



Sturgeon County

Meeting Agenda - Final

Council

9613-100 Street
Morinville, Alberta
T8R 1L9

Tuesday, April 9, 2019

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 March 26, 2019 Regular Council Meeting Minutes

Proposed Motion: That Council adopt the March 26, 2019 Regular Council Meeting Minutes as presented.

Attachments: [Regular Council Meeting Minutes - March 26, 2019](#)

C. PRESENTATIONS/PUBLIC HEARINGS/INTERVIEWS

C.1 PRESENTATIONS

C.1.1 10:00 a.m. CLOSED SESSION - TELUS Communications Presentation

Closed session in accordance with section 16 (disclosure harmful to business interests of a third party) of the Freedom of Information and Protection of Privacy Act

Attachments: [Closed Session Insert](#)

C.1.2 10:30 a.m. CLOSED SESSION - Legal Matter
Closed session in accordance with section 27 (privileged information) of the Freedom of Information and Protection of Privacy Act

Attachments: [Closed Session Insert](#)

D. NEW BUSINESS

D.1 Bylaw 1434/19 - 2019 Taxation Rates (First Reading)

Proposed Motion: That Council give first reading of Bylaw 1434/19 - 2019 Taxation Rates.

Attachments:[Request for Decision](#)[Bylaw 1434/19 - 2019 Taxation Rates](#)[Summary of Fiscal Principles, Practices and Policies](#)[Bylaw 1430/19 - Supplementary Assessment Bylaw 2019](#)[Bylaw 1422/18 - Penalties on Unpaid Municipal Taxes](#)*Ed Kaemingh, Manager, Financial Services***D.2****Fully Subsidized Dust Suppression Treatment****Proposed Motion:**

That Council approve fully subsidized calcium chloride dust suppression treatment in front of residences in 2019 as identified in Attachment 1.

Attachments:[Request for Decision](#)[Proposed 2019 Fully Subsidized Dust Suppression Treatm](#)[Dust Suppression Policy](#)[Map - Range Road 234 from HWY 37 to TWP 560](#)[Map - Haul Routes](#)*Gary Mayhew, Manager, Transportation Services***D.3****2019 Community Association Grant Allocations****Proposed Motion:**

1. That Council approve the Calahoo Villeneuve Sand and Gravel Advisory

Committee recommendation to award the 2019 Grants in the budget amount of \$161,707 to the community groups identified in Attachment 1.

2. That Council approve the Calahoo Villeneuve Sand and Gravel Advisory

Committee recommendation to fund an additional unbudgeted amount of \$33,344 from the 2018 unallocated portion (\$0.15) of the gravel levy collected since July 1, 2018.

3. That Council approve the Community Services Advisory Board recommendation

to award the 2019 Grants in the budget amount of \$170,087 to the community groups identified in Attachment 2.

4. That Council approve the Community Services Advisory Board recommendation

to fund an additional unbudgeted amount of \$30,737 from the Sturgeon Industrial Fund.

Attachments:[Request for Decision](#)[Sand and Gravel Advisory Committee Grant Recommenda](#)[Community Services Advisory Board Grant Recommendati](#)[Community Association Grant Policy](#)*Susan Berry, Manager, Community Services***D.4****Community Services Advisory Board Terms of Reference**

Proposed Motion: That Council approve the Community Services Advisory Board Terms of Reference as amended.

Attachments: [Request for Decision](#)
[Community Services Advisory Board Terms of Reference \(](#)
[Proposed Community Services Advisory Board Terms of R](#)
Susan Berry, Manager, Community Services

H. NOTICES OF MOTION

G. URGENT MATTERS

I. ADJOURNMENT



Sturgeon County

9613-100 Street
Morinville, Alberta
T8R 1L9

Legislation Text

File #: MTS-006-19, **Version:** 1

March 26, 2019 Regular Council Meeting Minutes

That Council adopt the March 26, 2019 Regular Council Meeting Minutes as presented.



Sturgeon County

9613-100 Street
Morinville, Alberta
T8R 1L9

Meeting Minutes - Unadopted Council

Tuesday, March 26, 2019

9:00 AM

Council Chambers

A. CALL TO ORDER AND RELATED BUSINESS

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

A.1 CALL TO ORDER

Mayor Hnatiw called the March 26, 2019 Regular Council Meeting to order at 9:01 a.m.

Administration Present

Reegan McCullough, 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
Madisyn Achtymichuk, Senior Accountant - Operations, Financial Services
Susan Berry, Manager, Community Services
Colin Krywiak, Manager, Current Planning and Development Services
Carla Williams, Development Officer, Current Planning and Development Services
Arjen De Klerk, Senior Planning and Development Officer, Current Planning and Development Services
Scott Rudman, Senior Planning and Development Officer, Current Planning and Development Services
Gary Mayhew, Manager, Transportation Services
Max Adu-Safo, Transportation Program Supervisor, Transportation Services
Jesse Sopko, Manager, Legislative Services
Lisa Schovanek, Legislative Officer, Legislative Services

A.2 ADOPTION OF AGENDA

W. Bokenfohr MOVED:

Motion 081/19: That the March 26, 2019 Regular Council Meeting Agenda be adopted as presented.

CARRIED UNANIMOUSLY

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

A.3 ADOPTION OF MINUTES

A.3.1 March 12, 2019 Regular Council Meeting Minutes

N. Comeau MOVED:

Motion 082/19: That Council adopt the March 12, 2019 Regular Council Meeting Minutes as presented.

CARRIED UNANIMOUSLY

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

D. NEW BUSINESS

D.1 Morinville Municipal Seed Cleaning Co-op Ltd.

Presented by Rick Wojtkiw, General Manager, Corporate Support; Sabrina Duquette, Controller, Financial Services; and Madisyn Achtymichuk, Senior Accountant - Operations, Financial Services.

K. Shaw MOVED:

Motion 083/19: That Council approve refunding the Morinville Municipal Seed Cleaning Co-op Ltd. 2018 loan payment of \$16,698.98, to be used towards business or marketing plans at the discretion of the Co-op.

CARRIED UNANIMOUSLY

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

K. Shaw MOVED:

Motion 084/19: That Council waive the 2019 loan payment of \$16,698.98 due May 1, 2019 from the Morinville Municipal Seed Cleaning Co-op, to be used towards business or marketing plans at the discretion of the Co-op.

CARRIED UNANIMOUSLY

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

P.D. Tighe MOVED:

Motion 085/19: That Council direct Administration to work with the Morinville Municipal Seed Cleaning Co-op in developing a new agreement and terms of reference to guide future interactions.

CARRIED UNANIMOUSLY

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

D.2 Preliminary Year-End Position for the Year Ended December 31, 2018

Presented by Sabrina Duquette, Controller, Financial Services; and Madisyn Achtymichuk, Senior Accountant - Operations, Financial Services.

S. Evans MOVED:

Motion 086/19: That Council approve a surplus transfer to the 7.28 Heartland Mitigation Strategy Reserve of \$259,785 from the 2018 surplus.

CARRIED UNANIMOUSLY

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

S. Evans MOVED:

Motion 087/19: That Council approve a surplus transfer to the 7.16 Severe Weather Reserve of \$318,000 from the 2018 surplus.

CARRIED UNANIMOUSLY

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

P.D. Tighe MOVED:

Motion 088/19: That Council approve a surplus transfer to the 7.24 Extraordinary Fire/Disaster Recovery Reserve of \$525,000 from the 2018 surplus.

CARRIED UNANIMOUSLY

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

W. Bokenfohr MOVED:

Motion 089/19: That Council approve any remaining annual surplus be transferred to the 7.1 General Operating Reserve upon the approval of the 2018 Audited Financial Statements.

CARRIED

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

Against:1 - N. Comeau

D.3 Proclamation of National Volunteer Week

Presented by Susan Berry, Manager, Community Services.

S. Evans MOVED:

Motion 090/19: That Council proclaim April 7-13, 2019 as Volunteer Week in Sturgeon County to celebrate the power of volunteerism.

CARRIED UNANIMOUSLY

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

D.4 Application to Operate a Kindergarten to Grade 9 School
(The Father's House Christian Fellowship Sturgeon
County) Located on a Portion of NW-33-55-25 W4M

Presented by Colin Krywiak, Manager, Current Planning and Development Services;
and Carla Williams, Development Officer, Current Planning and Development
Services.

N. Comeau MOVED:

Motion 091/19: That Council approve Development Permit 305305-19-D0023 to operate a Kindergarten to Grade 9 school from the basement of the existing church, subject to the conditions as listed as amended in Attachment 1.

CARRIED UNANIMOUSLY

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

The meeting was recessed at 10:05 a.m.

The meeting was reconvened at 10:11 a.m. with all those members of Council previously listed in attendance.

D.5 Residential Lot Grading Policy

Presented by Arjen De Klerk, Senior Planning and Development Officer, Current Planning and Development Services; and Scott Rudman, Senior Planning and Development Officer, Current Planning and Development Services.

D. Derouin MOVED:

Motion 092/19: That Council approve the Residential Lot Grading Policy as amended.

CARRIED UNANIMOUSLY

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

D.6 Dust Suppression Policy

Presented by Gary Mayhew, Manager, Transportation Services; and Max Adu-Safo, Transportation Program Supervisor, Transportation Services.

P.D. Tighe MOVED:

Main Motion 093/19: That Council approve the Dust Suppression Policy as amended.

S. Evans MOVED:

Amending Motion 094/19: That the definition of "season" be included in the amended Dust Suppression Policy as follows: "the time frame up to the end of the calendar year in which it was installed."

CARRIED

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

Against:3 - D. Derouin, W. Bokenfohr, and P.D. Tighe

Main Motion 093/19: That Council approve the Dust Suppression Policy as amended, with the definition of "season" included and defined as follows: "the time frame up to the end of the calendar year in which it was installed."

CARRIED UNANIMOUSLY

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

D.7 Bylaw 1435/19 - Amendment to Bylaw 1427/18 - Schedule of Fees and Charges

Presented by Jesse Sopko, Manager, Legislative Services.

N. Comeau MOVED:

Motion 095/19: That Council give first reading to Bylaw 1435/19 - Amendment to Bylaw 1427/18 - Schedule of Fees and Charges.

CARRIED UNANIMOUSLY

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

N. Comeau MOVED:

Motion 096/19: That Council give second reading to Bylaw 1435/19 - Amendment to Bylaw 1427/18 - Schedule of Fees and Charges.

CARRIED UNANIMOUSLY

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

N. Comeau MOVED:

Motion 097/19: That Council give unanimous consent to proceed to third reading of Bylaw 1435/19 - Amendment to Bylaw 1427/18 - Schedule of Fees and Charges.

CARRIED UNANIMOUSLY

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

N. Comeau MOVED:

Motion 098/19: That Council give third reading to Bylaw 1435/19 - Amendment to Bylaw 1427/18 - Schedule of Fees and Charges.

CARRIED UNANIMOUSLY

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

E. MAYOR AND COUNCIL**E.1**

Councillor Tighe - Motion Re: Boards and Committees Remuneration Review

P.D. Tighe MOVED:

Motion 099/19: That Council direct Administration to conduct a review of the Boards and Committees remuneration structure and to bring back options to the June 25, 2019 Regular Council Meeting.

CARRIED UNANIMOUSLY

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

The meeting was recessed at 11:22 a.m.

The meeting was reconvened at 11:30 a.m. with all those members of Council previously listed in attendance.

C. PRESENTATIONS/PUBLIC HEARINGS/INTERVIEWS

C.1 PRESENTATIONS

C.1.1 11:30 a.m. 2019 STARS Air Ambulance Annual Update

Glenda Farnden, Senior Municipal Relations Liaison, STARS Foundation, provided a presentation to Council.

I. ADJOURNMENT

N. Comeau MOVED:

Motion 100/19: That Council adjourn the March 26, 2019 Regular Council Meeting at 11:59 a.m.

CARRIED UNANIMOUSLY

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

MAYOR

COUNTY COMMISSIONER (CAO)



Sturgeon County

9613-100 Street
Morinville, Alberta
T8R 1L9

Legislation Text

File #: PRS-023-19, **Version:** 1

10:00 a.m. CLOSED SESSION - TELUS Communications Presentation

*****Closed session in accordance with section 16 (disclosure harmful to business interests of a third party) of the
*Freedom of Information and Protection of Privacy Act******



Agenda Item: C.1.1

Regular Council Meeting: March 12, 2019

Item: CLOSED SESSION – TELUS Communications Presentation

Closed session in accordance with section 16 (disclosure harmful to business interests of a third party) of the Freedom of Information and Protection of Privacy Act



Sturgeon County

9613-100 Street
Morinville, Alberta
T8R 1L9

Legislation Text

File #: PRS-024-19, **Version:** 1

10:30 a.m. CLOSED SESSION - Legal Matter

*****Closed session in accordance with section 27 (privileged information) of the *Freedom of Information and Protection of Privacy Act******



Agenda Item: C.1.2

Regular Council Meeting: March 12, 2019

Item: CLOSED SESSION – Legal Matter

Closed session in accordance with section 27 (privileged information) of the Freedom of Information and Protection of Privacy Act



Legislation Text

File #: RFD-012-19, **Version:** 1

Bylaw 1434/19 - 2019 Taxation Rates (First Reading)

That Council give first reading of Bylaw 1434/19 - 2019 Taxation Rates.

Request for Decision

Title	Bylaw 1434/19 - 2019 Taxation Rates (First Reading)
Proposed Motion	That Council give first reading of Bylaw 1434/19 - 2019 Taxation Rates.
Administrative Recommendation	That Council approve the bylaw in a manner that is consistent with the budget and fiscal planning direction through Council's approval of the 2019 Budget, Fiscal Framework and Reserve Policy.
Previous Council Direction	<p>January 22, 2019 - Motion 022/19: That Council give third reading to Bylaw 1430/19, Supplementary Assessment Bylaw 2019.</p> <p>December 11, 2018 - Motion 386/18: That Council approve the 2019 Operating and Capital Budgets as amended by motions passed at the November 30, 2018 and December 11, 2018 Council Budget Meetings represented by a 0% change to tax rates.</p> <p>October 23, 2018 – Motion 302/18: That Council give third reading to Bylaw 1422/18 (Penalties on Unpaid Municipal Taxes).</p> <p>August 27, 2013 – Motion 360/13: That County Council approves the document titled "Summary of Fiscal Principles, Practices, and Policies" as the working document used to guide Administration in the planning and execution of County affairs.</p>
Report	<p><u>Background Information</u></p> <ul style="list-style-type: none"> The 2019 Taxation Rates Bylaw proposes a 0% increase in municipal property taxes, the same percentage increase presented in the budget. This bylaw reinforces Council's direction to respect residents and minimize the impact taxes present in a poor provincial economic climate. In accordance with the Summary of Fiscal Principles, Practices and Policies, Sturgeon County takes a conservative approach to estimating assessment for budget purposes and taxation. Assessments used for budget purposes are estimated approximately eight (8) months prior to the availability of final figures. The estimate is

required to gain an understanding of the net impact the budget will have on property taxation in the County.

- Municipal taxes are the most important single source of revenue for Sturgeon County. Approximately 76% of operating revenues in 2019 will be derived from municipal property taxes.
- Overall increase in assessment values from the 2018 to 2019 was 0.4% for residential and 3.2% for non-residential.
- The Sturgeon Refinery revenue was not included in the tax rate bylaw development as the plant is not yet commissioned. The estimated \$30 million of refinery revenue identified during the budget cycle was allocated to capital projects and reserves and as such, will not impact operations.
- As was the case in the 2018 Taxation Rates Bylaw, a minimum tax of \$25 is included in the 2019 taxation year to address the cost of assessing and maintaining tax records on properties that pay less than \$25 in municipal taxes.

Requisitions

- The Alberta School Foundation Fund requisition has not been received from the Province. Following the election and passing of the provincial budget, municipalities will receive their respective education requisitions. For the development of the 2019 Tax Rate Bylaw, Administration has estimated using last year's requisition plus 3% to develop the bylaw. If a variance exists between Administration's estimated and the actual requisition, the amount will be captured through the over under levy for adjustment in 2020.
- The Homeland Housing requisition increased by 6%.
- The Designated Industrial Property requisition increased by 57%. This is determined by the Province of Alberta.




External Communication

- Tax notices will be mailed Thursday, May 23, 2019 (Financial Services).
- An advertisement will be placed in local newspapers and on the County's, website notifying rate payers that notices have been mailed (Communications).

Relevant Policy/Legislation/Practices:

- Section 353 of the Municipal Government Act requires that Council pass a property tax bylaw annually.
- Summary of Fiscal Principles, Practices and Policies
- 2019 Supplementary Assessment Bylaw 1430/19

	<ul style="list-style-type: none"> Penalties on Unpaid Municipal Taxes Bylaw 1422/18
Implication of Administrative Recommendation	<p><u>Strategic Alignment:</u></p> <p>Strong Local Governance and Regional Governance –The passing of the bylaw ensures that Sturgeon County is financially stable and fiscally sustainable by having a financial policy that determines the funding sources.</p> <p><u>Organizational:</u></p> <ul style="list-style-type: none"> The due date for tax payments will be June 28, 2019 (last business day in June). Printing of tax notices will commence early May. Combined tax/assessment notices must be ready for mailing May 23, 2019. Assessment complaints must be submitted by July 30, 2019. <p><u>Financial:</u></p> <ul style="list-style-type: none"> The County will raise \$67.6 million in total property tax revenue including requisitions (Note: 2018 – \$66.8 million). General municipal property taxes amount to \$50,061,338 (Note: 2018 – \$49.3 million). The 2019 Homeland Housing requisition of \$680,093 which increased by 6% has been received (Note: 2018 – \$642,749). The 2019 Alberta School Foundation requisition is estimated at \$16,619,992 net of the 2018 over under levy (Note: 2018 – \$16,352,548). The 2019 Designated Industrial Property requisition of \$150,498 increased by 57% due to tax rate increase as well as assessment (Note: 2018 – \$66,414).
Alternatives Considered	That Council modify the ratio between residential and non-residential municipal property tax rates.
Implications of Alternatives	<p><u>Strategic Alignment:</u></p> <ul style="list-style-type: none"> Unknown – alternative dependent. <p><u>Organizational:</u></p> <ul style="list-style-type: none"> Due date for tax payments will be June 28, 2019. Printing of tax notices will commence early May. Combined tax/assessment notices must be ready for mailing May 23, 2019. Assessment complaints must be submitted by July 30, 2019. <p><u>Financial:</u></p> <ul style="list-style-type: none"> None.

Follow up Action	1. Bring Bylaw 1434/19 to April 23, 2019 meeting for second and third reading.
Attachment(s)	<ol style="list-style-type: none"> 1. Bylaw 1434/19 - 2019 Taxation Rates 2. Summary of Fiscal Principles, Practices and Policies 3. Bylaw 1430/19 - Supplementary Assessment Bylaw 4. Bylaw 1422/18 - Penalties on Unpaid Municipal Taxes
Report Reviewed by:	 Manager, Financial Services  Rick Wojtkiw, GM Corporate Support  Reegan McCullough, 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
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 and MDP pg. 36)	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Supports a strong thriving business environment to strengthen our economic foundation 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Plans for responsible growth through the MDP and regional growth plan. 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Manages growth for current and future developments through: <ul style="list-style-type: none"> transparent bylaws, policies and processes to enable responsible land development targeting growth around existing and identified future growth areas 	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>
Maintain and Enhance Strong Communities			
We are committed to a safe and viable community, where our residents are provided with access to opportunities and quality of life. (Strategic Plan and pg. 27 MDP)	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Provides access to programs and services that have a positive impact on residents' quality of life 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Provides access to safe and reliable infrastructure assets 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Supports the safety of people and property 	<input type="checkbox"/>		<input type="checkbox"/>
Strong Local and Regional Governance			
We promote consistent and accountable leadership through collaborative and transparent processes (Strategic Plan and pg. 27 MDP)	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Provides effective leadership and management consistent with Strategic Plan, MDP, master plans, bylaws, policies, community engagement 	<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"> Fosters collaborative intergovernmental partnerships 	<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 and MDP pg. 27)	<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"> Support and/or collaborate with voluntary organizations in the region 	<input type="checkbox"/>		<input type="checkbox"/>
Environmental Stewardship			
We foster a healthy environment and minimize our impact on ecosystems. (Strategic Plan and MDP pg. 27)	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Plans and partnerships that minimize environmental impact on natural areas 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Provides awareness of environmental issues impacting the County 	<input type="checkbox"/>		<input type="checkbox"/>

BYLAW 1434/19
2019 TAXATION RATES
STURGEON COUNTY, MORINVILLE, ALBERTA

A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN STURGEON COUNTY FOR THE 2019 TAXATION YEAR.

WHEREAS, Sturgeon County has prepared and adopted detailed estimates of the municipal revenue and expenditures as required, at the Council meeting held December 11, 2018; and

WHEREAS, the estimated municipal expenditures and transfers set out in the budget for Sturgeon County for 2019 total \$79,140,573; and

WHEREAS, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$29,079,235 and \$50,061,338 is to be raised by general municipal taxation; and

WHEREAS, the education requisitions are estimated:

Alberta School Foundation Fund (ASFF)	
Residential/Farmland	\$ 9,044,356
2018 Residential Farmland over Levy	\$ (225,132)
	<u>8,819,224</u>
Non-Residential	\$ 6,817,434
2018 Non-Residential under Levy	\$ 6,616
	<u>6,824,050</u>
Elk Island CSRD #41	
Residential/Farmland	\$ 102,200
2018 Residential Farmland under Levy	\$ 2,605
	<u>104,804</u>
Non-Residential	\$ 100,291
2018 Non-Residential over Levy	\$ (12,167)
	<u>88,124</u>
Greater St. Albert RCSSD #734	
Residential/Farmland	\$ 674,431
2018 Residential Farmland under Levy	\$ 194,499
	<u>868,929</u>
Non-Residential	\$ 19,643
2018 Non-Residential over Levy	\$ (66)
	<u>19,577</u>

WHEREAS, the requisitions are:

Homeland Housing	\$ 680,093
2018 Homeland Housing under Levy	\$ 3,191
	<u>683,284</u>
Designated Industrial Property	\$ 150,498

WHEREAS, the Council of Sturgeon County is required each year to levy on the assessed value of all property, including any supplementary assessment prepared under Bylaw 1430/19, tax rates sufficient to meet the estimated expenditures and requisitions; and

WHEREAS, Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, R.S.A 2000, C.M-26; and

WHEREAS, the assessed value of all taxable property in Sturgeon County as shown on the assessment roll is:

	<u>Assessment</u>
Residential	\$ 3,714,558,750
Farmland	78,748,350
Residential vacant	79,642,140
Residential vacant reduced	4,551,630
Non-residential	1,945,164,070
Machinery & equipment	<u>1,486,978,370</u>
	<u>\$ 7,309,643,310</u>

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

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of Sturgeon County and against the assessed value of property for which a supplementary assessment has been prepared under Bylaw 1430/19.

	TAX LEVY	ASSESSMENT	TAX RATE
<u>General Municipal</u>			
Non-Residential/M&E	\$ 35,285,171	\$ 3,432,142,440	.0102808
Residential	\$ 13,539,195	\$ 3,714,558,750	.0036449
Farmland	\$ 745,747	\$ 78,748,350	.0094700
Residential Vacant Reduced	\$ 16,590	\$ 4,551,630	.0036449
Residential Vacant	<u>\$ 474,635</u>	<u>\$ 79,642,140</u>	.0059596
	<u>\$ 50,061,338</u>	<u>\$ 7,309,643,310</u>	
<u>Education</u>			
Residential/Farmland	\$ 9,792,977	\$ 3,876,871,420	.0025260
Non-residential	\$ <u>6,931,787</u>	\$ <u>1,945,164,070</u>	.0035636
	<u>\$ 16,724,764</u>	<u>\$ 5,822,035,490</u>	
<u>Homeland Housing</u>	<u>\$ 683,393</u>	<u>\$ 7,309,013,860</u>	.0000935
<u>Designated Industrial Property</u>	<u>\$ 150,498</u>	<u>\$ 1,914,726,820</u>	.0000786

2. The minimum tax levy for each individual taxable property in Sturgeon County is \$25.00.
3. The rates in this Bylaw shall also apply to the assessed value of property for which a supplementary assessment has been prepared under Bylaw 1430/19.
4. The rates in this Bylaw shall also apply to the assessed value of all designated industrial property.
5. This Bylaw shall come into force and take effect upon receiving third reading and being signed by the Mayor and County Commissioner.

Read a first time this _____ day of _____ 2019.

Read a second time this _____ day of _____ 2019.

Read a third time this _____ day of _____ 2019.

MAYOR

COUNTY COMMISSIONER

DATE SIGNED

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.

STURGEON COUNTY

Summary of Fiscal Principles, Practices and Policies



Approved by Council Motion 360/13

August 27, 2013

Summary of Fiscal Principles, Practices and Policies

The County functions at its fiscal best when it operates within a framework of well-planned and implemented principles, practices and policies. Over the years the County has embraced fiscal principles and developed and implemented financial practices and policies. It has been until now that these vital building blocks to providing exceptional programs and services to our residents have been summarized in one place. This document is intended to be a collection of policies and practices already in place and policies or practices for Council's deliberation (underlined and in italics).

The document is organized into twelve categories: Operating Budget, Capital Budget, Taxation, Revenues, Expenditures, Utility Financial Policy, Long-Term Debt, Investments, Reserves, Accounting, Risk Management and Growth. Within these sections there are the keys to the prudent fiscal management that will enable the balancing of long-term fiscal responsibility with customer needs.

Operating Budget

- Budget Requirement
 - County Council must adopt an operating and capital budget for each calendar year. Administration prepares the County's initial budgets based on Council approved corporate business plans and priorities in a consistent and professional manner.
- Balanced Budget
 - The County's operating budget must have revenues equal or greater than expenditures.
- Multi-year Operating Budget
 - The County will prepare an annual operating budget with two year forecast budgets.
- Conservative Revenue Estimates
 - The County will estimate its annual revenues by an objective, analytical approach utilizing trend, judgemental and statistical analysis as appropriate.
- Maintenance High Priority
 - Maintenance of current assets and infrastructure takes a higher priority than building new assets or infrastructure.
 - In addition, life cycle maintenance is considered when setting priorities. Annual operating budgets will provide for adequate maintenance and replacement of the County's capital.

- Contingency Amount
 - The County's contingency reserve will be replenished on an annual basis through the budget process.
- Budget Amendments
 - All unbudgeted projects or projects with scope or funding changes must be brought to council for approval before any money is committed. (See Expenditures section)
- Public Participation
 - While preparing the annual budgets, public input is solicited and numerous opportunities are offered for presentations to Council during budget deliberations.
- Program Review
 - Managers will appear before Council to review established service-level standards and review department performance with respect to established outcome-based performance measures.
 - Each department is subject to a detailed external program review, including its operating budget and service level standards.

Capital Budget

- Ten Year Capital Budget
 - The County develops an annual ten-year plan for capital improvements to provide for adequate design prior to construction season.
 - The Capital Improvement Plan (CIP) includes design, development, implementation, operating, and maintenance costs as well as associated funding sources.
 - The County will develop a ten year plan for equipment and vehicle replacement.
 - The first year of the ten year plan is approved annually.
- Pay As You Go
 - Under the County's Pay As You Go plan, equipment, vehicles and capital projects that are recurring, are of relatively small scale, or are short lived will be tax, reserve or grant funded.
- Capital Grants
 - Allocation of capital grants to capital projects: roads, bridges, trails and economic development initiatives.

Taxation

- Tax Bylaw
 - The County must pass a property tax bylaw annually.
 - The operating and capital budgets must be adopted by County Council prior to passing the property tax bylaw and the bylaw will be prepared in accordance with the approved budget. It is at Council's discretion to adjust the bylaw.
- Tax Installment Prepayment Plan (TIPP)
 - The County will provide for ratepayers to pay annual taxes on a monthly basis based on the previous year's taxes and adjusted mid-year.
- Tax Arrears Payment Plan
 - The County may enter into an agreement for a maximum of three years for the payment of tax arrears as provided for in the Municipal Government Act.
- Tax Penalties
 - Current year taxes not paid by last business day of June will be subject to a 6% penalty July 1st.
 - Current year taxes still outstanding will be subject to another 6% penalty August 1st.
 - All arrears outstanding at March 1st will be subject to a 12% penalty.
 - Only County Council may waive a penalty unless a proven human or machine error is made by Sturgeon County staff. ADM TAX 2.
- Tax Recovery
 - The County will take the necessary action to recover property taxes that are in arrears, while ensuring that the tax recovery process being followed is fair and reasonable to both the property owner(s) and the County, and within the authority provided by the Municipal Government Act (MGA).
- Special Tax Bylaws
 - The County will consider implementation of a Special Tax Bylaw provided through the MGA to provide a service not normally provided throughout the County.
- Assessment Corrections
 - In accordance with the Municipal Government Act (Section 305), the County Assessor has the authority to correct an assessment and issue a credit to a tax account for the current year only. If a correction is approved, the taxation clerk will issue a revised assessment and taxation notice.

Revenue

- User Fees
 - The County charges user fees for services. User fees will be reviewed and adjusted annually to recover the full cost of services provided, except when County Council determines that a subsidy from general revenue is in the public interest.
 - User fees will be based on full cost recovery where it is applicable and cost effective to do so.
- One-time Revenues
 - Revenues that are not expected to be of an ongoing nature will not be used to fund ongoing expenditures. The County will avoid budgetary and accounting procedures, which will balance the current budget at the expense of future budgets.

Expenditures

- Approved Expenditure
 - Expenditures may only be made if they are included in the operating or capital budgets or otherwise authorized by County Council; for an emergency; or legally required to pay.
- Cheques Greater than \$150,000
 - Cheques \$150,000 and over will be hand signed by the Mayor or Deputy Mayor and Commissioner or General Manager, Corporate Services.
- Capital Projects
 - No capital project overruns are to be incurred until Council is informed and additional funding is allocated to the project.
- Funding to Charitable/Not for Profit Organizations Policy
 - The County shall not make any charitable donations directly to the residents of the County or other charitable/not for profit organizations except for: grants provided under Grant Policies or grants provided through the annual budgeting process.
- Purchasing Process
 - Development of the procurement policy will be completed once procurement cards are implemented at the County.

Utility Financial Policy

- Utilities Self Balancing
 - The County sets fees and user charges for each utility fund at a level that fully supports the total direct and indirect cost of the utility.
- Water and Wastewater Funds
 - Any annual surpluses from the County's utility operations will be transferred to their respective utility reserves at year-end as part of the County's effort to establish funding for the ongoing replacement and addition of utility infrastructure.
 - If a utility function experiences a deficit, it will be funded by a transfer from a utility reserve.

Long-Term Debt

- Borrowing Bylaw
 - A bylaw must be authorized by County Council prior to any external borrowing. A borrowing bylaw must be approved prior to commencing construction or acquisition.
 - Proceeds from long term debt will not be used in support of ongoing operations.
 - Any borrowing shall not exceed the legislated debt limit for the County as set out in Section 252 of the Municipal Government Act.
- Borrowing Terms
 - The length of debt will not exceed the useful life of the underlying asset.
 - *Borrowing terms on taxation supported debentures are to be limited to 5 years maximum for equipment; 10 years maximum on roads and 15 years maximum on bridges and utilities.*
- Internal Borrowing
 - The County may utilize internal loans rather than external borrowing to meet its capital funding requirements. Internal loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of these funds will not impact the funds intended use. The prevailing interest rate in effect from the Alberta Capital Finance Authority will be paid on these loans.

- Early Repayment of Debt
 - The County takes advantage of opportunities to retire outstanding debt early where financial analysis suggest cost savings, and where funds are available to accommodate early retirement.
- Local Improvement
 - Where applicable, the County will use a local improvement levy to fund payments on long-term debt incurred to finance local improvements.
- Other Borrowings
 - Where County Council authorizes a borrowing bylaw on behalf of others, a ¼% administrative charge may be added to the then prevailing Alberta Capital Finance Authority rate.

Investments

- Investment Policy
 - The County will invest public funds in accordance with the County Council approved investment policy. The policy is designed to invest public funds in a manner which will maintain the safety of investment principal, meet daily cash flow requirements, and provide competitive investment returns. The County investment policy & practices conform to all Provincial Statutes and Regulations governing the investment of public funds.

Reserves

- Reserve Policy
 - The County has established specific reserves to provide for emergent financial needs, to stabilize tax rates, to set aside funds for the replacement of existing equipment, facilities and future projects.
 - The County recognizes that the ongoing commitment of funds to specific reserves provides for property tax stabilization, contingency funding and reduces the need for debt financing.
 - County Council will approve the establishment and purpose of reserves, the closure of reserves that are no longer required and the transfer of funds to and from reserves through the annual budget process or by Council resolution.

- Reserves will be reviewed on an annual basis to determine their adequacy and a report will be prepared to Council highlighting the target balances compared to existing balances.
- County Council will authorize the allocation of operating surpluses to reserves in a manner consistent with achieving the Strategic Plan direction and objectives.

Accounting, Auditing & Financial Reporting

- Annual Financial Statements
 - The County must prepare annual financial statements by May 1st for the immediately preceding year in accordance with the generally accepted accounting principles for municipal governments recommended from time to time by the Canadian Institute of Chartered Accountants.
 - The annual financial statements shall include a Financial Statement Discussion and Analysis section to clearly explain and highlight information underlying the fiscal plan. The information is intended to enhance the users' understanding of the County's financial operations – allowing them to make more informed decisions and judgements, and enabling the County to demonstrate its accountability for the resources entrusted to it.
- Auditors Report
 - The County's auditor must report to County Council on the Annual Financial Statements and the Financial Information Return each year.

Risk Management

- Risk Management Policy
 - The County will work towards the active control and reduction of insurance and other risk-related costs.
 - The County will provide the reasonable assurance of uninterrupted municipal operations and delivery of services to community stakeholders.
 - The County will develop procedures to ensure the prevention of losses arising from damage to community assets and liability claims.

Growth and Development

- Growth Policy
 - Off-site levies will be used to recover the costs of growth to minimize the financial burden of the growth on existing ratepayers.
 - Certain projects can proceed in the advance of collection of off-site levies subject to the availability funds/financing. The County has limited resources and cannot meet all offsite infrastructure front-end needs. The County will need to prioritize residential or non-residential areas for front ending.
 - The operating costs associated with new growth will be identified in the operating budget and compared to new assessment generated by growth with impacts to existing ratepayers quantified where possible.

BYLAW 1430/19
SUPPLEMENTARY ASSESSMENT BYLAW 2019
STURGEON COUNTY, MORINVILLE, ALBERTA

BYLAW 1430/19 BEING A BYLAW OF STURGEON COUNTY, MORINVILLE, ALBERTA FOR THE PURPOSE OF AUTHORIZING A SUPPLEMENTAL ASSESSMENT DURING THE YEAR 2019.

WHEREAS, the *Municipal Government Act*, RSA. 2000 c.M-26, and amendments thereto provides that Council may pass a bylaw in each year to authorize the preparation of supplementary assessments for improvements within the municipality.

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

1. This Bylaw may be cited as the "Supplementary Assessment Bylaw 2019".
2. In this Bylaw, including this section:
 - 2.1 "Act" means the *Municipal Government Act*, RSA 2000, c.M-26, as amended.
 - 2.2 "Supplementary Assessment" means an assessment of all improvements prepared in accordance with Part 9, Division 4 of the Act.
3. The purpose of this Bylaw is to authorize a supplementary assessment of all improvements pursuant to the Act.
4. This Bylaw shall come into effect upon the final reading and shall be effective for the 2019 taxation year.

Read a first time this 22nd day of January 2019.

Read a second time this 22nd day of January 2019.

Read a third time this 22nd day of January 2019.



MAYOR



COUNTY COMMISSIONER (CAO)

<p>If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.</p>
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BYLAW 1422/18
PENALTIES ON UNPAID MUNICIPAL TAXES
STURGEON COUNTY, MORINVILLE, ALBERTA

A BYLAW OF STURGEON COUNTY, IN THE PROVINCE OF ALBERTA TO SPECIFY A TIME FOR THE PAYMENT OF CURRENT TAXES AND TO PROVIDE FOR THE IMPOSITION OF PENALTIES FOR NONPAYMENT OF CURRENT TAXES, SUPPLEMENTAL TAXES, AND TAX ARREARS.

WHEREAS, under the authority and pursuant to the *Municipal Government Act*, R.S.A. 2000, c. M-26, and amendments thereto, the Council of Sturgeon County deems it expedient to impose penalties in the year in which a tax is imposed if the tax remains unpaid after the date shown on the tax notice;

AND WHEREAS, the penalty must not be imposed sooner than 30 days after the mailing of the tax notice or on the date specified in the tax notice whichever is later;

AND WHEREAS, the *Municipal Government Act* further authorizes Council, by Bylaw, to impose penalties in any year following the year in which a tax is imposed if the tax remains unpaid after December 31 of the year of which it is imposed (tax arrears);

AND WHEREAS, the Council of Sturgeon County has deemed it desirable to repeal Bylaw 805/95 and 1119/07 to specify a time for the payment of current taxes and to provide for the imposition of penalties for non-payment of current taxes, supplemental taxes, and tax arrears;

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


1. This Bylaw may be cited at the "Tax Penalty Bylaw"
2. In this Bylaw, including this section:
 - a. "Current Taxes" shall mean taxes which are imposed or levied in the current year, excluding supplementary taxes;
 - b. "Supplementary taxes" shall mean taxes which are imposed on all improvements prepared in accordance with Part 9, Division 4 of the *Municipal Government Act*;
 - c. "Tax Arrears" means all taxes, both current and supplementary, which remain unpaid after December 31.
3. Taxes paid after the due date shown on the tax notice shall be subject to penalties imposed in accordance with this Bylaw.

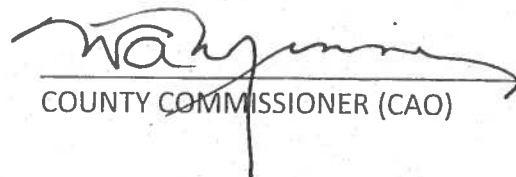
4. Any current taxes or portion thereof that remain unpaid on or following the last business day of June, shall have late payment penalties imposed on the following dates:
 - a. The day following the last business day of June at 6% on unpaid current taxes; and
 - b. On August 1st at 6% on unpaid current taxes.
5. Any supplementary taxes or portion thereof that remain unpaid on or following the last business day of November, shall have a 6% late payment penalty imposed.
6. All tax arrears that remain unpaid prior to March 1st shall have a late payment penalty of 12% imposed on such tax arrears.
7. Any penalty added to current taxes, supplementary taxes, or tax arrears shall be added to and form part of the unpaid taxes and will be fully penalized in each subsequent year.
8. This Bylaw shall repeal Bylaw 805/95 and Bylaw 1119/07 and shall remain in force until repealed or amended.
9. Nothing in this Bylaw shall be construed to extend the time for payment of taxes nor in any way impair or restrict any remedy available to the Municipality.
10. This Bylaw shall be effective as and from third and final reading.

Read a first time on the 23rd day of October, 2018.

Read a second time on the 23rd day of October, 2018.

Read a third time on the 23rd day of October, 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.

Legislation Text

File #: RFD-065-19, **Version:** 1




Fully Subsidized Dust Suppression Treatment

That Council approve fully subsidized calcium chloride dust suppression treatment in front of residences in 2019 as identified in Attachment 1.

Request for Decision

Title	Fully Subsidized Dust Suppression Treatment
Proposed Motion	That Council approve fully subsidized calcium chloride dust suppression treatment in front of residences in 2019 as identified in Attachment 1.
Administrative Recommendation	Administration recommends that Council approve locations on haul routes and traffic mitigation strategy for fully subsidized calcium chloride dust suppression treatment.
Previous Council Direction	<p>March 13, 2018 – Motion: 072/18: That Council approve the 2018 Designated Haul Routes for application of fully subsidized dust suppression in front of residences.</p> <p>April 26, 2016 – Motion 143/16: That Council approve the 2016 Designated Haul Routes for application of fully subsidized dust control in front of residences.</p> <p>May 26, 2015 - Motion 172/15: That County Council approves the 2015 Designated Haul Routes for application of fully subsidized Dust Control.</p>
Report	<p><u>Background Information</u></p> <ul style="list-style-type: none"> Sturgeon County's Dust Suppression Policy specifies that responsible party(s) will be required to provide dust control to accommodate residents that are located along a designated haul route. Sturgeon County has accepted responsibility as the responsible party in the past years in the following locations: <ul style="list-style-type: none"> RR 251 north-south route to Roseridge Landfill; Sturgeon Valley routes to the Summerbrook Truck Fill and for residential construction access routes due to road bans; Gibbonslea/Lost Point Lake Access Road; Heartland Traffic Mitigation; RR 261 north-south to Northern Lights; RR 255 (4 miles TWP 564 north of Westmor Terminal's entrance);

	<ul style="list-style-type: none"> ○ RR 231 (6 miles between HWY 643 to RR 552); ○ Legal Alfalfa Road (RR 252A); ○ RR 260 north to HWY 37 due to ProNorth Industrial Park road bans; ○ Routes near Sturgeon Industrial Park (SIP) and Lamoureux connection to HWY 37 to accommodate Alberta Transportation capital project improvements/congestion; ○ Routes to the previous Heartland Traffic Mitigation routes; and ○ RR 232 from TWP 572 to HWY 651. <ul style="list-style-type: none"> • List of additional proposed locations for fully subsidized dust suppression treatment: <ul style="list-style-type: none"> ○ RR 234 from Highway 37 North to TWP 560 • Dust suppression would be provided for 100m in front of residences that are located within 200m of the centre line of the road and where visible negative dust impacts to quality of life would be expected. <p><u>External Communication</u></p> <ul style="list-style-type: none"> • Letters sent to previous customers of Dust Suppression and Sturgeon County website. <p><u>Relevant Policy/Legislation/Practices:</u></p> <ul style="list-style-type: none"> • Dust Suppression Policy
Implication of Administrative Recommendation	<p><u>Strategic Alignment:</u></p> <p>Maintain and Enhance Strong Communities: We are committed to a safe and viable community, where our residents are provided with access to opportunities and quality of life.</p> <ul style="list-style-type: none"> ▪ Provides access to programs and services that have a positive impact on residents' quality of life. <p><u>Organizational:</u></p> <p>The additional sites will require additional time to complete. It is expected that the dust suppression program will be completed in June.</p> <p><u>Financial:</u></p> <p>The proposed additional sites can be executed within the limits of the approved 2019 Transportation Services budget.</p>
Alternatives Considered	<p>Council could add or remove roads from the list of fully subsidized roads for dust suppression.</p> <p>Council could remain with the status quo of fully subsidized roads on the list for dust suppression.</p>

Implications of Alternatives	<p><u>Strategic Alignment:</u></p> <ul style="list-style-type: none"> It is important that any additions to the list be consistent with Council-approved policy. It is also important that the rationale be clear and consistently applied. <p><u>Organizational:</u></p> <ul style="list-style-type: none"> Additional roads would take longer to schedule in the field; however, Administration has the capacity to deliver the program with minor changes. <p><u>Financial:</u></p> <p>The budget impact would be dependent on Council's direction.</p>
Follow up Action	<ol style="list-style-type: none"> Administration will provide fully subsidized calcium chloride dust suppression treatment at the sites approved by Council.
Attachment(s)	<ol style="list-style-type: none"> Proposed 2019 Fully Subsidized Dust Suppression Treatment Locations Dust Suppression Policy Map – RR 234 from HWY 37 to TWP 560 Map – Haul Routes
Report Reviewed by:	<p></p> <p>Gary Mayhew, Manager, Transportation Services</p> <p></p> <p>Scott MacDougall, General Manager, Municipal Services</p> <p></p> <p>Reegan McCullough, 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
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 and MDP pg. 36)	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Supports a strong thriving business environment to strengthen our economic foundation 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Plans for responsible growth through the MDP and regional growth plan. 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Manages growth for current and future developments through: <ul style="list-style-type: none"> transparent bylaws, policies and processes to enable responsible land development targeting growth around existing and identified future growth areas 	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>
Maintain and Enhance Strong Communities			
We are committed to a safe and viable community, where our residents are provided with access to opportunities and quality of life. (Strategic Plan and pg. 27 MDP)	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Provides access to programs and services that have a positive impact on residents' quality of life 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Provides access to safe and reliable infrastructure assets 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Supports the safety of people and property 	<input type="checkbox"/>	<input type="checkbox"/>	
Strong Local and Regional Governance			
We promote consistent and accountable leadership through collaborative and transparent processes (Strategic Plan and pg. 27 MDP)	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Provides effective leadership and management consistent with Strategic Plan, MDP, master plans, bylaws, policies, community engagement 	<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"> Fosters collaborative intergovernmental partnerships 	<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 and MDP pg. 27)	<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"> Support and/or collaborate with voluntary organizations in the region 	<input type="checkbox"/>		<input type="checkbox"/>
Environmental Stewardship			
We foster a healthy environment and minimize our impact on ecosystems. (Strategic Plan and MDP pg. 27)	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Plans and partnerships that minimize environmental impact on natural areas 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Provides awareness of environmental issues impacting the County 	<input type="checkbox"/>		<input type="checkbox"/>

PROPOSED 2019 FULLY SUBSIDIZED CALCIUM CHLORIDE DUST SUPPRESSION TREATMENT LOCATIONS

- RR 251 north-south route to Roseridge Landfill
- Sturgeon Valley routes to the Summerbrook Truck Fill and for residential construction access routes due to road bans
- Gibbonslea/Lost Point Lake Access Road
- Heartland Traffic Mitigation
- RR 261 north-south to Northern Lights
- RR 255 (4 miles TWP 564 north of Westmor Terminal's entrance)
- RR 231 (6 miles between HWY 643 to RR 552)
- Legal Alfalfa Road (RR 252A)
- RR 260 north to HWY 37 due to ProNorth Industrial Park road bans
- Routes near Sturgeon Industrial Park (SIP) and Lamoureux connection to HWY 37 to accommodate Alberta Transportation capital project improvements/congestion
- Routes to the previous Heartland Traffic Mitigation routes
- RR 232 from TWP 572 to HWY 651
- RR 234 from Highway 37 North to TWP 560



Council Policy

Policy Number: PLY_SER_Dust Suppression 2019

Dust Suppression

Date Approved by Council: March 26, 2019

Resolution No.:

094/19

Mayor:

County Commissioner:

1. Purpose

To provide dust suppression to residents of Sturgeon County.

2. Revision History

Approval Date	Revision Number	Modification
01/12/10	TRA-DUS-1	Calcium Chloride treatment only
2019/03/26	PLY-SER-Dust Suppression-2019	Rescinds TRA-DUS-1 and includes oil as dust suppression option

3. Persons/Areas Affected

Transportation Services

4. Definitions

Applicant means a person applying for dust suppression services from the County.

County refers to the Municipality of Sturgeon County.

Dust Suppression is the application of approved dust suppression agents to mitigate the impacts of air borne particulates from the roadway.

Heavy Use refers to tandem axle or larger commercially owned vehicles that pass a location four or more times per hour for more than two consecutive days.

Season refers to the time frame up to the end of the calendar year in which it was installed.

5. Policy Statement

The County may provide dust suppression in accordance with rates established in the Schedule of Fees and Charges.

In the event the residence is located along a heavy use haul route, the responsible party(s) will be required to provide dust suppression.

A maximum of 100 meters of dust control per resident will be supplied at the subsidized rate. This area shall continue from year to year with no extensions at the subsidized rate.

All requests for dust suppression beyond the basic 100-meter application will be on a total cost recovery basis for materials used and to a maximum of an extra 100 meters.

At its discretion, the County may trial and make available other dust suppression products.

6. Responsibilities

- a. The County reserves the right not to provide oil dust suppression at sites where oil installation may create traffic safety concerns (examples: hills, curves, dangerous transitions from gravel roads, environmentally sensitive areas).
- b. The County will guarantee maintenance on oil sites for a period of one season.
- c. The County will conduct regular maintenance (limited to pothole patching) on an oil site for its effective life until it is not sustainable giving consideration to safety and or level of effort to maintain.
- d. The County will reclaim to gravel oil sites assessed to have degraded, requiring a higher level of effort to maintain, and or posing safety concerns to the traveling public.
- e. The Applicant must have their municipal address sign posted prior to submitting the application.

7. Procedures

Not applicable.

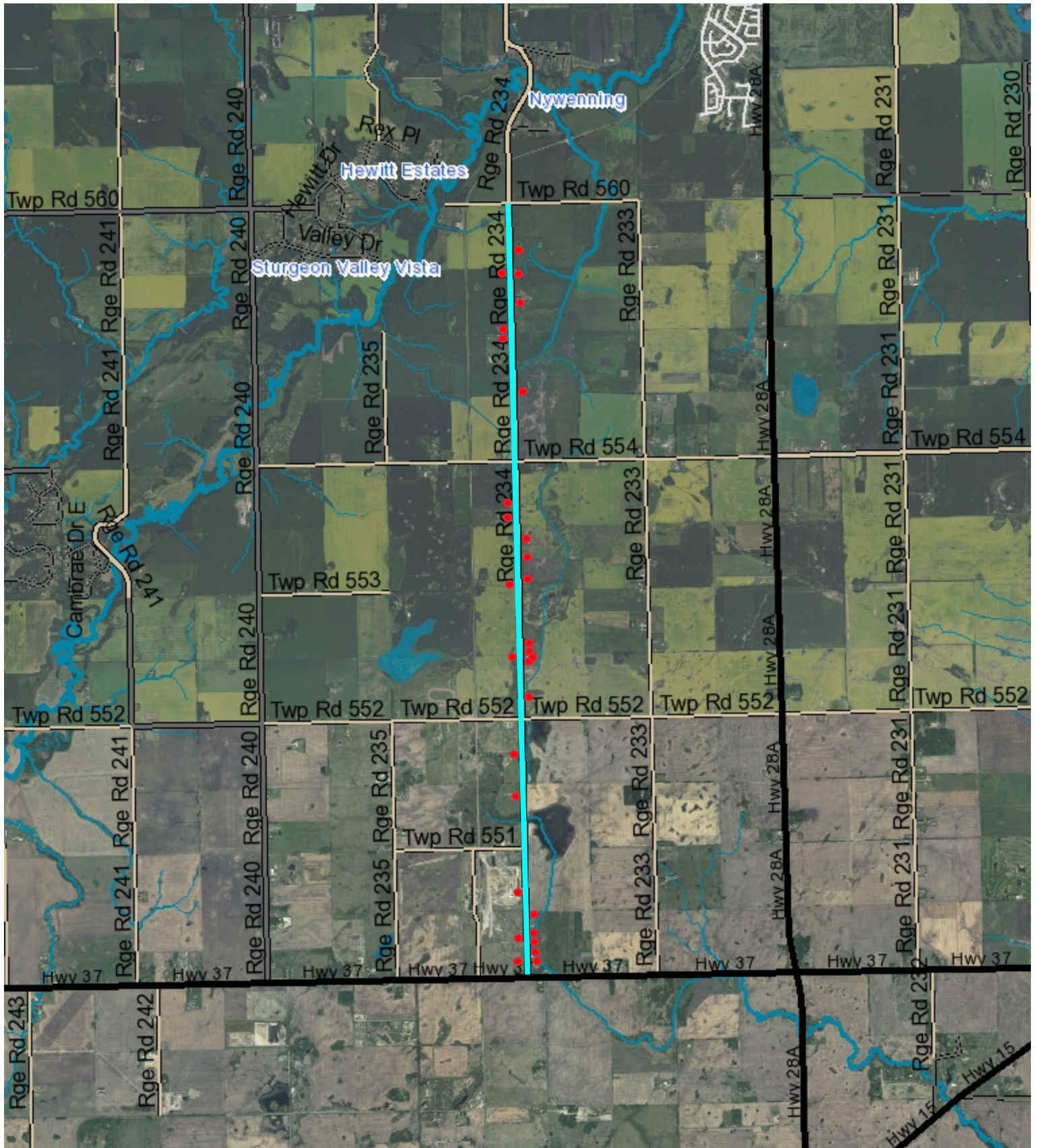
8. Cross Reference

Not applicable.

Range Road 234

Highway 37 to Twp Rd 560

29-Mar-2019



NAD_1983_10TM_AEP_Resource
© Sturgeon County

Prepared By: TF

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Complimentary Dust Control

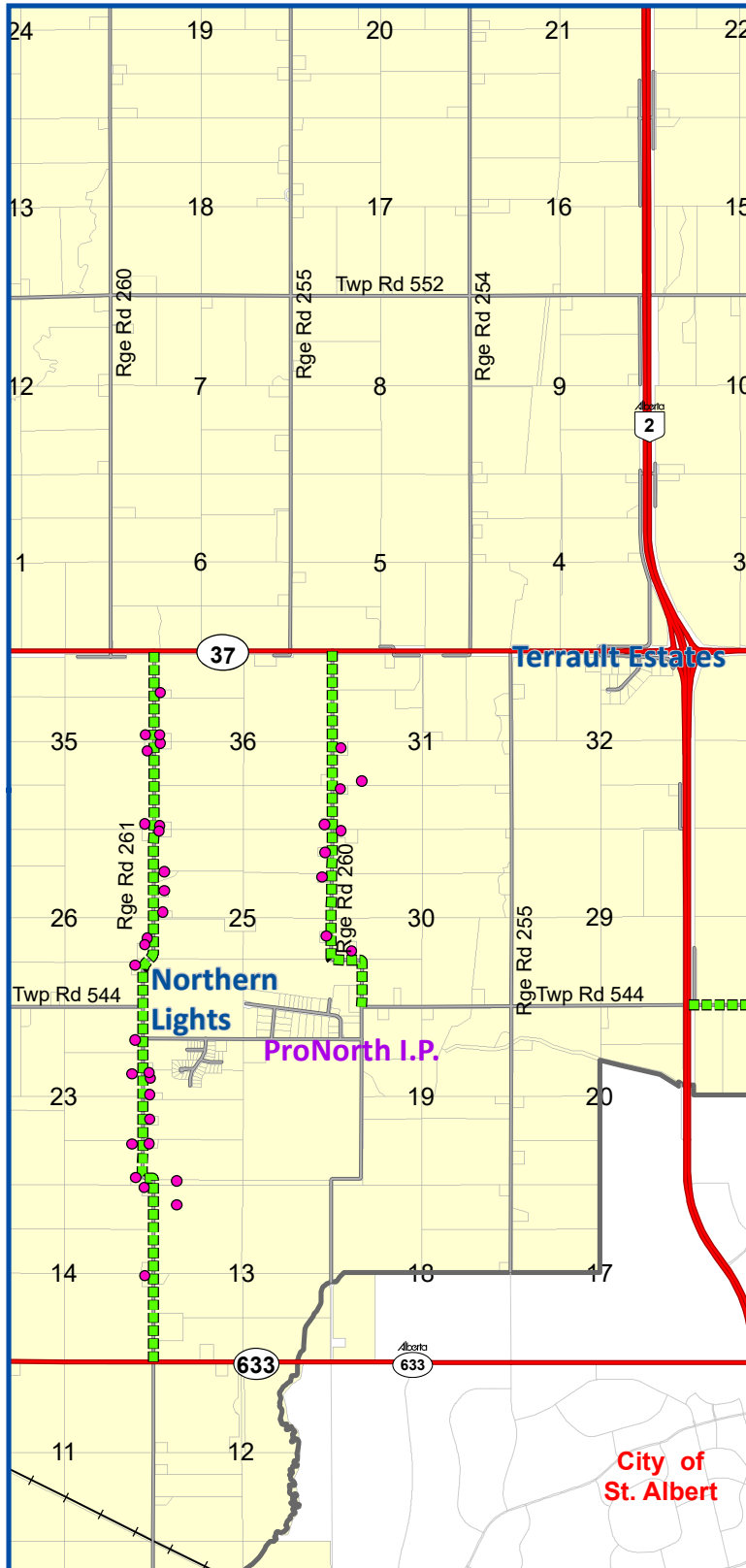
Designated Haul Routes 2019

1 Kilometers

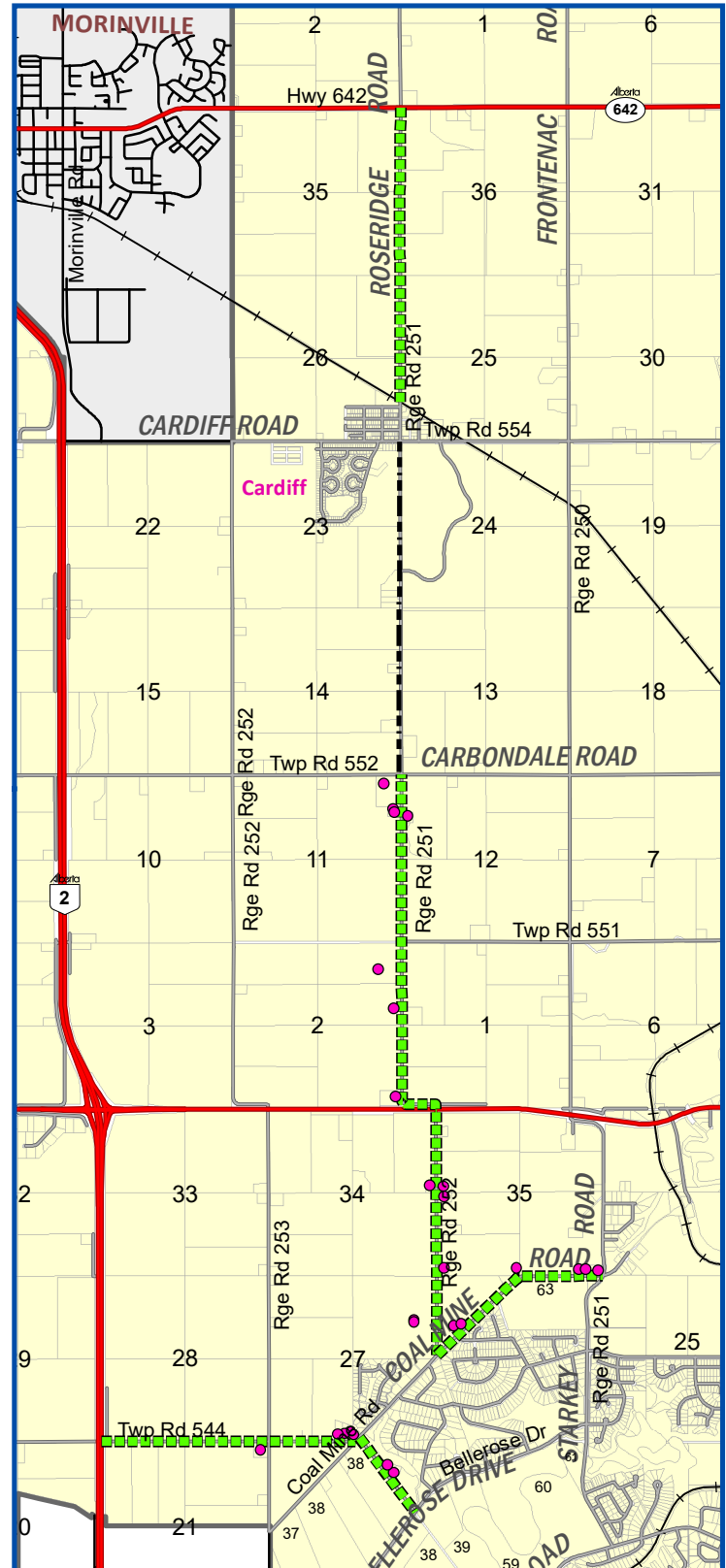


Sturgeon County

Rge Rd 261: Hwy 633 to Hwy 37
Rge Rd 260: Twp Rd 544 to Hwy 37



Designated Haul Routes (Landfill / Water Station)



Legend

- Affected Residences
- - - - - Designated Haul Routes

Base Map compiled from the Provincial Title Mapping Digital Base 10TM Projection, 115 Degree Central Meridian, NAD 83 Datum Land Ownership derived from Land Titles. Spatial Data Warehouse Ltd. Sturgeon County 2018 All Rights Reserved. Not to be copied in whole or in part. Disclaimer: The information on these maps is based on the most current information available to Sturgeon County Geographic Information Systems. Sturgeon County does not warrant its accuracy or suitability for any particular purpose. The information on this map is not intended to replace engineering, financial or primary records research.
 Date: 3/12/2018

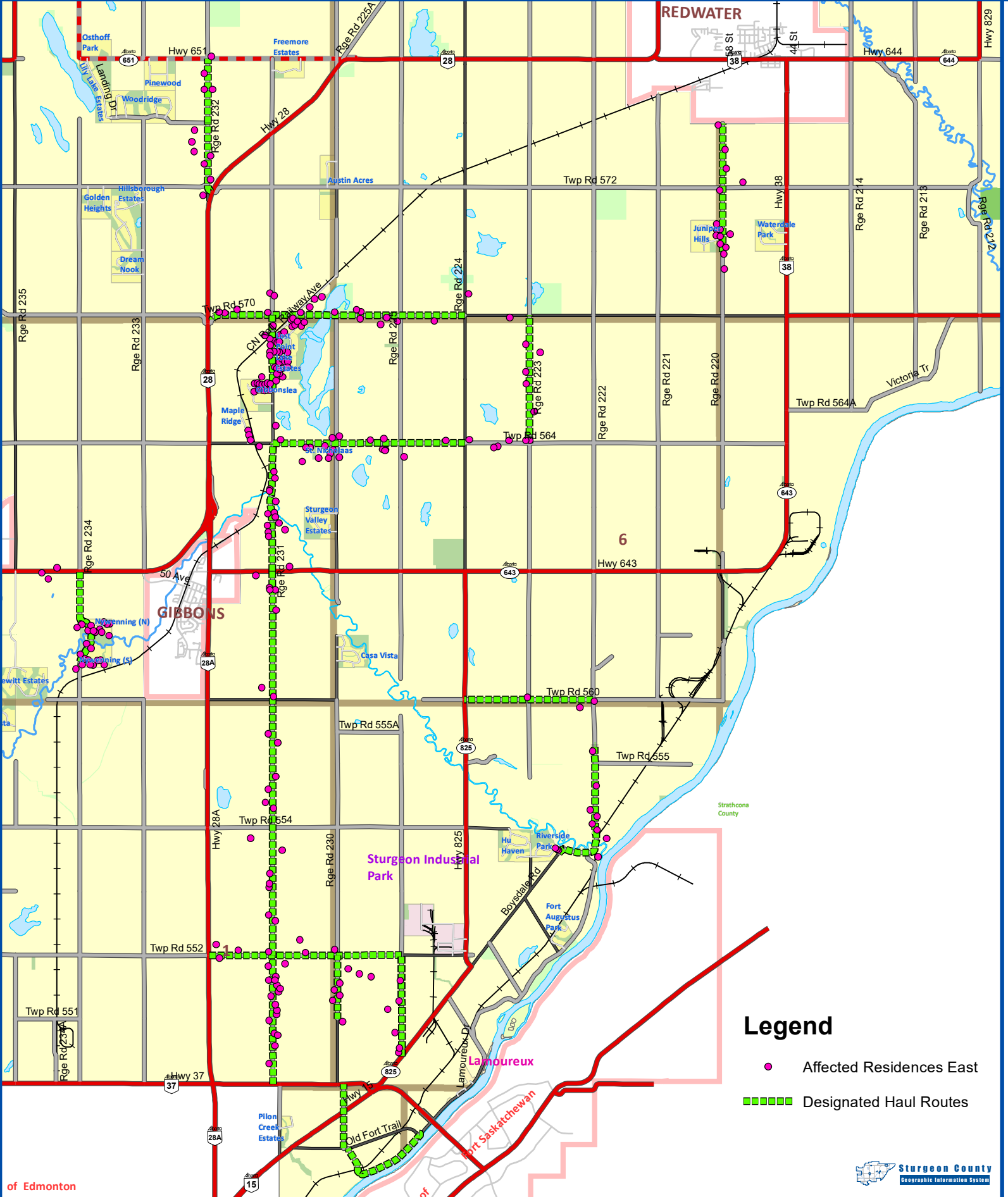
Complimentary Dust Control - East

Designated Haul Routes 2019

1 Kilometers



Sturgeon
County



Legend

- Affected Residences East
- Designated Haul Routes

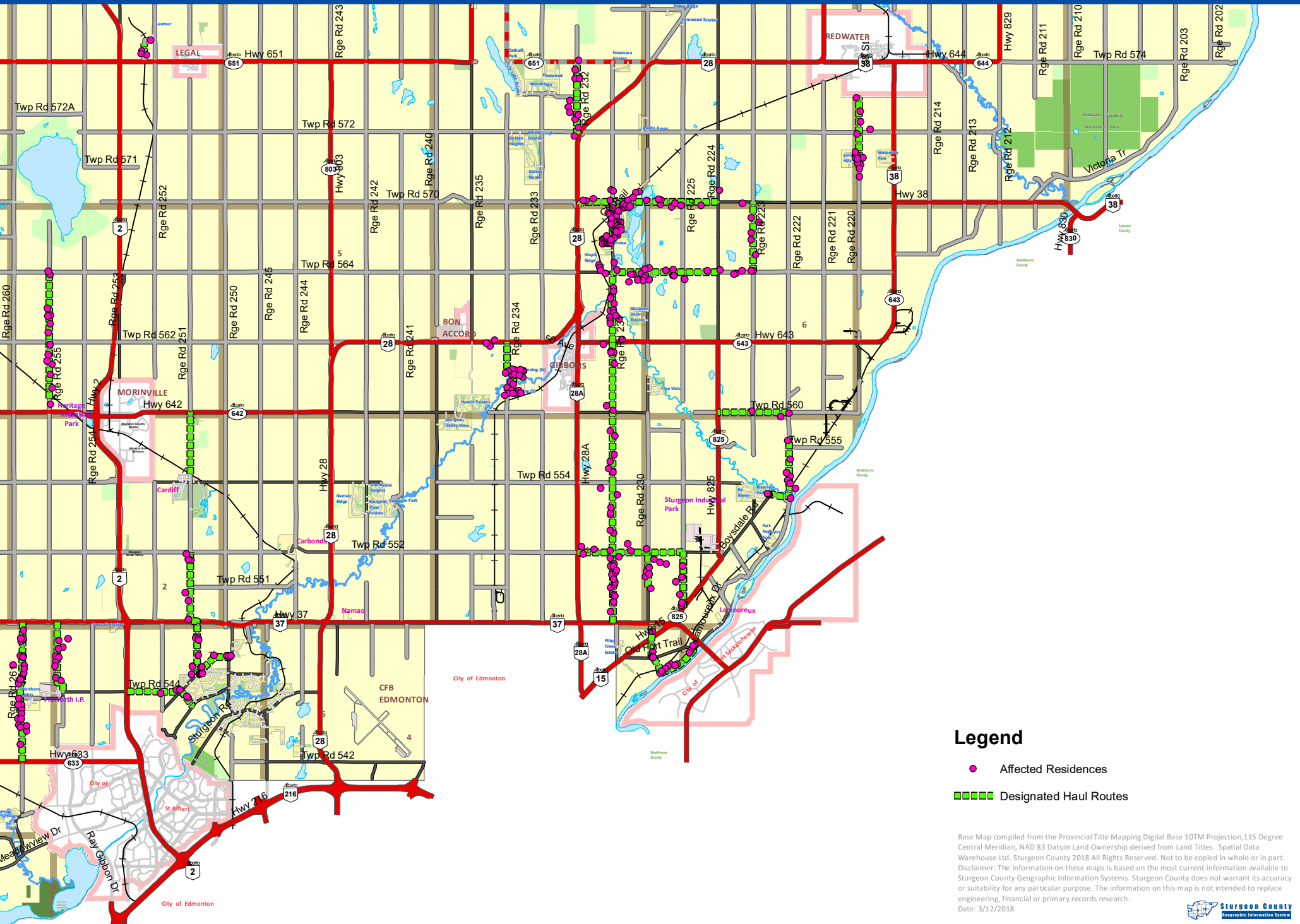
Complimentary Dust Control - Overall

Designated Haul Routes 2019

2 Kilometers



Sturgeon County
Geographic Information System



Legend

- Affected Residences
- Designated Haul Routes

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Date: 3/12/2018

Designated Haul Routes 2019

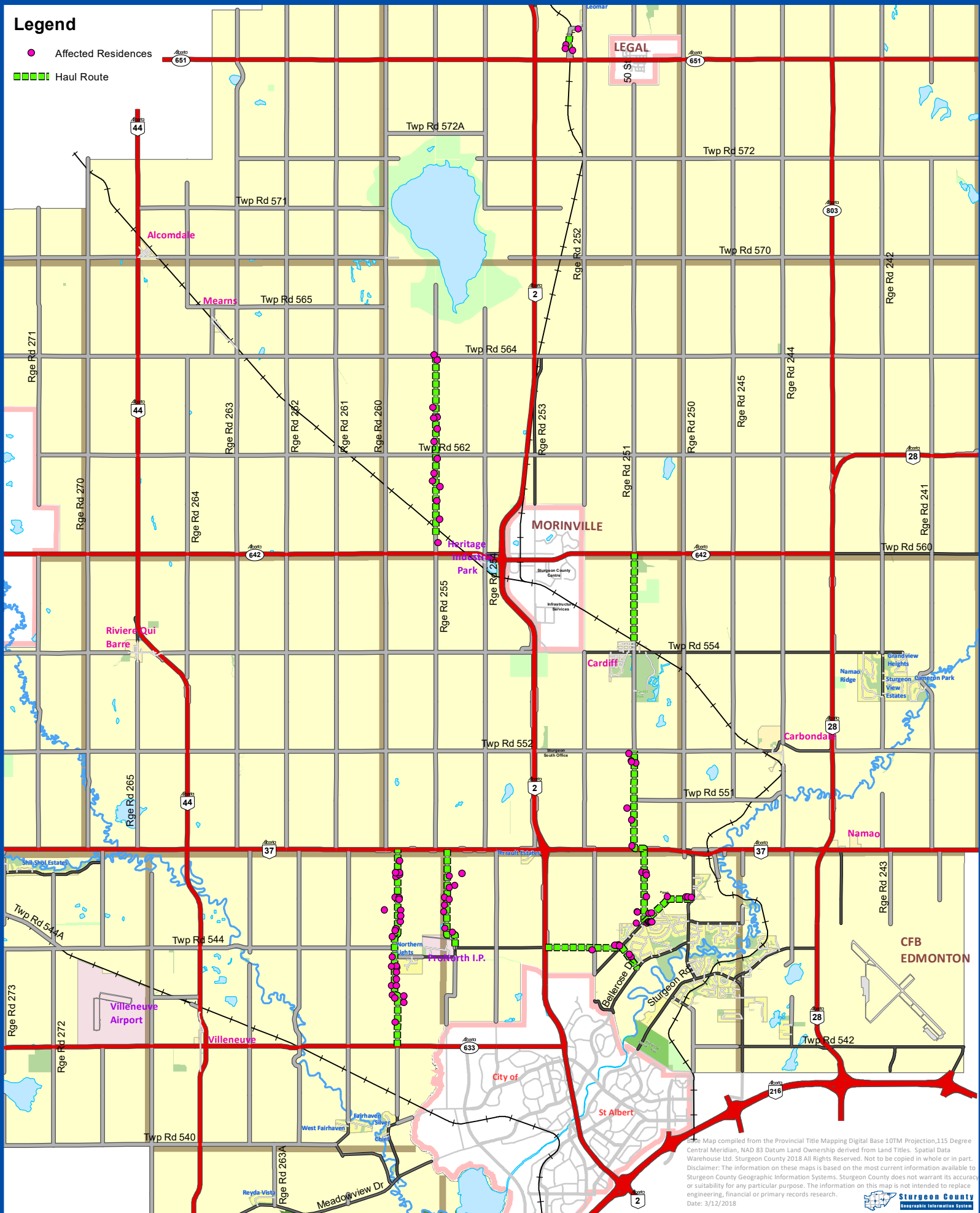
3.5 Kilometers



Sturgeon
County


Legend

- Affected Residences
 ■ Haul Route



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Date: 3/12/2018


Sturgeon County
 SUSTAINABLE COMMUNITIES

Legislation Text

File #: RFD-009-19, **Version:** 1

2019 Community Association Grant Allocations

1. That Council approve the Calahoo Villeneuve Sand and Gravel Advisory Committee recommendation to award the 2019 Grants in the budget amount of \$161,707 to the community groups identified in Attachment 1.
2. That Council approve the Calahoo Villeneuve Sand and Gravel Advisory Committee recommendation to fund an additional unbudgeted amount of \$33,344 from the 2018 unallocated portion (\$0.15) of the gravel levy collected since July 1, 2018.
3. That Council approve the Community Services Advisory Board recommendation to award the 2019 Grants in the budget amount of \$170,087 to the community groups identified in Attachment 2.
4. That Council approve the Community Services Advisory Board recommendation to fund an additional unbudgeted amount of \$30,737 from the Sturgeon Industrial Fund.

Request for Decision

Title	2019 Community Association Grant Allocations
Proposed Motion	<p>1. That Council approve the Calahoo Villeneuve Sand and Gravel Advisory Committee recommendation to award the 2019 Grants in the budget amount of \$161,707 to the community groups identified in Attachment 1.</p> <p>2. That Council approve the Calahoo Villeneuve Sand and Gravel Advisory Committee recommendation to fund an additional unbudgeted amount of \$33,344 from the 2018 unallocated portion (\$0.15) of the gravel levy collected since July 1, 2018.</p> <p>3. That Council approve the Community Services Advisory Board recommendation to award the 2019 Grants in the budget amount of \$170,087 to the community groups identified in Attachment 2.</p> <p>4. That Council approve the Community Services Advisory Board recommendation to fund an additional unbudgeted amount of \$30,737 from the Sturgeon Industrial Fund.</p>
Administrative Recommendation	Administration recommends approval of the Council Committee recommendations. These recommendations were debated extensively and unanimously supported by both Council Committees during their respective meetings in March 2019.
Previous Council Direction	<p>April 10, 2018 – Motion 105/18: That Council give third reading of Bylaw 1400/18, Community Aggregate Payment Levy Bylaw.</p> <p>December 11, 2018 – Motion 386/18: That Council approve the 2019 Operating and Capital Budgets as amended by motions passed at the November 30, 2018 and December 11, 2018 Council Budget Meetings represented by a 0% change to tax rates.</p>
Report	<p><u>Background Information</u></p> <ul style="list-style-type: none">• The application deadline was Friday, February 16, 2018.<ul style="list-style-type: none">○ 29 volunteer organizations submitted applications.○ Total requests equaled \$666,760.○ Total budget available was \$315,172.

- o Total grants recommended \$395,875.

External Communication

- There has been no external communication regarding the grant program other than the application deadlines.

Relevant Policy/Legislation/Practices:

- Municipal Government Act, section 248 - Expenditure of Money
- Council Committees Bylaw 1381/16
- Bylaw 1400/18 – Community Aggregate Payment Levy Bylaw
- Community Association Grant Policy
- Reserve Policy

Implication of Administrative Recommendation

Strategic Alignment:

Strong Local Governance and Regional Leadership – Citizens are engaged (through committees) as active participants in municipal governance, representing the broader community.

Community Identity & Spirit – This Community Association Grant Program is a demonstration of the County's commitment to actively support and work in collaboration with voluntary organizations in the region.

Organizational:

There is no impact organizationally. The grant program and deliberations at the committee level is core work and anticipated annually.




Financial:

A portion of the grant funding allocated by the Community Services Advisory Board is approved from taxes as part of the annual operating budget and the balance is available from gravel levy collected in the previous year.

Grant Funding Breakdown - CSAB

Reserve - Community Enhancement	\$ 40,427
Reserve - Sturgeon Industrial Community Fund	\$ 29,522
Reserve - Sturgeon Industrial Community Fund	\$ 30,737
FCSS Grant	\$ 15,086
Budgeted taxes	\$ 85,052
	<u>\$ 200,824</u>

\$0.062 per tonne from the Gravel Levy collected is available to fund the recommendations of the Calahoo Villeneuve Sand and Gravel Advisory Committee.

	<p><u>Grant Funding Breakdown - Gravel Advisory Committee</u></p> <table> <tr> <td>Reserve - Community Enhancement</td><td>\$ 161,707</td></tr> <tr> <td>Reserve - Community Enhancement (unallocated)</td><td><u>\$ 33,344</u></td></tr> <tr> <td></td><td><u>\$ 195,051</u></td></tr> </table>	Reserve - Community Enhancement	\$ 161,707	Reserve - Community Enhancement (unallocated)	<u>\$ 33,344</u>		<u>\$ 195,051</u>
Reserve - Community Enhancement	\$ 161,707						
Reserve - Community Enhancement (unallocated)	<u>\$ 33,344</u>						
	<u>\$ 195,051</u>						
Alternatives Considered	The recommendations were deliberated by Council committees. There are no alternatives that Administration considered out of respect for the effort and commitment of the committees and their mandates.						
Implications of Alternatives	<p><u>Strategic Alignment:</u></p> <ul style="list-style-type: none"> It is important to support meaningful involvement of Council's committees. The committees have been delegated the authority through bylaw and policy to review the grant applications and make their recommendations to Council. <p><u>Organizational:</u></p> <ul style="list-style-type: none"> None. <p><u>Financial:</u></p> <ul style="list-style-type: none"> None. 						
Follow up Action	<ol style="list-style-type: none"> Issue cheques to the community associations (Community Services, April 2019). Prepare reserve transfers for financial reporting (Community Services, April 2019) 						
Attachment(s)	<ol style="list-style-type: none"> Sand and Gravel Advisory Committee Grant recommendations Community Services Advisory Board Grant recommendations Community Association Grant Policy 						
Report Reviewed by:	 Susan Berry, Manager Community Services  Scott MacDougall, General Manager, Municipal Services  Reegan McCullough, 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
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 and MDP pg. 36)	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Supports a strong thriving business environment to strengthen our economic foundation 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Plans for responsible growth through the MDP and regional growth plan. 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Manages growth for current and future developments through: <ul style="list-style-type: none"> transparent bylaws, policies and processes to enable responsible land development targeting growth around existing and identified future growth areas 	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>
Maintain and Enhance Strong Communities			
We are committed to a safe and viable community, where our residents are provided with access to opportunities and quality of life. (Strategic Plan and pg. 27 MDP)	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Provides access to programs and services that have a positive impact on residents' quality of life 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Provides access to safe and reliable infrastructure assets 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Supports the safety of people and property 	<input type="checkbox"/>		<input type="checkbox"/>
Strong Local and Regional Governance			
We promote consistent and accountable leadership through collaborative and transparent processes (Strategic Plan and pg. 27 MDP)	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Provides effective leadership and management consistent with Strategic Plan, MDP, master plans, bylaws, policies, community engagement 	<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"> Fosters collaborative intergovernmental partnerships 	<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 and MDP pg. 27)	<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"> Support and/or collaborate with voluntary organizations in the region 	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental Stewardship			
We foster a healthy environment and minimize our impact on ecosystems. (Strategic Plan and MDP pg. 27)	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Plans and partnerships that minimize environmental impact on natural areas 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Provides awareness of environmental issues impacting the County 	<input type="checkbox"/>		<input type="checkbox"/>

2019 Sand and Gravel Advisory Board RECOMMENDATIONS

2019 Grant Requests

Organization	Community Operating Requested	Community Operating Recommended	Capital Enhancement Requested	Capital Enhancement Recommended	Total Grants Requested	Total Grants Recommended
Calahoo Golden Agers	\$965.91	\$966			\$965.91	\$966
Villeneuve Athletic Association	\$4,000.00	\$4,000	\$14,334.53	\$14,335	\$18,334.53	\$18,335
Villeneuve Happy Sixties	\$1,200.00	\$1,200	\$5,550.00	\$5,550	\$6,750.00	\$6,750
West Sturgeon Aging in Place			\$300,000.00	\$100,000	\$300,000.00	\$100,000
West Sturgeon Ag Society	\$4,000.00	\$4,000	\$65,000.00	\$65,000	\$69,000.00	\$69,000
Totals	\$10,165.91	\$10,166	\$384,884.53	\$184,885	\$395,050.44	\$195,051

2019 Community Services Advisory Board RECOMMENDATIONS

2019 Community Grant Requests

Organization	Community Operating Requested	Community Operating Recommended	Capital Enhancement Requested	Capital Enhancement Recommended	FCSS Requested	FCSS Recommended	Total Grants Requested	Total Grants Recommended
Alcomdale Community League	4,000.00	4,000	26,800.00	15,500			30,800.00	19,500
Bon Accord Golden Gems	1,200.00	1,200					1,200.00	1,200
Cardiff Community Association	4,000.00	4,000	9,004.88	9,000			13,004.88	13,000
Club 60 Roses Seniors Club	1,200.00	1,200	21,633.00	-			22,833.00	1,200
Coronado Community Association	4,000.00	4,000					4,000.00	4,000
Fedorah Ivan Franko Educational Society	2,660.00	2,660					2,660.00	2,660
Hu Haven/Riverside Community Association	4,000.00	4,000					4,000.00	4,000
Mearns Community Association	2,264.23	2,264					2,264.23	2,264
Morinville Seniors Rendezvous Centre	1,200.00	1,200					1,200.00	1,200
Namao Agricultural Society	4,000.00	4,000	12,900.00	12,900			16,900.00	16,900
Namao Preschool Society					5,000.00	5,000	5,000.00	5,000
Namao Ridge Recreation Society	3,400.00	3,400	7,680.00	7,500			11,080.00	10,900
Namao Senior Citizen Museum & Archive Society	4,000.00	4,000	9,267.45	-			13,267.45	4,000
Pinewood Group (Assoc. Name TBA)	4,000.00	4,000					4,000.00	4,000
Pinnacle Ridge Estates Homeowners Association	4,000.00	4,000	30,000.00	3,500			34,000.00	7,500
Redwater & District Pioneer Club	1,200.00	1,200					1,200.00	1,200
Redwater & District Seniors Transportation Society	1,200.00	1,200					1,200.00	1,200
Riviere Qui Barre Agricultural Society			47,000.00	47,000			47,000.00	47,000
Rotary Club of Morinville/Sturgeon					4,450.00	2,450	4,450.00	2,450
St. Albert Bereavement Fellowship					5,000.00	5,000	5,000.00	5,000
St. Charles Angels Seniors Club	629.33	629					629.33	629
Sturgeon Agriplex Society	4,000.00	4,000	30,884.25	30,885			34,884.25	34,885
Sturgeon Victim Services Unit					2,636.40	2,636	2,636.40	2,636
Waugh Polish Recreation Society	4,000.00	4,000	4,500.00	4,500			8,500.00	8,500
Total Amount Requested	\$54,953.56	54,953	\$199,669.58	130,785	\$17,086.40	15,086	\$271,709.54	200,824



Council Policy

Policy Number: *PLY_Community Grants_2015*

Community Association Grant Policy

Date Approved by Council: November 22, 2016

County Commissioner: 

1. Purpose

Sturgeon County is committed to working with the volunteer organizations to offer a wide variety of social, recreational and cultural services reflective of community needs. Community infrastructure and services improves the health and well-being of our families and community. Annually Sturgeon County offers financial assistance for capital and operating costs to volunteer community groups that provide these programs and services to residents of Sturgeon County.

2. Revision History

<i>Approval Date</i>	<i>Revision Number</i>	<i>Modification</i>
2012/09/25	1.0	
2016/02/09	2.0	General update
2016/11/22	3.0	Carryover requirements & performance obligations of the applicant

3. Persons/Areas Affected

Council
Community Services Department
Calahoo Villeneuve Gravel Extraction Committee
Community Services Advisory Board
Recognized Community Associations
Non-recognized Community Associations
Area Structure Plan groups

4. Policy Statement

County Council will allocate funding annually to each of the two Committees. The level of funding will be established during County Council's annual budget process and will be financed through general revenues, FCSS or aggregate levy for the following three grant programs:

Grant Program	Funding	Purpose
Community Association & Seniors Operating Grant	Taxes	Operating grant
FCSS Program Grant	FCSS	Project/Program Grant
Community Enhancement	Aggregate Levy	Capital/Operating Grant

5. Definitions

5.1. Authorized grant funding period is:

- 5.1.1. December 31 of the year in which the funds were received,
- 5.1.2. When an extension period ends upon approval of a carryover request, or
- 5.1.3. Three years following the expiry date of the original grant

5.2. Applicant Eligibility Criteria:

- 5.2.1. Volunteer, registered non-profit organization in good standing and serving residents of Sturgeon County.
- 5.2.2. Carry a minimum of \$2,000,000 of liability insurance.
- 5.2.3. Be a Sturgeon County community group operating for a minimum of one year.
- 5.2.4. Applicants must operate public facilities and amenities within Sturgeon County for the benefit of Sturgeon County residents.
- 5.2.5. Applicants must have other cash revenue sources for their activity that may include self-generated revenue , funding from other levels of government (provincial, federal) and private sector support (fundraising, foundations, sponsorship, cash and in-kind donations).
- 5.2.6. Applicants programs and services must be open to the public.
- 5.2.7. Applicants must deliver ongoing programs and services to the Sturgeon County community throughout the whole or the majority of the year.

5.3. ASP Groups are those volunteer organizations providing service to residents within the Area Structure plan areas.

5.4. Capital Expenses are for assets with physical substance that have a life expectancy exceeding one year. Asset costs include development costs or direct construction which includes labor, material and overhead costs that directly relate to the acquisition, construction or development of the asset.

5.5. Carryover Requests are written requests to carry over funds to the next annual budget period and must include why the carryover is requested, how much money is being carried forward, description of why the work can not be completed.

5.6. Community Association Operating Grant provides operating assistance to Seniors Associations; and Recognized Community Associations that operate facilities in Sturgeon County and provide recreational, social, cultural programs and services.

5.7. Community Enhancement Grant is a capital & operating grant to assist Community Associations and Areas Structure Plan Groups finance capital projects and community improvements that will provide the maximum benefit to residents in close proximity to sand and gravel extraction operations resulting in positive public relations for sand and gravel operators.

- 5.7.1. Grant Component A - ASP Groups(\$0.031/tonne)

- 5.7.2. Grant Component B1 – Recognized & Non-recognized Community Associations (\$0.0155/tonne)
Grant Component B2 – ASP groups (.0310/tonne)
- 5.7.3. Grant Component C - Reserve (\$0.0155/tonne)
- 5.7.4. Grant Component D - County (\$0.157/tonne) revenue to be used toward the payment of infrastructure and other costs in the municipality (MGA s409.1(2))
- 5.8. FCSS program grant is allocated to non-profit organizations that provide services that fall within the definition of preventative social services as outlined in the Provincial FCSS Act and Regulations.
- 5.9. Non-recognized Community Associations are those community organizations not operating facilities but are eligible for capital funding for development of public amenities within Sturgeon County.
- 5.10. Operating costs are those general and administrative expenses associated with the day-to-day facility operations and annual program expenses.
- 5.11. Recognized Community Associations are independent, registered, and volunteer not for profit organizations operating facilities and amenities within the geographic boundary of Sturgeon County with a mandate to provide programming and services to the general public.
- 5.12. Reserve funds will be collected annually and set aside for major future capital project in keeping with the purposes for which the aggregate funds were contributed in accordance with the ASP Bylaw.
- 5.13. Residual Capital grant balances are funds allocated in prior years that have not been renewed or extended and must be returned to Sturgeon County.
- 5.14. Set of Principles that define our character and culture will be used to guide all funding decisions
 - 5.14.1. Accessibility – Equal ability to access facilities and programs; not necessarily equitable across the region; everyone is welcome and valued.
 - 5.14.2. Accountability – Grant recipients & Committee members demonstrate accountability through effective planning and service delivery.
 - 5.14.3. Diverse Opportunities - residents can access a range of programs and services that contribute to well-being and quality of life.
 - 5.14.4. Strategic Funding - investments will consider the welfare of the County as a whole and account for standardized service levels and value for taxes.
 - 5.14.5. Integration - Development of recreation opportunities and amenities will occur strategically, corresponding with new and existing resident populations.
 - 5.14.6. Partnership - The County's vision and goals are achieved through partnership and collaboration.

Council Policy

Policy Number: *PLY_Community Grants_2015*

5.14.7. Volunteerism - Community Organizations are a vital aspect to the health, well-being and development of the Sturgeon Community.

6. Responsibilities

Council	<ul style="list-style-type: none"> - Approve and review the policy on a regular basis. - Approve expenditure amount in annual budget for the Grant Programs. - Receive and approve the committee recommendations for grant recipients. - Receive a grant evaluation annually and provide feedback into process improvements.
Sand & Gravel Extraction	<ul style="list-style-type: none"> - Review all Community Enhancement applications from Calahoo Villeneuve ASP groups in components A & B and recommend specific grant allocations to County Council. - Review all applications for Calahoo Villeneuve ASP reserve grant applications and make recommendations to Council. - Review and make recommendations to Administration for approval of carryover requests and refunds of residual capital balances.
CSAB	<ul style="list-style-type: none"> - Recommend Community Association Grant and the Family and Community Support Services Program Grant recipients and amounts based on annual budget amounts. - Review all Community Enhancement applications from AIH ASP groups in components A & B and recommend specific grant allocations to County Council. - Review all applications for AIH ASP reserve grant applications and make recommendations to Council - Review and make recommendations to Administration for approval of carryover requests and refunds of residual capital balances.
Administration	<ul style="list-style-type: none"> - Administer Bylaw 1078/06 – Community Aggregate Levy - Review application package annually and update when applicable. - Call for applications from eligible organizations and groups. - Receive applications by the deadline annually and review for completeness. - Prepare grant summaries and facilitate decision making process for grant allocations.

Council Policy

Policy Number: *PLY_Community Grants_2015*

	<ul style="list-style-type: none">- Prepare cheque requests.
Applicant	<ul style="list-style-type: none">- Submit complete applications with all supporting documentation.- Use funds within the authorized period.- Submit complete capital financial reporting annually for each capital project.- Submit carryover requests if and when required.- Accept the terms and conditions of the grant program, including repayment of the residual funds to the County if performance obligations are not met.

7. Procedures

Council will refer all grant requests to Community Services.

Council will receive grant recommendations for approval in April annually.

8. Cross Reference

Municipal Government Act s 409.1-409.3

Community Aggregate Levy Bylaw 1078/06

Calahoo Villeneuve Sand & Gravel Extraction ASP Bylaw 922/01

Alberta's Industrial Heartland ASP Bylaw 1118/07

Community Grant Association Procedure

Grant Application Package



Legislation Text

File #: RFD-010-19, **Version:** 1




Community Services Advisory Board Terms of Reference

That Council approve the Community Services Advisory Board Terms of Reference as amended.

Request for Decision

Title	Community Services Advisory Board Terms of Reference
Proposed Motion	That Council approve the Community Services Advisory Board Terms of Reference as amended.
Administrative Recommendation	Administration supports the recommendation and the effort by the Board to update their Terms of Reference. The scope of the review and the suggested changes fall within the Board's responsibility and authority.
Previous Council Direction	January 10, 2017 – Motion 004/17: That Council endorse the Committee Terms of Reference as reviewed and recommended by the Community Services Advisory Board.
Report	<p><u>Background Information</u></p> <ul style="list-style-type: none">• Council's Boards and Committees are required to review and, if required, recommend amendments to their respective terms of reference annually.• The recommended amendments to the Terms of Reference do not contemplate any material changes in roles and responsibilities.• There are seven specific amendments debated by the Board that require Council's endorsement, in addition to some wording and ordering changes:<ul style="list-style-type: none">○ Additional clarity on roles within the purpose;○ Additional role-related to best and innovative approaches to public engagement;○ Additional role in terms of participating in efforts to attract new Board Members into vacant positions;○ Added individual Board Members section;○ Additional clarity in the membership section related to appointment and reappointment of Members;○ Amended rotational schedule to maximize the continuity of the Board;○ Added call for agenda items from Board Members.

	<p><u>External Communication</u></p> <ul style="list-style-type: none"> No external communication has been shared regarding this recommendation. The public has been informed by virtue of the advertised public Council agenda. <p><u>Relevant Policy/Legislation/Practices:</u></p> <ul style="list-style-type: none"> Council Committees Bylaw 1381/16
Implication of Administrative Recommendation	<p><u>Strategic Alignment:</u></p> <p>Strong Local Governance and Regional Leadership – Sturgeon County has consistently placed value on the contributions Boards and Committees make toward strengthening our local governance and ensuring citizens are engaged as active participants in municipal governance.</p> <p><u>Organizational:</u></p> <p>No organizational impact. Support to Council Boards and Committees is part of our core service. There is nothing in the proposed amended terms of reference that adjusts the current service levels.</p> <p><u>Financial:</u></p> <p>None.</p>
Alternatives Considered	<p>The administrative task of supporting our Committees to review their terms of reference annually comes with no alternatives. The Terms of Reference and recommendation is supported by the Board and changes are aligned with the Council Committees Bylaw and the Engagement Policy.</p>
Implications of Alternatives	<p><u>Strategic Alignment:</u></p> <ul style="list-style-type: none"> Council may debate and approve any of the seven recommended amendments. <p><u>Organizational:</u></p> <ul style="list-style-type: none"> There are impacts to the organization in tracking and managing the exceptions created by each Board in the areas of absentee members and the number of consecutive terms members can serve. <p><u>Financial:</u></p> <ul style="list-style-type: none"> No financial impacts.
Follow up Action	<p>Circulate the approved Terms of Reference to Board Members and update website information (Community Services/Legislative Services, May 2019).</p>

Attachment(s)	<ol style="list-style-type: none">1. Community Services Advisory Board Terms of Reference (Redlined)2. Proposed 2019 Community Services Advisory Board Terms of Reference
Report Reviewed by:	<div> Susan Berry, Manager Community Services</div> <div> Scott MacDougall, General Manager, Municipal Services</div> <div> Reegan McCullough, County Commissioner – CAO</div>

Strategic Alignment Checklist

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

Mission: Provide quality, cost effective services and infrastructure to meet the diverse needs of the Sturgeon County community, while improving competitiveness and sustainability.

Focus Areas	Not consistent	N/A	Consistent
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 and MDP pg. 36)	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Supports a strong thriving business environment to strengthen our economic foundation 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Plans for responsible growth through the MDP and regional growth plan. 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Manages growth for current and future developments through: <ul style="list-style-type: none"> transparent bylaws, policies and processes to enable responsible land development targeting growth around existing and identified future growth areas 	<input type="checkbox"/> <input type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>
Maintain and Enhance Strong Communities			
We are committed to a safe and viable community, where our residents are provided with access to opportunities and quality of life. (Strategic Plan and pg. 27 MDP)	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Provides access to programs and services that have a positive impact on residents' quality of life 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Provides access to safe and reliable infrastructure assets 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Supports the safety of people and property 	<input type="checkbox"/>		<input type="checkbox"/>
Strong Local and Regional Governance			
We promote consistent and accountable leadership through collaborative and transparent processes (Strategic Plan and pg. 27 MDP)	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Provides effective leadership and management consistent with Strategic Plan, MDP, master plans, bylaws, policies, community engagement 	<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"> Fosters collaborative intergovernmental partnerships 	<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 and MDP pg. 27)	<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"> Support and/or collaborate with voluntary organizations in the region 	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental Stewardship			
We foster a healthy environment and minimize our impact on ecosystems. (Strategic Plan and MDP pg. 27)	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Plans and partnerships that minimize environmental impact on natural areas 	<input type="checkbox"/>		<input type="checkbox"/>
<ul style="list-style-type: none"> Provides awareness of environmental issues impacting the County 	<input type="checkbox"/>		<input type="checkbox"/>

COMMUNITY SERVICES ADVISORY BOARD

Terms of Reference

1. PURPOSE

Standing Committees of Council facilitate the decision-making process of Council. Committees work on behalf of Council to provide advice and make recommendations to Council. They are an important forum for policy debate and public input on issues within Council's area of responsibility.

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

1.1 Background

The *Municipal Government Act* sections 145 and 146 contains provisions authorizing municipal councils to pass bylaws in relation to the establishment of Council Committees. Community Service Advisory Board has been a long-standing committee of Sturgeon County to address matters related to the Community Services Department including Recreation, FCSS and Libraries.

2. LEGISLATIVE AUTHORITY

Municipal Government Act, RSA 2000 c.M-26, as amended
Bylaw 1301/13 Proceedings of Council and its Committees
Bylaw 1381/16 Council Committees
Community Association Grant Policy

3. DUTIES & RESPONSIBILITIES OF THE BOARD

The Board Committee has the authority to:

- Establish the dates for each Committee-Board meeting;
- Appoint a chair and vice chair (as designated alternate); and
- Create or review Committee Terms of Reference;
- Review draft policies and bylaws to make recommendations that promote participation in municipal decision making;
- Review and provide input to Council on any matter relating to the mandate of the Community Services Department;
- Perform duties as described in the Community Association Grant Policy;
- Act as a sounding board for input into best and innovative approaches to maximize engagement with residents;
- Participate in learning opportunities that are available to Board Members including but not limited to the ARPA or FCSSAA annual conference to build on our knowledge and capacity;
- Participate in efforts to attract new Board Members into vacant positions; and
- Prepare and present an annual report to Council.

Community Services Advisory Board Terms of Reference

Approved by Council: January 10, 2017-Motion 004/17

Updated by CSAB February 11², 2018⁹

~~Address and formulate a recommendation for Council on any items referred to the Committee in accordance with the Public Engagement Spectrum. The Board will review Council referred draft policies and bylaws to make recommendations that promote participation in municipal decision making.~~

~~The Board will review and provide input to Council to any matter relating to the mandate of the Community Services Department.~~

~~The Board will Pperform duties as described in the Community Association Grant Policy.~~

~~Be available to represent the needs and interest of the division, by connecting with community associations.~~

~~Share information on trends and issues in their community
Act as a sounding board for input into best and innovative approaches to maximize engagement with residents.~~

~~To participate in any learning opportunities that are available to Board members including but not limited to the ARPA or FCSSAA annual conference to build on our knowledge and capacity.~~

~~Participate in the recruitment efforts to attract new board members into vacant positions~~

~~The Board shall prepare and present an Annual Reports will be prepared and shall be made to Council.~~

4. ROLES

Role of the Chair/Vice Chair

Be in attendance and present the annual report to Council on behalf of the Board.

Fulfill role in Boards and Committees Selection Committee as described in their Terms of Reference:

- Attend interviews of the respective Committees.
- Evaluate potential applicants for the respective Committees.
- Complete the Board and Committee recommendation for the Committee and submit it to the Legislative Officer to be included in the Board and Committee recommendation provided to Council.

Manage the meeting process: ensure we start and end on time, preside over the conduct of the meeting, including the preservation of good order and decorum, determine speaking order when two or more members wish to speak, and ruling on all questions relating to the orderly procedure of the meeting.

Role of Board Members

Board members are accountable for their participation and expected to attend all ~~Committee~~ Board meetings and functions to which they have been appointed. Members who

Community Services Advisory Board Terms of Reference

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miss two consecutive meetings without Board approval will be asked to resign.

Members must keep in confidence matters discussed in private at a Board meeting until the matter is discussed at a meeting held in public.

Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

Members shall respect and support the decision-making process regardless of individual views shared during deliberations.

Board members will be available to represent the needs and interest of the division, by connecting with community associations.

5. MEMBERSHIP

(As described in Bylaw 1381/16)

6 public members (one from each electoral division from which they live)

2 members of Council

1 Sturgeon School Division representative

The Board ~~committee~~ must remain engaged and vibrant, as a result the appointment and re-appointment of volunteer members beyond the normal two term requirement in Bylaw 1381/16 will be considered based on their skills and qualifications

~~Board members who miss two consecutive meeting will be under review.~~

6. TERM OF MEMBERSHIP

(As described in Bylaw 1381/16)

Division	Term
Division 1 & 3	2017-2019
Division 2 & 5	2018-2020
Division 2, 4 & 6	2019-2021

7. CHAIRMANSHIP

(In addition to that described in Bylaw 1381/16)

The Chair and Vice Chair shall be elected annually by members of the Community Services Advisory Board at its first meeting of the year.

~~8. MEETINGS~~

~~Dates and times set annually by the Board.~~

9.8. GOVERNANCE

Quorum is ~~five~~5 voting members of the committee.

~~The agenda shall be prepared by the administrative representative and distributed 7 calendar days prior to the meeting.~~

~~The minutes shall be prepared by the administrative representative and circulated 5 calendar days after the meeting.~~

Motions presented to the ~~Committee~~ Board will be debated and carried by majority vote.

Information items only will be shared from the administrative representative between meetings via email to all members to provide timely information unless otherwise directed by the Board.

~~Recommendations made to Council during regular meetings shall be prepared and presented on behalf of the Board by the administrative representative. Attendance by any member of the board to assist in responding to questions is encouraged.~~

~~Annual Reports will be prepared and shall be made to Council.~~

10.9. REMUNERATION

~~(As described in Bylaw 1381/16)~~

Remuneration and travel expenses for Members shall be in accordance with rates and schedules as approved from time to time and reflected on a monthly expense claim.

11.10. ADMINISTRATIVE RESPONSIBILITY

~~(In addition to that described in Bylaw 1381/16)~~

Call for agenda items prior to the development of ~~draft~~ Board agendas

~~Preparation and distribution of meeting agenda packages and minutes to all Committee members.~~

The agenda shall be prepared by the administrative representative and distributed ~~seven~~ 7 calendar days prior to the meeting.

The minutes shall be prepared by the administrative representative and circulated ~~five~~ 5 calendar days after the meeting.

Administration shall ~~P~~provide the context for the decisions to promote understanding of the issue. Develop and facilitate the group decision making process.

Administration shall ensure new members receive orientation to the Board.

~~Provide Orientation to new Board Members~~

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Community Services Advisory Board Terms of Reference

Approved by Council: January 10, 2017-Motion 004/17

Updated by CSAB February 11~~2~~, 201~~8~~9

12.11. ENACTMENT

Upon approval by Council

Maintenance and Refinement of Terms of Reference

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

At the first meeting of the ~~Committee~~ Board annually following the appointment of community members the ~~committee~~Board will review ~~Committee~~Board Terms of Reference.

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PROPOSED