



Sturgeon County
Meeting Agenda - Final
Committee of the Whole

9613-100 Street
Morinville, Alberta
T8R 1L9

Tuesday, December 11, 2018

Council Chambers

Immediately Following Regular Council Meeting

A. CALL TO ORDER

B. APPOINTMENTS

B.1 1:45 p.m. Open Space Master Plan Implementation Update

Attachments:

[Briefing Note](#)
[Asset Management Road Map](#)
[Service Level Information](#)
[Decision-making Process](#)
[Draft Framework](#)

Susan Berry, Manager, Community Services

B.2 2:15 p.m. Agricultural Service Board Annual Report

Attachments:

[Presentation](#)

Jacob Middelkamp, Chair, Agricultural Service Board

B.3 2:45 p.m. Economic Development Board Update

Attachments:

[Presentation Request Form](#)

Melissa Richards, Member, Economic Development Board

C. ADJOURNMENT



Sturgeon County

9613-100 Street
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Legislation Text

File #: PRS-043-18, **Version:** 1

1:45 p.m. Open Space Master Plan Implementation Update

Briefing Note

Title	Open Space Master Plan Implementation Update
Issue	Update on Corporate Business Plan initiative.
Previous Council Direction	<p>September 26, 2017 – Motion #400/17 That Council approve the Asset Management Policy as presented.</p> <p>February 9, 2016 – Motion #043/16: That Council approve the Open Space Master Plan and support its use by Administration in future planning.</p>
Report	<p><u>Background Information</u></p> <ul style="list-style-type: none"> Sturgeon County's public land inventory includes approximately: <ul style="list-style-type: none"> 81 Environmental Reserve parcels; 115 Municipal Reserve parcels; 132 Public Utility lots; and 186 Reserve parcels. The County is rich in reserve land but facility and amenity poor. Most parcels remain undeveloped and undermaintained. The value that parks and open spaces add to building strong, resilient communities is well researched and documented. One of the principles in Council's asset management policy is systematic - take a methodical approach (i.e. formal, repeatable, and consistent) to the management of assets. Development of defined, achievable and affordable Levels of Service is key to measuring and improving performance. <p><u>External Communication</u></p> <ul style="list-style-type: none"> There has been no communication with the public regarding the draft Levels of Service for open space in Sturgeon County. <p><u>Relevant Policy/Legislation/Practices:</u></p> <ul style="list-style-type: none"> Asset Management Policy Open Space Master Plan

Implication	<p><u>Strategic Alignment:</u></p> <p>A quote from our Strategic Plan: "To achieve success, Council needs to be very deliberate in moving forward." This work is characterized by the phrases solidifying the foundation and working together to build our Community.</p> <p><u>Organizational:</u></p> <p>Being able to deliver consistent and defined level of service to our residents improves our efficiency and cost effectiveness.</p> <p><u>Financial:</u></p> <p>There is no financial impact to the development of this framework. Future investments in our assets will be planned and reflected in capital budgets.</p>
Follow Up Action	<ol style="list-style-type: none"> 1. Development of a metered approach to approval of the framework or policy
Attachment (s)	<ol style="list-style-type: none"> 1. Asset Management Road Map 2. Service Level Information 3. Decision-Making Process 4. Draft Framework
Report Reviewed by:	<div>  <p>Susan Berry, Manager Community Services</p> </div> <div>  <p>Scott MacDougall, General Manager, Municipal Services</p> </div> <div>  <p>Reegan McCullough, County Commissioner-CAO</p> </div>

INFORMATION & AM PRACTICES

INFORMATION—AM Practices

Know Your Assets

Basic Asset Inventory

Data Software and Data Tools

Know Your Financial Situation

Current Asset Investment

D&M Costs

Future Capital Costs

Funding Sources

Understand Decision-Making

Decision Process

AM Plan

Manage Asset Lifestyle

Asset Condition

Level of Service

Risk Evaluation

Maintenance Strategies

Know the Rules

Strategic Goals

Legislation / Regulation

Monitor Sustainability

Sustainability

Renewal Alternatives

Coordinating Works

AM ROADMAP

Service Levels

Why

- ▽ Ensuring equitable base level development and allocation of funds across the county.
- ▽ Protecting our natural resources from encroachment and private uses
- ▽ Establish a transparent and best practice approach to managing our assets
- ▽ Ensuring diversity of quality community places throughout the county
- ▽ Improving the County's identify where residents are proud to live here.
- ▽ Cost effective and fiscally responsible approach to developing and maintaining open space system

Why Now

- ▽ Open Space Master Plan
- ▽ Asset Management
- ▽ Refinery Revenue
- ▽ Performance Measurement
- ▽ Service Levels linked to budget

Sustainable Decision

Decision Making Process



- Open Space Service Levels

- Municipal Comparators
- Current Practice (Policies)
- National Recreation and Parks Association (LOS, 10 minute walk campaign)
- Industry Trends
- Framework for Recreation In Canada
- Customer Satisfaction Survey
- Regional Recreation Master Plan
- Parks for All (Canadian Parks and Recreation Assoc)

- Strategic Checklist
- CS Principles
- Capacity Box
- Public Interest
- Public Participation
- Asset Management Strategy

- Base Level of service
- Annual operating
- Capital projects plan

- Ag Services
- CSAB
- OSMP
- Residents
- Joint Opportunities task force

DRAFT LEVEL OF SERVICE GUIDELINES FOR OPEN SPACE SYSTEM							
Description	County Wide	Neighborhood (Hamlets)		Local		Greenways Primary Shared Use Trails	Natural Areas
				Developed	Undeveloped		
Examples	Cardiff – 65Ha Bellerose – 42Ha	ROB Calahoo	Alcomdale Carbondale Cardiff Mearns Namao Villeneuve Hu Haven Namao Ridge Pinewood	Pinnacle Manor Estates Bristol Oaks Riverstone Pointe	Greystone Manor Fort Augustus	Athabasca Landing Trail RVA Sturgeon Valley Trail	Sandy Lake Wilderness Area Environmental reserves
Size	min 12 hectares (24ac)	min 5 hectares (12ac)		max 1 hectare (2.47ac)			
Service Area	destination park 20 km radius (10 miles)	5 km radius (3 miles)	3 km radius (2 miles)	serve 1 subdivision 1 km radius (.5 mile)			
Pop Service Level	>10,000	1000	500	<200			
Purpose	structured sports and active recreation	active and passive recreation sports fields integrated with community associations		Unstructured informal play beyond the backyard aesthetics accessible by walking, meeting and socializing		trail network/connectivity	conservation of natural features
Land Ownership	public	private/public		private/public		Public/public	public
Services	fully serviced	fully serviced		unserviced		unserviced	unserviced
Site Access and Parking	year-round use onsite parking	year-round use onsite parking		seasonal use off site/street parking		Onsite parking	On site parking
Sturgeon County Base LOS	community sport fields (fastball, slow-pitch, softball) min 1 playground structure min 2 picnic sites washroom facilities doggie dispensers	min 1 in ground garbage receptacle 1 park sign seating units field space approach		1 park sign seating unit		garbage can one sign at each entrance seating	garbage can signage seating
Funding	Core Capital Funding	Core Capital Funding		Enhanced Service Level		Core Service Level	Core Capital Funding
Vegetation Management Policy/Trail Maintenance policy	type 1 mowing min 4 X per growing season trimming min 2 X per growing season inspection for noxious weeds 1 X herbicide application 1 X	type 1 mowing min 4 X per growing season trimming min 2 X per growing season inspection for noxious weeds 1 X herbicide application 1 X		type 1 mow min 4X/growing season trim min 2X/growing season inspection for noxious weeds 1 X herbicide application 1 X	type 2 mow min 2X/growing season inspection for noxious weeds 1 X herbicide application 1 X every 2 years	Summer - May 1 to Sept 30 Mow 10 ft on each side of the trail min 4 X Inspection Mechanical sweeping or grading annually	type 3 mow min 1X/growing season inspection for noxious weeds 1 X herbicide application as needed
Other Maintenance	Garbage/litter management Weed control Tree maintenance Play equipment Fence maintenance						
Operational Strategies	Operational maintenance Routine maintenance Specific maintenance on critical assets	Operational maintenance		Operational maintenance		Operational maintenance	Operational maintenance
Operating Budget		\$25,000/group	\$4,000/group				
Proponent Investment	campground water features competitive sport fields (hardball, baseball) sport courts	Indoor arena	playgrounds community hall outdoor rink			View points Interpretive signage	



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2:15 p.m. Agricultural Service Board Annual Report

The background features abstract, overlapping green geometric shapes in various shades of green, creating a modern and dynamic visual effect. The shapes are primarily triangular and polygonal, with some areas having a fine grid pattern.

Agricultural Service Board

Report to County Council

December 11, 2018

ASB Mandate (as per Council Motion 086/17)

Purpose

- ▶ The Board serves as an advisory body to Council on agriculture-related matters with a goal to promote, enhance, and protect the viability of the agricultural industry in Sturgeon County

Duties and Responsibilities

- ▶ Address and formulate a recommendation for Council on any items referred to the Committee in accordance with the Public Engagement Spectrum;
- ▶ Review and provide recommendations to council on county agriculture-related policies;
- ▶ Determine strategic outcomes of the Board, and set goals to achieve desired outcomes;
- ▶ Recommend and participate in the development of programs that align with the strategic outcomes and goals established by the Board;
- ▶ Review applications and approve recipients of the 100 Year Farm Family Award;
- ▶ Submit and evaluate nominations for the Excellence in Agriculture Award and select an annual award recipient;

ASB Mandate

Duties and Responsibilities continued..

- ▶ Review the Sturgeon County Strategic and Corporate Business Plans on an annual basis and recommend policies that support agricultural initiatives for Council's consideration
- ▶ Review reports prepared by administration on the activities of the Agriculture Services department;
- ▶ Review and discuss Provincial Agricultural Service Board resolutions and their benefit or detriment to the county agricultural industry;
- ▶ Draft resolutions when policy or legislation changes are desired at the provincial and federal level;
- ▶ Attend Regional and Provincial Agricultural Service Board Conferences and vote on resolutions;
- ▶ Participate in the planning of the annual Sturgeon County Agricultural Service Board Tour;
- ▶ Hear notice appeals in accordance with the requirements outlined in the Alberta Soil Conservation Act, and the Alberta Agricultural Pests Act; and
- ▶ Hear notice appeals in accordance with the requirements outlined in the Alberta Weed Control Act (public members only).

Board Members

- ▶ Jacob Middelkamp - Farm Member (Chair)
- ▶ Victor Majeau - Farm Member (Vice Chair)

- ▶ Janet Anderson- Farm Member
- ▶ Al Montpellier- Farm Member
- ▶ Jenay Visscher - Student Member

- ▶ Karen Shaw - Council Member
- ▶ Patrick Tighe- Council Member



Agricultural Service Board Highlights 2017

Accomplishments	Date	Action
Letter to Ag Minister Regarding Bill 17	June 2017	RFD Brought to Council for Approval; Letter sent
Provincial ASB Summer Tour	July 2017	2 ASB Members Attended
Local ASB Tour	August 2017	152 Attendees
ASB Field Report/ Audit Results	August 2017	Results of ASB Audit conducted by province provided to board

Agricultural Service Board Highlights 2017

Accomplishments	Date	Action
Road Use Agreements	November 2017	Input provided to SC Transportation Dept.
Alternative Land Use Services (ALUS)	November 2017	Presentation Received; Feasibility Discussed

Agricultural Service Board Highlights 2018

Accomplishments	Date	Action
Highway Signs- Subject to Funding	January 2018	Recommended Signage and Advertising to notify residents of Slow Moving Equipment
ASB Terms of Reference	January 2018	No Changes Requested
Appointment of Student Member	January 2018	Jenay Visscher appointed for 2 nd 1 year Term
Alberta Seed Processors Conference/AGM	January 2018	ASB member attended and provided report to Board

Agricultural Service Board Highlights 2018

Accomplishments	Date	Action
100 Year Farm Family Award	February 2018	Krauskopf Family application accepted
Alberta Farm Safety Centre Program Support	February 2018	\$1,708.00 contribution approved (council approved in Ag Op Budget) to support programming provided to Sturgeon County students

Agricultural Service Board Highlights 2018

Accomplishments	Date	Action
Excellence in Ag Award Nominations	March 2018	Nominees/ winners: Reden Farms Kampjes Farms Lakeside Dairy Ment 2-B Agribusiness
Sturgeon Proud Awards Dinner	April 2018	Awards presented: 100 Year Farm Family (1) Excellence in Ag (4)

Agricultural Service Board Highlights 2018

Accomplishments	Date	Action
Northlands Farm Family Award	June 2018	Approved nomination of Phil Soetaert & Sons for the award
Provincial ASB Tour	July 2018	Strathcona County 2 Board Reps Attended
Local ASB Tour	August 2018	133 attendees

Agricultural Service Board Highlights 2018

Accomplishments	Date	Action
New Alberta Agriculture and Forestry Key Contact	August 2018	Krista Zuzak introduced to board and provided update
NW Region ASB Conference	August 2018	Event Planning/ Speaker Selection
Strychnine Registration Evaluation	August 2018	Letter sent on behalf of board advocating for registration/ use of more elaborate risk mitigation strategies

Agricultural Service Board Highlights 2018

Accomplishments	Date	Action
Agricultural Condition Statement	November 2018	Reviewed AFSC Crop Report and assessed impacts of weather on harvest
Infrastructure Master Plan	November 2018	Presentation; ASB members provided feedback
RAMP Task Force Meeting (Calahoo Community Hall)	November 2018	ASB members attended

Regional Agriculture Master Plan & Sturgeon County Agricultural Planning

- ▶ August 2017
 - ▶ Introduced to RAMP (Regional Ag Master Plan) Process
- ▶ February 2018- current
 - ▶ Received updates on Agricultural Engagement Strategy and RAMP Process at each regular meeting
 - ▶ Provided input at various states to support both processes
 - ▶ Will continue to support RAMP and Ag Support Strategy as required

2018 Provincial ASB Conference Highlights - Resolutions

Ref #	Title	Outcome
1-18	Environmental Stream Funding of the Agricultural Service Board Grant	PASSED
2-18	Appeals to the Minister under the Weed Control Act and Agricultural Pests Act	PASSED
3-18	Requirement to Report Certain Pests to the Local Authority	DEFEATED
4-18	Weed Control on Alberta Vacant Public Lands Within Green Areas	PASSED
5-18	Wildlife Predator Compensation Program Enhancement	PASSED
6-18	Review of Agriculture Financial Services Corporation (AFSC) Crop Insurance Program	PASSED

2018 Provincial ASB Conference Highlights - Resolutions

Ref #	Title	Outcome
7-18	Crop Insurance for Alberta Fruit Producers	PASSED
8-18	Increasing Limits for Farm Direct Marketing of Chickens for All Farm Direct Producers	DEFEATED
9-18	Farm Direct Marketing of Eggs and Products Using Eggs	PASSED
10-18	Proposed Federal Tax Changes	PASSED
11-18	Organic Food Testing and Labeling	PASSED
12-18	Chemical Control of Wireworms	DEFEATED

2018 NW Region ASB Conference

- ▶ Sturgeon County ASB hosted this event on October 18, 2018 at the Calahoo Community Hall
- ▶ 6 Speakers on ag-related updates and topics
- ▶ 1 Resolution Brought Forward and Carried:
 - ▶ Multi-Stakeholder Committee to Work at Reducing the Use of Fresh Water by the Oil and Gas Industry in Alberta

THEREFORE BE IT RESOLVED that the Provincial Agricultural Service Board Committee request the Government of Alberta to immediately strike a multi-stakeholder committee to work at reducing the use of fresh water by the oil and gas industry in Alberta.

Upcoming Activities

- ▶ 1 New Public Member Appointment- effective January 1st
- ▶ 1 Student Member Appointment- effective January 9th
- ▶ Alberta Seed Processors Conference - Edmonton, AB, January 16th – 18th
- ▶ Provincial ASB Conference- Calgary, AB, January 21st – 24th

Questions?





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File #: PRS-070-18, **Version:** 1

2:45 p.m. Economic Development Board Update



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: **Shawna Gawreluck**

Organization (if applicable): **Sturgeon County Economic Development Advisory Board**

Address: **Severed in line with Section 17 of the FOIP Act**

Primary Phone: **[REDACTED]**

Secondary Phone: **[REDACTED]**

Email: **[REDACTED]**

PURPOSE AND NATURE OF YOUR REQUEST

Please check that which applies to you:

☐
☒
☐

I/we would like to make a presentation at the **Council Meeting**

I/we would like to make a presentation at the **Committee-of-the-Whole Meeting**

I/we do not know at this time

Please provide the details of your request:

Summary of the progress of the Sturgeon County Economic Development Advisory Board as related to the stated goals and objectives of our strategic plan for the 2018 year.

(If more space required, please attach additional information)

Will your presentation include any visual aids (ie: PowerPoint Presentation)? If so, please specify.

☒
☐

Yes Powerpoint

No

Signature: **[REDACTED]**

Date: 25 November 2018

The personal information collected will be used to process your request for 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.

PART B: DELEGATION/PUBLIC PRESENTATION PROCEDURE

Please read the following specifications carefully and initial to acknowledge that you have read and understand them. They are instructions regarding Council procedure and expectations that will assist you with your Request and Presentation. Further information is available online at sturgeoncounty.ca within Bylaw 1301/13 Procedure Bylaw.

Requests for Public Presentations shall be made to the Legislative Officer in writing at least twelve (12) business days prior to a Regular Meeting. Requests received less than twelve (12) business days before a regular meeting of Council shall be included on the Agenda for the next Regular Meeting immediately following.

Initials 

Verbal presentations including question and answer shall be limited to twenty (20) minutes in length unless there is consent prior to establishment of the Agenda or by Council at the Regular Meeting to extend the time for a presentation.

Initials 

Debate concerning matters raised during public presentations shall take place at the discretion of Council.

Initials 

Personal presentations to Council shall not be allowed with regard to an undisposed matter which has been the subject of a Public Hearing.

Initials 

When a person or representative of a delegation or group wishes to address the Council on a matter which is not on the agenda, the Council may refer the matter to any appropriate Committee, appoint a special Committee to deal with the matter, or deal with the matter itself at the meeting, if proceeding is approved by a 2/3 majority vote of council.

Initials 

Council and Committee Meetings are public in nature and it is understood that an individual writing or submitting items to a Councillor or to Administration of Sturgeon County has a reasonable expectation that their correspondence/presentations, which may include personal information (ie. name) or business information could be disclosed at a public Council Meeting and/or Committee Meeting and as part of the Council Agenda Package on the Sturgeon County website.

Initials 

MAIL OR HAND DELIVERY

Attn: Legislative Officer
Sturgeon County Centre
9613-100 Street
Morinville, AB T8R 1L9

PHONE

780.939.8279

EMAIL

legislativeservices@sturgeoncounty.ca

FAX

780.939.3003

The personal information collected will be used to process your request for 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.