel on Sturgeon County highways is thirty (30) kilometers per hour;
 - (c) Operators of off-highway vehicles on Sturgeon County highways shall travel on the extreme right-hand portion of the traveling surface of the road or ditch and shall travel single file always;
 - (d) All off-highway vehicles travelling on a highway shall be equipped with at least one (1) headlight and one tail light that must be alit always;
 - (e) All off-highway vehicles equipped with a seatbelt assembly must be worn during operation of the off-highway vehicle;
 - (f) Operators of off-highway vehicles within all hamlets of Sturgeon County shall use the highways of Sturgeon County within said hamlets only to leave the hamlet and to return to the hamlet by the shortest route possible to their residence;

- (g) All off-highway vehicles on Sturgeon County property must be insured in accordance with the Traffic Safety Act;
 - (h) All off-highway vehicles on Sturgeon County property must be registered in accordance with the Traffic Safety Act;
 - (i) No person shall operate an off-highway vehicle unless they are a holder of a valid subsisting operator's license;
 - (j) No person shall operate an off-highway vehicle if the license plate is not securely attached, legible and clearly visible always;
 - (k) No person shall operate or be a passenger on an off-highway vehicle unless wearing a safety helmet securely attached on his or her head;
 - (l) No person shall operate or be a passenger on an off-highway vehicle where the number of persons on the off-highway vehicle exceeds the number of persons that the off-highway vehicle is designed to carry;
 - (m) No person shall operate an off-highway vehicle within any Environmental Reserve;
 - (n) No person shall operate an off-highway vehicle unless the off-highway vehicle is equipped with an exhaust muffler that complies with the following:
 - i) an exhaust muffler must cool and expel the exhaust gases from the engine without excessive noise and without producing flames or sparks;
 - ii) no person shall operate an off-highway vehicle if a device is attached to the exhaust system or the muffler that increases the noise made by the expulsion of gases from the engine or allows gases in or leaving the exhaust system to be ignited;
 - iii) No person shall drive an off-highway vehicle if the exhaust outlet of the muffler has been widened; and
 - iv) No person shall drive an off-highway vehicle if the exhaust muffler is cut out or disconnected from the engine, or has had a baffle plate or other part removed;
 - (o) No person shall tow a trailer, sleigh, cutter, or other vehicle behind an off-highway vehicle unless the hitch or attachment uses:
 - i) is designed so that the vehicle being towed substantially follows in the tracks of the towing vehicle;
 - ii) is strong enough to safely control the vehicle being towed;
 - iii) is not more than 1.83 meters long; and
 - iv) prevents the towed vehicle from colliding with the towing vehicle during travel downhill and when the towing vehicle stops;
 - (p) No person shall operate an off-highway vehicle within the County where the County has placed a sign prohibiting such operation;
 - (q) No person shall operate an off-highway vehicle on any designated land within Sturgeon County (attached on Schedule B);
 - (r) During an emergency, fire ban, disaster, or search and rescue operation within the County the provisions of this bylaw may be waived, suspended, or varied, by the Chief Administrator Officer, or his or her designate.
3. The Council of Sturgeon County by resolution may waive any of the provisions contained in the bylaw, for a specific situation(s) subject to whatever conditions(s) Council finds fit to apply.
4. Sturgeon County shall post signs on designated lands where operation of an off-highway vehicle is prohibited.

5. Any person who contravenes the provisions of the bylaw is guilty of an offence.
6. Persons contravening certain sections of this bylaw shall be liable for the penalties set out in such section or set out opposite such section number in Schedule "A" hereto.
7. A notice or form commonly called a traffic tag or violation ticket may be issued by a Peace Officer or a Bylaw Enforcement Officer to any person alleged to have breached any provision of this bylaw, and the said traffic tag or violation ticket shall require the payment in the amount specified in this bylaw or the regulations pursuant to the *Provincial Offences Procedure Act*, (Alberta), as amended.
8. A traffic tag or violation ticket shall be deemed to be sufficiently served:
 - a) If served personally on the accused; or,
 - b) If mailed to the address of the registered owner of the property concerned; or to the person concerned.
9. A person found guilty of an offence against the bylaw where no penalty has been specifically provided is liable on summary conviction to a fine not exceeding twenty-five hundred dollars (\$2500.00) exclusive of costs and in default of payment to imprisonment for a period not exceeding six (6) months, unless the fine and costs including the costs of committal are sooner paid.
10. Schedule "A" and Schedule "B" may be amended from time to time by a resolution of Council and any such amendment shall form part of the bylaw.
11. The employees, servants and agents of the County, while acting in the course of their employment or duty, are exempt from the provisions of the bylaw.
12. Upon third reading of this Bylaw, Bylaw 1047/04 and any amendments are repealed.
13. That this Bylaw shall come into force and take effect upon the date of third reading.

Read a first time this 27th day of February 2018.

Read a second time this ___ day of ____ 2018.

Read a third time this ____ day of ____ 2018.

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>
--

SCHEDULE "A"

Section	Fine
Section 2 (a) Operate off-highway vehicle outside operating hours	\$ 100.00
Section 2 (b) Exceeding maximum speed limit	\$ 150.00
Section 2 (c) Driving on wrong side of road	\$ 150.00
Section 2 (d) Drive off-highway vehicle w/o headlight or taillight alit	\$ 100.00
Section 2 (e) Driver or passenger fail to wear seatbelt	\$175.00
Section 2 (f) Fail to use shortest route in hamlet	\$100.00
Section 2 (g) Operate off-highway vehicle w/o valid insurance	\$230.00
Section 2 (h) Operate unregistered off-highway vehicle	\$230.00
Section 2 (i) Operate off-highway vehicle w/o subsisting operator's license	\$230.00
Section 2 (j) Operate off-highway vehicle license plate not visible	\$75.00
Section 2 (k) Operate off-highway vehicle fail to wear safety helmet	\$150.00
Section 2 (l) Exceed number of persons on off-highway vehicle	\$150.00
Section 2 (m) Operate off-highway vehicle on Environmental Reserve	\$500.00
Section 2 (n) Operate off-highway vehicle with non-compliant exhaust	\$200.00
Section 2 (o) Tow trailer/sleigh/cutter or vehicle	\$100.00
Section 2 (p) Operate off-highway vehicle where signs prohibit operation	\$200.00
Section 2 (q) Operate off-highway vehicle on designated land	\$500.00
Section 2 (r) Operate off-highway vehicle during emergency, fire ban	\$500.00

SCHEDULE "B"

Designated land by Sturgeon County Council

1. All County roads and reserves within the area of Sturgeon Valley from Highway 2 east to Highway 28 and from Highway 37 south between Highway 2 and Highway 28 to the City of Edmonton and the City of St Albert North boundaries
2. Sandy Lake Wilderness Area

BYLAW 1403/18

BYLAW REGULATING THE OPERATION OF OFF-HIGHWAY VEHICLES WITHIN STURGEON COUNTY STURGEON COUNTY, MORINVILLE, ALBERTA

BEING A BYLAW OF STURGEON COUNTY, MORINVILLE, ALBERTA FOR THE PURPOSE OF REGULATING THE OPERATION AND USE OF OFF-HIGHWAY VEHICLES WITHIN STURGEON COUNTY.

WHEREAS, pursuant to the provisions contained in Section 120(4)-(b) of the *Traffic Safety Act*, RSA 2000, c. T-6, the Council of a municipality may, by Bylaw, authorize or issue a permit authorizing persons to drive Off-Highway Vehicles along any portion of a Highway that is under the direction, control and management of the municipality;

AND WHEREAS, pursuant to the provisions contained in Sections 120(5) and 128 of the *Traffic Safety Act* (Supra), the Council of a municipality, by Bylaw, is given certain powers to regulate and control the operation of Off-Highway Vehicles on Highways which are subject to the direction, control and management of the municipality and on property that is not a Highway and is located within the municipality;

AND WHEREAS, the Council of Sturgeon County is of the view that it is in the best interests of the residents of Sturgeon County that a Bylaw be passed to regulate and control the operation of Off-Highway Vehicles pursuant to the powers granted to municipalities under the said ~~s~~Sections of the *Traffic Safety Act* (Supra);

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

1) Title

This bylaw may be referred to as the "Regulating the Operation of Off-Highway Vehicles Within Sturgeon County Bylaw".

1)2) In this bylaw:

a) "County" means Sturgeon County;

~~a)~~

b) "Council" means the Council of Sturgeon County;

~~b)~~

c) "Designated Land" means any Reserves, highway or any other land or area(s) designated by County Council in Schedule "B";

~~c)~~

~~d)~~ "Highway" means:

d)

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;

—if a ditch lies adjacent to and parallel with the roadway, the ditch; and

iii)

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.

~~e) “Highway” means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestle way, parkade, 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 the following, but does not include a place declared by regulations not to be a highway:~~

~~—a sidewalk, including a boulevard adjacent to the sidewalk;~~

~~—a ditch, if it lies adjacent to and parallel with 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, if a highway right of way is contained between fences or between a fence and one side of the roadway;~~

e) “Reserves” means any county owned municipal reserve, environmental reserve or any other county owned land;

~~†~~

k)f) “Off-Highway Vehicle” means any motorized mode of transportation built for cross-country travel on land, water, snow, ice, marsh or swampland or on other natural terrain and without limiting the generality of the foregoing, includes, when specifically designed for such travel designated for cross-country travel on land, water, snow, ice, marsh or swampland or on other natural terrain and, without limiting the generality of the foregoing, includes when designated for such travel;

i) 4-wheel drive vehicles;

~~i.~~

ii) low pressure tire vehicles;

~~ii.~~

iii) motorcycles and related 2-wheel vehicles;

~~iii.~~

iv) amphibious machines;

~~iv.~~

~~v)~~ ~~all-terrain~~ all-terrain vehicles;~~;~~

~~iv.~~

~~vi)~~ miniature motor vehicles;~~;~~

~~vi.~~

~~vii)~~ snow vehicles;~~;~~

~~vii.~~

~~viii)~~ mini bikes;~~;~~ and

~~viii.~~

~~ix)~~ any other means of transportation that is propelled by any power other than muscular power or wind, but does not include:

~~ix.~~

a. motor boats, or

~~b.~~ any other vehicle exempted from being an off-highway vehicle by regulation;

~~x.~~

~~g)~~ "Operator" means a person who drives or is in actual physical control of an off-highway vehicle and who is the holder of a valid subsisting operator's license;

~~h)~~

~~h)~~ "Operator's license" or "Driver's license" means an operator's license or a driver's license that is issued under the Traffic Safety Act and includes a document or information and other data contained in an electronic form recognized under the traffic Safety Act as an operator's license or driver's license;

~~i)~~ "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;

~~m)~~

~~j)~~ "Safety Helmet" means a safety helmet as prescribed in the Regulations made pursuant to the Act;

~~n)~~

~~o)~~~~k)~~ "Violation Ticket" means a ticket issued pursuant to the *Provincial Offences Procedure Act*, S.A. 2000, c P-34 as amended and regulations thereunder.

~~2.3)~~ An operator may operate an off-highway vehicle on Sturgeon County highways within Sturgeon County subject to the following conditions and limitations:

~~a)~~ The hours of operating an off-highway vehicle on Sturgeon County highways shall be restricted to the period between 8:00 a.m. and ~~11:00 pm~~ 12:00 midnight in any one day, except for agricultural activities;

~~i.~~

~~b)~~ The maximum speed at which off-highway vehicles are permitted to travel on Sturgeon County highways is thirty (30) kilometers per hour;

~~ii.~~

~~c)~~ Operators of off-highway vehicles on Sturgeon County highways shall travel on the extreme right-hand portion of the traveling surface of the road or ditch and shall travel single file always;

~~iii.~~

d) All off-highway vehicles travelling on a highway shall be equipped with at least one (1) headlight and one tail light that must be alit always;

~~iv.~~

e) All off-highway vehicles equipped with a seatbelt assembly must be worn during operation of the off-highway vehicle;

~~v.~~

f) Operators of off-highway vehicles within all hamlets of Sturgeon County shall use the highways of Sturgeon County within said hamlets only to leave the hamlet and to return to the hamlet by the shortest route possible to their residence;

~~vi.~~

g) All off-highway vehicles on Sturgeon County property must be insured in accordance with the Traffic Safety Act;

~~vii.~~

h) All off-highway vehicles on Sturgeon County property must be registered in accordance with the Traffic Safety Act;

~~viii.~~

i) No person shall operate an off-highway vehicle unless they are a holder of a valid subsisting operator's license;

~~ix.~~

j) No person shall operate an off-highway vehicle if the license plate is not securely attached, legible and clearly visible always;

~~x.~~

k) No person shall operate or be a passenger on an off-highway vehicle unless wearing a safety helmet securely attached on his or her head;

~~xi.~~

l) No person shall operate or be a passenger on an off-highway vehicle where the number of persons on the off-highway vehicle exceeds the number of persons that the off-highway vehicle is designed to carry;

~~xii.~~

m) No person shall operate an off-highway vehicle within any Environmental Reserve;

~~xiii.~~

n) No person shall operate an off-highway vehicle unless the off-highway vehicle is equipped with an exhaust muffler that complies with the following:

~~xiv.~~

i) — ~~An~~ exhaust muffler must cool and expel the exhaust gases from the engine without excessive noise and without producing flames or sparks;

~~i)~~

ii) — ~~No~~ person shall operate an off-highway vehicle if a device is attached to the exhaust system or the muffler that increases the noise made by the expulsion of gases from the engine or allows gases in or leaving the exhaust system to be ignited;

~~ii)~~

iii) No person shall drive an off-highway vehicle if the exhaust outlet of the muffler has been widened; and

~~iii)~~

No person shall drive an off-highway vehicle if the exhaust muffler is cut out or disconnected from the engine, or has had a baffle plate or other part removed;

iv)

a)p) No person shall tow a trailer, sleigh, cutter, or other vehicle behind an off-highway vehicle unless the hitch or attachment uses:

i) is designed so that the vehicle being towed substantially follows in the tracks of the towing vehicle;

ii) is strong enough to safely control the vehicle being towed;

iii) is not more than 1.83 meters long; and

iv) prevents the towed vehicle from colliding with the towing vehicle during travel downhill and when the towing vehicle stops;

p) No person shall operate an off-highway vehicle within the County where the County has placed a sign prohibiting such operation;

q) No person shall operate an off-highway vehicle on any designated land within Sturgeon County (attached as Schedule B);

r) During an emergency, fire ban, disaster, or search and rescue operation within the County the provisions of this bylaw may be waived, suspended, or varied, by the Chief Administrator Officer, or his or her designate.

3.4) The Council of Sturgeon County, by resolution, may waive any of the provisions contained in the bylaw, for a specific situation(s) subject to whatever conditions(s) Council finds fit to apply.

4.5) Sturgeon County shall post signs on designated lands where operation of an off-highway vehicle is prohibited.

5.6) Any person who contravenes the provisions of the bylaw is guilty of an offence.

6.7) Persons contravening certain sections of this bylaw shall be liable for the penalties set out in such section or set out opposite such section number in Schedule "A" attached hereto.

7.8) A notice or form commonly called a traffic tag or violation ticket may be issued by a Peace Officer or a Bylaw Enforcement Officer to any person alleged to have breached any provision of this bylaw, and the said traffic tag or violation ticket shall require the payment in the amount specified in this bylaw or the regulations pursuant to the *Provincial Offences Procedure Act, RSA 2000, c. P-34(Alberta)*, as amended.

8.9) A traffic tag or violation ticket shall be deemed to be sufficiently served:

a) If served personally on the accused; or,

a)

- b) If mailed to the address of the registered owner of the property concerned, ~~or~~ or to the person concerned.

~~9.10)~~ A person found guilty of an offence against the bylaw where no penalty has been specifically provided is liable on summary conviction to a fine not exceeding twenty-five hundred dollars (\$2500.00) exclusive of costs and in default of payment to imprisonment for a period not exceeding six (6) months, unless the fine and costs including the costs of committal are sooner paid.

~~10. Schedule "A" and Schedule "B" may be amended from time to time by a resolution of Council and any such amendment shall form part of the bylaw.~~

~~11.11)~~ The employees, servants and agents of the County, while acting in the course of their employment or duty, are exempt from the provisions of this ~~bylaw~~ bylaw.

~~12.)~~ Upon third reading of this Bylaw, Bylaw 1047/04 and any amendments are repealed.

~~12.~~

~~13.13)~~ That this Bylaw shall come into force and take effect upon the date of third reading.

Read a first time this 27th day of February 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.

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.

SCHEDULE "A"

Section

Fine

Section 23 a (a) Operate off-highway vehicle outside operating hours	\$ 100.00
Section 32 b (b) Exceeding maximum speed limit	\$ 150.00
Section 32 (c) Driving on wrong side of road	\$ 150.00
Section 32 (d) Drive off-highway vehicle w/o headlight or tail light alit	\$ 100.00
Section 32 (e) Driver or passenger fail to wear seatbelt	\$175.00
Section 32 (f) Fail to use shortest route in hamlet	\$100.00
Section 32 (g) Operate off-highway vehicle w/o valid insurance	\$230.00
Section 32 (h) Operate unregistered off-highway vehicle	\$230.00
Section 3 2 (i) Operate off-highway vehicle w/o subsisting operator's license	\$230.00
Section 32 (j) Operate off-highway vehicle license plate not visible	\$75.00
Section 32 (k) Operate off-highway vehicle fail to wear safety helmet	\$150.00
Section 3 2 (l) Exceed number of persons on off-highway vehicle	\$150.00
Section 3 2 (m) Operate off-highway vehicle on Environmental Reserve	\$500.00
Section 3 2 (n) Operate off-highway vehicle with non-compliant exhaust	\$200.00
Section 3 2 (o) Tow trailer/sleigh/cutter or vehicle	\$100.00
Section 3 2 (p) Operate off-highway vehicle where signs prohibit operation	\$200.00
Section 3 2 (q) Operate off-highway vehicle on designated land	\$500.00
Section 3 2 (r) Operate off-highway vehicle during emergency, fire ban	\$500.00

SCHEDULE "B"

Designated land by Sturgeon County Council

1. All County roads and reserves within the area of Sturgeon Valley from Highway 2 east to Highway 28 and from Highway 37 south between Highway 2 and Highway 28 to the City of Edmonton and the City of St Albert North boundaries
2. Sandy Lake Wilderness Area



Legislation Text

File #: RFD-140-18, **Version:** 1

Funding Approval for Railway Track VE15 Repairs

That Council authorize Administration to execute \$102,000 in railway repairs to Railway Track VE15, to be funded from Contingency Reserve (8.2).

Request for Decision

Title	Funding Approval for Railway Track VE15 Repairs
Proposed Motion	That Council authorize Administration to execute \$102,000 in railway repairs to Railway Track VE15, to be funded from Contingency Reserve (8.2).
Administrative Recommendation	As part of our operating approval of this rail line, Sturgeon County is required by Alberta Transportation to conduct monthly inspections on this section of track. These repairs must be addressed prior to completing the yearly audit.
Previous Council Direction	No previous decision.
Report	<p><u>Background Information</u></p> <ul style="list-style-type: none"> • Railway Track VE15 is currently owned by Sturgeon County. • This railway line is located along Range Road 220 and crosses into the Evonik property (see attached map). • Sturgeon County owns the crossing and all equipment on Hwy 643 and the rail line north and south of Hwy 643, to the main CN line. Approximate length is 1,500 metres. • Sturgeon County has a contract with A&B Railway Services for railway inspection and maintenance services to perform monthly inspections (currently, the cost for these monthly inspections are being rebilled to Evonik). • Monthly inspections have identified that significant repairs to the track are required: <ul style="list-style-type: none"> ○ Replacement of 260 railway ties; ○ Install 60 metric tonnes of railway ballast; ○ Regauge of approximately 100 feet of track. • Currently, there is no budget to address the repairs that are required to address safety concerns for this section of railway.

- It has now reached a point where some capital costs need to be invested as the tie condition is poor and money spent regauging without installing new ties is not a cost-effective alternative.

History of prior rail repairs:

- Prior to 2014, Evonik had been rebilled for the cost for all repairs and upgrades to Railway Track VE15.
- In August of 2010 the rail crossing was upgraded from rubber to concrete at a cost of \$105,000 which was re-billed back to Evonik.
- The rail crossing signalization had a history of being struck repeatedly by high-load traffic, resulting in the following repairs paid for by Evonik:
 - Aug 2012 - \$8,500 damage;
 - Dec 2012 - \$8,500 damage;
 - May 2013 - \$2,200 damage;
 - Jan 2014 - \$3,800 damage;
 - Mar 2014 - \$900 damage.
- In 2014, significant signalization upgrades were required to prevent repeated damage by high load traffic. Cost for these improvements totaled \$114,000; 50 per cent was funded by Sturgeon County and 50 per cent funded by Evonik.
- At that time, Evonik informed Sturgeon County of the following:
 - Evonik's payment for the 50 per cent funding for the crossing upgrade was one time only and NOT to be construed as a commitment for further payments, or an admission of obligations towards a track and crossing that they neither own nor operate.
 - Evonik envisaged formal agreement with Sturgeon County that had the following components:
 - Evonik's use of the VE15 tracks for free, in exchange for covering annual inspection costs of these tracks (but NOT the crossing);
 - No Evonik obligations or cost coverage for maintenance, repair or upgrades of the VE15 tracks
 - no Evonik obligations re: inspection, maintenance, modifications, repair, upgrades, et cetera, on the automated rail crossing system




External Communication

None.

Relevant Policy/Legislation/Practices:

To operate a railway, Sturgeon County must apply every three years for an "Industrial Railway Operating Authority Certificate".

	<p>As part of this application process, the County must provide the following:</p> <ul style="list-style-type: none"> • Proof of Liability Insurance - \$25,000,000; • Railway Safety Management System Plan; • Self-audit – Annually; • External Audit – Every two years; and • Proof of monthly inspection services.
Implication of Administrative Recommendation	<p><u>Strategic Alignment:</u></p> <p>Strong Local Governance and Regional Leadership – Approval of the funding for this project would demonstrate an ability to execute unscheduled work that is significant to the County and its industrial business partners.</p> <p>Community Identity & Spirit – Correcting this problem would demonstrate a commitment by Sturgeon County to the well-being of its industrial business partners.</p> <p>Planned Growth and Prosperity – Correcting this type of infrastructure deficiency demonstrates Sturgeon County's commitment to fund improvements to existing assets that effect businesses while supporting future industrial growth.</p> <p>Maintain and Enhance Strong Communities – Sourcing a solution to this problem demonstrates a commitment to the community to maintaining and updating existing infrastructure.</p> <p>Operational Excellence – Allocating funding for this railway repair will promote engagement and professional interaction with Sturgeon County's Industrial stakeholders.</p> <p><u>Organizational:</u></p> <p>To maintain its Industrial Railway Operating Certificate, Sturgeon County must inspect this track and the signalled crossing over Hwy 643 monthly and conduct an annual railway safety audit.</p> <p><u>Financial:</u></p> <p>As of August 31, 2018, the cost of the repairs identified are \$102,000.</p>
Alternatives Considered	<p>Sturgeon County does not complete the repairs to the railway tracks at this time.</p>
Implications of Alternatives	<p><u>Strategic Alignment:</u></p> <ul style="list-style-type: none"> • Sturgeon County may consider selling this section of railway unless ownership is required to manage future industrial growth north of the Evonik property. <p><u>Organizational:</u></p> <ul style="list-style-type: none"> • The liability risk associated with not addressing these issues is a concern.

	<ul style="list-style-type: none"> • The technical knowledge required to own and operate a railway track is very high. • If the repairs are not completed, Sturgeon County will fail the annual railway audit. <p><u>Financial:</u></p> <ul style="list-style-type: none"> • The annual cost to keep this track is approximately \$30,000 (including inspection costs and minor repairs).
Follow up Action	1. Schedule repairs to the railway track.
Attachment(s)	1. Location Map Railway VE15
Report Reviewed by:	 Brian Hartman, Manager Engineering Services  Collin Steffes, GM Integrated Growth  Scott MacDougall GM Municipal Services / Acting 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"/>	



Scale



Legislation Text

File #: RFD-142-18, **Version:** 1


Sturgeon County Transportation Advisory Committee - Terms of Reference and Appointment of Councillors

1. That Council endorse the Draft Terms of Reference as an initial working document for the Sturgeon County Transportation Advisory Committee.
2. That Council appoint Councillors _____ and _____ to the Sturgeon County Transportation Advisory Committee.

Request for Decision

Title	Sturgeon County Transportation Advisory Committee (SCTAC), Terms of Reference & Appointment of Councillors
Proposed Motion	<p>1. That Council endorse the draft Terms of Reference as an initial working document for the Sturgeon County Transportation Advisory Committee.</p> <p>2. That Council appoint Councillors _____ and _____ to the Sturgeon County Transportation Advisory Committee.</p>
Administrative Recommendation	The General Manager of Municipal Services recommends that County Council approve, endorse and authorize the two proposed motions.
Previous Council Direction	<p><u>September 11, 2018</u></p> <p>Motion 243/18: 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>Motion 245/18: That Council refer the Terms of Reference back to Administration to make changes and bring back to the September 25, 2018 Regular Council Meeting for further discussion.</p> <p>Motion 246/18: 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>Motion 247/18: That Council refer the appointment of Council members to the Sturgeon County Transportation Advisory Committee to the September 25, 2018 Regular Council Meeting.</p> <p>Motion 248/18: That Administration update the Council Committee Bylaw 1381/16 to include the Sturgeon County Transportation Advisory Committee.</p>
Report	<p><u>Background Information</u></p> <p>The Sturgeon County Transportation Advisory Committee (SCTAC) RFD was presented to Council at the September 11, 2018 Regular Council Meeting.</p>

	<p>Five motions were passed, with the two motions outlined in this Request for Decision outstanding.</p> <p>Administration was directed to revise the draft Terms of Reference to align with similar existing committee Terms of Reference. Appointment of Councillors was deferred until Councillor Bokenfohr was able to be in attendance to ensure he had an opportunity to put his name forward on the committee if so desired.</p> <p><u>External Communication</u></p> <p>None to date.</p> <p><u>Relevant Policy/Legislation/Practices:</u></p> <p>Municipal Government Act, RSA 2000, c. M-26 Sturgeon County Bylaw 1381/16 – Council Committees Bylaw Boards and Committees Selection Committee Terms of Reference</p>
Implication of Administrative Recommendation	<p><u>Strategic Alignment:</u></p> <p>Strong Local Governance and Regional Leadership</p> <p>Collaboration with the community.</p> <p>Planned Growth</p> <p>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.</p> <p>Maintain and Enhance Strong Communities</p> <p>Focus on community engagement and improving visibility of how Transportation Services can improve and deliver on community expectations.</p> <p>Operational Excellence</p> <p>The advisory committee will assist in streamlining operational processes through standardization and continuous improvement.</p>
Alternatives Considered	<p>That Council direct Administration to continue with current road maintenance practices.</p>
Implications of Alternatives	<p><u>Strategic Alignment:</u></p> <p>Administration believes that there is sufficient information for Council to make an informed decision to proceed with this strategic initiative.</p> <p><u>Organizational:</u></p> <p>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.</p>

	<p><u>Financial:</u></p> <p>This initiative has no negative financial impacts.</p> <p>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.</p>
Follow up Action	Administration will communicate to Council regular updates and progress from the Sturgeon County Transportation Advisory Committee.
Attachment(s)	<p>1. Draft Sturgeon County Transportation Advisory Committee Terms of Reference – Version 1</p> <p>2. Draft Sturgeon County Transportation Advisory Committee Terms of Reference – Version 2</p>
Report Reviewed by:	<p></p> <p>Scott MacDougall General Manager, Municipal Services / Acting 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"/>	<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

The ~~C~~committee has the authority to provide advice and recommendations to Council and Administration ~~on~~ ~~to~~ the delivery of transportation-related services and infrastructure including:

3.1. ~~Advice~~ ~~Advising~~ on the development and prioritization of short- and long-term transportation-related capital plans.

~~3.2. Assisting in the prioritization of transportation-related capital projects.~~

~~3.3.3.2. Providing~~ Recommendations on County road restrictions.

~~3.4.3.3. Providing~~ Feedback on planning and upgrading of existing roads and drainage networks.

~~3.5.3.4. Providing feedback on development applications.~~

~~3.6.3.5. Providing~~ Recommendations ~~in~~ on establishing service delivery level criteria and enhanced process.

~~3.7.3.6. Recommending~~ Recommendations on methods and approaches for public engagement ~~as per Council's Public Engagement Policy.~~

~~3.7. Collect and discuss resident feedback~~ ~~C~~collaborating on -and reporting ~~resident~~ ~~this~~ feedback ~~through Administration to Council.~~

- 3.8. Report to Council on a bi-annual basis for the first year. Reporting frequency shall be reviewed by the Committee annually and amended from time to time but shall not be less than annually.
- 3.9. ~~Assisting in~~Provide feedback on the development of policies, programs, services, and initiatives to support operational excellence and enhancement of the customer experience.
- 3.10. ~~Presenting~~Discuss and develop an understanding of new and updated federal and provincial guidelines and regulations on matters ~~related to~~that impact the delivery and performance of transportation-related infrastructure and services.
- 3.11. ~~Encouraging~~ Encourage public participation, understanding and support ~~of for~~ the initiatives ~~designed to achieve objectives of the SCTAC set out by the SCTAC to meet the objective of enhancing customer experience and the performance of the County's infrastructure.~~
- 3.12. Engage the public to develop and enhance the positive public perception of transportation services provided by the County.

Elect a Chairperson (Chair) and Vice--Chairperson (Vice-Chair) (as designated alternate) at the first Committee meeting. The Chairperson may not be a Sturgeon County elected official.

3.13.

4. ROLES

4.1. Chairperson: shall be in attendance and present the bi-annual/annual report to Council on behalf of the Committee.

4.1.4.2. **Council:** shall consider recommendations from the SCTAC to support and guide decisions.

4.2.4.3. **Councillors appointed to the Committee:** will update Council of Committee activities and recommendations.

4.3.4.4. **Administration:** will collaborate with Committee representatives to ensure transparency and consider all recommendations brought forward by the Committee.

5. MEMBERSHIP COMPOSITION (~~a~~As described in Bylaw 1381/16)

- 5.1. There shall be no less than eleven (11) and no more than fifteen (15) members comprised of the following:

Sturgeon County Transportation Advisory Committee – Terms of Reference

Approved by Council: DATE -Motion ###/##

5.1.1. ~~2 to 3~~ Two (2) to three (3) members of Council;

5.1.1. ~~Three (3) to four (4) members of County Administration including the General Manager of Municipal Services and the Manager of Transportation Services, and one to two additional members of the County Administration;~~

5.1.2. ~~3 to 4 members of the County Administration;~~

5.1.3. ~~6 to 8~~ Six (6) to eight (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 and maintain 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 for Members at Large shall be given to diverse groups such as industry, farming, seniors, and members representing both urban and rural areas.

6. TERMS OF MEMBERSHIP (~~in~~ in addition to that described in Bylaw 1381/16)

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, unless no other applications are received.

6.4. Term for Members at Large becomes effective January 1 and ends December 31

Sturgeon County Transportation Advisory Committee – Terms of Reference

Approved by Council: DATE -Motion ###/##

of the given year.

6.5. Members must be re-appointed or replaced at the end of the prescribed term.

6.6. Members cease to be members of the committee if they are absent from two (2) consecutive meetings, without being authorized by a resolution of the Committee.

6.7. Council may request, by motion, the resignation of any board member at any time, prior to the expiry of the member's term of office.

6.3-6.8. Any member may resign at any time, by sending written notice to the Manager of Transportation Services.

7. CHAIRPERSON (CHAIR) (in addition to that described in Bylaw 1381/16)

7.1. A Chairperson and Vice-Chair shall be elected at the first meeting of the Committee. The Chairperson shall not be a member of Council/Sturgeon County elected official.-

7.2. The Committee will elect a new Chairperson on an annual basis.- A Chairperson may serve in this role for no more than two consecutive years.

7.3.-

7.3. The Chairperson will preside over all meetings for the Committee and decide on all points of order that arise.-

7.3.1. Ensure meetings begin and end on time;

7.3.2. Ensure the meeting is conducted in good order and decorum;

7.3.3. Determine speaking order when two or more members wish to speak;

7.3.1-7.3.4. Rule on all questions relating to the orderly procedure of the meeting.

7.4. In the absence of the Chair, one of the other Members shall be elected to preside and the Vice-Chair shall discharge the duties of the Chair during the mMeeting, or until the arrival of the Chair.

7.5. In the event that the Chairperson and Vice-Chairperson are not present at a meeting, one of the other mMembers shall be elected to discharge the duties of the Chair during the mMeeting, or until the arrival of the Chair or Vice-Chair.

8. QUORUM & MEETINGS

8.1. Quorum shall consist of a majority of the total complement of members.

8.1.8.2. The SCTAC will meet every ~~other month~~ February, April, June, August, October and December of each year, 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.~~ Additional meetings may be called by the Chair if emergent items arise. Meetings may be cancelled by the Chair, if there are not enough agenda items to discuss.

8.4. The agenda will be circulated five calendar days prior to the meeting, electronically whenever possible. Committee members are responsible for submitting agenda items seven calendar days prior to the meeting.

8.5. Council can, by motion, refer regular council agenda items to the SCTAC for their recommendation. The General Manager of Municipal Services will be responsible for ensuring that such items are added to the SCTAC meeting agenda.

8.2.8.6. When board-driven or ~~C~~council-requested recommendations are to be brought forward to ~~C~~council, the Committee may assign a voting Member at Large to present the item to ~~C~~council. The Manager of Transportation Services will assist with preparing the agenda item, and ensure that it is added to the ~~C~~council agenda.

8.3.8.7. Minutes of each active meeting shall be forwarded to Council prior to the same being given to the public.

8.8. The SCTAC shall conduct its meetings in accordance with the County's ~~P~~rocedure~~al~~ Bylaw 1301/13, and any amendments thereto, which establishes the rules and procedures governing the proceedings of Council and Committees, the conduct of its members and the calling of meetings.

8.9. Council's decisions on all board recommendations ~~are~~is final, whether they decide to accept, modify or reject a recommendation. The Manager of Transportation will ensure that ~~these council~~ decisions are communicated to ~~C~~committee members ~~as soon as the Council agenda is made available for public viewing.~~

8.4.8.10. The General Manager of Municipal Services will ensure that Council's decisions are communicated to the Committee as soon as Council ~~m~~Minutes are made public.

9. GOVERNANCE

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

10. REMUNERATION (~~in addition to that described in Bylaw 1381/16~~)

- 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.~~ Sturgeon County's Remuneration Policy.

~~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.~~ 10.2. Remuneration expenses for Council Members ~~and Administration~~ shall be considered to be ~~covered within~~ included in the Councillors' ~~and Administration's~~ annual salary.

- ~~10.4.~~ 10.3. The Manager of Transportation will facilitate reimbursement of all approved expense claims for public members of the Committee.

10.5.

11. ADMINISTRATIVE RESPONSIBILITY

- 11.1. ~~Coordinate Committee meeting locations and setup.~~ The Transportation Services Program Assistant will serve as the recording secretary of the Committee. They will prepare and circulate meeting minutes and agendas, coordinate meeting locations and setup.

- ~~11.1.~~ The Manager of Transportation will make ensure accessible subject-matter experts from within the department are accessible -as a resource to the Committee. These experts and may assist with facilitating discussion on agenda items when required, will have the ability to add items to the meeting agenda and will ensure that items relevant to transportation service delivery are communicated to the Committee.

- ~~11.1.~~ Preparation of meeting minutes and agenda and circulation of the same.

- ~~11.2.~~

12. RESOURCES AND BUDGET

Sturgeon County Transportation Advisory Committee – Terms of Reference

Approved by Council: DATE -Motion ###/##

~~11.2.12.1.~~ The Manager of Transportation Services is responsible for ensuring that sufficientadequate resources are budgeted for the boardCommittee to conduct its business.

12.13. ENACTMENT

~~12.1.13.1.~~ Correcting clerical, grammatical and typographical errors can be made by the Committee and filed with Legislative Services. Changes to duties and responsibilities that add clarity or improve the express intent without materially changing the Committee role can be approved by the Committee. All other changes need to be approved by resolution of Council. These Terms of Reference will be in force and take effect upon on the day County Council passes a motion approving these Terms of Reference.

~~12.2.~~ Correcting clerical, grammatical and typographical errors can be made by the committee and filed with Legislative Services. Changes to duties and responsibilities that add clarity or improve the express intent without materially changing the committee role can be approved by the committee. All other changes need to be approved by resolution of Council.

~~13.2.~~ These Terms of Reference will be in force and take effect upon on the day County Council passes a motion approving these Terms of Reference.

~~12.3.~~

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

The Committee has the authority to provide advice and recommendations to Council and Administration on the delivery of transportation-related services and infrastructure including:

3.1. Advice on the development and prioritization of short- and long-term transportation-related capital plans.

3.2. Recommendations on County road restrictions.

3.3. Feedback on planning and upgrading of existing roads and drainage networks.

3.4. Recommendations on establishing service delivery level criteria and enhanced process.

3.5. Recommendations on methods and approaches for public engagement as per Council's Public Engagement Policy.

3.6. Collect and discuss resident feedback and report this feedback through Administration to Council.

3.7. Report to Council on a bi-annual basis for the first year. Reporting frequency shall be reviewed by the Committee annually and amended from time to time but shall not be less than annually.

- 3.8. Provide feedback on the development of policies, programs, services, and initiatives to support operational excellence and enhancement of the customer experience.
- 3.9. Discuss and develop an understanding of new and updated federal and provincial guidelines and regulations on matters that impact the delivery and performance of transportation-related infrastructure and services.
- 3.10. Encourage public participation, understanding and support for the initiatives set out by the SCTAC to meet the objective of enhancing customer experience and the performance of the County's infrastructure.
- 3.11. Engage the public to develop and enhance the positive public perception of transportation services provided by the County.
- 3.12. Elect a Chairperson (Chair) and Vice-Chairperson (Vice-Chair) (as designated alternate) at the first Committee meeting. The Chair may not be a Sturgeon County elected official.

4. ROLES

- 4.1. **Chair:** shall be in attendance and present the bi-annual/annual report to Council on behalf of the Committee.
- 4.2. **Council:** shall consider recommendations from the SCTAC to support and guide decisions.
- 4.3. **Councillors appointed to the Committee:** will update Council of Committee activities and recommendations.
- 4.4. **Administration:** will collaborate with Committee representatives to ensure transparency and consider all recommendations brought forward by the Committee.

5. MEMBERSHIP COMPOSITION (as described in Bylaw 1381/16)

- 5.1. There shall be no less than eleven (11) and no more than fifteen (15) members comprised of the following:
 - 5.1.1. Two (2) to three (3) members of Council;
 - 5.1.2. Three (3) to four (4) members of County Administration including the General Manager of Municipal Services and the Manager of Transportation Services;
 - 5.1.3. Six (6) to eight (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 and maintain 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 for Members at Large shall be given to diverse groups such as industry, farming, seniors, and members representing both urban and rural areas.

6. TERMS OF MEMBERSHIP (in addition to that described in Bylaw 1381/16)

- 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 serve no more than two consecutive terms, unless no other applications are received.
- 6.4. Term for Members at Large becomes effective January 1 and ends December 31 of the given year.
- 6.5. Members must be re-appointed or replaced at the end of the prescribed term.
- 6.6. Members cease to be members of the committee if they are absent from two (2) consecutive meetings without being authorized by a resolution of the Committee.
- 6.7. Council may request, by motion, the resignation of any board member at any time, prior to the expiry of the member's term of office.

- 6.8. Any member may resign at any time, by sending written notice to the Manager of Transportation Services.

7. CHAIRPERSON (CHAIR) (in addition to that described in Bylaw 1381/16)

- 7.1. A Chair and Vice-Chair shall be elected at the first meeting of the Committee. The Chair shall not be a Sturgeon County elected official.
- 7.2. The Committee will elect a new Chair on an annual basis. A Chair may serve in this role for no more than two consecutive years.
- 7.3. The Chair will preside over all meetings for the Committee and:
- 7.3.1. Ensure meetings begin and end on time;
 - 7.3.2. Ensure the meeting is conducted in good order and decorum;
 - 7.3.3. Determine speaking order when two or more members wish to speak;
 - 7.3.4. Rule on all questions relating to the orderly procedure of the meeting.
- 7.4. In the absence of the Chair, the Vice-Chair shall discharge the duties of the Chair during the meeting, or until the arrival of the Chair.
- 7.5. In the event that the Chair and Vice-Chair are not present at a meeting, one of the other members shall be elected to discharge the duties of the Chair during the meeting, or until the arrival of the Chair or Vice-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 February, April, June, August, October and December of each year, starting in October of 2018, with such meetings open to the public.
- 8.3. Additional meetings may be called by the Chair if emergent items arise. Meetings may be cancelled by the Chair, if there are not enough agenda items to discuss.
- 8.4. The agenda will be circulated five calendar days prior to the meeting, electronically whenever possible. Committee members are responsible for submitting agenda items seven calendar days prior to the meeting.
- 8.5. Council can, by motion, refer regular council agenda items to the SCTAC for their recommendation. The General Manager of Municipal Services will be responsible for ensuring that such items are added to the SCTAC meeting agenda.

- 8.6. When board-driven or Council-requested recommendations are to be brought forward to Council, the Committee may assign a voting Member at Large to present the item to Council. The Manager of Transportation Services will assist with preparing the agenda item and ensure that it is added to the Council agenda.
- 8.7. Minutes of each active meeting shall be forwarded to Council prior to the same being given to the public.
- 8.8. The SCTAC shall conduct its meetings in accordance with the County's Procedure Bylaw 1301/13, and any amendments thereto, which establishes the rules and procedures governing the proceedings of Council and Committees, the conduct of its members and the calling of meetings.
- 8.9. Council's decisions on all board recommendations are final, whether they decide to accept, modify or reject a recommendation. The Manager of Transportation will ensure that these decisions are communicated to Committee members.
- 8.10. The General Manager of Municipal Services will ensure that Council's decisions are communicated to the Committee as soon as Council minutes are made public.

9. GOVERNANCE

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

10. REMUNERATION (in addition to that described in Bylaw 1381/16)

- 10.1. Remuneration and travel expenses for Members at Large shall be in accordance with Sturgeon County's Remuneration Policy.
- 10.2. Remuneration expenses for Council Members shall be considered to be included in the Councillors' annual salary.
- 10.3. The Manager of Transportation will facilitate reimbursement of all approved expense claims for public members of the Committee.

11. ADMINISTRATIVE RESPONSIBILITY

- 11.1. The Transportation Services Program Assistant will serve as the recording secretary of the Committee. They will prepare and circulate meeting minutes and agendas, coordinate meeting locations and setup.

- 11.2. The Manager of Transportation will ensure subject-matter experts from within the department are accessible as a resource to the Committee. These experts may assist with facilitating discussion on agenda items when required, will have the ability to add items to the meeting agenda and will ensure that items relevant to transportation service delivery are communicated to the Committee.

12. RESOURCES AND BUDGET

- 12.1. The Manager of Transportation Services is responsible for ensuring that adequate resources are budgeted for the Committee to conduct its business.

13. ENACTMENT

- 13.1. Correcting clerical, grammatical and typographical errors can be made by the Committee and filed with Legislative Services. Changes to duties and responsibilities that add clarity or improve the express intent without materially changing the Committee role can be approved by the Committee. All other changes need to be approved by resolution of Council.
- 13.2. These Terms of Reference will be in force and take effect on the day County Council passes a motion approving these Terms of Reference.

Legislation Text



File #: RFD-124-18, **Version:** 1

Bylaw 1420/18 Amendment to Bylaw 1381/16, Council Committees Bylaw

1. That Council give first reading to Bylaw 1420/18.
2. That Council give second reading to Bylaw 1420/18.
3. That Council give unanimous consent to proceed to third reading of Bylaw 1420/18.
4. That Council give third reading to Bylaw 1420/18.

Request for Decision

Title	Bylaw 1420/18 Amendment to Bylaw 1381/16, Council Committees Bylaw
Proposed Motion	<ol style="list-style-type: none"> 1. That Council give first reading to Bylaw 1420/18. 2. That Council give second reading to Bylaw 1420/18. 3. That Council give unanimous consent to proceed to third reading of Bylaw 1420/18. 4. That Council give third reading to Bylaw 1420/18.
Administrative Recommendation	Administration recommends that Council give all three readings to Bylaw 1420/18.
Previous Council Direction	<p><u>September 11, 2018</u></p> <p>Motion 248/18: That Administration update the Council Committee Bylaw 1381/16 to include the Sturgeon County Transportation Advisory Committee.</p> <p><u>October 25, 2016</u></p> <p>Motion 370/16: That Council give third reading to Bylaw 1381/16. (Council Committees Bylaw)</p>
Report	<p><u>Background Information</u></p> <ul style="list-style-type: none"> • Bylaw 1381/16 – Council Committees Bylaw was approved by Council on October 25, 2016. This bylaw establishes guidelines that Boards and Committees are to comply with, including membership provisions, lengths of terms, committee meetings and general provisions – such as creating Terms of Reference, appointment of a Chair and remuneration. • On September 11, 2018, the Sturgeon County Transportation Advisory Committee (SCTAC) Request for Decision was brought forward to Council, and Council directed Administration to update the Council Committee Bylaw 1381/16 to include the Sturgeon County Transportation Advisory Committee. <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"> • Municipal Government Act, RSA 2000, c. M-26 as amended, authorizes Council to establish and amend bylaws.

	<ul style="list-style-type: none"> Sturgeon County Bylaw 1381/16 – Council Committees Bylaw
Implication of Administrative Recommendation	<p><u>Strategic Alignment:</u></p> <p>Strong Local Governance and Regional Leadership: By adding the Transportation Advisory Committee to the Council Committees Bylaw, Sturgeon County is providing efficient and effective leadership and management by aligning with the following strategies:</p> <ul style="list-style-type: none"> Council policies and bylaws are aligned to the 2012-2021 strategic direction and are implemented consistently. The distinct roles and responsibilities of Council and Administration are defined. Policies and directives are in place to review Council and Administrative processes. <p><u>Financial:</u></p> <p>None.</p>
Alternatives Considered	Council could choose not to approve the amendment to Bylaw 1381/16 Council Committees.
Implications of Alternatives	<p>Not having the Transportation Advisory Committee added to the Council Committees Bylaw would not be consistent with Sturgeon County's current practices.</p> <p><u>Financial:</u></p> <p>None.</p>
Follow up Action	Update the Bylaw register and Council Committees Bylaw to reflect the amendment made to such bylaw.
Attachment(s)	<p>1. Proposed Bylaw 1420/18 – Amendment to the Council Committees Bylaw 1381/16.</p> <p>2. Bylaw 1381/16 – Council Committees Bylaw</p>
Report Reviewed by:	<p> Joanne Onciul, Senior Legislative Officer</p> <p> Scott MacDougall GM, Municipal Services / Acting 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"/>

BYLAW 1420/18
AMENDMENT TO THE COUNCIL COMMITTEES BYLAW 1381/16
STURGEON COUNTY, MORINVILLE, ALBERTA

BYLAW 1420/18 BEING A BYLAW OF STURGEON COUNTY, MORINVILLE, ALBERTA FOR THE PURPOSE OF AMENDING THE COUNCIL COMMITTEES BYLAW 1381/16.

WHEREAS, the *Municipal Government Act*, R.S.A. 2000 c.M-26, and any amendments thereto, authorizes Council to establish and amend the Council Committees Bylaw 1381/16;

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

1. That the Council Committees Bylaw 1381/16 is hereby amended as follows:

Add the following text under the Establishment heading:

2.11 Sturgeon County Transportation Advisory Committee (SCTAC)

2.11.1 Established under section 145 of the Act.

2.11.2 There shall be no less than eleven (11) and no more than fifteen (15) members comprised of: two to three members of Council; three to four members of County Administration; and six to eight Members at Large.

2.11.3 The purpose of 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.

2.11.4 The duties and responsibilities of the Committee are specified in the Committee's Terms of Reference as adopted by Council.

2. That this Bylaw shall come into force and take effect upon the date of third reading.

Read a first time this ____ day of September 2018.

Read a second time this ____ day of September 2018.

Read a third time this ____ day of September 2018.

MAYOR

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.

COUNTY COMMISSIONER (CAO)

BYLAW 1381/16
COUNCIL COMMITTEES
STURGEON COUNTY, MORINVILLE, ALBERTA

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

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

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

NOW THEREFORE, the Council of Sturgeon County, hereby enacts the Council Committees Bylaw as follows:

DEFINITIONS

1. In this Bylaw:

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

ESTABLISHMENT

2. Council hereby establishes the following committees:

2.1 Agricultural Pest Act Appeal Committee

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

2.1.2 Annual Committee Appointment.

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

2.2 Agricultural Service Board

2.2.1 Acknowledged within *Agricultural Service Board Act*.

2.2.2 Duties as defined in section 2 of the *Agricultural Service Board Act* to include:

2.2.2.1 Act as an advisory body to assist in matters of mutual concern;

2.2.2.2 Advise on weed and pest control and soil and water conservation programs;

2.2.2.3 Assist in control of animal disease;

2.2.2.4 To promote, enhance and protect viable and sustainable agriculture with a view to improving the economic viability of the agricultural producer; and

2.2.2.5 To promote and develop agricultural policies to meet the needs of the municipality.

2.3 Calahoo Villeneuve Sand & Gravel Advisory Committee

2.3.1 Acknowledged within the Calahoo-Villeneuve Sand and Gravel Extraction Area Structure Plan Bylaw 922/01 and consistent with Act.

2.3.2 The Committee will include representation from the community, County, industry and may include the provincial government, such as Alberta Environment and Alberta Municipal Affairs, and additional relevant stakeholders.

2.3.3 The role of the committee will be to:

2.3.3.1 provide guidance and recommendations involving the Community Enhancement Fund;

2.3.3.2 serve as a resource for public information;

2.3.3.3 monitor sand and gravel extraction activities, including but not limited to groundwater, safety, environmental and operating standards;

2.3.3.4 deal with any other potential concerns; and

2.3.3.5 provide communication and issue resolution between the public and industry.

2.4 Community Service Advisory Board

2.4.1 Acknowledged under section 145 of the Act.

2.4.2 The Board makes recommendations to Council on Matters pertaining to Parks and Recreation, Culture, Family and Community Support Services and Library Services.

- 2.5 Economic Development Board
 - 2.5.1 Acknowledged under section 145 of the Act.
 - 2.5.2 This board consists of business leaders and stakeholders in the region who have expertise on business development strategies.
 - 2.5.3 The Board advises Sturgeon County Council and the department on direction, initiatives and practices for economic development activity in Sturgeon County.
- 2.6 Environmental Protection Appeal Board
 - 2.6.1 Acknowledged within section 186(3)(c) of the *Environmental Protection and Enhancement Act*.
 - 2.6.2 Composition must include at least one elected member of Council.
 - 2.6.3 The committee reviewing appeals to environmental protection orders may vary, confirm, or rescind the order being reviewed.
- 2.7 Soil Conservation Act Appeal Committee
 - 2.7.1 Acknowledged within section 14 of the *Soil Conservation Act*.
 - 2.7.2 Membership to include at least three members of Council appointed by resolution of Council.
 - 2.7.3 The committee hears appeals arising out of a notice served to a landowner to take remedial actions set out in a notice as a result of soil loss or deterioration.
- 2.8 Weed Control Act Appeal Committee
 - 2.8.1 Authority Delegated under the *Weed Control Act* Section 19.
 - 2.8.2 A local authority shall establish, at least annually, an independent appeal panel to determine appeals of inspector's notices, local authority's notices and debt recovery notices.
 - 2.8.3 The appeal panel may confirm, reverse or vary the inspector's notice, local authority's notice or debt recovery notice.
- 2.9 Boards and Committee Selection Committee
 - 2.9.1 Acknowledged under section 145 of the Act.
 - 2.9.2 Acknowledged within Appointments of Boards and Committees Members Policy.
 - 2.9.3 Composed of one or more members of County Council, Chair or designates of each Committee and respective Municipal Representative responsible to the Board or Committee.
 - 2.9.4 Provide recommendations for Board Appointments to Council following an established selection process.
- 2.10 Emergency Advisory Committee (Regional Committee)
 - 2.10.1 Established under *Emergency Management Act*, RSA 2000, e-6.8.

- 2.10.2 Acknowledgement within Sturgeon Regional Emergency Management Partnership Agreement and the current Emergency Management Bylaw.
- 2.10.3 The Regional Committee shall be comprised of one member of Council or alternate, from each of the partnering municipalities of the Sturgeon Regional Emergency Management Partnership. Members will be appointed on an annual basis.
- 2.10.4 The purpose/mandate of the Regional Committee:
 - 2.10.4.1 The purpose/mandate of the Regional Committee is to review and approve plans and programs of the Sturgeon Regional Emergency Management Partnership.
 - 2.10.4.2 The Regional Committee is delegated the authority to create policies relating to emergency preparedness, mitigation, response, recovery and the operation of the Sturgeon Regional Partnership Emergency Management Program (SRPEMP).
 - 2.10.4.3 The Regional Committee also has an emergency response role as they will convene for the purposes of supporting the implementation of a State of Local Emergency (SOLE) for two or more municipalities.
 - 2.10.4.4 In the event of an emergency entirely within the boundaries of and affecting only one of the Partner municipalities and that Partner's Municipal Emergency Advisory Committee cannot be reached, the authority and power to declare or renew a State of Local Emergency is delegated to any two (2) or more members of the Regional Emergency Advisory Committee.
 - 2.10.4.5 As the Regional Committee will contain council members from each municipality, each participating council member is responsible for presenting to their elected council the annual report of the SRPEMP.
 - 2.10.4.6 The Council member will, when required, present SRPEMP recommendations to his/her municipal council for consideration.

MEMBERSHIP

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

members of each committee, to attend, and ensure accurate minutes are kept.

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

TERM

9. Members at Large shall be appointed by Council for a three-year term, unless otherwise provided in the Committee Terms of Reference
 - 9.1 In order to ensure the continuity of membership appointments will be filled on a rotational basis.
10. Members at Large shall be encouraged to serve no more than two consecutive terms.
11. Councillors shall be appointed to Committees annually at the Organizational meeting.
12. Where a Committee position is left vacant for any reason, Council may appoint a replacement for the remainder of that term.

COMMITTEE MEETINGS

13. At the first meeting of the Committee following the Organizational meeting of Council the committee will:
 - 13.1 Establish the dates for each Committee meeting;
 - 13.2 Appoint a chair; and
 - 13.3 Create or review Committee Terms of Reference.
14. Committee meetings must be held in public.
15. Council Committees may close all or part of the Committee Meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*, Chapter F-25 RSA 2000.
16. When a Meeting is closed to the public no recommendation may be passed at the Meeting, except a recommendation to revert to a Meeting held in public.
17. In accordance with the MGA, all Members are required to keep in confidence matters discussed In-Camera until the item is discussed at a Meeting held in public.

GENERAL PROVISIONS

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

frequency of communication between Council and Committees.

22. All members of the Committee, regardless of how they voted on an issue, should accept and support it as a Committee recommendation.

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

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

24.1 The reports of all committees shall be made to the Council prior to the same being given to the public. The powers of the Committees established by this Bylaw are restricted to providing recommendations to Council, unless the Committee's approved Terms of Reference, or legislation, specifically provides otherwise.

25. Nothing included in this Bylaw shall restrict or prevent council from creating or constituting further or other committees not referenced in this Bylaw.

CHAIR

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

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

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

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

REMUNERATION

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

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

EFFECTIVE DATE

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


REPEAL OF BYLAWS


33. Bylaws 1306/13 and any amendments thereto are hereby repealed.

Read a first time this 11th day of October, 2016.

Read a second time this 11th day of October, 2016.

Read a third time this 25th day of October, 2016.


MAYOR


COUNTY COMMISSIONER (CAO)

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



Legislation Text

File #: INF-009-18, **Version:** 1

Deputy Mayor Appointment

That Council extend Councillor Bokenfohr's appointment as Deputy Mayor to December 31, 2018.

2017 - 2021 Deputy Mayor Schedule			
Karen Shaw	Councillor - Division 6	October 24, 2017 to January 23, 2018	Motion # 412/17
Wayne Bokenfohr	Councillor - Division 3	January 24, 2018 to September 2018	Motion # 033/18
Patrick D. Tighe	Councillor - Division 5	October 2018 to May 2019	
Susan Evans	Councillor - Division 2	June 2019 to January 2020	
Karen Shaw	Councillor - Division 6	February 2020 to June 2020	
Dan Derouin	Councillor - Division 1	July 2020 to February 2021	
Neal Comeau	Councillor - Division 4	March 2021 to October 2021	
***Official Appointments will be made at the last meeting of the month before the term begins ***			
Approved:		January 23, 2018	
Motion #:		032/18	

2017 - 2021 Deputy Mayor Schedule			
Karen Shaw	Councillor - Division 6	October 24, 2017 to January 23, 2018	Motion # 412/17
Wayne Bokenfohr	Councillor - Division 3	January 24, 2018 to September 2018	Motion # 033/18
Wayne Bokenfohr	Councillor - Division 3	October 2018 to December 31, 2018	
Patrick D. Tighe	Councillor - Division 5	January 2019 to May 2019	
Susan Evans	Councillor - Division 2	June 2019 to January 2020	
Karen Shaw	Councillor - Division 6	February 2020 to June 2020	
Dan Derouin	Councillor - Division 1	July 2020 to February 2021	
Neal Comeau	Councillor - Division 4	March 2021 to October 2021	
***Official Appointments will be made at the last meeting of the month before the term begins ***			
Approved:		Motion #:	