



Sturgeon County

Meeting Agenda - Final

Council

9613-100 Street
Morinville, Alberta
T8R 1L9

Tuesday, July 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 June 25, 2019 Regular Council Meeting Minutes

Proposed Motion: That Council adopt the June 25, 2019 Regular Council Meeting Minutes as presented.

Attachments: [Regular Council Meeting Minutes - June 25, 2019](#)

A.3.2 June 28, 2019 Special Council Meeting Minutes

Proposed Motion: That Council adopt the June 28, 2019 Special Council Meeting Minutes as presented.

Attachments: [Special Council Meeting Minutes - June 28, 2019](#)

C. PRESENTATIONS/PUBLIC HEARINGS/INTERVIEWS

C.1 PRESENTATIONS

C.1.1 9:00 a.m. Claudine Lavoie and Jim Douville Presentation
Re Improvement of Roads in Estates of Sturgeon County
River Valley Area

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

D. NEW BUSINESS

D.1 Bylaw 1448/19 - Voting Station Bylaw**Proposed Motion:**

1. That Council give first reading of Bylaw 1448/19.
2. That Council give second reading of Bylaw 1448/19.
3. That Council consider third reading of Bylaw 1448/19.
4. That Council give third reading of Bylaw 1448/19.

Attachments:[Request for Decision](#)[Bylaw 1448/19 - Voting Station Bylaw](#)[Bylaw 1032/04 – Modified Voting Procedure Bylaw](#)

Jesse Sopko, Manager, Legislative Services and Information Management

D.2 2019 Division 2 By-election**Proposed Motion:**

1. That Council fix September 17, 2019 as the date for the Division 2 by-election, and that Council appoint Jesse Sopko as Returning Officer and Lisa Schovanek as Substitute Returning Officer.
2. That Council provide for special ballots in the Division 2 by-election and that the application for special ballots be made available in writing, by telephone, by fax, in person, or by e-mail between 8:30 a.m. on July 10, 2019 and 4:30 p.m. on Monday, September 9, 2019.
3. That Council set the deadline for the receipt of a special ballot outer envelope for the Division 2 by-election to 7:30 p.m. on September 17, 2019.
4. That Council provide for the attendance of two deputies at the residence of an elector during the hours an advance voting station is open in order to take the votes of an elector who, because of physical disability, is unable to attend a voting station or an advance voting station to vote in the Division 2 by-election.
5. That Council authorize a withdrawal of \$15,000 from the Election Reserve to fund the 2019 Division 2 by-election.

Attachments:[Request for Decision](#)

Jesse Sopko, Manager, Legislative Services and Information Management

D.3 Appointment of Deputy Mayor and Acting Mayor

Proposed Motion: 1. That Council appoint Councillor _____ as Deputy Mayor for the period of August 1, 2019 to October 31, 2019.

2. That Council appoint Councillor _____ as Acting Mayor for the period of July 9, 2019 to October 31, 2019.

Attachments:

[Request for Decision](#)

[Current Deputy Mayor and Acting Mayor Schedule](#)

Jesse Sopko, Manager, Legislative Services and Information Management

D.4 Board and Committee Appointments

Proposed Motion: 1. That Council appoint Mayor Alanna Hnatiw to the Edmonton Metropolitan Region Board Integrated Regional Transportation Master Plan Task Force, with Councillor Wayne Bokenfohr as the alternate.

2. That Council approve the revised 2019 Council Boards, Committees and Commissions Appointment List as presented.

Attachments:

[Request for Decision](#)

[Redlined Council Boards, Committees and Commissions A](#)

[Proposed Amended Council Boards, Committees and Corr](#)

Jesse Sopko, Manager, Legislative Services and Information Management

D.5 Community Grant Allocation to West Sturgeon Aging in Place

Proposed Motion: That Council approve an additional grant to West Sturgeon Aging in Place for \$113,750, to be funded from the Community Enhancement Reserve.

Attachments:

[Request for Decision](#)

[West Country Hearth Proposal](#)

Susan Berry, Manager, Community Services

D.6 Municipal Internship Program Application - Finance Officer

Proposed Motion: That Council approve the application to host a Finance Officer Intern through the Provincial Municipal Internship Program.

Attachments:

[Request for Decision](#)

Ed Kaemingh, Manager, Financial Services

D.7 Request for Cancellation of Tax Arrears for Roll #3710018

Proposed Motion: That Council refuse the request to cancel tax arrears in the amount of \$5,136.40 for Roll #3710018, resulting from an outstanding water and sewer bill.

Attachments: [Request for Decision](#)

Jeff Yanew, Manager, Utility Services

D.8 Response to June 11, 2019 Resident Presentation

Proposed Motion: That Council direct Administration to continue to investigate the concerns brought forward by Marilyn Boucher at the June 11, 2019 Regular Council Meeting and bring back a report to the August 27, 2019 Council Meeting.

Attachments: [Request for Decision](#)

Colin Krywiak, Manager, Development Services

D.9 CLOSED SESSION - Rural Municipalities of Alberta (RMA)
Input on Red Tape Reduction (Bill 4)

Closed session pursuant to section 197(2) of the Municipal Government Act and in accordance with section 24 (advice from officials) of the Freedom of Information and Protection of Privacy Act

Attachments: [Closed Session Insert](#)

Travis Peter, Manager, Planning and Regional Services

D.10 CLOSED SESSION - Advocacy Priorities & Planning
Closed session pursuant to section 197(2) of the Municipal Government Act and in accordance with section 24 (advice from officials) and section 25 (disclosure harmful to economic and other interests of a public body) of the Freedom of Information and Protection of Privacy Act

Attachments: [Closed Session Insert](#)

Travis Peter, Manager, Planning and Regional Services

D.11 CLOSED SESSION - Contractual Matter - Verbal Update
****Closed session pursuant to section 197(2) of the Municipal Government Act and in accordance with section 25 (disclosure harmful to economic and other interests of a public body) of the Freedom of Information and Protection of Privacy Act****

Attachments: [Closed Session Insert](#)

Reegan McCullough, County Commissioner - CAO

G. URGENT MATTERS

H. NOTICES OF MOTION

I. ADJOURNMENT



Legislation Text

File #: MTS-011-19, **Version:** 1

June 25, 2019 Regular Council Minutes

That Council adopt the June 25, 2019 Regular Council Meeting Minutes as presented.



Sturgeon County

9613-100 Street
Morinville, Alberta
T8R 1L9

Meeting Minutes - Draft Council

Tuesday, June 25, 2019

9:00 AM

Council Chambers

A. CALL TO ORDER AND RELATED BUSINESS

Councillor Bokenfohr was in attendance via telephone conferencing, in accordance with section 199 of the *Municipal Government Act* and Sturgeon County Procedure Bylaw 1301/13.

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

Absent: 1 - Councillor Susan Evans

A.1 CALL TO ORDER

Mayor Hnatiw called the June 25, 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
Brian Hartman, Manager, Engineering Services
Chris Krath, Senior Engineering Officer, Engineering Services
Chris Pullen, Senior Industrial Engineering Officer, Engineering Services
Stephen Hinton, Corporate Capital Program Officer, Engineering Services
Hayley Wasylycia, Planning Technician, Development Services
Martyn Bell, Planning Officer, Development Services
Colin Krywiak, Manager, Development Services
Travis Peter, Manager, Planning and Regional Services
Jeff Yanew, Manager, Utilities Services
Ed Kaemingh, Manager, Financial Services
Susan Berry, Manager, Community Services
Jesse Sopko, Manager, Legislative Services and Information Management
Lisa Schovanek, Legislative Officer, Legislative Services and Information Management

A.2 ADOPTION OF AGENDA

P.D. Tighe MOVED:

Motion 224/19: That Council adopt the June 25, 2019 Regular Council Meeting Agenda with the following addition:

*** Item D.10 - Closed Session - Legal Matter ***Closed session pursuant to section 197(2) of the Municipal Government Act and in accordance with sections 24, 25 and 27 of the Freedom of Information and Protection of Privacy Act.*****

CARRIED UNANIMOUSLY

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

A.3 ADOPTION OF MINUTES

A.3.1 June 11, 2019 Regular Council Meeting Minutes

N. Comeau MOVED:

Motion 225/19: That Council adopt the June 11, 2019 Regular Council Meeting Minutes as presented.

CARRIED UNANIMOUSLY

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

C. PRESENTATIONS/PUBLIC HEARINGS/INTERVIEWS

C.1 PRESENTATIONS

C.1.1 9:00 a.m. Jessica Martel Memorial Foundation Presentation

Janice Isberg, Executive Director, Jessica Martel Memorial Foundation, provided a presentation to Council.

C.1.2 9:20 a.m. Van Vuong Presentation re Request to Cancel Tax Arrears Resulting from Outstanding Water and Sewer Bill

Van Vuong, County ratepayer, provided a presentation to Council.

Jeff Yanew, Manager, Utility Services, was in attendance to provide further information to Council.

Councillor Bokenfohr left the meeting at 9:44 a.m. due to a lost connection.

Present: 5 - Mayor Alanna Hnatiw, Councillor Dan Derouin, Councillor Neal Comeau, Councillor Patrick D. Tighe, and Councillor Karen Shaw

Absent: 2 - Councillor Susan Evans, and Councillor Wayne Bokenfohr

D. NEW BUSINESS

D.1 Sturgeon Valley Off-Site Levy Bylaw 1446/19

Presented by Brian Hartman, Manager, Engineering Services; and Chris Krath, Senior Engineering Officer, Engineering Services.

P.D. Tighe MOVED:

Motion 226/19: That Council give second reading of Bylaw 1446/19.

CARRIED UNANIMOUSLY

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

P.D. Tighe MOVED:

Motion 227/19: That Council give third reading of Bylaw 1446/19.

CARRIED UNANIMOUSLY

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

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

Councillor Bokenfohr was reconnected via telephone at 10:05 a.m.

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

Absent: 1 - Councillor Susan Evans

The meeting was reconvened at 10:09 a.m. with all those members previously listed in attendance.

D.2 Sturgeon Industrial Park Off-Site Levy Bylaw 1445/19

Presented by Brian Hartman, Manager, Engineering Services; and Chris Pullen, Senior Industrial Engineering Officer, Engineering Services.

D. Derouin MOVED:

Motion 228/19: That Council give second reading of Bylaw 1445/19.

CARRIED UNANIMOUSLY

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

D. Derouin MOVED:

Motion 229/19: That Council give third reading of Bylaw 1445/19.

CARRIED UNANIMOUSLY

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

D.3 2019 Road Rehabilitation Program Contract Award

Presented by Brian Hartman, Manager, Engineering Services; and Stephen Hinton, Engineering Officer, Engineering Services.

N. Comeau MOVED:

Motion 230/19: That Council award the contract for the 2019 Road Rehabilitation Program to Carmacks Enterprises Ltd. at a contract price of \$5,350,729 (excluding GST) and authorize the Chief Administrative Officer to execute the contract.

CARRIED

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

Against:1 - K. Shaw

N. Comeau MOVED:

Motion 231/19: That Council allocate an additional \$885,053.76 to the 2019 Road Rehabilitation Program from the 7.17 Road Network Reserve.

CARRIED

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

Against:1 - K. Shaw

D.4 Range Road 230 Reconstruction Project Contract Award

Presented by Brian Hartman, Manager, Engineering Services; and Stephen Hinton, Corporate Capital Program Officer, Engineering Services.

D. Derouin MOVED:

Motion 232/19: That Council award the contract for the Range Road 230 Reconstruction Project to TBL Construction Ltd. at a contract price of \$1,646,776.20 (excluding GST) and authorize the Chief Administrative Officer to execute the contract.

CARRIED

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

Against:1 - N. Comeau

D.5 CLOSED SESSION - Sub-Regional Financial Summary
Closed session pursuant to section 197(2) of the Municipal Government Act and in accordance with section 24 (advice from officials) of the Freedom of Information and Protection of Privacy Act

N. Comeau MOVED:

Motion 233/19: That Council move to a closed session at 10:42 a.m. pursuant to section 197(2) of the Municipal Government Act and in accordance with section 24 (advice from officials) of the Freedom of Information and Protection of Privacy Act.

CARRIED UNANIMOUSLY

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

Presented by Travis Peter, Manager, Planning and Regional Services.

The following members of Administration were also in attendance for the closed session to provide information and/or administrative assistance:

Reegan McCullough, County Commissioner - CAO; Rick Wojtkiw, General Manager, Corporate Support; Collin Steffes, General Manager, Integrated Growth; Scott MacDougall, General Manager, Municipal Services; Ed Kaemingh, Manager, Financial Services; Jesse Sopko, Manager, Legislative Services and Information Management; Lisa Schovanek, Legislative Officer, Legislative Services and Information Management

D.5

CLOSED SESSION - Sub-Regional Financial Summary
Closed session pursuant to section 197(2) of the Municipal Government Act and in accordance with section 24 (advice from officials) of the Freedom of Information and Protection of Privacy Act

P.D. Tighe MOVED:

Motion 234/19: That Council move out of the closed session at 10:49 a.m.

CARRIED UNANIMOUSLY

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

The meeting was recessed at 10:49 a.m. to allow return of the public.

The meeting was reconvened at 10:50 p.m. with all those members of Council previously in attendance.

D.5

CLOSED SESSION - Sub-Regional Financial Summary
***Closed session pursuant to section 197(2) of the
Municipal Government Act and in accordance with section
24 (advice from officials) of the Freedom of Information and
Protection of Privacy Act***

N. Comeau MOVED:

**Motion 235/19: That the confidential sub-regional
financial summary be referred to Council's
Intermunicipal Negotiating Task Force, as part of the
County's broader Intermunicipal Collaboration
Framework process.**

CARRIED UNANIMOUSLY

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

N. Comeau MOVED:

**Motion 236/19: That the Request for Decision remain
confidential in accordance with section 24 (advice from
officials) of the Freedom of Information and Protection
of Privacy Act.**

CARRIED UNANIMOUSLY

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

D.6**CLOSED SESSION - Contractual Matter**

****Closed session pursuant to section 197(2) of the Municipal Government Act and in accordance with section 25 (disclosure harmful to economic and other interests of a public body) of the Freedom of Information and Protection of Privacy Act***

N. Comeau MOVED:

Motion 237/19: That Council move to a closed session at 10:51 a.m. pursuant to section 197(2) of the Municipal Government Act and in accordance with section 25 (disclosure harmful to economic and other interests of a public body) of the Freedom of Information and Protection of Privacy Act.

CARRIED UNANIMOUSLY

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

Presented by Scott MacDougall, General Manager, Municipal Services.

The following members of Administration were also in attendance for the closed session to provide information and/or administrative assistance:

Reegan McCullough, County Commissioner - CAO; Rick Wojtkiw, General Manager, Corporate Support; Jesse Sopko, Manager, Legislative Services and Information Management; Lisa Schovanek, Legislative Officer, Legislative Services and Information Management.

Councillor Bokenfohr left the meeting at 10:57 due to a lost connection.

Councillor Bokenfor joined the meeting at 11:12 a.m.

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

Absent: 1 - Councillor Susan Evans

D.6**CLOSED SESSION - Contractual Matter**

****Closed session pursuant to section 197(2) of the Municipal Government Act and in accordance with section 25 (disclosure harmful to economic and other interests of a public body) of the Freedom of Information and Protection of Privacy Act***

W. Bokenfohr MOVED:

Motion 238/19: That Council move out of the closed session at 11:48 a.m.

CARRIED UNANIMOUSLY

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

The meeting was recessed at 11:48 a.m. to allow return of the public.

The meeting was reconvened at 11:49 a.m. with all those members of Council previously in attendance.

D.6**CLOSED SESSION - Contractual Matter**

****Closed session pursuant to section 197(2) of the Municipal Government Act and in accordance with section 25 (disclosure harmful to economic and other interests of a public body) of the Freedom of Information and Protection of Privacy Act***

P.D. Tighe MOVED:

Motion 239/19: That Council direct Administration to proceed with issuing the response as identified in Option #3 as amended in Attachment 1 of Item D.6 of the June 25, 2019 Regular Council Meeting Agenda.

CARRIED UNANIMOUSLY

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

P.D. Tighe MOVED:

Motion 240/19: That Council direct that the Request for Decision and attachments remain confidential in accordance with section 25 (disclosure harmful to economic and other interests of a public body) of the Freedom of Information and Protection of Privacy Act.

CARRIED UNANIMOUSLY

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

D.7

CLOSED SESSION - Municipal Climate Change Action Centre (MCCAC) Grant Opportunity
****Closed session pursuant to section 197(2) of the Municipal Government Act and in accordance with section 25 (disclosure harmful to economic and other interests of a public body) of the Freedom of Information and Protection of Privacy Act***

N. Comeau MOVED:

Motion 241/19: That Council move to a closed session at 11:50 a.m. pursuant to section 197(2) of the Municipal Government Act and in accordance with section 25 (disclosure harmful to economic and other interests of a public body) of the Freedom of Information and Protection of Privacy Act.

CARRIED UNANIMOUSLY

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

Presented by Scott MacDougall, General Manager, Municipal Services.

The following members of Administration were also in attendance for the closed session to provide information and/or administrative assistance:

Reegan McCullough, County Commissioner - CAO; Rick Wojtkiw, General Manager, Corporate Support; Collin Steffes, General Manager, Integrated Growth; Jeff Yanew, Manager, Utility Services; Susan Berry, Manager, Community Services; Jesse Sopko, Manager, Legislative Services and Information Management; Lisa Schovanek, Legislative Officer, Legislative Services and Information Management.

- D.7** CLOSED SESSION - Municipal Climate Change Action Centre (MCCAC) Grant Opportunity
****Closed session pursuant to section 197(2) of the Municipal Government Act and in accordance with section 25 (disclosure harmful to economic and other interests of a public body) of the Freedom of Information and Protection of Privacy Act***

P.D. Tighe MOVED:

Motion 242/19: That Council move out of the closed session at 12:19 p.m.

CARRIED UNANIMOUSLY

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

The meeting was recessed at 12:19 .m. to allow return of the public.

The meeting was reconvened at 12:20 p.m. with all those members of Council previously in attendance.

D.7

CLOSED SESSION - Municipal Climate Change Action Centre (MCCAC) Grant Opportunity

****Closed session pursuant to section 197(2) of the Municipal Government Act and in accordance with section 25 (disclosure harmful to economic and other interests of a public body) of the Freedom of Information and Protection of Privacy Act***

N. Comeau MOVED:

Motion 243/19: That Council direct Administration to proceed with the Municipal Climate Change Action Centre (MCCAC) grant application, providing regular updates to Council.

CARRIED UNANIMOUSLY

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

N. Comeau MOVED:

Motion 244/19: That Council direct that the Request for Decision remain confidential in accordance with section 25 (disclosure harmful to economic and other interests of a public body) of the Freedom of Information and Protection of Privacy Act.

CARRIED UNANIMOUSLY

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

The meeting was recessed at 12:21 p.m.

The meeting was reconvened at 1:16 p.m. with all those members of Council previously listed in attendance.

E. MAYOR AND COUNCIL

- E.1** Councillor Shaw - Motion
Re Alberta Agricultural Plastics Recycling Pilot Program

K. Shaw MOVED:

Motion 245/19: That Council direct Administration and the Agricultural Service Board to recommend a pilot project that may be eligible for funding under the Alberta Agricultural Plastics Recycling Pilot Program, with recommendations to be presented to Council by October 22, 2019.

CARRIED UNANIMOUSLY

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

- E.2** Councillor Bokenfohr - Motion
Re Alberta Transportation Roadway Setbacks

W. Bokenfohr MOVED:

Motion 246/19: That Council direct Administration to engage Alberta Transportation to remove roadway setbacks of 800 metres as it restricts businesses throughout Alberta.

CARRIED UNANIMOUSLY

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

E.3

Councillor Comeau - Motion
Re Current Resource Extraction Setbacks within the Land Use Bylaw

N. Comeau MOVED:

Motion 247/19: That Council direct Administration to review current resource extraction setbacks within the current Land Use Bylaw and bring back possible modifications to ensure Sturgeon County is sustainably extracting a diminishing resource in the County.

CARRIED

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

Against:1 - K. Shaw

C. PRESENTATIONS/PUBLIC HEARINGS/INTERVIEWS

C.2 PUBLIC HEARINGS

C.2.1

1:30 p.m. Public Hearing for Bylaw 1441/19 -
Amendment to Land Use Bylaw 1385/17 - Direct Control
District for Harold's Bus Lines Ltd.

Mayor Hnatiw opened the Public Hearing for Bylaw 1441/19 at 1:27 p.m.

A Public Hearing was held to hear any submissions for or against Bylaw 1441/19 - Amendment to Land Use Bylaw 1385/17 - Direct Control District for Harold's Bus Lines Ltd.

Martyn Bell, Planning Officer, Development Services; and Hayley Wasylycia, Planning Technician, Development Services, provided an overview of Bylaw 1441/19.

Mayor Hnatiw asked if there was anyone present to speak either for or against Bylaw 1441/19.

Debbie and Daryl Grainger, the Applicants, spoke in favour of Bylaw 1436/19.

Mayor Hnatiw asked if there was anyone else present to speak either for or against Bylaw 1436/19.

There was no one.

Legislative Services confirmed that there was correspondence received from Ron and Vanessa Plamondon and Russell Kieftenbeld against Bylaw 1436/19.

Mayor Hnatiw closed the Public Hearing at 1:46 p.m.

C.2.1 1:30 p.m. Public Hearing for Bylaw 1441/19 - Amendment to Land Use Bylaw 1385/17 - Direct Control District for Harold's Bus Lines Ltd.

N. Comeau MOVED:

Motion 248/19: That Council give second reading to Bylaw 1441/19.

CARRIED UNANIMOUSLY

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

N. Comeau MOVED:

Motion 249/19: That Council give third reading of Bylaw 1441/19.

CARRIED UNANIMOUSLY

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

D. NEW BUSINESS...continued

D.8**CLOSED SESSION - Land Matter**

Closed session pursuant to section 197(2) of the Municipal Government Act and in accordance with section 24 (advice from officials) and section 25 (disclosure harmful to economic and other interests of a public body) of the Freedom of Information and Protection of Privacy Act

N. Comeau MOVED:

Motion 250/19: That Council move to a closed session at 1:48 p.m. pursuant to section 197(2) of the Municipal Government Act and in accordance with section 24 (advice from officials), section 25 (disclosure harmful to economic and other interests of a public body) and section 27 (privileged information) of the Freedom of Information and Protection of Privacy Act.

CARRIED UNANIMOUSLY

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

Presented by Scott MacDougall, General Manager, Municipal Services.

The following members of Administration were also in attendance for the closed session to provide information and/or administrative assistance:

Reegan McCullough, County Commissioner - CAO; Rick Wojtkiw, General Manager, Corporate Support; Collin Steffes, General Manager, Integrated Growth; Jesse Sopko, Manager, Legislative Services and Information Management; Lisa Schovanek, Legislative Officer, Legislative Services and Information Management.

D.8**CLOSED SESSION - Land Matter**

Closed session pursuant to section 197(2) of the Municipal Government Act and in accordance with section 24 (advice from officials) and section 25 (disclosure harmful to economic and other interests of a public body) of the Freedom of Information and Protection of Privacy Act

P.D. Tighe MOVED:

Motion 251/19: That Council move out of the closed session at 1:49 p.m.

CARRIED UNANIMOUSLY

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

The meeting was recessed at 1:49 p.m. to allow return of the public.

The meeting was reconvened at 1:50 p.m. with all those members of Council previously in attendance.

D.9**CLOSED SESSION - Personnel Matter**

Closed session pursuant to section 197(2) of the Municipal Government Act and in accordance with section 17 (disclosure harmful to personal privacy) and section 24 (advice from officials) of the Freedom of Information and Protection of Privacy Act

N. Comeau MOVED:

Motion 252/19: That Council move to a closed session at 1:50 p.m. pursuant to section 197(2) of the Municipal Government Act and in accordance with section 17 (disclosure harmful to personal privacy) and section 24 (advice from officials) of the Freedom of Information and Protection of Privacy Act.

CARRIED UNANIMOUSLY

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

Presented by Jesse Sopko, Manager, Legislative Services and Information Management.

D.9

CLOSED SESSION - Personnel Matter

Closed session pursuant to section 197(2) of the Municipal Government Act and in accordance with section 17 (disclosure harmful to personal privacy) and section 24 (advice from officials) of the Freedom of Information and Protection of Privacy Act

N. Comeau MOVED:

Motion 253/19: That Council move out of the closed session at 2:02 p.m.

CARRIED UNANIMOUSLY

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

The meeting was recessed at 2:02 p.m. to allow return of the public.

The meeting was reconvened at 2:03 p.m. with all those members of Council previously in attendance.

C. PRESENTATIONS/PUBLIC HEARINGS/INTERVIEWS...continued

C.2 PUBLIC HEARINGS...continued

C.2.2

2:00 p.m. Public Hearing for Bylaw 1436/19 - Land Use Bylaw Amendments Pertaining to the Legalization of Cannabis

Mayor Hnatiw opened the Public Hearing for Bylaw 1436/19 at 2:04 p.m.

A Public Hearing was held to hear any submissions for or against Bylaw 1436/19 - Land Use Bylaw Amendments Pertaining to the Legalization of Cannabis.

Martyn Bell, Planning Officer, Development Services; and Hayley Wasylycia, Planning Technician, Development Services, provided an overview of Bylaw 1436/19.

Mayor Hnatiw asked if there was anyone present to speak either for or against Bylaw 1436/19.

Madaleine Hoffmann, County resident, was in attendance to speak in favour of Bylaw 1436/19.

Legislative Services confirmed that no correspondence was received regarding Bylaw 1436/19.

Mayor Hnatiw recessed the Public Hearing to August 27, 2019.

D. NEW BUSINESS...continued

D.10

CLOSED SESSION - Legal Matter

Closed session pursuant to section 197(2) of the Municipal Government Act and sections 24, 25 and 27 of the Freedom of Information and Protection of Privacy Act

Councillor Shaw recused herself for Item D.10 due to potential pecuniary interest and left the Council Chambers at 2:35 p.m.

N. Comeau MOVED:

Motion 254/19: That Council move to a closed session at 2:35 p.m. pursuant to section 197(2) of the Municipal Government Act and in accordance with section 24 (advice from officials), section 25 (disclosure harmful to economic and other interests of a public body) and section 27 (privileged information) of the Freedom of Information and Protection of Privacy Act.

CARRIED UNANIMOUSLY

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

Recused:1 - K. Shaw

Presented by Reegan McCullough, County Commissioner - CAO.

The following members of Administration were also in attendance for the closed session to provide information and/or administrative assistance:

Jesse Sopko, Manager, Legislative Services and Information Management.

D.10

CLOSED SESSION - Legal Matter

Closed session pursuant to section 197(2) of the Municipal Government Act and sections 24, 25 and 27 of the Freedom of Information and Protection of Privacy Act

W. Bokenfohr MOVED:

Motion 255/19: That Council move out of the closed session at 2:54 p.m.

CARRIED UNANIMOUSLY

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

Recused:1 - K. Shaw

N. Comeau MOVED:

Motion 256/19: That Council direct Administration to take direction in accordance with Option #1 of the confidential attachment in Item D.10 of the June 25, 2019 Regular Council Meeting.

CARRIED UNANIMOUSLY

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

Recused:1 - K. Shaw

The meeting was recessed at 2:54 p.m. to allow return of the public.

The meeting was reconvened at 2:55 p.m. with all those members of Council previously in attendance, with the exception of Councillor Shaw.

I. ADJOURNMENT

N. Comeau MOVED:

Motion 257/19: That the June 25, 2019 Regular Council Meeting be adjourned at 2:58 p.m.

CARRIED UNANIMOUSLY

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

MAYOR

COUNTY COMMISSIONER (CAO)



Legislation Text

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

June 28, 2019 Special Council Meeting Minutes

That Council adopt the June 28, 2019 Special Council Meeting Minutes as presented.



Sturgeon County

9613-100 Street
Morinville, Alberta
T8R 1L9

Meeting Minutes - Unadopted Special Council Meeting

Friday, June 28, 2019

2:00 PM

Council Chambers

A. CALL TO ORDER AND RELATED BUSINESS

Present 5 - Mayor Alanna Hnatiw, Councillor Wayne Bokenfohr,
Councillor Neal Comeau, Councillor Patrick D. Tighe, and
Councillor Karen Shaw

Absent 1 - Councillor Dan Derouin

A.1 CALL TO ORDER

Mayor Hnatiw called the June 28, 2019 Special Council Meeting to order at 2:00 p.m.

Administration Present

Reegan McCullough, County Commissioner - CAO
Collin Steffes, General Manager, Integrated Growth
Scott McDougall, General Manager, Municipal Services
Jesse Sopko, Manager, Legislative Services and Information Management
Lisa Schovaneck, Legislative Officer, Legislative Services and Information
Management

A.2 ADOPTION OF AGENDA

W. Bokenfohr MOVED:

**Motion 258/19: That Council adopt the June 28, 2019
Special Council Meeting Agenda as presented.**

CARRIED UNANIMOUSLY

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

B. NEW BUSINESS

Division 2 Councillor Resignation

Presented by Reegan McCullough, County Commissioner - CAO.

Councillor Derouin joined the meeting at 2:02 p.m.

Present 6 - Mayor Alanna Hnatiw, Councillor Dan Derouin, Councillor Wayne Bokenfohr, Councillor Neal Comeau, Councillor Patrick D. Tighe, and Councillor Karen Shaw

B.1 Division 2 Councillor Resignation

N. Comeau MOVED:

Motion 259/19: That Council receive the Chief Administrative Officer's report regarding the resignation of Susan Evans as Councillor for Division 2 as information.

CARRIED UNANIMOUSLY

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

N. Comeau MOVED:

Motion 260/19: That Council direct Administration to bring forward a Request for Decision at the July 9, 2019 Regular Council Meeting regarding the Division 2 by-election.

CARRIED UNANIMOUSLY

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

C. ADJOURNMENT

P.D. Tighe MOVED:

**Motion 261/19: That Council adjourn the June 28, 2019
Special Council Meeting at 2:07 p.m.**

CARRIED UNANIMOUSLY

**For:6 - A. Hnatiw, D. Derouin, 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 #: RFD-128-19, **Version:** 1

9:00 a.m. Claudine Lavoie and Jim Douville Presentation
Re Improvement of Roads in Estates of Sturgeon County River Valley Area



Request Form

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

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

PART A: COLLECTION OF INFORMATION

CONTACT INFORMATION

Name: Claudine Lavoie and Jim Douville

Organization (if applicable):

Address:

Severed in line with Section 17 of the FOIP Act

Primary Phone:

Secondary Phone:

Email:

PURPOSE AND NATURE OF YOUR REQUEST

Please check that which applies to you:



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



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



I/we do not know at this time

Please provide the details of your request:

We would like to make a presentation at the council meeting preferably June 25, 2019

or alternatively July 9, 2019 to discuss the improvement of roads in the Estates of

Sturgeon County river valley area, to provide access to amenities resulting in part from closing

of Coal Mine Road by the City of St. Albert.

(If more space required, please attach additional information)

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



Yes jpeg photographs and maps



No

Signature:

Date:

May 26, 2019

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

PART B: DELEGATION/PUBLIC PRESENTATION PROCEDURE

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

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

Initials CL

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

Initials CL

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

Initials CL

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

Initials CL

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

Initials CL

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

Initials CL

MAIL OR HAND DELIVERY

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

PHONE

780.939.8279

EMAIL

legislativeservices@sturgeoncounty.ca

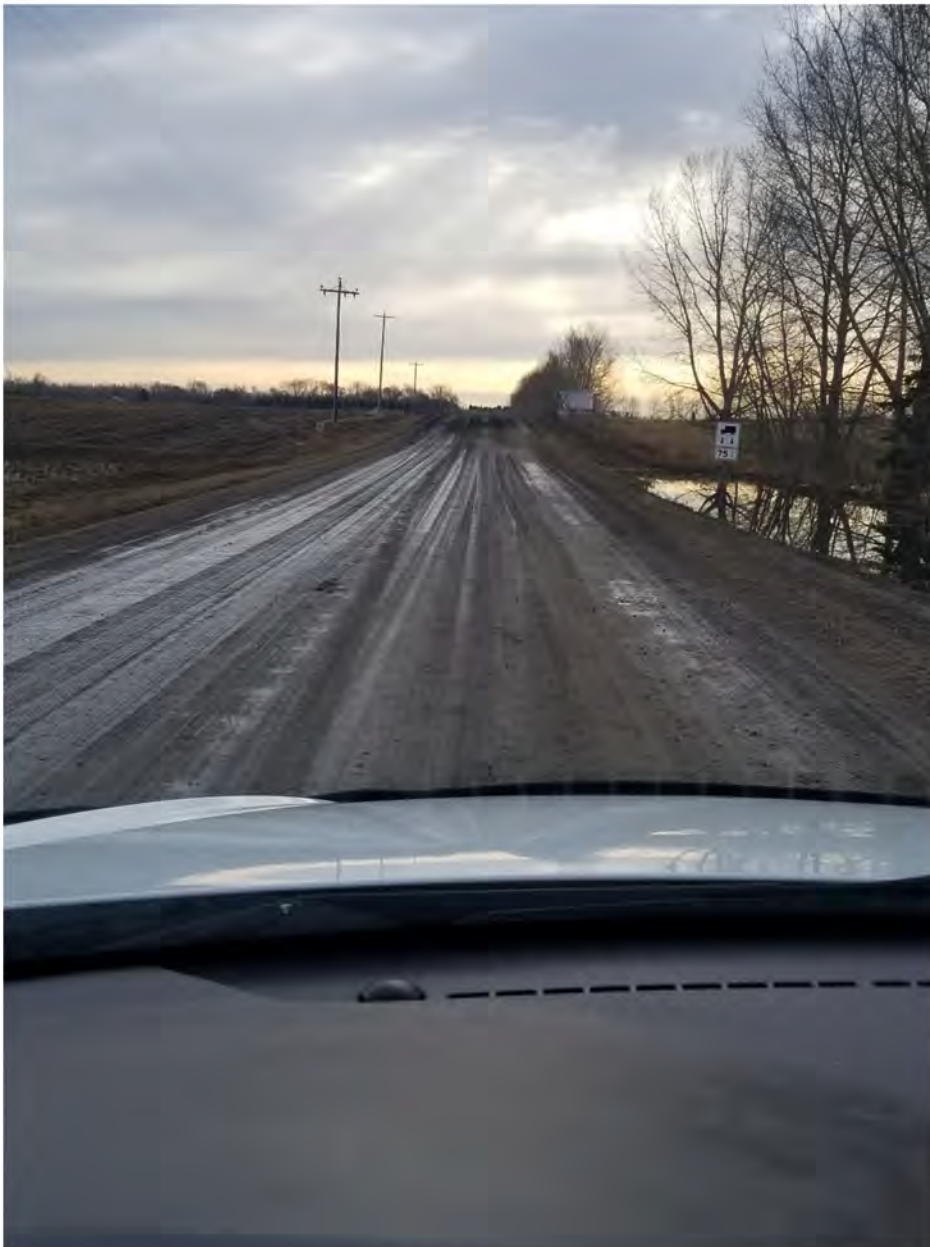
FAX

780.939.3003

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

Attached are the following:

1. Photo of Township Road 544 facing east;
2. Photo of Township Road 544 near the intersection of Highway 2;
3. Children disembarking school bus;
4. Child waiting for school bus;
5. The list of names of residents of various communities in the Sturgeon Valley supporting our Presentation to Council;
6. The City of St. Albert Transportation Master Plan. We will be referring to the maps on pages 5 and 10, and the Recommendation Action Plan (Roads) on pages 31 and 32.





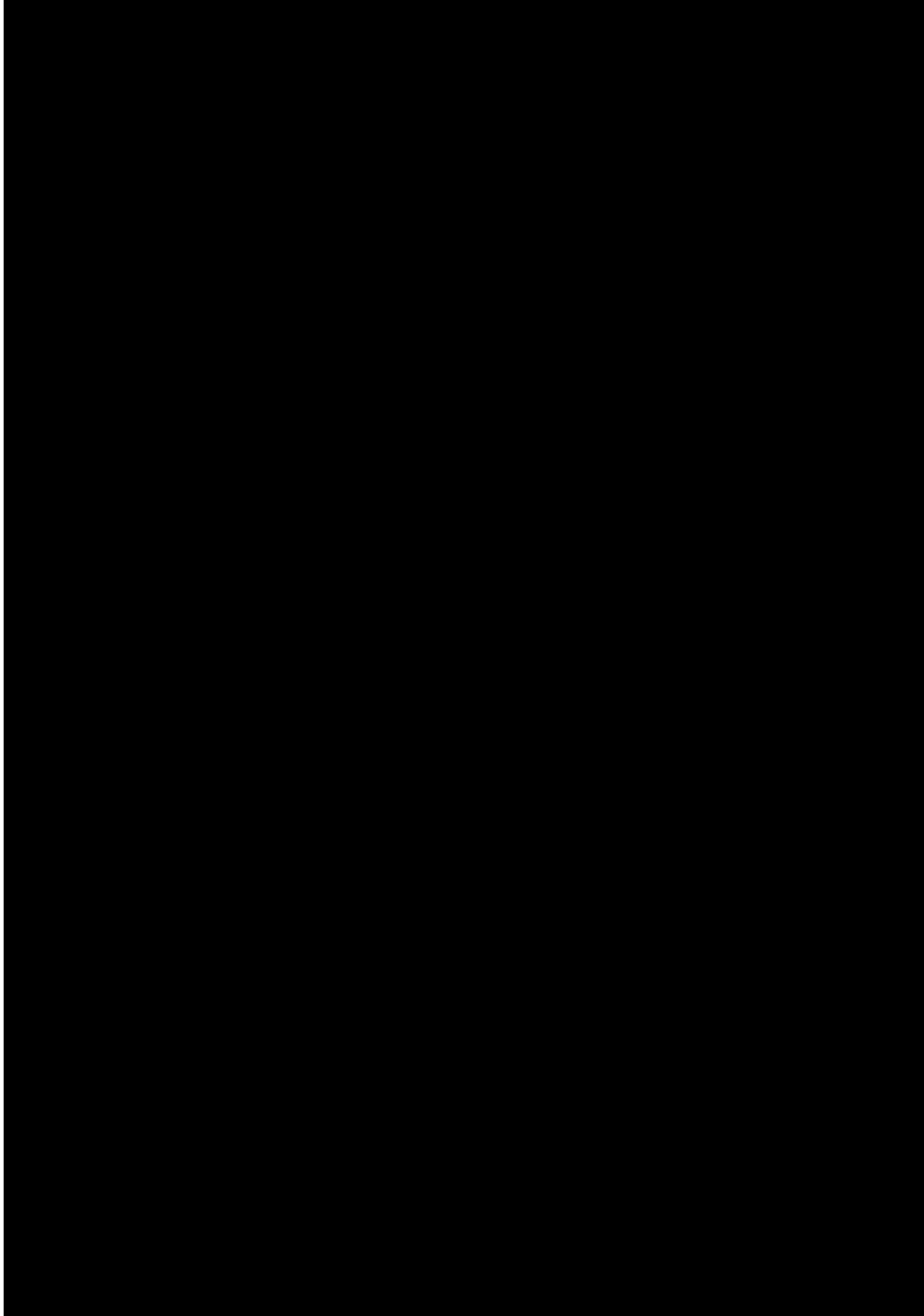




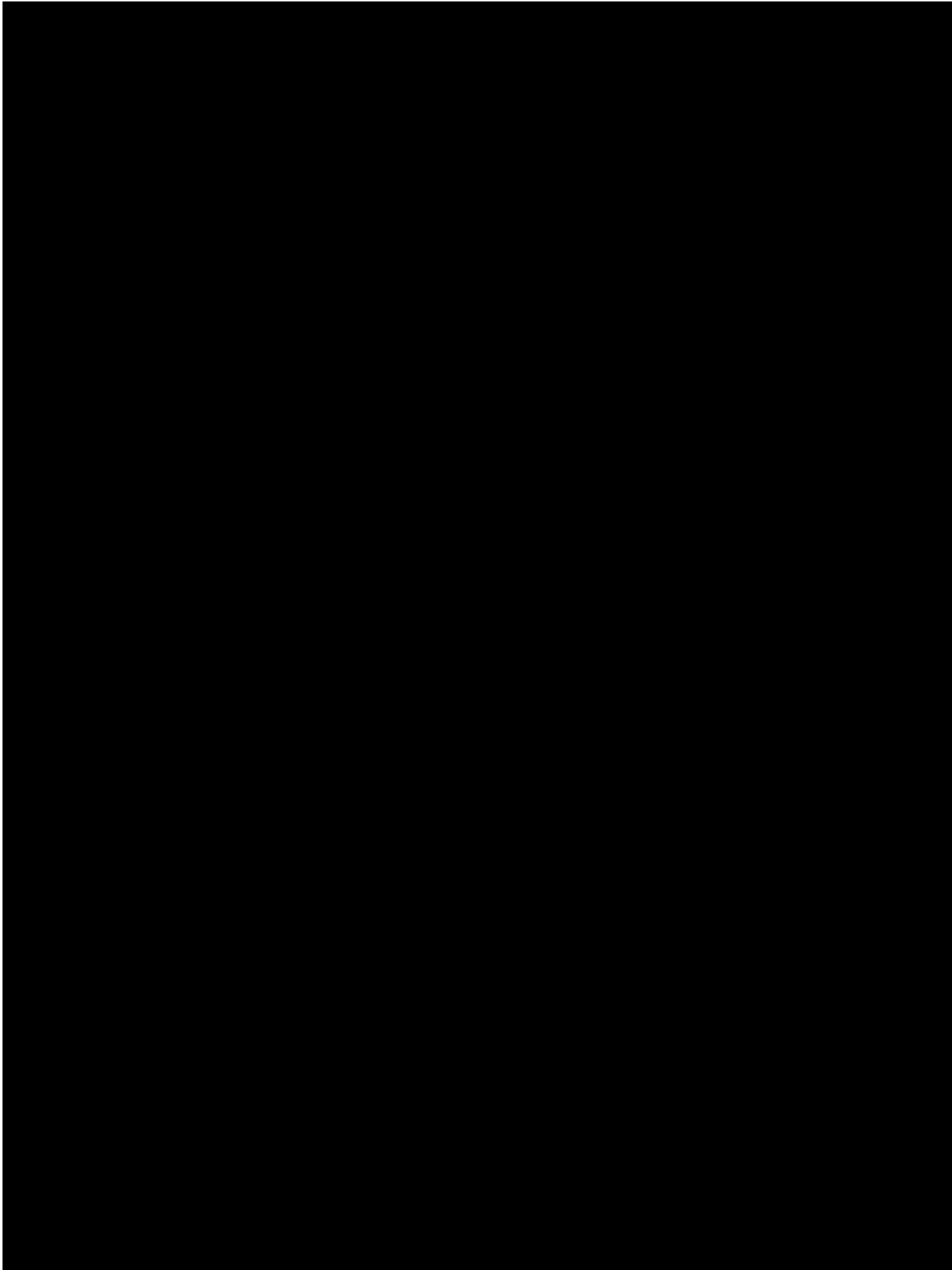
Severed in line with Section 17 of the FOIP Act

There are 54 names listed from the following areas: Greystone Manor, Upper Manor Pointe, The Banks of Sturgeon, Summerbrooke Estates, Manor Estates, Manor Pointe, Trestle Ridge Estates, Upper Manor Phase 3, Upper Manor Estates and Norther Lights Estates

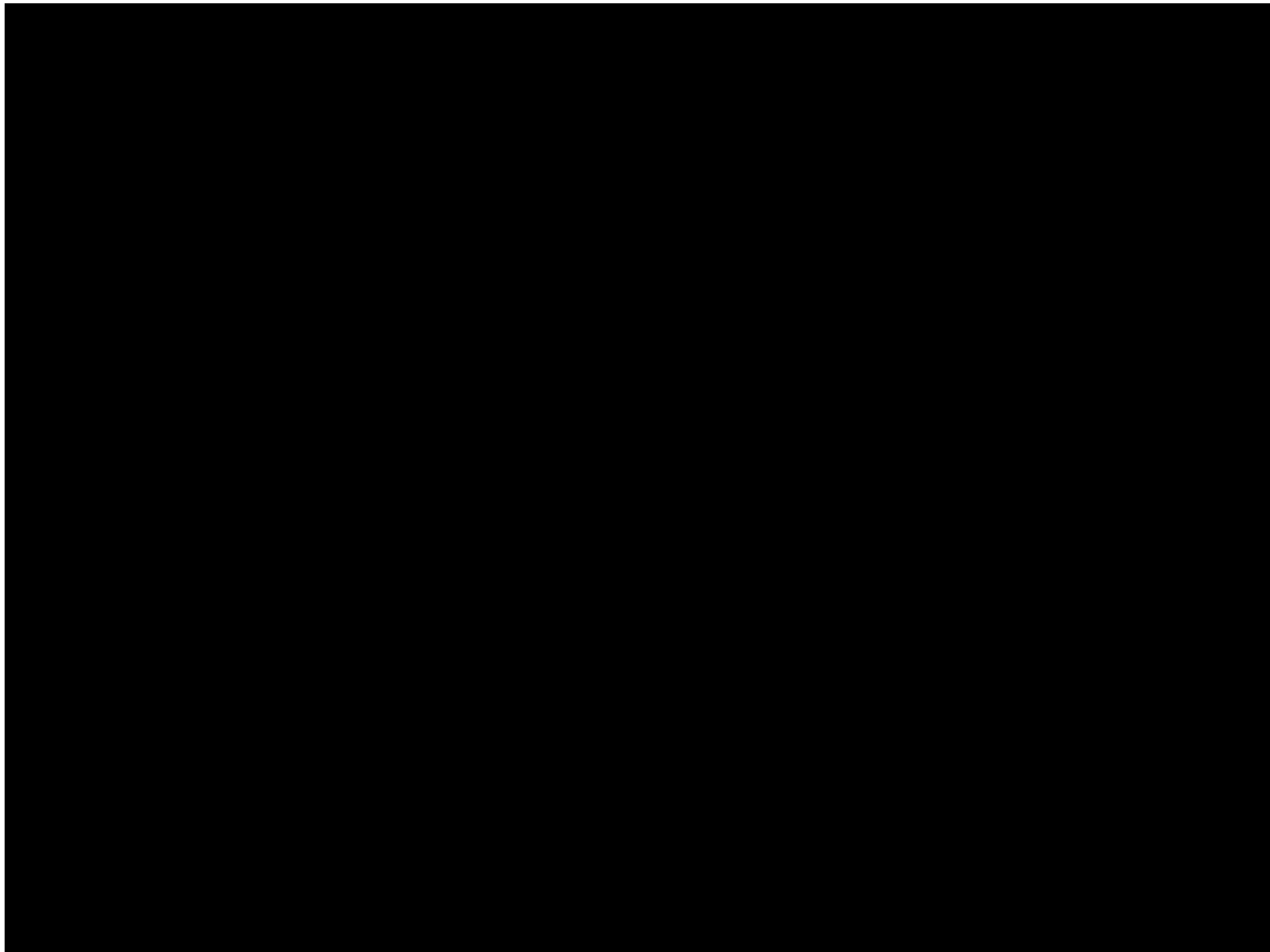
List of names supporting our Presentation to Council to discuss increasingly limited access to St. Albert where many of us have children attending school, sports, and the majority of our spending is done.



There are 52 names listed in the following areas: The Bank of Sturgeon, Upper Manor Pointe, Greystone Manor, Lower Viscount Estates and Upper Manor Estates



There are 29 names listed in the following areas: Tuscany Hills, The Banks of Sturgeon, Upper Manor Pointe, Upper Manor, Manor Pointe, Summerbrooke Estates





4 | Transportation Master Plan

This plan marks the beginning of a transformative period for St. Albert. The private automobile is now, and will continue to be, important to residents and their travelling needs; however, with limited options for road network expansion, the future of St. Albert will depend on transitioning to a higher usage of alternative transportation modes and developing regional infrastructure to lessen the impact of through traffic on the existing road network.

The recommended transportation master plan starts with the policy framework set out in Section 2. This policy framework was used to identify network improvements and an action plan for moving forward to achieve the principles and vision set out.

The TMP is a guiding document. Each of the following sections (Roads, Active Transportation, Public Transportation, Commercial/Goods Movement and ITS) identifies key projects and strategies to achieve the identified vision and align with guiding principles.

The key focus of this plan is to:

- Maximize the benefit of the existing infrastructure available.
- Prioritize improvements to regional infrastructure to alleviate pressure on St. Albert roads.
- Improve St. Albert Trail as a user friendly main street through St. Albert; address function and use of all roadways to support the network.
- Improve transportation choice through development of alternative infrastructure and coordination with land use planning to encourage a shift to alternative modes.

A detailed action plan for specific actions, policies and studies which will move the TMP forward is included at the end of this section. The success of the TMP will be measured by the implementation of these action items in a timely manner and ongoing evaluation of strategy indicators.



Table 4-1: TMP Guiding Principles and Objectives

Principle	Objectives			
1. Liveable Community	Supports land uses with access to employment and amenities via cycling, walking and transit in addition to vehicle access	Streets are identified for levels of service that protect the right road for the right purpose	Supports accessible and affordable transit	-
2. Sustainable Transportation	Supports transit facilities as viable alternatives to private vehicle	Supports multi-modal facilities	Use appropriate levels of service as criteria for infrastructure upgrades	-
3. Environmental Health	Minimize impacts to green spaces and environmental reserves	Achieves targets to reduce harmful emissions and greenhouse gases	Develop alternative forms of transportation (transit, pedestrian and cycling)	Use sustainable practices when upgrading, maintaining and constructing new infrastructure
4. Economic Prosperity	Integrates with regional network	Truck routes that access commercial/industrial areas while protecting neighbourhood streets	Develop new roads and intersections that prioritize safety for all users in balance with efficiency and accessibility.	-



4.1 ROADS

The existing road network in St. Albert is largely built out. The opportunities that exist for the future of St. Albert are a mixture of capital investment and policies to maximize the capacity and usability of the existing road network, as well as the development of standards and policies that will ensure new infrastructure is adequately designed to support growth and prioritize alternative modes.

St. Albert will rely on important regional connections, primarily expansion of Ray Gibbon Drive, but also the eventual development of 127 Street, to alleviate the pressure placed on St. Albert's roads by regional traffic. Building out other modes, including eventual LRT and active transportation links will also support the overall transportation network by providing increasing opportunities to shift modes towards transit, walking or cycling. LRT development will reduce vehicle capacity on St. Albert Trail, as such it will be critical to ensure opportunities for mode shift are realized and collaboratively integrated into the overall function of the network with urban development.

To facilitate the continued movement of automobiles, existing roads need to be managed in a manner that supports their intended use. While for local roads this might mean improving pedestrian facilities, on other major arterials; this may mean identifying improvements to intersections to update the level of service. A complete streets policy, recommended as an outcome in this plan, can help facilitate this shift. Properly identifying new intersections and roads that are designed safely for all users is also a priority.

What is a Complete Streets Policy?

A complete street policy recognizes that a community's road network consists of a wide variety of types of streets, and that on the whole, the network should be designed for users of all ages, abilities and modes. Complete streets policies recognize that some roads are primarily for cars, like freeways or busy rural roads, but other roads should be better designed for cyclists, pedestrians and transit riders. A complete streets policy allows transportation engineers and city planners to work together to transform a road network to ensure the safe, accessible and sustainable accommodation of all road users.

Strategies

1. **ITS** – Intelligent Transportation System integration will maximize the existing capacity and create improved efficiency on St. Albert roadways through such areas as signal timing progression and real time traffic information monitoring and data sharing. ITS is regarded as being important for the road network, but is also a comprehensive intermodal priority, and opportunities related to ITS are discussed in Section 4.5.
2. **Traffic Calming** – Neighbourhood streets are important for residents, but some collector roads have become busy and important connections to major arterials, and neighbourhood shortcutting has become a concern. Traffic calming policies will allow St. Albert to properly identify problem areas and suggest solutions.
3. **Complete Streets Policy** – In conjunction with the traffic calming policy, a complete streets policy will allow St. Albert transportation to prioritize improvements for alternative modes in priority locations, while supporting vehicle movement in others.
4. **St. Albert Trail** – St. Albert Trail is the busiest road in St. Albert, as an important connection to



shopping, transit, schools and regional connections. The development of regional infrastructure like 127 Street, Ray Gibbon Drive and the LRT will provide opportunities to change the scale of St. Albert Trail from a wide car friendly arterial, to a community road that supports comfortable facilities for all transportation modes.

5. **Regional Infrastructure** – To facilitate the future of St. Albert Trail, regional infrastructure is needed to provide alternative access around St. Albert for the high percentage of Sturgeon County and City of Edmonton traffic impacting St. Albert's roads.
6. **Traffic Modelling** – Maintaining an up to date transportation demand model is beneficial for ongoing evaluation of network infrastructure, traffic impact assessments and capital investment prioritization.

What did we hear about roads in public consultation?

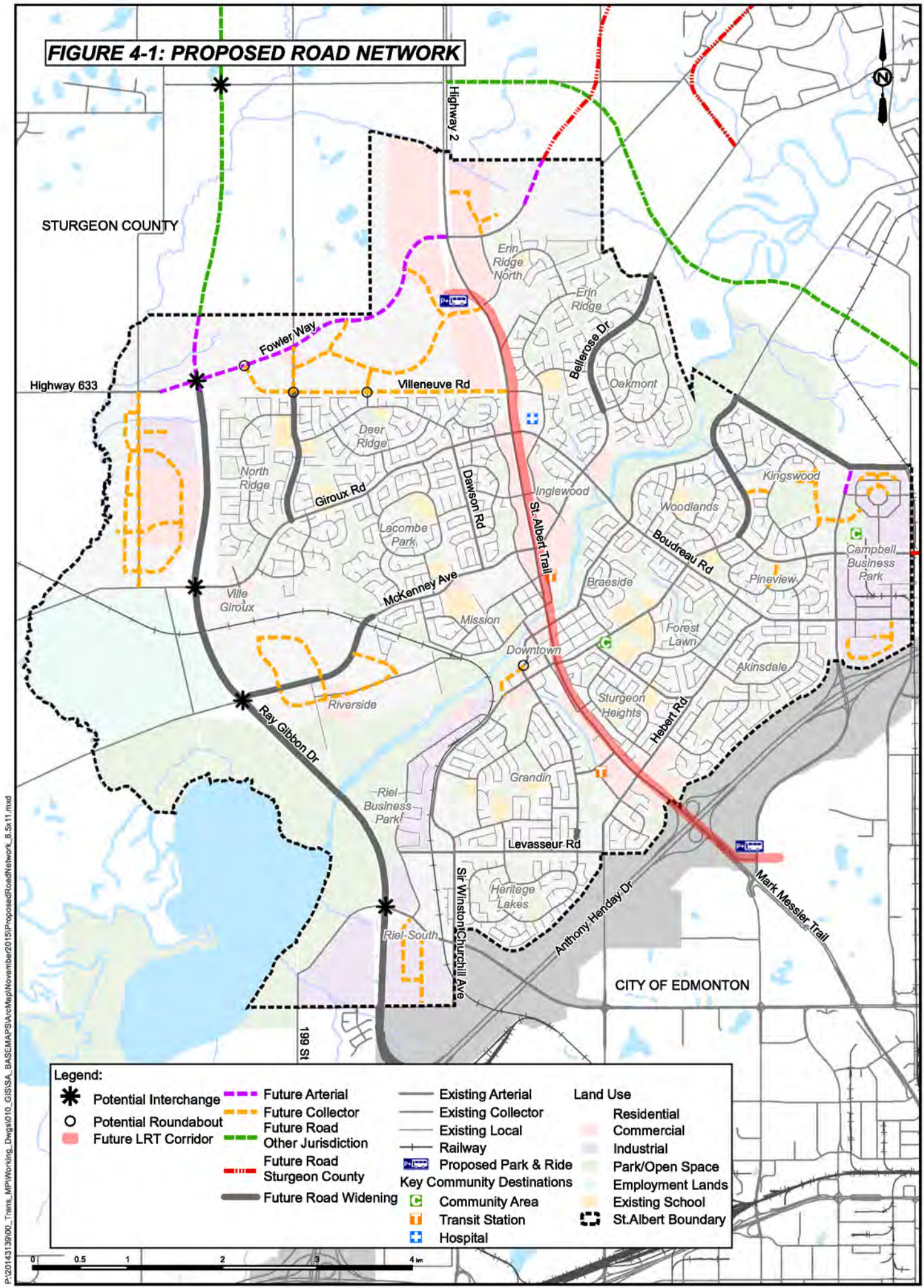
- Neighbourhood streets are the highest priority to residents.
- Speed and noise on these streets are concerns to residents.
- St. Albert Trail is an important road, and there are concerns about the movement of vehicles on this road.
- Driver information technology and intelligent transportation systems are important for residents.
- Ray Gibbon Drive is congested and needs added capacity.

Future Road Network

The future recommended road network for St. Albert is shown in **Figure 4-1**.



FIGURE 4-1: PROPOSED ROAD NETWORK



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St. Albert Trail: St. Albert Trail divides its functions between acting as a regional thoroughfare and local arterial. A future for St. Albert Trail is dependent on developing supporting regional infrastructure around St. Albert to alleviate this dual function, and allow for a re-envisioned St. Albert Trail for the future. With the approved LRT alignment along St. Albert Trail (from Anthony Henday Drive at the south end of the city to a park and ride transit facility at the north end of the community), two lanes of vehicle traffic from St. Albert Trail will be eliminated.

Development of an LRT, with the support of the City of St. Albert Planning department, can spur a change in development patterns in St. Albert, with future transit oriented development (TOD) and higher density development along the Trail. There is tremendous potential to transform St. Albert Trail from an urban thoroughfare to a multi-modal transportation corridor. With approval of the LRT, St. Albert Trail should include better pedestrian and cycling accommodation and consider access to transit stops. **Figure 4-2** shows St. Albert Trail today, and a conceptual illustration of how it may look and service road users in 27 years.

Figure 4-2: St. Albert Trail Future Streetscape (Source: Streemix.net)





Major Arterials (Through Movement Streets)

Major arterials are prioritized for the movement of higher volumes of vehicles and transit. These roadways generally will have access limited to 400m between intersections, restrict private access directly to the roadway and facilitate speeds of between 50 km/h to 60 km/h. Many arterials in St. Albert are divided four lane roads, and intersections between arterials are signalized. While it should be prioritized to keep traffic moving at a higher level of service on an arterial roadway, it is recommended that arterial alignments be used to facilitate cycling and pedestrian movements. Due to generous right-of-ways, these movements can be facilitated through development of multi-use trails off of the roadway. Priorities for existing arterials is to ensure safe crossings for pedestrians and cyclists, examine the need for signal prioritization for transit and then to maximize the capacity of the existing arterial through ITS initiatives and intersection improvements.

Urbanized Arterials (Balanced Streets)

Certain roadways within St. Albert that are labeled arterials should not be designed to function as a high speed through-way. Though they are similar in limiting residential access and functioning as a connection point between areas, some arterials, particularly in the Downtown should be more versatile, with increased accommodation for pedestrians, cyclists and transit. Traffic should move at a slower speed on these roads and lower levels of service for automobile traffic is acceptable.

Collector Roads

Collector roads are primarily residential, with direct access to private driveways, and serve to feed local traffic onto the major arterials. Feedback on traffic calming, excess speeds and volumes as part of this study were generally in reference to collector roads. Residents often perceive a collector road as a local road, and can be resistant to the impact of traffic from outside their neighbourhood driving in front of their homes. Existing collector roads should be evaluated in the traffic calming policy to identify if

and when traffic calming measures should be implemented, either to slow traffic or potentially reduce neighbourhood shortcutting.

The City of St. Albert Council moved in 2010 that future growth in the City should not include back alleys and have a curvilinear design with no grid system (Council Motion C191-2010). New neighbourhood designs should therefore align with this motion, but with consideration for multiple access points within neighbourhoods, particularly for pedestrians and cyclists. Ongoing consideration for best practices in neighbourhood design should be reviewed periodically.

Collector roads should be limited to two lanes of traffic, with on street parking availability and speed limits not exceeding 50 km/h. Collector roads can carry cycling traffic directly on the roadway, and should have sidewalk accommodation on both sides.



Local Roads

Local roads make up a significant part of the St. Albert Road network. Roads are typically designed with two driving lanes with resident parking available on both sides and speed limits no greater than 50 km/h. Local roads should accommodate pedestrians in the form of sidewalks on both sides. Cyclists should be comfortable riding directly on a local road.



Traffic Calming

Implementation of a traffic calming policy is recommended as part of the 10 year action plan in this report. This is an important issue raised by many residents over the course of the project period. Traffic calming on local neighbourhood streets can help to support active transportation as well, by making certain roads more appealing to cyclists and pedestrians through slowing traffic volumes and eliminating any shortcutting traffic. A traffic calming policy will be necessary to identify a unified set of standards to identifying project locations and implementation.



Complete Streets Policy

A complete streets policy is a system that can help municipalities bridge the gap between the desired outcomes of a TMP (meeting the needs of all users), and how the current engineering servicing standards are generally set up to prioritize the private vehicle. A

complete street will have elements that support transit, pedestrians, cyclists and in many cases the private automobile, but will identify how to prioritize different streets for these different purposes. There is no unified design standard for a complete street, because a complete street policy is about the overall network, not the individual road. What this may look like in St. Albert is improving pedestrian facilities on local roads, while still having major urban arterials that are primarily designed for rapid auto and transit movement. The intent of the complete street policy is to identify the standards by which different roadways should be classified and what movements are most important for that road. Complete streets are liveable, sustainable, and safe. In St. Albert in particular, a complete street policy will support that re-invention of St. Albert Trail as mass transit is introduced, and provide opportunities in new neighbourhoods to explore alternative roadway cross sections that support alternative modes.

Intelligent Transportation Systems (ITS)

An important part of the overall transportation system, and not just to the automobile, the strategy behind ITS is discussed in detail in section 4.5.

Regional Roads

The build out of the regional road network provides a bypass network around St. Albert through the use of Ray Gibbon Drive and 127 Street. This bypass network will contribute to the reduction of pass through traffic currently seen on St. Albert Trail. As noted from results of the intercept survey, approximately 50% of traffic on St. Albert Trail was identified as pass through traffic.

The future of St. Albert Trail depends on the construction of this regional road infrastructure to carry this external traffic around St. Albert as opposed to through St. Albert. With the future implementation of an LRT system this will result in the reduction of one lane of travel in each direction on St. Albert Trail. Knowing that the timing of the LRT completion will be aligned with urban development,



and mode shift; the transition between modes of travel will provide an offset to the loss of vehicle capacity, however it will also identify a reliance and requirement for the completion of such regional network improvements as Ray Gibbon Drive and 127 Street.

With the regional road network in place, it forms an unofficial ring road around St. Albert and consists of:

- Anthony Henday Drive along the southern border of St. Albert,
- Ray Gibbon Drive along the western portion of St. Albert,
- A combination of Fowler Way and Hwy 37 forms the northern connection, and
- 127 Street forms the eastern leg of the loop.

This development is important, not only for St. Albert traffic, but also for the capital region as a whole.

Ray Gibbon Drive – Ray Gibbon Drive is a potential future provincial highway that runs from Anthony Henday Drive to Highway 2, north of Highway 37.

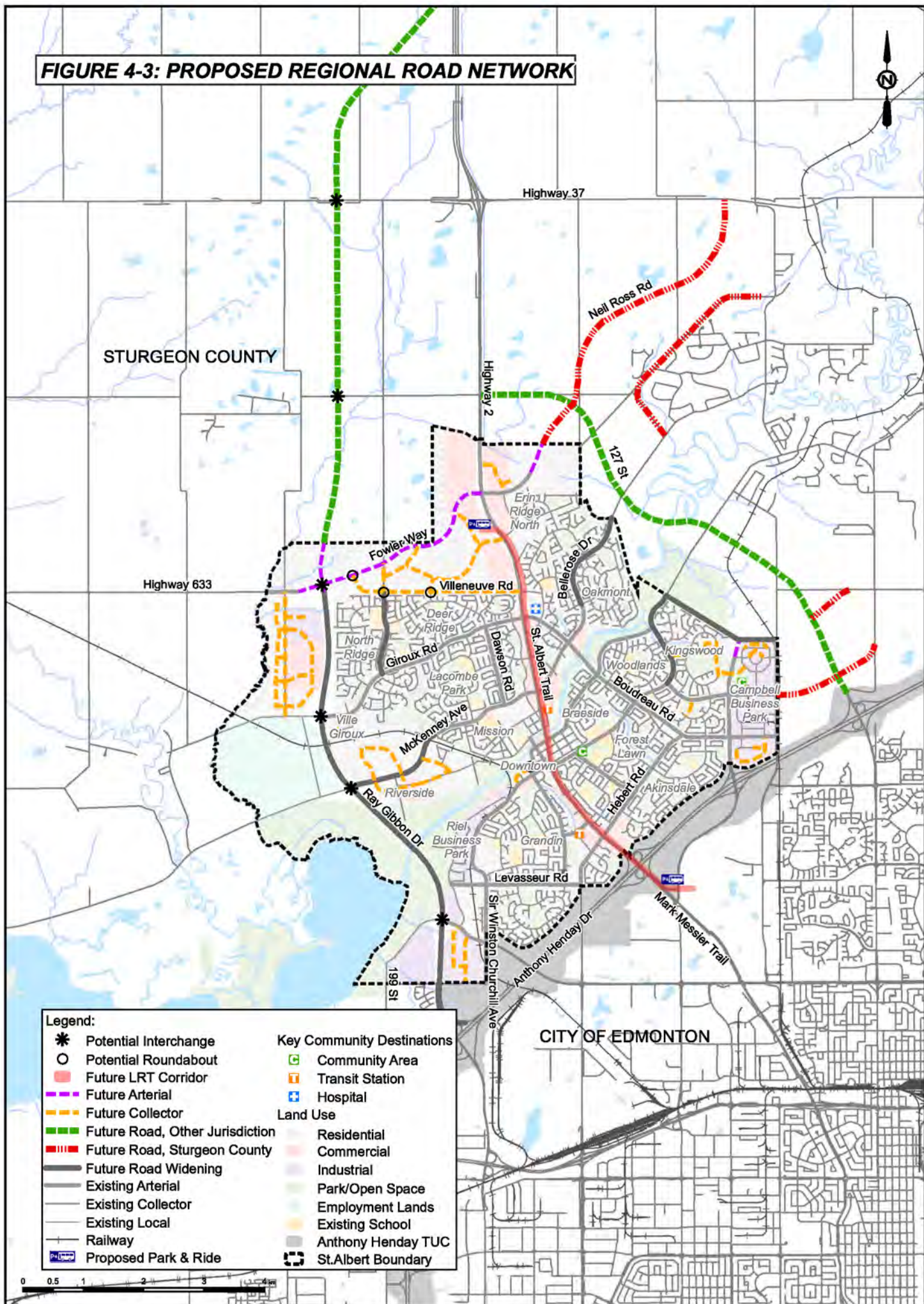
The future alignment of Ray Gibbon Drive will include 6 lanes of travel and interchanges, to make it a freeway. Within the horizon of this TMP, it is expected that Ray Gibbon Drive will be developed to a four lane cross section with at grade signalized intersections. This widening is beneficial to the overall road network by adding capacity, particularly for regional traffic as a bypass.

127 Street – 127 Street is identified in the Capital Region Board IRTMP as extending north past Anthony Henday Drive through Sturgeon County and connecting to Highway 2 north of St. Albert at Township Road 544. It is expected the 127 Street will ultimately be a four lane arterial and will divert regional traffic from St. Albert Trail.

Figure 4-3 shows the proposed future regional road network within the context of the St. Albert area.



FIGURE 4-3: PROPOSED REGIONAL ROAD NETWORK





The four figures on the following two pages show the impact on the overall road network of the development of this regional infrastructure by the projected future traffic volumes. **Figure 4-4** is the volume distribution in the PM Peak assuming all future road network upgrades are completed. **Figure 4-5** shows the impact of the future volumes on a road network with no upgrades from the current, 2014 road network.

Figure 4-4: 2042 PM Peak Volumes (full network built-out)



Figure 4-5: 2042 PM Peak Volumes (no upgrades)





Figures 4-6 and 4-7 show the comparison between development of Ray Gibbon Drive vs 127 Street. Figure 4-6 is the build out of the road network with four lanes on Ray Gibbon Drive, but no 127 Street. Figure 4-7 is two lanes on Ray Gibbon Drive and development of four lanes for 127 Street. The development of both roads within the planning horizon is recommended.

Figure 4-6: 2042 PM Peak Volumes (no 127 Street)



Figure 4-7: 2042 PM Peak Volumes (Two lanes Ray Gibbon Drive)





Anthony Henday Drive:

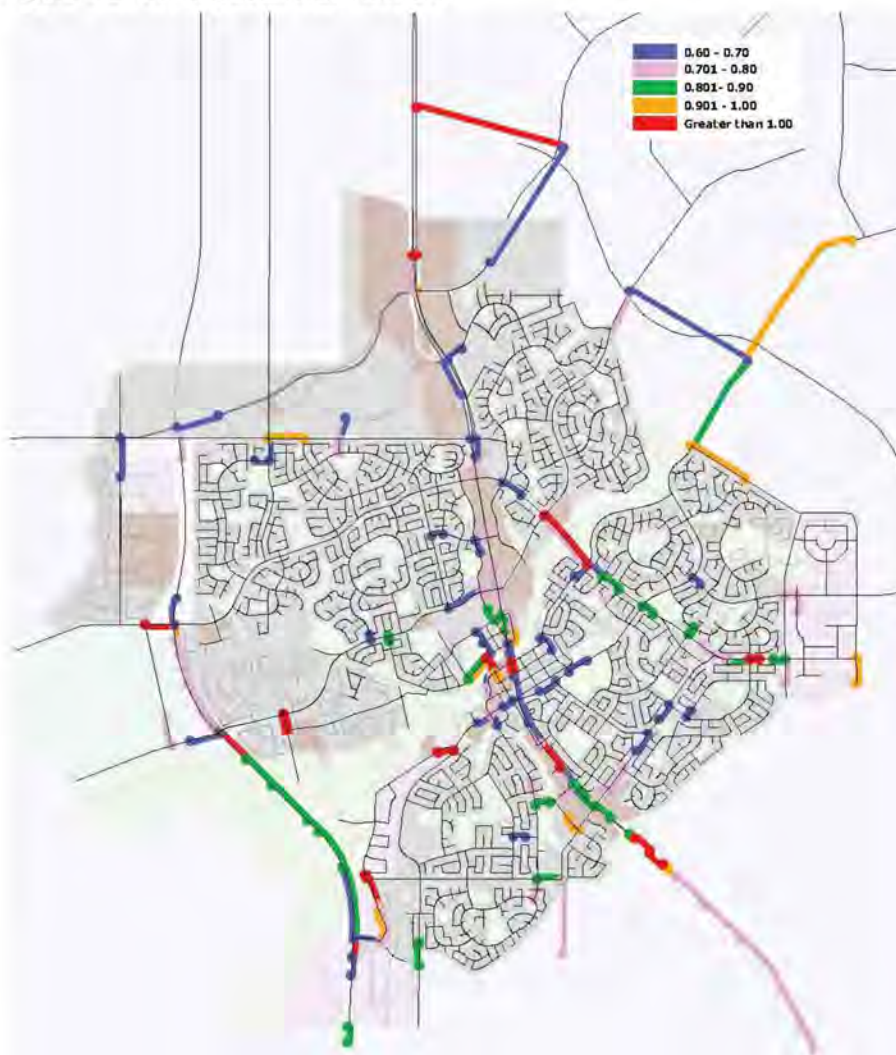
Anthony Henday Drive is an important regional connection for St. Albert residents, allowing fast access around the City of Edmonton and connections to important regional connections like the Edmonton International Airport in Nisku. With the completion of the northeast quadrant of the road scheduled for completion in November of 2016, there will be improved access between Strathcona County, northeast Edmonton and St. Albert.

LRT Impacts

The recommended LRT alignment, as identified by the LRT Alignment Study (2015), identifies necessary lane closures to accommodate a road

cross section with LRT along St. Albert Trail. While the implementation of the TMP does increase transit ridership, and thereby eliminate some of the commuter congestion on St. Albert Trail, the ultimate impact of the lane closures will result in increased v/c ratios along St. Albert Trail which may cause further diversion of traffic away from the more congested St. Albert Trail to other route options such as 127 Street and Ray Gibbon Drive. The v/c map for the road network, as impacted by future LRT is shown in **Figure 4-8**. This map assumes four lanes on Ray Gibbon Drive and four lanes on 127 Street, as well as other internal upgrades (identified in the capital plan).

Figure 4-8: LRT Impacts Road Network





4.2 ACTIVE TRANSPORTATION

The development of a long-term active transportation network is commensurate with the horizon of this TMP and was based upon the identification of strategic improvements that will ultimately ensure residents and visitors have increased accessibility to alternative, non-motorized forms of transportation for both commuting and recreational needs. It is notable that the 2014 Household Travel Survey recorded that 27% of car trips originating in St. Albert are less than five minutes in duration. This presents a real and tangible opportunity to replace a significant number of existing internal network vehicle journeys with active modes and also foster a sustained increase in multimodal journeys over time.

Strategies

1. Support Community Growth with a priority towards strategic higher density development and multimodal connectivity throughout the city.
2. Align with local demand through public consultation and data analysis.
3. Establish and implement design standards to accommodate all network users for the appropriate function of the roadway.
4. Establish a system of trail linkages and cycling routes.
5. Ensure ongoing promotion and encouragement of active transportation.

What did we hear about Active Transportation in public consultation?

- It is not safe to walk or cycle on roadways in St. Albert.
- There is not much demand for facilities for commuting by bicycle in St. Albert.
- Cycling is primarily recreational.
- Cycling and walking routes are important for residents.
- Residents would like to be able to walk or bike to work and commercial.

Strategy Development Process:

The development of the active transportation plan was developed through the integration of existing network plans, public consultation and stakeholder engagement. Key documents reviewed included the existing and planned on and off road routes, the City of St. Albert Recreational Trail System Map, and the City of Edmonton existing Bicycle Transportation Network Map. Field investigations documented and confirmed the existing conditions, and identified future opportunities and barriers. From this review, a draft network concept was identified, which was reviewed through engagement with stakeholders at the stakeholder sessions, and through the public open houses.

The recommended Active Transportation Network proposes to build upon the existing off-road network, therefore catering to the widest range of users abilities in St. Albert. This will be accomplished by developing off-road links wherever possible and utilizing on-road connections where necessary.

The Red Willow Trail System was a key input to the analysis of the existing network and future considerations sought to build upon and extend the connectivity that the Red Willow currently provides.



4.2.1 Future Active Transportation Network

Network Concept

The Active Transportation Network outlined here proposes a transition from a high recreational priority to a more commuting opportunity, through the development of off-road links wherever possible and utilizing on-road connections to build upon the off-road network, therefore catering to the broad range of new and existing users with a range of abilities in St. Albert.

Figure 4-9 illustrates the proposed Route Network Concept which consists of city-wide (Primary) Routes and Connector (Secondary) Routes. This terminology was intentionally selected to be consistent with the Edmonton Bicycle Transportation Plan, and reinforce the desire to create seamless connections between the two cities. Connections to Sturgeon County via the proposed Intermunicipal Trail Network have also been included.

Network Hierarchy

The network consists of three kinds of connections:

1. City-Wide (Primary) Routes
2. Connector (Secondary) Routes
3. Other connections

Primary Routes are designed to provide continuous spine connections throughout St. Albert and create links to the City of Edmonton. With the exception of a few locations, the proposed city-wide network is off-road, utilizing the existing off-road trail network through parks and public open space, and expanding on the in-boulevard multi-use trails along a number of arterial roads. The city-wide system will enable utilitarian and recreational users to travel efficiently throughout the city and to neighbouring Edmonton, while providing some separation between active transportation users and motor vehicles.

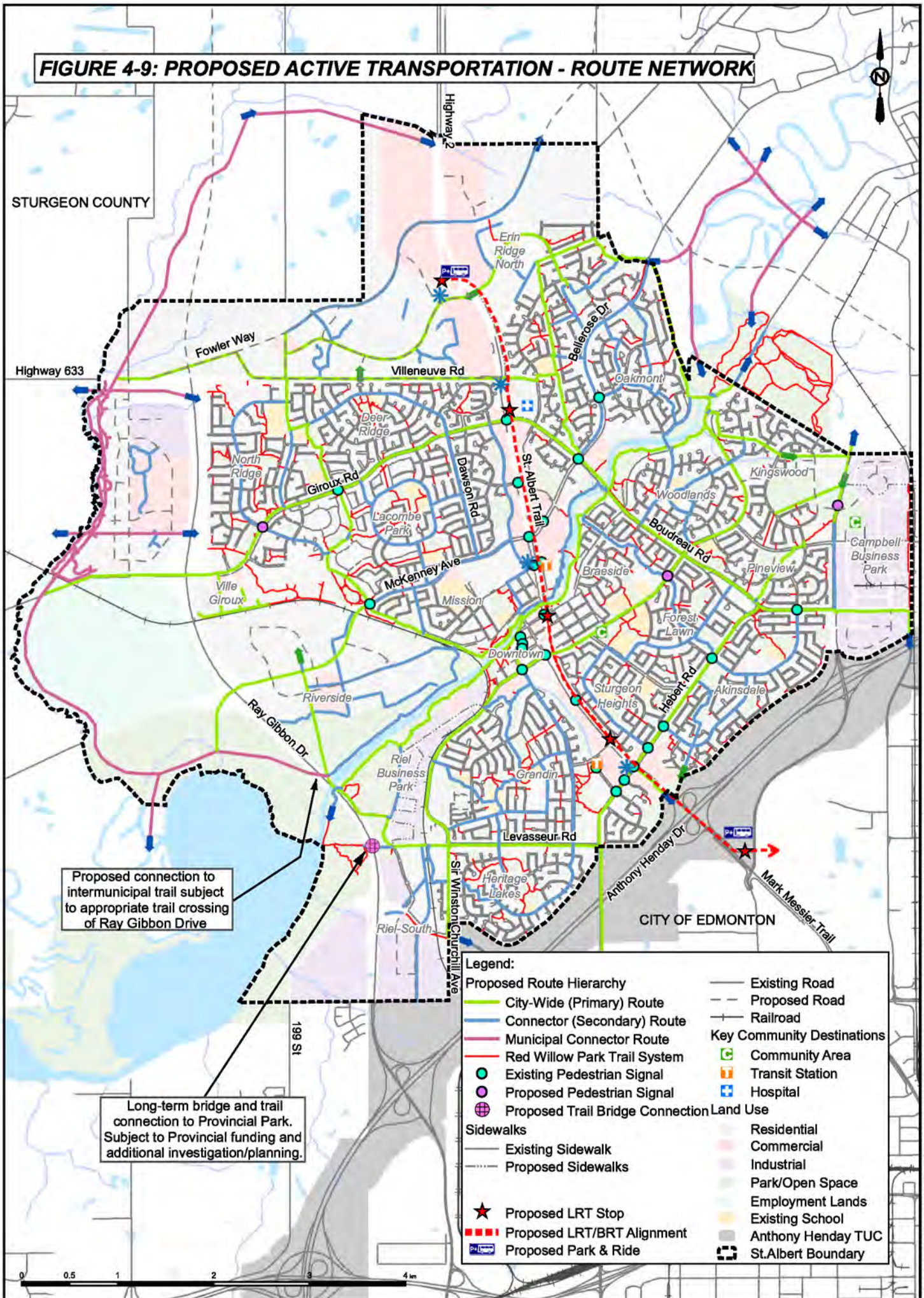
As new neighbourhoods are developed, the city-wide routes should be extended, with an opportunity to integrate new complete street design standards, and include crossings of major barriers such as the railway and Ray Gibbon Drive.

Secondary Routes are designed to connect directly to city-wide spine routes, and provide connections within neighbourhoods throughout St. Albert. Secondary routes utilize portions of the off-road trail system as well as the network of neighbourhood collector and residential streets where pedestrians can rely on sidewalks and cyclists can share the roadway network with motor vehicles on proposed facility types including signed bike routes.

Other Connections refers to the primarily recreational paths that run through parks and other green spaces in the city. These routes allow connections to and from recreational spaces as well as access to the primary and secondary elements of the wider active transportation network.



FIGURE 4-9: PROPOSED ACTIVE TRANSPORTATION - ROUTE NETWORK





Facility Types

The proposed facility types for the future active transportation network are illustrated in **Figure 4-10**. The proposed facility types include:

In-Boulevard Multi-Use Trail - These paved 3-4 m wide trails, typically with a center line to delineate directions of travel on the trail, are best for off-road cycling with adequate width to allow for passing and shared mode use with pedestrians, wheelchairs, or other modes such as rollerblades / skate boards. In-Boulevard multi-use trails parallel existing roadways and are constructed within the road right-of-way. Appropriate accommodation and treatment must be considered and implemented for safe crossings at trail to trail and trail to roadway crossings.

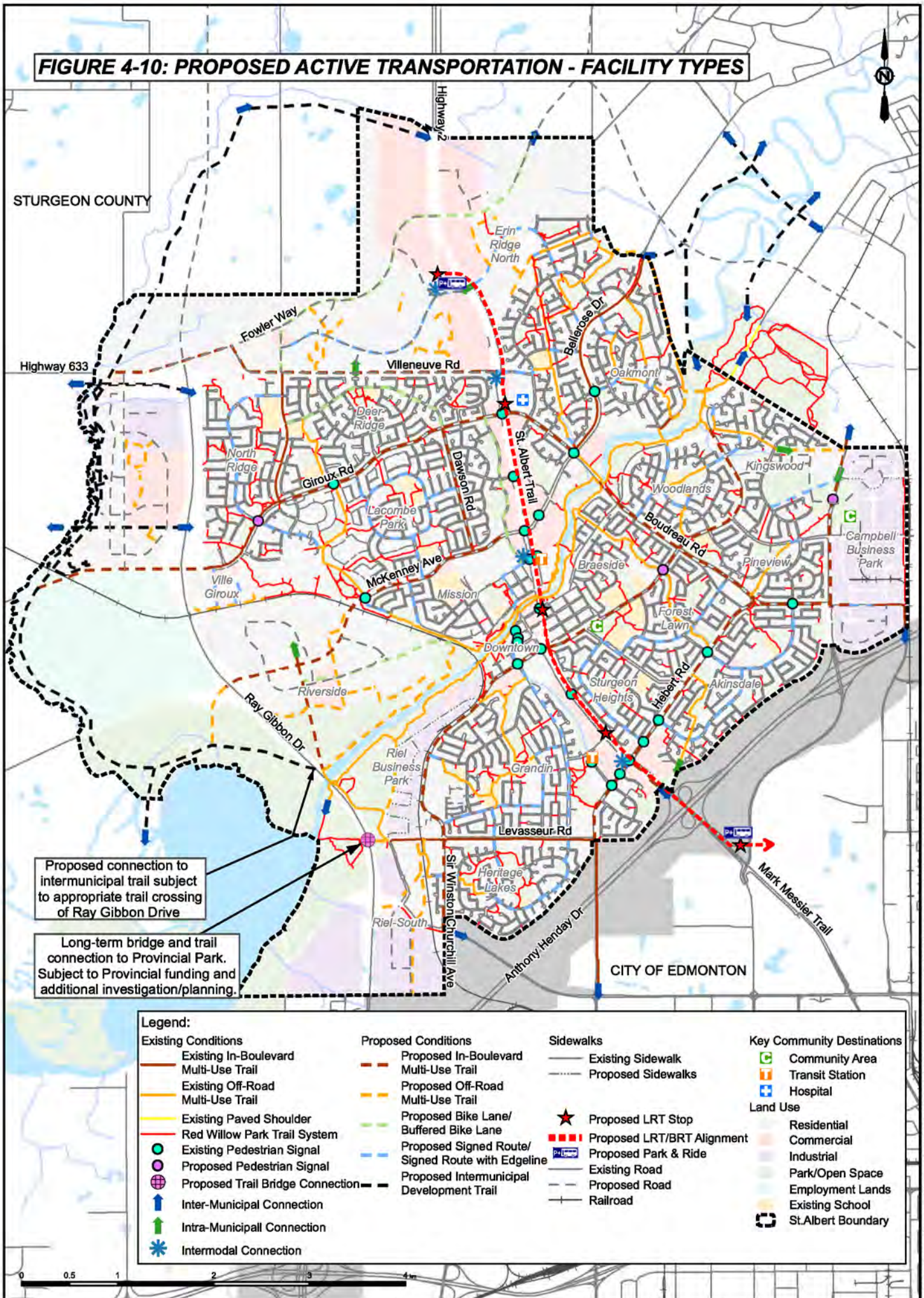
Off-Road Multi-use Trails - Built to the same criteria as in-boulevard trails, these facilities are also paved, shared multi-use trails but are typically located through parks.

Bike Lane/Buffered Bike Lane - A bike lane is a delineated on-road facility where parking and driving automobiles is prohibited. Bike lanes should be well marked and signed and are recommended to be a minimum of 1.5 m wide, with an engineered separation between bikes and vehicles. Buffered bike lanes include additional physical separation between cyclists and traffic through either a lane of parallel parking or other devices on the roadway. Bike lanes are appropriate on slightly busier roadways where cyclists may feel less comfortable sharing right-of-way with automobiles.

Signed Route/Signed Route with Edgeline - A signed route is where there is no specific space allocated to the bicycle within the roadway, but signage indicates that users should be prepared to share the road. If the shoulder is marked with an edgeline where the width is greater than 1.3 m, cyclists can be directed to use the shoulder as their cycling facility. Signage should be frequent and clear to ensure that users are prepared to share the space.



FIGURE 4-10: PROPOSED ACTIVE TRANSPORTATION - FACILITY TYPES





4.3 PUBLIC TRANSPORTATION

St. Albert already has a comprehensive long term transit planning document in the form of the Transit Long Term Department Plan (TLTDP). The intent of the TMP is to support and align transportation strategies and associated action plan with the goals and objectives identified within the TLTDP.

Public transportation is also more than just the traditional model of publicly funded mass transit. New services such as car sharing, as well as potential future driverless technologies, will have a significant impact on public transportation choices in the foreseeable future.

Strategies

The key public transportation strategies for this TMP are to:

- Endorse the direction of the TLTDP
- Support implementation of the LRT Alignment Study (2015) and utilize its recommendations in future traffic modeling and evaluation of network scenarios.
- Support the development of intermodal connections.

- Investigate implementation of non-traditional transit modes and ensure aspects of any ITS strategy align with forthcoming technology.
- Land use integration to support density around future LRT stations through adoption of appropriate land use planning instruments.

What did we hear about Public Transportation from the public consultation?

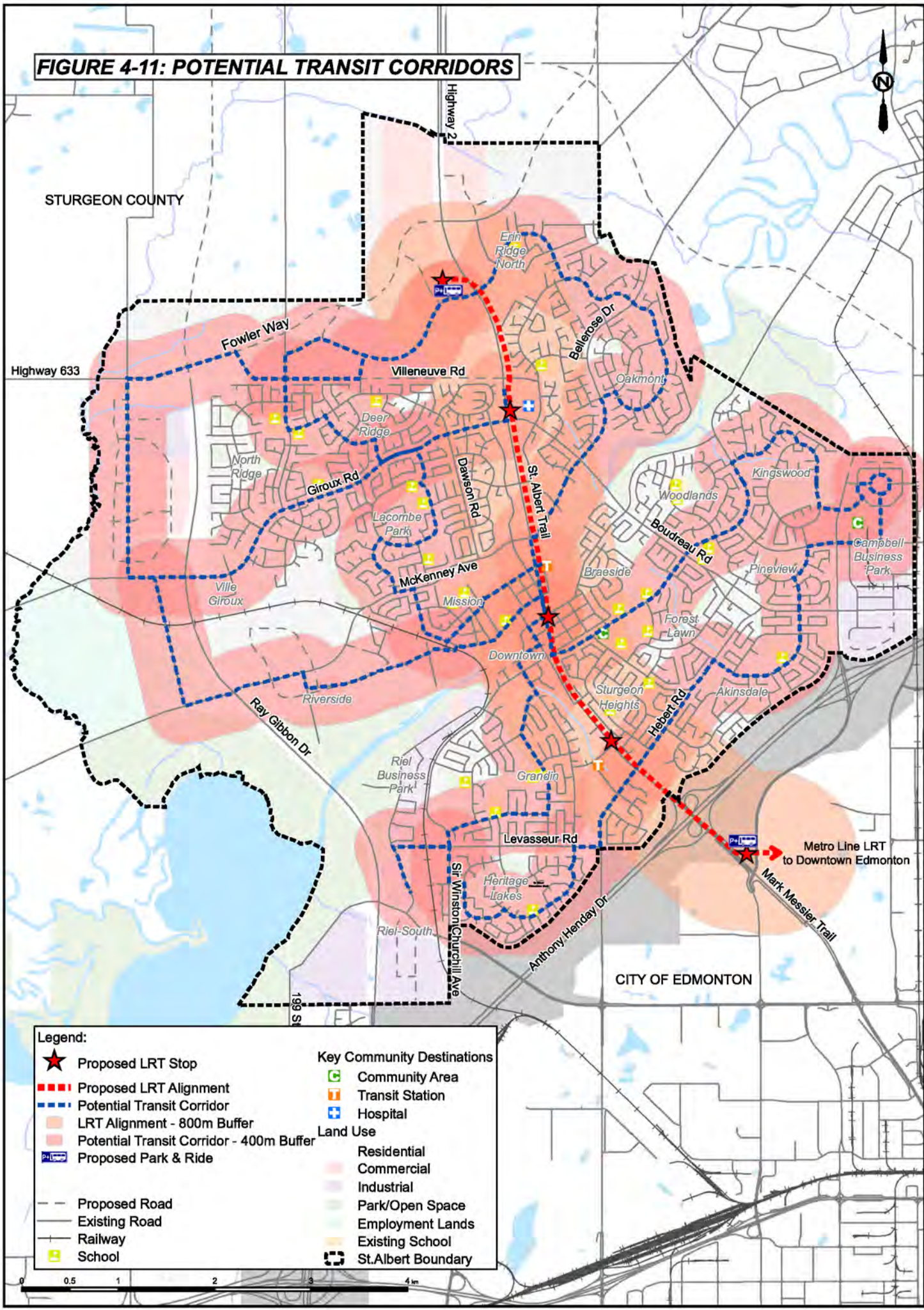
- Public transit is important to residents.
- The LRT is important for the future.
- Local routes are not always convenient.
- Integration of land use will be important for success.

4.3.1 Future Recommendations

Based on the existing plans in place, this TMP identifies potential local bus corridors that provide coverage to service the community, as well as the approved LRT corridor and park and ride facilities. Future transit corridors are shown in **Figure 4-11**.



FIGURE 4-11: POTENTIAL TRANSIT CORRIDORS





LRT

This TMP supports the long term implementation of LRT as a strategy to increase transit ridership and mitigate the environmental and roadway level of service impacts due to regional and municipal growth and ensure a fully integrated multimodal network system for the Capital Region. As LRT planning moves forward, more detailed ridership estimates will be developed by looking at land use densification around stations and increased job opportunities in St. Albert to attract 'reverse direction commuters' (that is, residents from Edmonton who will take the LRT to work in St. Albert). Transit ridership growth is estimated in this study by comparing the expected future difference between travel times when driving or taking the bus, versus taking the LRT. While ultimately LRT ridership will be impacted by many factors, including travel costs, land use and residential densities, employment locations, travel times is an effective tool for estimating ridership with the information available.

Due to future lane closures on St. Albert Trail, and increasing congestion on both St. Albert's roads and the City of Edmonton roads, in the future, the LRT will prove to be a faster route into Downtown Edmonton, the University of Alberta and NAIT than driving. Transit ridership is expected to continue to grow in St. Albert, but the implementation of the LRT has the potential to increase the transit ridership by 30%, based on these expected travel time differences. This improvement would result in an ultimate mode split for traffic traveling into and out of Edmonton at the south end of St. Albert of 23% transit ridership, versus the existing mode split of 15% in the PM peak hour.

There is potential for additional ridership growth through increased regional traffic transferring onto the LRT. Park and ride spots, particularly in north St. Albert could support this growth. Guidelines for transit oriented development, to help support better connections and density at each of St. Albert's transit centres will help direct future development in such a way as to support LRT and increase ridership projections even higher.

An additional strategy to support the long-term implementation of the LRT is the development of high frequency local bus routes running along the future LRT alignment.

Buses

Local transit routes will continue to be important to serve the internal transit centres. The ongoing Local Transit Route Restructure process will review service standards and include a two-phase public engagement process before recommending an updated network for implementation from September 2016.

This review provides a timely opportunity to consider the current TLDP goals and review them against the long term transportation planning horizon objectives outlined in this TMP. An integrated planning framework has the potential to increase mode share above and beyond the existing goals.

Future route planning should determine the balance between access and frequency, and continue to review best practices to determine the most appropriate method to boost ridership within St. Albert.



4.4 GOODS MOVEMENT

Though primarily a residential community, the City of St. Albert has two industrial areas and plays an important role in the movement of goods through the region. While the City of Edmonton's 2014 Good's Movement Strategy shows that the majority of current regional good's movement bypasses the City of St. Albert, industrial expansion in the City of Edmonton's northeast and northwest industrial areas is expected to have an impact on the City of St. Albert. Extensive development of South Riel and existing major commercial/industrial entities like the Albert Gaming and Liquor Commission distribution centre in Campbell Business Park result in a large volume of goods movements originating in the city.

Strategies:

- Provide connections between industrial areas and commercial sites within the City of St. Albert.
- Deter heavy vehicle traffic from residential areas and schools where possible.
- Provide regional connections to Sturgeon County and The City of Edmonton.

What did we hear about goods movement in public consultation?

- Commercial vehicles are sometimes traveling on residential streets.
- Regional connections are important to residents.

4.4.1 Future Truck Route Network

Within this TMP, the priority is identification of the key routes for future good's movement through the City of St. Albert. The existing traffic bylaw designates and permits large loads on the majority of arterial roadways in the city; the recommended TMP truck route map recommends reductions to these allowances and looks to align with appropriate designations based upon overall roadway

functionality. While this TMP is primarily about the movement of people, the movement of good's is important for the economic growth of the region. Connections to the City of Edmonton and Sturgeon County, as well as through the region will be the focus. The types of routes identified within the TMP are consistent with those identified for the capital region.

24-Hour Dangerous Goods Routes

The two St. Albert corridors most important for good's movement currently are St. Albert Trail and Ray Gibbon Drive. The expansion of Ray Gibbon Drive and development of Fowler Way are the priority infrastructure improvements to positively impact goods movement through the city. This change will take heavy vehicle traffic off of Villeneuve Road in the short term, and St. Albert Trail in the long term. A key recommendation in the Villeneuve Road Study (2015) was to reclassify Villeneuve Road as a collector road and remove its designation as a truck route; while designing and constructing Fowler Way as the designated commercial good's movement corridor.

As described in the Roads Section (4.1), the long term intent for St. Albert Trail is a new vision as an urbanized arterial, prioritizing the movements of people through active transportation and transit. While this plan continues to include St. Albert Trail as a 24 Hour Dangerous Goods Route, it is expected that completion of 127 Street and Ray Gibbon Drive would allow for a re-evaluation of this designation, and dangerous goods vehicles could be eliminated from St. Albert Trail. Although St. Albert is not currently a regional oversize load corridor, collaboration with the City of Edmonton, Sturgeon County, Alberta Transportation and other key stakeholders should occur on an ongoing basis to protect the efficient and appropriate movement of goods through the region.



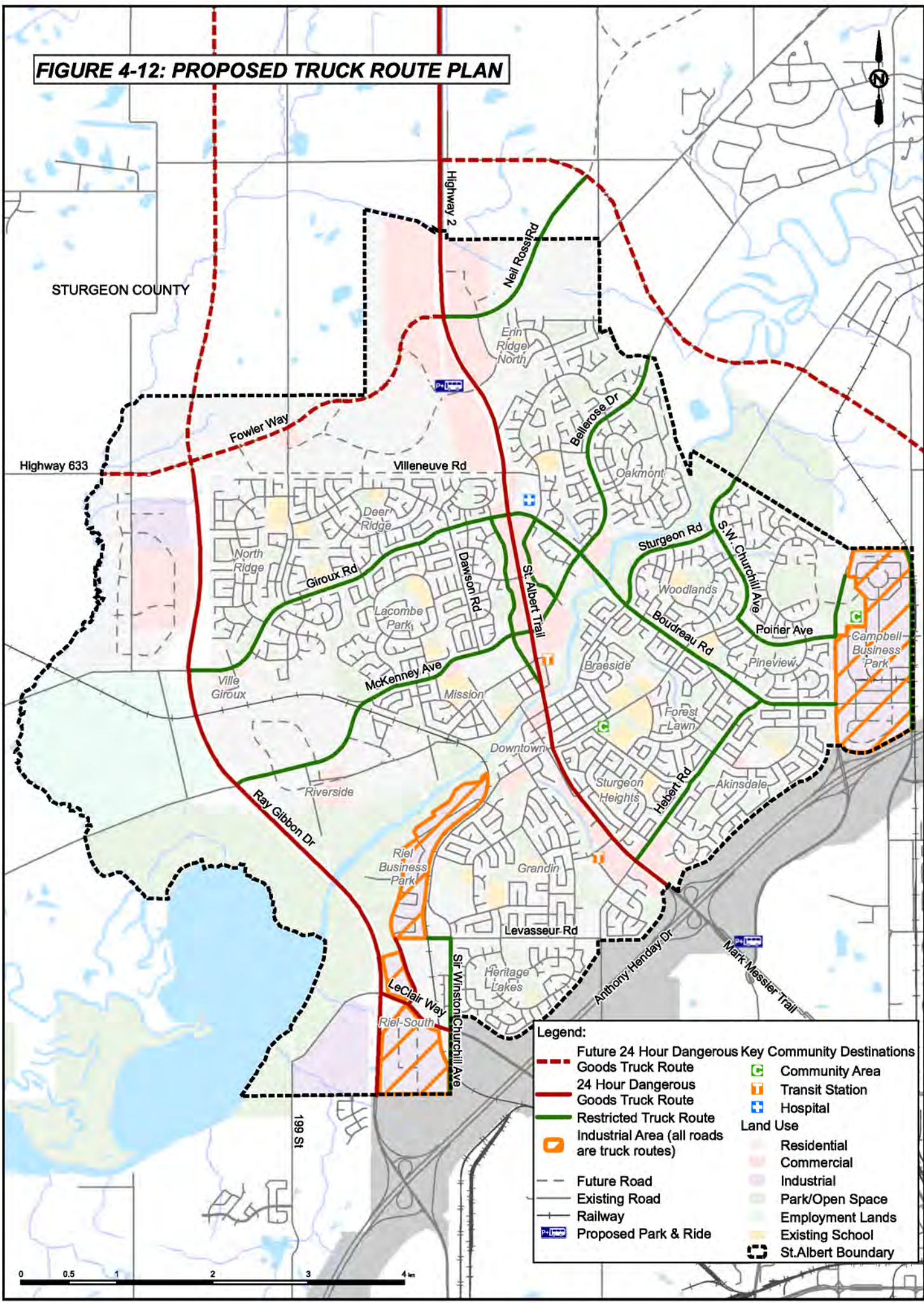
Restricted Truck Routes

The restricted truck routes are identified to provide the connections between the industrial areas and access to main commercial sites within the community. The revisions to the restricted truck routes as identified in this plan reduce the impact on residential areas, with a focus of avoiding school zones where possible.

As per the Provincial Traffic Safety Act, commercial vehicles must stay on the restricted routes until taking the shortest route to their final destination. All roads within identified Industrial Areas shall remain as both truck and dangerous goods routes. These routes, if approved, would have to be identified and incorporated into the Traffic Bylaw for field level changes. The proposed Truck Route Map is included in **Figure 4-12**.



FIGURE 4-12: PROPOSED TRUCK ROUTE PLAN





4.5 INTELLIGENT TRANSPORTATION SYSTEMS (ITS)

Many of the strategies identified in the previous four sections identify recommendations related to supporting a specific mode. Worthy of a separate discussion, many emerging technologies have the capability to improve the overall implementation of the TMP and support strategies across multiple modes. ITS implementation is at the forefront of this discussion. ITS development can improve road capacity through signal timing progression, improve EMS / Transit travel times through priority signal phasing, enhance traffic data collection and management, and result in improved road condition and operations information sharing with the general public that can be aligned with multi-jurisdictional collaboration. This supports the TMP guiding principle of sustainable transportation by using technology to make the most of existing infrastructure as well as providing tools to residents to help make the shift away from the private vehicle more appealing in certain conditions.

Strategies:

- ITS Policy Development
- Social Media and Education Integration
- Regional Integration
- Multi-modal facilities
- Future Technologies

4.5.1 ITS Plan

The Community Vision of St. Albert speaks to its values as a “vibrant, thriving city” with the five pillars of sustainability. As an innovative and progressive city that protects its identity and small town values, these characteristics are indicative of the success of the city, its communities and residents. ITS is an important component to supporting the ultimate implementation of the Smart City Centre of Excellence Master Plan. Growth and prosperity are realities in St. Albert which affects transportation needs that will be addressed in this TMP. The

Transportation Master Plan and the ITS initiatives will support this vision by building better communities through transportation excellence.

What is ITS?

Intelligent Transportation Systems applies technologies to transportation problems to improve the efficiency, safety and security of the network. ITS supports a seamless, multi-modal journey that integrates transit, goods movement, autos, pedestrians and cyclists.

The congestion and safety problems that are evident on each commuting day in St. Albert, combined with the fiscal reality of restricted budgets, require the city to examine ITS as an “enabler” of innovation and efficiency to maximize the operation of the existing transportation network. ITS achieves this goal by using technologies that make trips smoother, safer and more sustainable. A direct result of this efficiency is that St. Albert will be better able to meet its sustainability and environmental community objectives.

ITS is organized into 8 user service “bundles” comprised of 35 user services which are directly applicable to the TMP. These bundles include:

- **Traveller information** – provides information to the public including pre-trip (web sites) and enroute (in-vehicle navigation, variable message signs) traveler information.
- **Traffic management** – traffic signals that are coordinated to real time demand and incident management to detect, verify and respond to motor vehicle incidents.
- **Public transport** – systems that support transit such as transit signal priority (TSP), tracking of buses using GPS, and real time “next bus” arrival systems.
- **Electronic payment** – smart cards, and parking payment systems that provide the customer with convenient means to pay a fare, fee or toll.



- **Commercial vehicle operations** – systems such as weigh-in-motion (WIM) that support the regulation and operation of commercial vehicles.
- **Emergency management** – integration of emergency services with traffic operations to provide information to first responders.
- **Vehicle safety and control systems** – connected and autonomous vehicles.
- **Information warehousing** – data management.
- Provide a phased and prioritized implementation plan over short, medium and long term horizons. This plan will allow St. Albert to program the capital projects based on needs, benefits (priority) and budget.
- Support coordination and regional integration between jurisdictions and functional boundaries. Key participants should include Alberta Transportation, the City of Edmonton, Sturgeon County and Strathcona County.

Because ITS is a relatively new concept in St. Albert, this section will go into additional detail as to the possibilities related to implementation ITS and how it supports the overall goals of the TMP.

Why Do We Need a Plan?

As a first step, it is important that St. Albert prepare an ITS Strategic Plan for the city that will be an essential roadmap to guide development of the ITS infrastructure into the future. The ITS Plan will involve a series of tasks, strategies and projects that will “map” directly to and support the vision, goals and objectives of St. Albert’s Transportation Master Plan. The ITS plan should include the following tasks:

- Stakeholder engagement, using internal and external agencies for input, will lead to a detailed “Needs Assessment and Gap Analysis” that will provide insight into the difference between current and required future ITS infrastructure.
- ITS Vision, Goals and Objectives will provide high level direction with measurable performance metrics.
- ITS Strategies supported by distinct ITS Projects.

The ITS Plan provides clear, overall direction, based on the needs of the stakeholders and users. The ITS Plan will achieve several objectives:

What are Key ITS Initiatives?

While the ITS strategic plan is still required to provide detailed ITS project recommendations, anecdotal information and data acquired during the TMP process supports several key areas of focus within the ITS suite of services for the City of St. Albert.

St. Albert focused services:

1. **Integrated Corridor Management (ICM)** on key corridors – Ray Gibbon Drive, St. Albert Trail, Anthony Henday Drive. The approach of ICM is to consider all modes as “assets” within a corridor and to maximize their operation and efficiency together. These tasks would include:
 - Transit signal priority (TSP) and bus queue jumpers which direct operational advantages to bus operations at key intersections.
 - Adaptive signal control which is a signalization strategy that dynamically optimizes the signal timing plans on a corridor based on real time, measured traffic flows.
 - Next bus arrival systems which provide predicted arrival times at upcoming stops on LED signs. This task would involve equipping buses with GPS tracking and passenger counters.
 - Traffic management including incident management using detectors, CCTV cameras and variable message signs (VMS).



2. **Data Management** seeks to integrate different systems and would involve:

- Integration between modes at facilities such as transit stations, LRT stops, and other modal facilities.
- Access to an online community using social media (Facebook, Twitter, Google) will allow users to have direct notification of transportation options and conditions.
- Real time travel between road segments measured through “Bluetooth” devices. The travel times would be displayed on overhead VMS and available online.
- Wireless network supporting data transmission.

3. **Traffic Management Centre (TMC)** acting as the central hub for data and traffic operations:

- Data from field devices, signals, and controller cabinets would send data to and from the TMC. Traffic operators would be able to monitor traffic conditions, verify incidents via CCTV and respond.
- Signal timing plans could be adjusted in real time.

4. **Customer Services** that provide direct benefits to the public include:

- Traveller information systems (ATIS) that provide real time information on traffic conditions, weather-related advisories, and trip recommendations. ATIS allows the public to manage their trips efficiently and minimize their delays.
- Parking management allows customers to pay via smart phone or other convenient device.

5. **Safety Initiatives** that support people and goods may include:

- Speed monitoring and enforcement systems.
- “Smart” work zones that emphasize road safety.

- Road-Weather Information Systems (RWIS) that provide critical advisories in advance of severe weather events. These systems can save lives through travel advisories and traffic closures.
- Advanced speed advisories that utilize LED signs and detectors to warn drivers of their excessive speeds.

Regional Services:

1. **Integration with regional agencies** is critical through the ITS infrastructure. The key component for this task would be “centre-to-centre” communication between the St. Albert TMC and Edmonton’s TMC. Data sharing with Alberta Transportation and Strathcona County would be supported. The Smart City Alliance will play a key role in this integration.

2. **Goods Movement** is a key element of the economy and supports the prosperity of St. Albert. This task would involve working with Alberta Transportation and the Partners in Compliance (PIC) program to develop a network of commercial vehicle inspection stations that use ITS technologies such as:

- Weigh-in-motion scales and over-height detectors that allow trucks to be dynamically weighed and examined for compliance,
- CCTV cameras with licence plate recognition (LPR) systems to confirm the carrier, and
- Transponders and readers to detect and identify registered trucks.

As the region grows and prospers, the need for ITS and other means to maximize the efficiency of the existing transportation network will also increase. The St. Albert TMP and the subsequent ITS Strategic Plan will provide the framework and foundation to move forward - protect the livability and sustainability of the city while continuing to attract new residents and build better communities through transportation excellence.



5 | Implementation

The development of this TMP represents an accumulation of knowledge from a wide range of stakeholders, from St. Albert residents, city administration and regional partners. The discussion presented through the previous four sections has been filtered into an action plan that can be used to continually monitor the implementation of the TMP.

5.1 RECOMMENDED ACTION PLAN

A detailed recommended action plan identifying initiatives and implementation timelines was developed with support from the project team, the public and stakeholder engagement.

This plan is ambitious with an aggressive schedule for a large number of initiatives to be completed by St. Albert Administration in a short period. The action plan also serves as the evaluation matrix; and should be reviewed regularly to identify projects that have been completed and new projects to begin.

The action plan items have been correlated to the relevant TMP Guiding Principles:

1. Livable Communities
2. Sustainable Transportation
3. Environmental Health
4. Economic Prosperity



Recommended Action Item	Timeline			Land Use Planning Integration	Related TMP Guiding Principles			
	Short 1-3 years	Medium 3-5 years	Long 5-10 years		1	2	3	4
Integrated								
Complete a Strategic Plan for implementation of recommendations identified through TMP	X			X	X	X	X	X
Align planning, engineering, transit, operations and maintenance master plans, goals and policies		X		X		X		
Provide dedicated staff to implement the active transportation plan and develop travel demand management programming	X					X		
Develop achievable mode split targets and perform scheduled updates and evaluation of levels and targets	X					X		
Complete an updated travel demand survey every 10 years		X		X		X		
Develop a comprehensive asset management strategy including a database resource to assess life-cycle costs of transportation infrastructure	X					X		
Maintain and utilize the city's Traffic Model to establish strategic priorities for the city's investment in transportation infrastructure to serve as a guide for capital investment plans to service the full build-out population of 113,000	X					X		
Update the ten (10) year capital plan to align with TMP principles.	X					X		
Create and implement a public and stakeholder communication plan in relation to the Transportation Master Plan and its resulting strategic plan	X					X		
Set and achieve Green House Gas (and related performance indicators) targets related to transportation (includes data collection to measure these)	X		X				X	
Incorporate the travel demand model as an on-going transportation planning and evaluation tool for new developments and network planning as they relate to environmental impacts through greenhouse gas emissions	X			X			X	
Shift funding priorities towards transit and active transportation		X					X	
Advocate for higher orders of government to invest in all modes	X						X	
Partner with community leaders to achieve the TMP vision	X						X	
Review the Transportation Association of Canada (TAC) Canadian Guide for Greener Roads (CGGR) and relate identifiable objectives of the CGGR with St. Albert policies and principles		X					X	
Develop Performance Measurement Framework to measure the success of the Transportation Master Plan	X						X	
Work with Capital Region Board to align and implement the city's TMP and the Integrated Regional Transportation Master Plan	X							X



Recommended Action Item	Timeline			Land Use Planning Integration	Related TMP Guiding Principles			
	Short 1-3 years	Medium 3-5 years	Long 5-10 years		1	2	3	4
Develop an Intelligent Transportation System Strategy as a travel demand management strategy	X						X	
Implement Safe Journeys to School strategies and maintain communication between stakeholders and public in relation to the program	X							X
Roads								
Create a Complete Streets Policy for design and implementation	X			X	X			
Update engineering standards to guide implementation of the Complete Streets Policy		X			X			
Update Pedestrian Crossing Control Guidelines in regards to pedestrian crossing warrant processes and criteria, control treatment, and operational standards for signalized pedestrian crossings.	X				X			
Update engineering standards for sidewalks, pathways and transit access in new developments and for retrofit		X		X	X			
Develop neighbourhood traffic management guidelines (includes traffic calming)	X			X	X			
Develop Traffic Impact Assessment Guidelines for Residential, Commercial and Industrial Neighbourhoods that incorporate cycling and pedestrian impacts and ensure projected traffic volumes are appropriate with the design and function of the proposed road network	X			X	X			
Develop a functional plan for St. Albert Trail to support Light Rail Transit/Bus Rapid Transit, pedestrian travel (or to transform it to a Complete Street) and incorporate Transportation Demand Management principles		X		X		X		
Create and implement a Traffic Data Management Strategy	X					X		
Complete Transportation Demand Management Study for Downtown		X		X		X		
Update the St. Albert Trail North-Arterial Corridor Management Plan	X			X		X		
Identify and consider potential locations for infill development to maximize use of existing roadways		X		X		X		
Allocate appropriate staff levels to respond to transportation inquiries from residents, maintain the traffic model, and to align with identified projects	X					X		
Create level of service guidelines reflective of St. Albert's sustainable transportation goal and apply to appropriate operations, traffic impact assessment guidelines and policy	X							X
Develop street classification definitions and define their intended functionality and level of service targets	X							X
Work with regional partners to develop an Emergency Measures Strategy (such as traffic signal pre-emption)	X							X



Recommended Action Item	Timeline			Land Use Planning Integration	Related TMP Guiding Principles			
	Short 1-3 years	Medium 3-5 years	Long 5-10 years		1	2	3	4
Work with Alberta Transportation, City of Edmonton and Sturgeon County to develop a regional traffic control centre			X					X
Advocate for twinning of Ray Gibbon Drive and extension of Ray Gibbon Drive	X							X
Advocate for construction of 127th Street between Anthony Henday and Highway 2	X							X
Create guidelines and increase use of roundabouts in new development and look for opportunity of retro-fit completion to enhance network safety and efficiency	X			X				
Establish a safety review process when traffic collisions involving a fatality on a public roadway occurs		X						X
Develop an annual network screening program to identify high collision locations	X							X
Establish an in-service safety review program for high collision locations	X							X
Adopt safety audit standards for new roadways (incorporate in with the TIA guidelines)	X							X
Develop a St. Albert Traffic Safety Plan	X							X
Develop Noise Management Policy	X							X
Develop data collection and management policy	X							X
Develop temporary traffic control/special event management policy	X							X
Develop parking management policy		X		X				X
Develop Wayfinding/Tourist Transportation Management Policy		X		X				X
Active Transportation								
Implement the active transportation plan with the focus of closing existing gaps within the network and prioritize completion of short gaps.	X				X			
Complete active transportation connections to community destinations, with a priority on family orientated destinations		X			X			
Develop/enhance active transportation connections to trails along Sturgeon River		X			X			
Incorporate Crime Prevention Through Environmental Design principles into active transportation planning		X		X	X			
Maintain and update wayfinding to key recreational and commercial amenities on bike trails	X			X		X		
Create opportunities to incorporate active transportation and recreational uses in environmental reserve areas	X						X	



Recommended Action Item	Timeline			Land Use Planning Integration	Related TMP Guiding Principles			
	Short 1-3 years	Medium 3-5 years	Long 5-10 years		1	2	3	4
Work with regional partners to identify active transportation links (eg. Sturgeon County, Alberta Transportation, Alberta Environment and Parks, Alberta Health Services)	X							X
Develop accessibility guidelines to accommodate physical limitations	X			X				X
Public Transportation								
Identify bus routes to connect with future Light Rail Transit		X			x			
Adjust Land Use Policies to support Transit Orientated Development around proposed future Light Rail Transit stations		X		X	x			
Prioritize land development with higher densities and mixed uses in vicinity of major transit stations (short term timeline for planning and long term timeline for implementation)	X		X	X	x			
Develop and prioritize a construction program to implement field level upgrades for improved accessibility at transit stop locations for those with limited mobility or vision		X			x			
Review/update transit fare policy to support affordability for users		X			x			
Support the development of a park and ride facility at Campbell Road Transit Centre	X			X		X		
Prepare a strategy to develop the north LRT Station which may include a transition from Park and Ride to a Transit Oriented Development		X		X		X		
Conduct feasibility study for Bus Rapid Transit/priority bus lanes as a progression towards Light Rail Transit implementation		X				X		
Implement parking for bikes and provide drop / off zones (kiss and rides) at Transit facilities	X			X		X		
Develop winter road maintenance and accessibility standards for transit stops	X					X		
Protect the property needed for the Light Rail Transit	X		X	X		X		
Work with regional partners to improve regional transit services	X							X
Commercial/Goods Movement								
Develop a Movement of Goods and People Policy	X			X	X			
Establish a tiered truck route system for Large Commercial Vehicles and Pick and Delivery Vehicles (includes sign changes, education, bylaw changes, helping residents understand purpose of roadways)		X						X



5.2 10 YEAR ROADS AND TRAILS PLAN

5.2.1 Roads

The TMP has taken into consideration the comments received from the public, the existing recommended 10 year plan and the results from the St. Albert Travel Demand Model to identify the highest priority projects recommended for completion by 2025.

Without improvements to the road network, by 2025 there will be congestion on all north-south arterials; adding capacity on any of those roadways can help to alleviate that pressure across the network. The other area of congestion is north St. Albert Trail. Areas of spotty congestion can be potentially alleviated through improvements to intersections and signal timing. Public input has indicated the highest priority projects in the short term are:

- Address noise concerns,
- Signal timing on St. Albert Trail, and
- Twinning Ray Gibbon Drive.

The recommended 10 year plan is summarized in Table 5-1. The 10 year plan does not include certain projects identified through a number of current studies, plans and initiatives. These include:

- Neighbourhood traffic calming strategies,
- St. Albert Trail and Boudreau/Giroux Road Corridor Safety Review Implementation,
- Safe Journeys to School safety implementation,
- Downtown Area Redevelopment Plan (DARP),
- Transit Long Term Department Plan (2013-2027), and
- St Albert LRT Study.

The St. Albert LRT Study has no capital cost assigned from the study, but any improvements on and around St. Albert Trail should recognize the LRT alignment and plan for future LRT.





Table 5-1: Recommended 10-Year Roads Plan

PROJECT	TYPE	DESCRIPTION	PRE-EXISTING CAPITAL PROJECT OR NEW TO TMP	OFF SITE LEVIABLE? (Yes/No)
St. Albert Trail - Signalization	ITS	Adaptive traffic signal controls for 14 Intersections on St. Albert Trail. To reduce congestion by creating smoother flow by adjusting the signal timing.	YES	NO
Erin Ridge Neighbourhood Traffic Calming	Roadway Design Improvements	Implement a Neighbourhood Traffic Calming Process in the community of Erin Ridge and evaluate the procedure to utilize in other city neighbourhoods.	YES	NO
North St. Albert Trail Functional Planning Study	Study	To Review and provide solutions for the northern part of St. Albert Trail.	NO	NO
Transit Priority Signals	ITS	To add transit priority measures on transit routes to optimize passenger travel time.	YES	NO
Traffic Pre-Emption System for Fire	ITS	To improve emergency response time due to increased congestion on roadways.	YES	NO
Ray Gibbon Drive	Widening	Expand to 4 lanes of divided arterial roadway improve efficiency of Ray Gibbon Drive and also enhance capability to absorb additional traffic volumes from St. Albert Trail.	NO	NO
St. Albert Trail & Hebert Road Intersection	Intersection Improvement	East and westbound right turn bay construction and northbound lane extension from the superstore access to Hebert road.	YES	NO
Fowler Way: From Ray Gibbon Drive to St. Albert Trail	New Construction	Develop first 2 lanes of ultimate 4 divided arterial roadway. Reduce congestion and reduce traffic on St. Albert Trail by allowing traffic to Ray Gibbon Drive.	NO	YES
Meadowview Drive	Re-Build & Upgrade	Re-build 1.6km to urban design due to determination of roadway and safety concerns, projected traffic levels and services the Employment Lands area.	YES	YES
Boudreau Road & Campbell Road Intersection	Intersection Improvement	To increase throughput capacity due to congestion from traffic accessing Anthony Henday Drive.	YES	NO



PROJECT	TYPE	DESCRIPTION	PRE-EXISTING CAPITAL PROJECT OR NEW TO TMP	OFF SITE LEVIABLE? (Yes/No)
Giroux Road Twinning to Ray Gibbon	Twinning	Currently Giroux Road is twinned its entire length but falls short 300m from the intersection of Ray Gibbon Drive. With the 4 laning of Ray Gibbon Drive and added capacity, traffic patterns will change and utilize Giroux to access Ray Gibbon Drive.	YES	YES
McKenney Avenue Twinning to Ray Gibbon Drive	Twinning	Currently McKenney Avenue is twinned from St. Albert Trail to Morgan Crescent, this project includes the continuation of the twinning 1.5km through the Riverside Neighborhood to Ray Gibbon Drive. As the city has seen a change in traffic patterns as traffic is utilizing Ray Gibbon Drive.	YES	YES
LeClair Way & Riel Drive intersection	Intersection Improvement	To increase capacity due to congestion from traffic accessing Anthony Henday Drive.	NO	NO
St. Albert Trail and Boudreau Road	Intersection Improvement	To increase capacity	YES	NO
Bellerose Drive: From Oakmont to City Limit	Twinning	Twin approx. 1.7km of roadway. Provide additional capacity to access Erin Ride Drive and residential developments.	YES	YES
Villeneuve Road	Redesign	Redesign and reclassify Villeneuve Road and intersections as per the approved Villeneuve Road Study.	NO	NO
Sir Winston Churchill Ave: From Sturgeon Road to City Limit	Twinning	This project is twinning of approximately 620). Two additional lanes will be constructed along the adjacent path of the current road structure.	YES	NO
Campbell Rd Extension to Poundmaker Road	New Construction	This project is to extend approximately 300m of Campbell Road to Poundmaker Road	YES	YES
Boudreau Road	Intersection Improvements	Intersection improvements at the intersection of Sturgeon Road and Bellerose Drive to improve capacity (potential turning lane addition at intersection)	NO	NO



The following two figures show the volume to capacity results from the implementation of the recommended 10 year plan. The top **Figure 5-1** is the v/c of the network without improvements, the **Figure 5-2** with improvements. While the network will still experience locations of congestion, the key issues are addressed and should align with appropriate levels of service as per city policy. Furthermore, additional projects like dealing with traffic calming and noise mitigation will have an overall positive impact on the road network for residents, though the results may not appear directly on the plan. On a larger scale, alignment between network improvements and further capital construction work will be evaluated on an ongoing basis.

Figure 5-2: 10 Year Volume v/c (Apply 10 Year Improvement Plan)



Figure 5-1: 10 Year Volume v/c (No Network Improvements)





5.2.2 Active Transportation

Network priorities have been identified so as to strategically stage infrastructure improvements in the coming 10 years.

Priorities were identified with the following criteria in mind:

1. Close gaps in the existing network, with a particular focus on short gaps that result in long sections of continuous route.
 2. Develop connections to important destinations, especially those that are frequented by families (e.g. community centres such as the Servus Credit Union Place, Riel Recreation Area, etc.).
 3. Develop / enhance connections to trails along the Sturgeon River.
 4. Work with land developers to ensure that links to new neighbourhoods are created as part of the development rather than after the neighbourhoods become established.
 5. Implement active transportation facilities as part of other capital infrastructure projects such as road widenings, new roads, utilities (e.g. hydro, gas, water and sanitary mains etc.), new bridges and bridge rehabilitations, realignment of watercourses, etc.
6. Focus on completing a limited number of spine routes even if they are not part of planned major capital infrastructure projects. Some potential candidates include:
 - Boudreau Road south of the Sturgeon River and Erin Ridge Trail which would result in a continuous connection from the Edmonton boundary (at Veness Road at Anthony Henday Drive) to northeast St. Albert.
 - Completing missing links and making necessary upgrades to the Sturgeon River trail corridor, which creates a continuous connection from west to east, linking two major recreational trail destinations (Riel Recreation Area and River Lot 56 Natural Area). This also provides a link to Edmonton via the existing multi-use trails on Levasseur Road and Gervais Road south of Levasseur Road.
 - Completing the northwest trail route from the Sturgeon River corridor near Meadowview Ball Park through the Mission, Lacombe and Deer Ridge neighbourhoods and connecting to the Hogan Road multi-use trail in the northwest part of the city.



**Table 5-2: Recommended 10-Year Active Transportation Plan**

Project	Type	Length (m)
Buffered bike lane Liberton Drive	Buffered bike lane	1539
Dawson Road	In-Boulevard Multi Use Trail	1343
Mckenney Avenue	In-Boulevard Multi Use Trail	1646
Giroux Rd between Bellerose Drive and Bellerose Composite High School	In-Boulevard Multi Use Trail	2774
Giroux Rd between Bellerose Composite High School and Hogan Rd	In-Boulevard Multi Use Trail	600
Sir Winston Churchill Avenue between downtown and Boudreau Rd	In-Boulevard Multi Use Trail	2645
Hebert Rd	In-Boulevard Multi Use Trail	2080
Villeneuve Rd	In-Boulevard Multi Use Trail	2251
Boudreau Rd south of Sturgeon River to Hebert Rd	In-Boulevard Multi Use Trail	1992
Proposed Signed Bike Route whole Network	Proposed Signed Route	10000
Proposed Signed Bike Route with Sharrow whole network	Proposed Signed Route	20800

5.2.3 Public Transportation

The 10 year plan is identified within the Transit Long Term Department Plan, which has a planning horizon to 2027. Key short term recommendations will include ITS signal priority, the Transit Local Route Restructuring Project, and fleet expansion. St. Albert Transit should continue to investigation methods to more aggressively attract riders as a means to achieve the goals of this TMP.

5.2.4 Commercial Goods Movement

Within the short term 10 year implementation period, the traffic bylaw should be updated to reflect the revised truck plan. The City of St. Albert should continue to work with regional partners to support industrial and goods movement growth in the region. The Movement of Goods and People Policy should reflect the balance between the use of roads for goods movement and the movement of people via all modes.



5.3 INFRASTRUCTURE FUNDING

The City of St. Albert has access to two sources of funding for capital projects, which are:

5.3.1 City of St. Albert's Capital Budget

The department implements a Long-Term Divisional and Department Plan (LTDDP) to effectively manage the delivery of municipal services. The LTDDP sets out future goals and resources that are required to support future infrastructure. Surveys, Transportation and other department Master Plans, and other communication from public feedback is continually sought out to ensure that the levels of service, maintenance of city infrastructure, and new capital requirements are sufficient to meet the needs of current and future residents.

The department plan links to the city's 10 Year Municipal Capital Plan as it reflects the long term capital requirements that the city requires for the next 10 years. In addition, funding requirements for the capital projects are reviewed annually to ensure that adequate financing is made available for maintaining current infrastructure and investment for future needs

The Municipal Capital Budget expenditures will be funded through grants, reserves and a portion supported by tax funds. The city utilizes grants as the primary source of funding, as not all projects are eligible for grant funding and may not meet the minimum requirements. In such cases, other sources such as reserves and tax supported funds are therefore utilized for the remainder of funding capital projects. Often, a tax supported fund (Pay-As-You-GO or PAYG) is applied to projects that are smaller in nature, while the use of reserves are regularly planned and are applied for the use of lifecycle and replacement projects.

The city ensures resources are targeted toward the necessary critical investments in St. Albert's

infrastructure and transportation to position the community for sustaining current services and meeting future growth. The Capital Budget consists of revenue obtained through collection of taxes and from grants/funds provided by the Provincial and Federal Governments. The types and amounts of the grants/funds vary from year to year and from government to government. Past sources of the grants/funds include:

- Municipal Sustainability Initiative (MSI),
- Alberta Community Partnership (ACP), which also contains the Metropolitan Funding (MF) Component,
- Federal Gas Tax Fund, and
- Federal Small Communities Fund.

St. Albert updates its City Budget on a three year cycle. Within the budget the city allocates funds for capital projects as determined by Administration and Council.

5.3.2 City of St. Albert Off-Site Levies

Off-site levies are an approved mechanism under the Municipal Government Act (MGA) that allow a municipality to collect all or some of the capital dollars needed to construct new infrastructure required to support growth. Amongst other infrastructure types the MGA provides a mechanism to collect off-site levies for new or expanded roads required for or impacted by a subdivision development and the necessary land required to support the infrastructure.

In 2010 the city first established its' Off-Site Levy Bylaw and corresponding rates. The Bylaw was based on key guiding principles approved by Council to establish how the off-site levy rates are calculated, assigned, and collected, consistent with best practices across the province. The guiding principles delineated that arterial roads identified within the Off-Site Levy Bylaw as well as arterial to collector and arterial to arterial intersections would be included as projects within the bylaw.



The current practice within the city, is a yearly update to the Off-Site Levy Bylaw to ensure the most reflective delineation of projects and associated costs. As the city grows and infrastructure is required to support the growth, requirements are identified for the infrastructure to be designed and constructed to support the network. Front ending, off-setting and long term reimbursement of costs are identified in the Off-Site Levy Policy Framework. This Council policy, as amended, provides the necessary steps to facilitate the identified growth infrastructure from identified roads in master planning documents to constructed and functioning networks of infrastructure.

5.3.3 Development

In instances where upgrade work is required to support development that is not identified within the Off-Site Levy Bylaw, the MGA under section 650 and 651 identifies that development may be required to pay for road infrastructure needed to support access. Additional projects that may be within this funding categorization would be interim road upgrades needed to support development.

5.4 EVALUATION

The success of the plan will be measured primarily through the implementation of the Action Plan and completing the projects identified in the 10 year plan. Further evaluation of success will involve the completion of tasks identified which incorporate specific evaluation criteria such as level of service standards, greenhouse gas emissions goals, ITS (travel times), etc. As this plan represents a shift in transportation planning in St. Albert, it is anticipated that future plans will identify concrete goals that measure the success of transforming transportation in St. Albert. The most important step in supporting the future green, sustainable and multi-modal ambitions of a complete transportation network is short term improvements in data collection, (particularly around traffic count collections), transit

ridership data and active transportation usage information. This data can support identifying achievable goals in mode split and greenhouse gas emissions, which are valuable tools in quantifying the implementation goals of the TMP.

Samples of evaluation criteria include:

- **Mode Split:** The current mode split for transit ridership and cycling were discussed in Section 3. The strategies and objectives identified in this TMP include many that aim to improve access to transit, walking and cycling as local modes of transportation. Future updates to the TMP, and future data from household surveys can be used to evaluate if the implementation of the TMP is achieving a change in mode choice for St. Albert residents. Future TMP updates can look at improvements and set specific targets for mode split and Greenhouse Gas Emissions reductions (see below).
- **Greenhouse Gas Emissions:** The Environmental Master Plan identifies the ambitious goal of reducing community greenhouse gas emissions by 6% from 2008 levels by 2020. Greenhouse gas emissions caused by transportation contribute a significant impact to these community emissions. Driving emissions in St. Albert are estimated at 226,779 tonnes per year. Data from the household travel demand survey indicated that approximately 27% of all trips taken by St. Albert residents that originate in St. Albert are 5 minutes in length or less. These short trips represent an average of 20 tonnes of CO2 emissions per day. If half of those trips of 5 minutes or less were taken on a bicycle or walked, this could translate into an annual reduction of 3,650 tonnes per year. This reduction represents almost 27% the overall community reduction target.



- **Action Plan Implementation:** The TMP Action Plan should be reviewed annually to identify new projects to complete and to also review alignment with further updates to other city Plans or documents, and also alignment with public input through any engagement actions taken on various projects.
- **Land Use Planning Integration:** The forthcoming update to the Municipal Development Plan should consider the recommendations of this TMP, with land use plans that support multi-modal integration and densification to support transit growth ambitions.

5.5 CLOSURE

The development horizon for this Transportation Master Plan is 2042. The transportation paradigm has the potential to change dramatically between today and 2042. This plan is the first step in preparing St. Albert for this future friendly transportation network. While the private vehicle continues to be important, the future for St. Albert will be bike and pedestrian friendly, with mass transit to serve commuters and transportation technologies like ITS making the roads more efficient for goods movements and drivers who must still use the private automobile (or their community shared car) to get around. Future updates to the TMP will continue to evaluate these changes and update the goals to reflect the changing world.





This report was prepared for the City of St. Albert to develop a Transportation Master Plan that will help achieve its vision of a safe, sustainable, multi-modal transportation system to serve the community.

The services provided by Associated Engineering Alberta Ltd. in the preparation of this report were conducted in a manner consistent with the level of skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other warranty expressed or implied is made.

Respectfully submitted,
Associated Engineering Alberta Ltd.

Kent Eklund, B.Sc.(Eng.), MBA
Project Manager

Monique Kealey, P.Eng., RPP
Technical Lead



04.11.2016
Carolyn Sherstone, M.Pl., P.Eng.
Project Engineer

ASSOCIATED ENGINEERING	
QUALITY MANAGEMENT SIGN-OFF	
Signature:	
Date:	
APEGA Permit to Practice P 3979	

Legislation Text

File #: RFD-161-19, **Version:** 1



Bylaw 1448/19 - Voting Station Bylaw

1. That Council give first reading of Bylaw 1448/19.
2. That Council give second reading of Bylaw 1448/19.
3. That Council consider third reading of Bylaw 1448/19.
4. That Council give third reading of Bylaw 1448/19.

Request for Decision

Title	Bylaw 1448/19 – Voting Station Bylaw
Proposed Motion	<ol style="list-style-type: none"> 1. That Council give first reading of Bylaw 1448/19. 2. That Council give second reading of Bylaw 1448/19. 3. That Council consider third reading of Bylaw 1448/19. 4. That Council give third reading of Bylaw 1448/19.
Administrative Recommendation	That Council adopt Bylaw 1448/19 to align with recent amendments to the Local Authorities Election Act.
Previous Council Direction	<p><u>July 6, 2004 Council Meeting:</u></p> <p>Motion 380/04: That Bylaw 1032/04 be given first reading this 6th day of July 2004.</p> <p>Motion 381/04: That Bylaw 1032/04 be given second reading this 6th day of July 2004.</p> <p>Motion 382/04: That Bylaw 1032/04 be submitted for third and final reading this 6th day of July 2004.</p> <p>Motion 383/04: That Bylaw 1032/04 be given third reading this 6th day of July 2004.</p>
Report	<p><u>Background Information</u></p> <ul style="list-style-type: none"> • In Sturgeon County, each ward forms one voting subdivision. Under provincial legislation that has since been repealed, municipalities could apply to the Minister of Municipal Affairs (the Minister) for permission to operate more than one voting station in each voting subdivision. • Bylaw 1032/04, a Bylaw to Adopt a Modified Voting Procedure, was passed in July 2004. Following the passing of that Bylaw, an application was made to the Minister for Ministerial approval to allow for more than one voting station in each voting subdivision. • As part of the 2018 Local Authorities Election Act (LAEA) review conducted by Municipal Affairs, the Modified Voting Procedure Regulation was repealed. • Section 36(1) of the LAEA, current as of January 1, 2019, states that the elected authority, or the returning officer if authorized by resolution of

	<p>the elected authority, may divide the local jurisdiction into voting subdivisions and may from time to time alter their boundaries but may not alter them between the time of the giving notice of an election and the election day.</p> <ul style="list-style-type: none"> • Section 37(1) of the LAEA states that the returning officer shall designate the location of one voting station only for each voting subdivision and the location may be outside the area. • Section 37(3) of the LAEA states that the elected authority may pass a bylaw allowing the returning officer to designate more than one voting station for each subdivision and the location of those voting stations for that election. • Bylaw 1448/19 will allow the returning officer to establish several voting stations in the 2019 Division 2 by-election and future general elections, ensuring that electors have the maximum opportunity to participate in the democratic process. • Section 187(4) of the Municipal Government Act (MGA) states that a proposed bylaw must not have more than two readings at a Council meeting unless the Councillors present unanimously agree to consider third reading. A decision is required as soon as possible to allow for the efficient planning of the Division 2 by-election; therefore, Administration strongly encourages Council to consider all three readings of Bylaw 1448/19 at the July 9, 2019 Council meeting. <p><u>External Communication</u></p> <ul style="list-style-type: none"> • The Returning Officer will communicate the locations of voting stations through election advertising. <p><u>Relevant Policy/Legislation/Practices:</u></p> <ul style="list-style-type: none"> • Local Authorities Election Act, sections 36 and 37 • Municipal Government Act, section 187(4) • Bylaw 1032/04 – Modified Voting Procedure Bylaw
Implication of Administrative Recommendation	<p><u>Strategic Alignment:</u></p> <p>Strong Local Governance and Regional Leadership – Ensuring municipal bylaws reflect provincial legislative changes demonstrates a commitment to strong local governance.</p> <p><u>Organizational:</u></p> <p>None.</p> <p><u>Financial:</u></p> <p>None.</p>
Alternatives Considered	<p>Council could decide to defeat Bylaw 1448/19.</p>

Implications of Alternatives	<p>A decision not to adopt Bylaw 1448/19 would result in misalignment between the Bylaw and the Local Authorities Election Act and would not allow for more than one voting station per Division.</p> <p>If unanimous consent is not obtained to consider third reading of Bylaw 1448/19 at the July 9, 2019 Council meeting, Administration will recommend a Special Council Meeting be held for this purpose. Due to the short notice of the Division 2 Councillor's resignation and the timing of the by-election, this Bylaw could not have been brought forward sooner.</p>
Follow up Action	1. Arrange for the Mayor and CAO to sign Bylaw 1448/19 (Legislative Services).
Attachment(s)	<p>1. Bylaw 1448/19 – Voting Station Bylaw</p> <p>2. Bylaw 1032/04 – Modified Voting Procedure Bylaw</p>
Report Reviewed by:	<p></p> <p>Jesse Sopko, Manager, Legislative Services & Information Management</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"/>

BYLAW 1448/19
VOTING STATION BYLAW
STURGEON COUNTY, MORINVILLE, ALBERTA

A BYLAW OF STURGEON COUNTY IN THE PROVINCE OF ALBERTA, TO REGULATE VOTING SUBDIVISIONS AND VOTING STATIONS IN GENERAL ELECTIONS AND BY-ELECTIONS.

WHEREAS, the Council of Sturgeon County has passed Bylaw 1032/04 to adopt a modified system of conducting an election as prescribed by Alberta Regulation No. 170/2000 and amendments;

AND WHEREAS, Bylaw 1032/04 allows for more than one voting station in each voting subdivision;

AND WHEREAS, Alberta Regulation No. 170/2000 has been repealed;

AND WHEREAS, section 36(1) of the Local Authorities Election Act RSA 2000, c. L-21 (the Act) states that an elected authority by resolution, or the returning officer if authorized by resolution of the elected authority, may divide the local jurisdiction into voting subdivisions and may from time to time alter their boundaries but may not alter them between the time of the giving notice of an election and the election day;

AND WHEREAS, section 37(3) of the Act states that an elected authority may pass a bylaw allowing the returning officer of the elected authority to designate more than one voting station for each subdivision and the location of those voting stations for that election;

AND WHEREAS, Council deems it appropriate to authorize the returning officer to divide the local jurisdiction into voting subdivisions and designate more than one voting station for each subdivision;

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 "Voting Station Bylaw".
2. The Returning Officer is authorized to divide the local jurisdiction into voting subdivisions and may from time to time alter their boundaries but may not alter them between the time of the giving notice of an election and the election day for any general election or by-election held after the passing of this bylaw.
3. The Returning Officer is authorized to designate more than one voting station for each subdivision and the location of those voting stations for any general election or by-election held after the passing of this bylaw.

4. Bylaw 1032/04, a Bylaw of Sturgeon County to adopt a modified voting procedure, is repealed.
5. This Bylaw shall come into force upon being passed.

Read for the first time this ____ day of _____ 2019.

Read for the second time this ____ day of _____ 2019.

Read for the third and final 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.

BYLAW 1032/04

MUNICIPAL ELECTION – MODIFIED VOTING PROCEDURE

STURGEON COUNTY, MORINVILLE, ALBERTA

BYLAW 1032/04 BEING A BYLAW OF STURGEON COUNTY, TO ADOPT A MODIFIED VOTING PROCEDURE.

WHEREAS, the Local Authorities Election Act permits the operation of only one voting station for each voting subdivision unless a Ministerial Order from Alberta Municipal Affairs has been issued which authorizes more than one voting station in a subdivision;

WHEREAS, Sturgeon County wishes to utilize the Modified Voting Procedure.

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

Pursuant to Provisions of the Local Authorities Election Act, Statutes of Alberta 2000 and amendments thereto, and under the authority of Ministerial Order number: _____, the Council of Sturgeon County, in the Province of Alberta enacts as follows:

1. The Sturgeon County Council hereby adopts the modified system of conducting an election as prescribed by Alberta Regulation No. 170/2000 and amendments.
2. The modified voting procedure shall be used for the purpose of conducting elections pursuant to the provisions of the Local Authorities Election Act.
3. This bylaw rescinds Bylaw 860/98 upon third and final reading.
4. This bylaw shall come into force and effect upon the date of the passing of the third and final reading.

Moved by Councillor Pasay, Bylaw 1032/04 be given first reading this 6th day of July 2004.

CARRIED UNANIMOUSLY

Moved by Councillor Oberg, Bylaw 1032/04 be given second reading this 6th day of July 2004.

CARRIED UNANIMOUSLY

Moved by Councillor Kaup, Bylaw 1032/04 be submitted for third and final reading this 6th day of July 2004.

CARRIED UNANIMOUSLY

Moved by Councillor MacKay, Bylaw 1032/04 be given third reading this 6th day of July 2004.

CARRIED UNANIMOUSLY


MAYOR
COUNTY COMMISSIONER

Legislation Text

File #: RFD-158-19, Version: 1

2019 Division 2 By-election

1. That Council fix September 17, 2019 as the date for the Division 2 by-election, and that Council appoint Jesse Sopko as Returning Officer and Lisa Schovanek as Substitute Returning Officer.
2. That Council provide for special ballots in the Division 2 by-election and that the application for special ballots be made available in writing, by telephone, by fax, in person, or by e-mail between 8:30 a.m. on July 10, 2019 and 4:30 p.m. on Monday, September 9, 2019.
3. That Council set the deadline for the receipt of a special ballot outer envelope for the Division 2 by-election to 7:30 p.m. on September 17, 2019.
4. That Council provide for the attendance of two deputies at the residence of an elector during the hours an advance voting station is open in order to take the votes of an elector who, because of physical disability, is unable to attend a voting station or an advance voting station to vote in the Division 2 by-election.
5. That Council authorize a withdrawal of \$15,000 from the Election Reserve to fund the 2019 Division 2 by-election.

Request for Decision

Title	2019 Division 2 By-election
Proposed Motion	<ol style="list-style-type: none"> 1. That Council fix September 17, 2019 as the date for the Division 2 by-election, and that Council appoint Jesse Sopko as Returning Officer and Lisa Schovanek as Substitute Returning Officer. 2. That Council provide for special ballots in the Division 2 by-election and that the application for special ballots be made available in writing, by telephone, by fax, in person, or by e-mail between 8:30 a.m. on July 10, 2019 and 4:30 p.m. on Monday, September 9, 2019. 3. That Council set the deadline for the receipt of a special ballot outer envelope for the Division 2 by-election to 7:30 p.m. on September 17, 2019. 4. That Council provide for the attendance of two deputies at the residence of an elector during the hours an advance voting station is open in order to take the votes of an elector who, because of physical disability, is unable to attend a voting station or an advance voting station to vote in the Division 2 by-election. 5. That Council authorize a withdrawal of \$15,000 from the Election Reserve to fund the 2019 Division 2 by-election.
Administrative Recommendation	That Council approve resolutions required for the conduct of the 2019 Division 2 by-election as required by the Municipal Government Act, Local Authorities Election Act, and Sturgeon County Bylaws.
Previous Council Direction	<p>June 28, 2019 Special Council Meeting:</p> <p>Motion 259/19: That Council receive the Chief Administrative Officer's report regarding the resignation of Susan Evans as Councillor for Division 2 as information.</p> <p>Motion 260/19: That Council direct Administration to bring forward a Request for Decision at the July 9, 2019 Regular Council Meeting regarding the Division 2 by-election.</p>
Report	<p><u>Background Information</u></p> <p><u>Resignation of Division 2 Councillor</u></p> <ul style="list-style-type: none"> The Chief Administrative Officer (CAO) received the written resignation of Susan Evans as Councillor for Division 2 on June 27, 2019 and

reported the resignation to Council at the June 28, 2019 Special Council Meeting.

- The Municipal Government Act (MGA) is prescriptive in its requirement for Council resignations, vacancies and municipal by-election dates. As the next general election is more than two years away in October 2021, and in accordance with section 162 of the MGA, a by-election must be held to fill the vacant Councillor position.
- Council is required to set the election date, and the date can be no later than 90 days after the date that the vacancy occurs. In this case, the by-election must be conducted no later than September 25, 2019.
- At the June 28, 2019 Special Council Meeting, Council directed Administration to bring forward a Request for Decision at the July 9, 2019 Regular Council Meeting for Council to set the date of the by-election, to appoint a Returning Officer and to provide other direction as required by the Local Authorities Election Act.

Matters Requiring Council Decision

Fixing of Election Day

- Section 11(1)(b) of the Local Authorities Election Act (LAEA) states that election day for a local jurisdiction, in the case of a by-election, shall be the day fixed by a resolution of the elected authority.
- Administration recommends that Council fix Tuesday, September 17, 2019 as election day for the Division 2 by-election.
- If September 17, 2019 is selected by Council as election day, and in accordance with recent amendments to the LAEA since the 2017 general election, nomination day would be six weeks before election day (August 6, 2019). Therefore, nominations would be accepted from July 10, 2019 to 12 noon on August 6, 2019.

Appointment of Returning Officer and Substitute Returning Officer

- Section 13(1) of the LAEA states that an elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections under this Act for a by-election in the resolution that fixes the day for the by-election.
- Administration recommends that Council appoint Jesse Sopko, Manager of Legislative Services and Information Management, as the Returning Officer and Lisa Schovanek, Legislative Officer, as the Substitute Returning Officer for the 2019 Division 2 by-election.

Vote by Special Ballot

- Section 77.1(1) of the LAEA states that an elector who is unable to vote at an advance vote or at the voting station on election day because of physical disability, absence from the local jurisdiction, or being an election officer, scrutineer, or official agent, may apply to vote by special ballot.

- Section 77.1(2) of the LAEA states that an elected authority may, by resolution passed prior to nomination day, provide for special ballots and provide that the application for special ballots be made by any one or more of the following methods: in writing, by telephone, by fax, in person, by e-mail, or by secure website.
- Administration recommends that Council provide for special ballots in the Division 2 by-election and that the application for special ballots be made available in writing, by telephone, by fax, in person, or by e-mail between 8:30 a.m. on July 10, 2019 and 4:30 p.m. on Monday, September 9, 2019.
- Section 77.2(3.1) of the LAEA states that an elected authority may, by resolution, set a time and date earlier than the closing of the voting station on election day for when the outer envelope of a special ballot must be received by a returning officer.
- Administration recommends that Council set the deadline for the receipt of a special ballot outer envelope to 7:30 p.m. on September 17, 2019 (voting station is open from 10:00 a.m. to 8:00 p.m.).

Elector Assistance at Home

- Section 79(1) of the LAEA states that an elected authority may by resolution provide for the attendance of two deputies at the residence of an elector, during the hours an advance voting station is open or other times as may be fixed by the resolution, in order to take the votes of an elector who, because of physical disability, is unable to attend a voting station or an advance voting station to vote.
- Administration recommends that that Council provide for the attendance of two deputies at the residence of an elector who requires assistance at home during the hours of advance voting, which will be determined by the Returning Officer.

Funding the Division 2 By-election

- An Election Reserve has been created to finance general municipal elections that occur every four years. Funding is allocated annually to the reserve and funds are withdrawn in the fourth year to pay for the election. There is currently \$41,167 in the reserve and an additional \$28,000 will be added in 2019 for a balance of \$69,167.00.
- Administration recommends that Council withdraw \$15,000 from the Election Reserve to fund the 2019 Division 2 by-election. Costs include voting station rentals, advertising, election worker costs and election supplies. Administration does not anticipate that the entire \$15,000 will be required and any unused funds can be reallocated to the Election Reserve.
- Administration will recommend a 2020 budget contribution to replenish the reserve, so the full amount of the reserve is available for the 2021 general election.

Matters Not Requiring Council Decision

Advance Vote

- Section 73(3)(a) of the LAEA states that a local jurisdiction having a population greater than 5,000 must provide for holding an advance vote on the election of municipal councillors, including by-elections. Section 73(4) states that, if the election is being held in only one ward but that ward is within a local jurisdiction with a population greater than 5,000, the requirements of section 73(3)(a) apply. Therefore, a Council resolution is not required to allow for advance voting.
- The Returning Officer will fix the dates, times, and locations of advance voting and advertise advance voting opportunities to electors.

Voting Stations and Voting Subdivisions

- At the July 9, 2019 Council Meeting, Council will consider Bylaw 1448/19 – Voting Station Bylaw. If that Bylaw is passed, the Returning Officer will be authorized to divide the local jurisdiction into voting subdivisions and designate more than one voting station for each subdivision.

Printing of Ballots in Lots

- Bylaw 1391/17, which was passed on June 13, 2017, allows for the printing of ballots in lots. This means that in the first lot of ballots, the names of candidates shall appear in alphabetical order; in the second lot the names shall appear in the same order except that the first name in the first lot shall be placed last; and in each succeeding lot, the order shall be the same as that of the preceding lot, except that the first name in the preceding lots shall be placed last.
- As Bylaw 1391/17 is in effect, no Council decision is required.

Nomination Deposit

- Section 27(1)(d) of the LAEA states that every nomination of a candidate must, if required by bylaw, be accompanied with a deposit in the required amount.
- Bylaw 646/89 states that a fee of \$25.00 shall be required to accompany every nomination for elected office in Sturgeon County.
- As Bylaw 646/89 is in effect, no Council decision is required.

External Communication

- The Returning Officer will conduct the Division 2 by-election in accordance with the Local Authorities Election Act, Regulations, Sturgeon County Bylaws, Sturgeon County Policies and Council direction at the July 9, 2019 Council meeting.
- The Candidate Handbook will be finalized and made available on the County website on July 10, 2019.

	<ul style="list-style-type: none"> Advertising of nomination day, voting opportunities and election day will be coordinated by the Returning Officer. <p><u>Relevant Policy/Legislation/Practices:</u></p> <ul style="list-style-type: none"> Municipal Government Act Local Authorities Election Act Local Authorities Election Forms Regulation Deficit Elimination Transitional Regulation Bylaw 646/89 – Deposit Accompanying Nomination Paper Bylaw 1000/03 – Municipal Electoral Boundaries Bylaw 1391/17 – Printing Ballots in Lots Bylaw 1448/19 – Voting Stations Bylaw Sturgeon County Election Campaigns Policy
Implication of Administrative Recommendation	<p><u>Strategic Alignment:</u></p> <p>Strong Local Governance and Regional Leadership – Council providing direction for the conduct of the 2019 Division 2 by-election shows a commitment to strong local governance. Providing opportunities for special ballots and elector assistance at home supports democratic principles.</p> <p><u>Organizational:</u></p> <p>The Legislative Services Department will need to re-prioritize other 2019 initiatives in order to be able to conduct the 2019 Division 2 by-election.</p> <p><u>Financial:</u></p> <p>Approximately \$15,000 is required to conduct the by-election. Funds will be withdrawn from the Election Reserve and replenished in 2020 and 2021 for the 2021 general election.</p>
Alternatives Considered	<p>Council could select an alternate Division 2 by-election date, appoint an alternate Returning Officer or Substitute Returning Officer, not provide for special ballots, provide for special ballots but vary the dates they can be applied for and received by the Returning Officer, not authorize elector assistance at home, or fund the by-election from alternate funding sources.</p>
Implications of Alternatives	<p>A decision not to approve special ballots or elector assistance at home would not support the principles of Strong Local Governance and Regional Leadership as these provide additional opportunities for electors to participate in the democratic process.</p> <p>A decision to select a by-election date other than September 17, 2019 will require Legislative Services to determine availability of voting stations and confirmation that legislated timelines can be met.</p> <p>A decision to fund the by-election from a source other than the Election Reserve would have impacts on the 2019 operating budget.</p>

Follow up Action	1. The Returning Officer will conduct the election in accordance with the Local Authorities Election Act, Regulations, Sturgeon County Bylaws, Sturgeon County Policies, and direction given by Council at the July 9, 2019 Council Meeting.
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Attachment(s)	None.
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Report Reviewed by:	
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Jesse Sopko, Manager, Legislative Services & Information Management



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"/>



Legislation Text

File #: RFD-163-19, **Version:** 1

Appointment of Deputy Mayor and Acting Mayor

1. That Council appoint Councillor _____ as Deputy Mayor for the period of August 1, 2019 to October 31, 2019.
2. That Council appoint Councillor _____ as Acting Mayor for the period of July 9, 2019 to October 31, 2019.

Request for Decision

Title	Appointment of Deputy Mayor and Acting Mayor
Proposed Motions	<p>1. That Council appoint Councillor _____ as Deputy Mayor for the period of August 1, 2019 to October 31, 2019.</p> <p>2. That Council appoint Councillor _____ as Acting Mayor for the period of July 9, 2019 to October 31, 2019.</p>
Administrative Recommendation	<p>Administration recommends that Council appoint a Deputy Mayor from August 1, 2019 to October 31, 2019 to allow coverage following the resignation of the Division 2 Councillor who was scheduled to begin her term as Deputy Mayor beginning August 1, 2019. As the Division 2 Councillor was also serving as Acting Mayor at the time of her resignation, Council must appoint an Acting Mayor to begin their term on July 9, 2019 and serve until October 31, 2019.</p>
Previous Council Direction	<p>October 23, 2018 Organizational Meeting: Motion 292/18: That Council approve the Revised 2017-2021 Deputy Mayor and Acting Mayor Schedule, as presented.</p> <p>October 9, 2018: Motion 279/18: That Council direct Administration to bring forward a Request for Decision to the 2018 Organizational Meeting of Council that includes a rotating schedule for the positions of Deputy Mayor and Acting Mayor in accordance with section 152 of the Municipal Government Act.</p> <p>January 23, 2018: Motion 032/18: That Council approve the Deputy Mayor Schedule as presented.</p> <p>Motion 033/18: That Council appoint Councillor Wayne Bokenfohr to the position of Deputy Mayor for the period of January 24, 2018 to September 2018.</p> <p>October 24, 2017 Organizational Meeting: Motion 406/17: That Council approve Councilor Shaw as Deputy Mayor to January 23, 2018 and revisit the complete Deputy Mayor schedule for the balance of the term at that meeting.</p>

Motion 412/17: That Council appoint Councillor Karen Shaw to the position of Deputy Mayor for the period of October 24, 2017 to January 23, 2018.

Report Background Information



- At the January 9, 2019 Regular Council Meeting, Patrick D. Tighe was sworn in as Deputy Mayor and Susan Evans as Acting Mayor, as per the Revised 2017-2021 Deputy Mayor and Acting Mayor Schedule approved at the October 23, 2018 Organizational Council Meeting.
- Susan Evans submitted her resignation as Councillor for Division 2 on June 27, 2019, thereby leaving the position of Acting Mayor vacant. Further, Susan Evans was to be appointed as Deputy Mayor for the period August 2019 – February 2020 at the July 9, 2019 Regular Council Meeting in accordance with the 2017-2021 Deputy Mayor and Acting Mayor Schedule attached.
- Council is required to decide the appointment of a Deputy Mayor and Acting Mayor. Administration recommends that the Deputy Mayor and term be from August 1, 2019 to October 31, 2019 and that the Acting Mayor term be from July 9, 2019 to October 31, 2019.
- Administration recommends that Council revisit the Deputy Mayor and Acting Mayor schedule at the October 22, 2019 Organizational Meeting, at which time the new Division 2 Councillor can be added to the schedule.

External Communication

- None.

Relevant Policy/Legislation/Practices:

- Under section 152 of the Municipal Government Act, RSA 2000, c. M-26 (MGA), "A Council must appoint one or more Councillors as deputy chief elected official so that (a) only one councillor will hold that office at any one time, and (b) the office will be filled at all times."
- Under section 152(2) of the MGA, "A deputy chief elected official must act as the chief elected official (a) when the chief elected official is unable to perform the duties of the chief elected official, or (b) if the office of chief elected official is vacant."
- Under section 152(3) of the MGA, "A council may appoint a councillor as an acting chief elected official to act as the chief elected official (a) if both the chief elected official and the deputy chief elected official are unable to perform the duties of the chief elected official, or (b) if both the office of chief elected official and the office of deputy chief elected official are vacant".
- Further, as per section 156 of the MGA, "a councillor, a chief elected official and a deputy and acting chief elected official may not carry out any power, duty or function until that person has taken the official oath prescribed by the Oaths of Office Act."

	<ul style="list-style-type: none"> As per section 61.3 of Sturgeon County's Procedure Bylaw 1301/13, "Council shall establish by resolution the roster for Deputy Mayor on a rotating basis."
Implication of Administrative Recommendation	<p><u>Strategic Alignment:</u></p> <p>Having a Deputy Mayor/Acting Mayor schedule and an active Deputy/Acting Mayor throughout the term of Council ensures strong local governance and regional leadership and ensures the County's compliance with the MGA.</p> <p><u>Organizational:</u></p> <p>In the absence of the Mayor, the Deputy Mayor will be required to act; and in the absence of the Mayor and Deputy Mayor, the Acting Mayor will be required to act.</p> <p><u>Financial:</u></p> <p>There are appropriate funds in the budget for the Deputy Mayor increment.</p>
Alternatives Considered	Administration did not consider alternatives, given that it is a requirement of the MGA to have a Deputy Elected Official.
Implications of Alternatives	<p><u>Strategic Alignment:</u></p> <ul style="list-style-type: none"> Not applicable. <p><u>Organizational:</u></p> <ul style="list-style-type: none"> Not applicable. <p><u>Financial:</u></p> <ul style="list-style-type: none"> Not applicable.
Follow up Action	1. Advise Financial Services of the Deputy Mayor and Acting Mayor Schedule (Legislative Services – July 2019).
Attachment(s)	Current Deputy Mayor and Acting Mayor Schedule
Report Reviewed by:	 Jesse Sopko, Manager, Legislative Services and Information Management  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"/>

2017 – 2021
DEPUTY MAYOR and ACTING MAYOR SCHEDULE

DEPUTY MAYOR	ACTING MAYOR	PERIOD COVERING	MOTION #
Karen Shaw – Division 6	-----	October 24, 2017 – January 23, 2018	412/17
Wayne Bokenfohr – Division 3	-----	January 24, 2018 – September 2018	033/18
Wayne Bokenfohr – Division 3	-----	October 2018 – December 31, 2018	268/18
-----	Patrick D. Tighe – Division 5	October 2018 – December 31, 2018	292/18
Patrick D. Tighe – Division 5	Susan Evans – Division 2	January 2019 – July 2019	
Susan Evans – Division 2	Karen Shaw – Division 6	August 2019 – February 2020	
Karen Shaw – Division 6	Dan Derouin – Division 1	March 2020 – June 2020	
Dan Derouin – Division 1	Neal Comeau – Division 4	July 2020 to February 2021	
Neal Comeau – Division 4	Wayne Bokenfohr – Division 3	March 2021 – October 2021	
*** Official Appointments will be made at the last meeting of the month before the term begins***			
IF BOTH THE DEPUTY MAYOR AND ACTING MAYOR ARE UNAVAILABLE TO PERFORM THE DUTIES OF MAYOR, THE NEXT AVAILABLE COUNCILLOR ON THE ACTING MAYOR LIST WILL PERFORM THE DUTIES OF ACTING MAYOR, PURSUANT TO SECTION 152 OF THE <i>MUNICIPAL GOVERNMENT ACT</i> .			
		APPROVED: October 23, 2018	
		MOTION#: 292/18	

Legislation Text

File #: RFD-159-19, **Version:** 1



Board and Committee Appointments

1. That Council appoint Mayor Alanna Hnatiw to the Edmonton Metropolitan Region Board Integrated Regional Transportation Master Plan Task Force, with Councillor Wayne Bokenfohr as the alternate.
2. That Council approve the revised 2019 Council Boards, Committees and Commissions Appointment List as presented.

Request for Decision

Title	Board and Committee Appointments
Proposed Motion	<p>1. That Council appoint Mayor Alanna Hnatiw to the Edmonton Metropolitan Region Board Integrated Regional Transportation Master Plan Task Force, with Councillor Wayne Bokenfohr as alternate.</p> <p>2. That Council approve the revised 2019 Council Boards, Committees and Commissions Appointment List as presented.</p>
Administrative Recommendation	Administration recommends that Council make Board and Committee appointments in accordance with the attached 2019 Council Boards, Committees and Commissions Appointment List.
Previous Council Direction	<p><u>March 12, 2019 – Motion 062/19:</u> That Council approve the adjusted membership list to reflect Council appointments to the Regional Transit Services Commission Transition Team and the Edmonton Metropolitan Region Board's Shared Investment for Shared Benefit Task Force.</p> <p><u>October 23, 2018 Organizational Council Meeting</u> Motion 293/18: That Council approve the membership list for the 2019 Council appointments to Boards, Committees and Commissions as amended.</p>
Report	<p><u>Background Information</u></p> <ul style="list-style-type: none"> Council annually approves the appointment of members of Council to the Council Boards, Committees and Commissions at the annual Organizational Meeting of Council. New committees and other governance bodies that arise throughout the calendar year must have their appointments approved by Council. The Edmonton Metropolitan Region Board (EMRB) Integrated Regional Transportation Master Plan (IRTMP) Task Force, approved by the EMRB in June 2019, requires both a Sturgeon County member and alternate member. Administration recommends that Council appoint Mayor Alanna Hnatiw to the EMRB IRTMP Task Force, with Councillor Wayne Bokenfohr as alternate.

	<ul style="list-style-type: none"> • Susan Evans resigned her position as Councillor for Division 2 on June 27, 2019. As such, there are several boards and committees which will require a new Council appointment. • A Special Council Meeting was held on June 28, 2019, and the Request for Decision presented at that meeting advised that Council members appointed as alternates on Boards and Committees where there is no longer an appointed Council member shall arrange to attend Board and Committee meetings until the July 9, 2019 Council meeting. • Council is required to fill the following vacancies among the remaining six members of Council: <ul style="list-style-type: none"> • Community Services Advisory Board • Environmental Protection Appeal Committee • Transportation Advisory Committee • Capital Region Waste Minimization Advisory Commission • St. Albert Intermunicipal Collaboration Framework Committee • Regional Transit Services Commission Transition Team • Roseridge Waste Management Services Commission • Sturgeon County / City of St. Albert Annexation Negotiation Committee • The Mayor conferred with members of Council in determining each Council member's availability to serve on boards and committees with vacancies, and the revised 2019 Council Boards, Committees and Commission Appointment List, attached, reflects the feedback from members of Council. • As there are provincial training requirements for Subdivision and Development Appeal Board (SDAB) members, and a Council member is not required to attend each SDAB hearing under the County's SDAB Bylaw, Administration is not recommending that Council appoint another Council member to the SDAB. This can be revisited at the October 22, 2019 Organizational Meeting. <p><u>External Communication</u></p> <ul style="list-style-type: none"> • Legislative Services will advise the administrative representatives of Boards, Committees and Commissions with new Sturgeon County representation of the appointed Council member(s). <p><u>Relevant Policy/Legislation/Practices:</u></p> <ul style="list-style-type: none"> • Municipal Government Act
Implication of Administrative Recommendation	<p><u>Strategic Alignment:</u></p> <p>Strong Local and Regional Governance: Appointing Sturgeon County Council members to Boards, Committees and Commissions is required to ensure Sturgeon County representation on the various organizations that make decisions for the County and the region.</p>

	<u>Organizational:</u> None. <u>Financial:</u> None.
Alternatives Considered	Council could choose to not approve the revised 2019 Council Boards, Committees and Commissions Appointment List as presented, or approve an amended schedule with alternate appointments.
Implications of Alternatives	<u>Strategic Alignment:</u> If Council were to not approve the recommended appointments, they could provide alternate appointments. <u>Organizational:</u> There would be no impact to the organization if alternate appointments were approved. <u>Financial:</u> None.
Follow up Action	1. Advise internal/external bodies as required of the approved appointments (Legislative Services, July 2019). 2. Process the updated appointments listing (Legislative Services, July 2019). 3. Confirm IRTMP Task Force next steps and schedule, in partnership with the appointed members (Planning and Regional Services, July 2019).
Attachment(s)	1. Redlined Council Boards, Committees and Commissions Appointments List 2. Proposed Amended Council Boards, Committees and Commissions Appointments List
Report Reviewed by:	 Jesse Sopko, Manager, Legislative Services and Information Management  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"/>	

STURGEON COUNTY

2019 Council Boards, Committees and Commissions Appointment List

INTERNAL BOARDS/COMMITTEES/COMMISSIONS	
BOARD/COMMITTEE/COMMISSION	MEMBERS
Agricultural Service Board <small>*includes Agriculture Pest Act Appeal Committee, Soil Conservation Appeal Committee and Weed Control Act Appeal Committee</small>	Councillor Shaw Councillor Tighe
Boards and Committees Selection Committee	Councillor Bokenfohr Councillor Comeau
Calahoo Villeneuve Sand and Gravel Extraction Committee	Councillor Bokenfohr Councillor Comeau
Community Services Advisory Board	Councillor Evans Councillor Comeau Councillor Tighe
Economic Development Board	Councillor Derouin Councillor Shaw
Environmental Protection Appeal Committee	Councillor Derouin Councillor Evans Mayor Hnatiw Councillor Shaw
Municipal Planning Commission	Mayor Hnatiw Councillor Comeau Councillor Derouin Councillor Shaw Councillor Tighe
Subdivision and Development Appeal Board	Councillor Bokenfohr / Councillor Evans (alternating on schedule)
Transportation Advisory Committee	Councillor Evans Councillor Derouin Councillor Shaw

STURGEON COUNTY

2019 Council Boards, Committees and Commissions Appointment List

EXTERNAL BOARDS/COMMITTEES/COMMISSIONS	
BOARD/COMMITTEE/COMMISSION	MEMBERS
Alberta Capital Region Wastewater Commission	Councillor Bokenfohr; Councillor Comeau (alternate)
Alberta Industrial Heartland Association	Mayor Hnatiw; Councillor Derouin
Athabasca Landing Trail Steering Committee	Councillor Derouin; Councillor Tighe
Capital Region Northeast Water Services Commission	Councillor Tighe; Councillor Derouin (alternate)
Capital Region Waste Minimization Advisory Commission	Councillor Evans Councillor Shaw ; Councillor Tighe (alternate)
Edmonton Global	Mayor Hnatiw; Councillor Bokenfohr (alternate)
Edmonton Metropolitan Regional Agriculture Master Plan Task Force	Mayor Hnatiw; Councillor Comeau (alternate)
Edmonton Metropolitan Region Growth Management Board	Mayor Hnatiw; Councillor Bokenfohr (alternate)
Edmonton Metropolitan Region Growth Management Board Shared Investment for Shared Benefit Task Force	Mayor Hnatiw; Councillor Tighe (alternate)
Edmonton Metropolitan Region Growth Management Board Integrated Regional Transportation Master Plan Task Force	Mayor Hnatiw; Councillor Bokenfohr (alternate)
Edmonton Regional Airports Authority Appointers Committee	Mayor and Deputy Mayor
Edmonton Salutes Committee	Councillor Derouin; Councillor Tighe (alternate)
Federation of Canadian Municipalities Committees: <ul style="list-style-type: none">Prairies & Territories Regional CaucusCommittee of the WholeStanding Committee on Community Safety and Crime PreventionStanding Committee on Municipal Infrastructure and Transportation PolicyRural ForumNorthern and Remote ForumIndigenous (volunteer position)	Councillor Wayne Bokenfohr
Homeland Housing	Councillor Tighe
St. Albert Intermunicipal Collaboration Framework Committee	Mayor Hnatiw; Councillor Evans Councillor Shaw ; Councillor Tighe
Morinville Intermunicipal Negotiating Task Force	Mayor Hnatiw; Councillor Shaw; Councillor Tighe
Morinville Seed Cleaning Co-op Ltd.	Councillor Tighe; Councillor Shaw
North Saskatchewan Watershed Alliance and Sturgeon River Watershed Alliance	Councillor Derouin; Councillor Bokenfohr (alternate)
Northeast Region Community Awareness Emergency Response Board of Directors	Councillor Derouin
Northern Alberta Mayors and Reeves Caucus	Mayor Hnatiw
Northern Lights Library System	Councillor Shaw; Councillor Comeau (alternate)
Pembina Zone	All Council
Regional Transit Services Commission Transition Team	Councillor Evans ; Councillor Shaw (alternate); Councillor Tighe (alternate)
River Valley Alliance Advisory Board	Councillor Bokenfohr; Councillor Derouin (alternate)
Roserdige Waste Management Services Commission	Councillor Evans Councillor Bokenfohr ; Councillor Tighe (alternate)
Sturgeon County / City of St. Albert Annexation Negotiation Committee	Mayor Hnatiw; Councillor Bokenfohr; Councillor Tighe Councillor Evans
Sturgeon County / City of St. Albert Inter-Municipal Affairs Committee	All Council
Sturgeon County / City of St. Albert Joint Opportunities Task Force	Councillor Derouin; Councillor Comeau; Councillor Bokenfohr
Sturgeon County / Morinville Inter-Municipal Affairs Committee	All Council
Sturgeon Regional Emergency Advisory Committee	Councillor Derouin; Councillor Shaw (alternate)
Sturgeon Regional Partnership	Mayor; Deputy Mayor (alternate)
West Sturgeon Aging in Place Foundation / West Country Hearth	Councillor Comeau; Councillor Bokenfohr (alternate)

STURGEON COUNTY

2019 Council Boards, Committees and Commissions Appointment List

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Boards and Committees Selection Committee	Councillor Bokenfohr Councillor Comeau
Calahoo Villeneuve Sand and Gravel Extraction Committee	Councillor Bokenfohr Councillor Comeau
Community Services Advisory Board	Councillor Comeau Councillor Tighe
Economic Development Board	Councillor Derouin Councillor Shaw
Environmental Protection Appeal Committee	Mayor Hnatiw Councillor Derouin Councillor Shaw
Municipal Planning Commission	Mayor Hnatiw Councillor Comeau Councillor Derouin Councillor Shaw Councillor Tighe
Subdivision and Development Appeal Board	Councillor Bokenfohr
Transportation Advisory Committee	Councillor Derouin Councillor Shaw

STURGEON COUNTY

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BOARD/COMMITTEE/COMMISSION	MEMBERS
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Athabasca Landing Trail Steering Committee	Councillor Derouin; Councillor Tighe
Capital Region Northeast Water Services Commission	Councillor Tighe; Councillor Derouin (alternate)
Capital Region Waste Minimization Advisory Commission	Councillor Shaw; Councillor Tighe (alternate)
Edmonton Global	Mayor Hnatiw; Councillor Bokenfohr (alternate)
Edmonton Metropolitan Regional Agriculture Master Plan Task Force	Mayor Hnatiw; Councillor Comeau (alternate)
Edmonton Metropolitan Region Growth Management Board	Mayor Hnatiw; Councillor Bokenfohr (alternate)
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Edmonton Regional Airports Authority Appointers Committee	Mayor and Deputy Mayor
Edmonton Salutes Committee	Councillor Derouin; Councillor Tighe (alternate)
Federation of Canadian Municipalities Committees: <ul style="list-style-type: none">• Prairies & Territories Regional Caucus• Committee of the Whole• Standing Committee on Community Safety and Crime Prevention• Standing Committee on Municipal Infrastructure and Transportation Policy• Rural Forum• Northern and Remote Forum• Indigenous (volunteer position)	Councillor Wayne Bokenfohr
Homeland Housing	Councillor Tighe
St. Albert Intermunicipal Collaboration Framework Committee	Mayor Hnatiw; Councillor Shaw; Councillor Tighe
Morinville Intermunicipal Negotiating Task Force	Mayor Hnatiw; Councillor Shaw; Councillor Tighe
Morinville Seed Cleaning Co-op Ltd.	Councillor Tighe; Councillor Shaw
North Saskatchewan Watershed Alliance and Sturgeon River Watershed Alliance	Councillor Derouin; Councillor Bokenfohr (alternate)
Northeast Region Community Awareness Emergency Response Board of Directors	Councillor Derouin
Northern Alberta Mayors and Reeves Caucus	Mayor Hnatiw
Northern Lights Library System	Councillor Shaw; Councillor Comeau (alternate)
Pembina Zone	All Council
Regional Transit Services Commission Transition Team	Councillor Shaw; Councillor Tighe (alternate)
River Valley Alliance Advisory Board	Councillor Bokenfohr; Councillor Derouin (alternate)
Rosieridge Waste Management Services Commission	Councillor Bokenfohr; Councillor Tighe (alternate)
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Sturgeon County / City of St. Albert Inter-Municipal Affairs Committee	All Council
Sturgeon County / City of St. Albert Joint Opportunities Task Force	Councillor Derouin; Councillor Comeau; Councillor Bokenfohr
Sturgeon County / Morinville Inter-Municipal Affairs Committee	All Council
Sturgeon Regional Emergency Advisory Committee	Councillor Derouin; Councillor Shaw (alternate)
Sturgeon Regional Partnership	Mayor; Deputy Mayor (alternate)
West Sturgeon Aging in Place Foundation / West Country Hearth	Councillor Comeau; Councillor Bokenfohr (alternate)



Legislation Text

File #: RFD-139-19, **Version:** 1

Community Grant Allocation to West Sturgeon Aging in Place

That Council approve an additional grant to West Sturgeon Aging in Place for \$113,750, to be funded from the Community Enhancement Reserve.

Request for Decision

Title	Community Grant Allocation to West Sturgeon Aging in Place
Proposed Motion	That Council approve an additional grant to West Sturgeon Aging in Place for \$113,750 to be funded from the Community Enhancement Reserve.
Administrative Recommendation	Administration recommends that Council approve the additional grant to West Sturgeon Aging in Place for \$113,750, to be funded from the Community Enhancement Reserve.
Previous Council Direction	<p>April 9, 2019 – Motion 106/19: 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>April 9, 2019 – Motion 107/19: 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>
Report	<p><u>Background Information</u></p> <ul style="list-style-type: none"> West Country Hearth opened in 2007 and is a CARF (Commission on Accreditation of Rehabilitation Facilities) seniors facility providing quality care for independent, supportive and assisted living. Supportive living is provided in 80 suites. West Sturgeon Aging in Place submitted a grant application prior to the February 15 deadline for upgrades to the boiler piping system. <ul style="list-style-type: none"> The original request was for \$300,000 and \$100,000 was awarded. At the time of the application, they had a proposal for the boiler repair but no estimates. The updated proposal, including cost estimates from Mechanical Solutions, is attached. The Calahoo Villeneuve Sand & Gravel Advisory Committee supports the recommendation and an allocation of up to 75% of the project costs.

	<p><u>External Communication</u></p> <ul style="list-style-type: none">• None. <p><u>Relevant Policy/Legislation/Practices:</u></p> <ul style="list-style-type: none">• Community Association Grant Policy								
Implication of Administrative Recommendation	<p><u>Strategic Alignment:</u></p> <p>Strong Local Governance and Regional Leadership – The intent to support the project has been unwavering. Both the Calahoo Villeneuve Sand & Gravel Advisory Committee and Administration wanted to respect the eligibility requirements and grant process for receiving funds.</p> <p><u>Organizational:</u></p> <p>Our commitment to the process and reinforcing best practice minimizes any risk to the organization.</p> <p><u>Financial:</u></p> <table><tr><th>Project Cost</th><th>Grant Eligibility</th><th>Grant Received</th><th>Remaining Eligibility</th></tr><tr><td>\$285,091</td><td>\$213,818</td><td>\$100,000</td><td>\$113,818</td></tr></table> <p>The \$113,750 grant would be funded from the Community Enhancement Reserve. The Community Enhancement Reserve currently has a balance of \$600,336.</p>	Project Cost	Grant Eligibility	Grant Received	Remaining Eligibility	\$285,091	\$213,818	\$100,000	\$113,818
Project Cost	Grant Eligibility	Grant Received	Remaining Eligibility						
\$285,091	\$213,818	\$100,000	\$113,818						
Alternatives Considered	Fund the project to 100% at the requested level of \$285,000.								
Implications of Alternatives	<p><u>Strategic Alignment:</u></p> <ul style="list-style-type: none">• This option is not consistent with the principles of our grant program including accountability and volunteerism. The terms and conditions of our grant program clearly state that community organizations have to fund 25% of the project. <p><u>Organizational:</u></p> <ul style="list-style-type: none">• No impact to the organization. <p><u>Financial:</u></p> <ul style="list-style-type: none">• 100% of the project cost would be an additional \$185,091.								
Follow up Action	1. Administration to request a cheque. (Community Services July 2019)								

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"/>
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"/>



&



West Country Hearth

Prepared for: Annette Borlet
Prepared by: Larry Cox





EXECUTIVE SUMMARY

Overview of Boiler repairs and Piping Changes

The boiler piping changes to the domestic hot water system and boiler heating system were completed in the summer of 2018 and are now online and working. The new boiler installed is now the lead boiler and controls the staging of all the other boilers based on outside air. The boilers will deliver up to 180 F if required. The boilers deliver the hot water to the 7 pump panels located in the basement and crawl space. Water is then remixed at the pump panels for use as heating in the individual suites.

The hot water tanks have been opened and the coils descaled which will now give you more hot water recovery capacity than before. These tanks are turning off and on as required to maintain domestic water temperature. The new boiler looks after supplying the hot water to these three tanks and takes priority when required.

Proposed System Operation Changes

The West Country Hearth building uses highly efficient boilers to heat a closed water heating loop to deliver heating to fan coil units and wall radiation cabinets. Phase two of the heating upgrade will accomplish a number of things that will benefit West Country Hearth. Phase two work includes the following areas: four wings and additional short wing to the Alzheimer ward, the central basement core area, the mechanical room and removal of all pump panels and approximately 12,000 feet of pex piping running from the pump panels.

We will be able to deliver hotter water to the suites which means a warmer suite temperature during the coldest days of winter. Presently the far South ends of the wings are only getting 135 F water during the coldest days even though the boilers are operating at 180 F. You have been getting complaints of cold suites during the coldest days. This is due to the numerous times that the boiler water gets diluted in the injection panels each time it is mixed, lowering the water temperature.

The new piping system eliminates the injection panels altogether and we will deliver 180 F to the far ends of the wings.

1. Combine the changes we made during this last summer to the boiler system to marry with the new changes we are proposing. This would entail expanding the primary loop piping in the boiler room to be carried into the undeveloped central area in the basement. We have already sized your new primary pump for the future piping of this loop.
2. Install individual 2" supply and return piping into each of the 4 wings plus south West extension to replace the pump panels. The supply and return pipes will supply the required heating water to the suite zone valves. Each wing will operate off the main circulating pump which has a VFD pump to control the



water flow. This will eliminate approximately 55 individual pumps, increase system efficiency and lower power consumption and maintenance costs.

3. Install glycol exchangers for the hallway make-up airs and central core fan coil units and heat recover ventilators.
4. Your existing boilers will continue to supply the required hot water for the heating and domestic water uses.

Phase Two Advantages

1. Elimination of the 5 injection panels located in the crawl space consists of approximately 55 pumps, which makes for a maintenance intensive system that does not work as per its design.
2. Elimination of coil freeze ups in the crawl space make-up air systems would now be on glycol and will not be subject to freezing.
3. Boiler control will be optimized by being able to supply the correct boiler water temperature corresponding to the outside air temperatures. Presently the boilers are supplying a higher water temperature then required to counter the mixing panels, this will lower your gas consumption.
4. Elimination of freezing concern of the heating coils within the air handling units serving the central core by converting to glycol. This will eliminate the costly repair of frozen coils in the past. Some of these coils will need to be replaced because of the number of times they have been repaired, but are not included in this scope of work. Some units are not providing heat because of non-repairable coil damage.

This is what we are proposing as a solution for a complete building heating Fix.

1. Install individual supply and return piping into each of the 4 plus the south West extension wing to replace the pump panels. The supply and return pipes will supply the required heating water to the suite zone valves. Each wing will have a 2" reverse return piping arrangement to control the water flow. This will eliminate approximately 55 individual pumps, increase system efficiency, lower power consumption, lower gas consumption and lower your maintenance costs.

Supply and Install Cost for the Above is\$175,000.00 Plus GST



2. The 5 hallway pressurization units and crawl space Make-up air units will be converted to a glycol system along with the 12-fan coil/water furnaces units located in the basement. These units have had numerous coil repairs in the past and some of the units may need coil replacement due to the numerous repairs of the past. This can be looked into at the time of conversion. The controls will be modified as well to simplify operation. Install a glycol 1200 MBH exchanger system for the water furnace units, and 5 heat exchanger panels for the hallway and make-up air units. This would tie into your existing boiler system.

The supply and installation Price for the above work is.....\$110,091.00 Plus GST

Total Installation Cost of The Above.....\$285,091.00 Plus GST

A thorough knowledge of HVAC systems is essential in the maintenance and operations of your building in order to maintain operating sustainability. This will become a standard operating practice that will provide a positive building environment with reduced operating costs.

Sincerely,

Larry Cox
HVAC Manager
larry@icommechanical.com
Cell 780-803-6890
Office 780-473-4076
Fax 780-457-6836



Legislation Text

File #: RFD-016-19, **Version:** 1




Municipal Internship Program Application - Finance Officer

That Council approve the application to host a Finance Officer Intern through the Provincial Municipal Internship Program.

Request for Decision

Title	Municipal Internship Program Application - Finance Officer
Proposed Motion	That Council approve the application to host a Finance Officer Intern through the Provincial Municipal Internship Program.
Administrative Recommendation	That Sturgeon County take advantage of government grant programs which provide funding for a full-time term resource.
Previous Council Direction	<p><u>August 28, 2018 – Motion 266/18:</u> That Council approve the application to host a Finance Officer Intern through the Provincial Municipal Internship Program.</p> <p><u>August 23, 2016 – Motion 288/16:</u> That Council approve the application to host a first-year Finance Officer Intern through the Provincial Municipal Internship Program.</p> <p><u>August 26, 2014 – Motion 258/14:</u> Council approves the application to host a Finance Officer Intern through the Provincial Municipal Internship Program.</p> <p><u>December 9, 2014– Motion 391/14:</u> Council approves the Finance Officer Intern through the 2015 Operating Budget.</p> <p><u>December 8, 2015 – Motion 394/15:</u> Council approves the second-year funding of the Finance Officer Intern through the 2016 Operating Budget.</p>
Report	<p><u>Background Information</u></p> <ul style="list-style-type: none"> • The grant application deadline has not yet been announced by the Province; however, in past years, the deadline has been September 1. • If approved by Council, the application for a Municipal Finance Intern through the Provincial Municipal Internship Program will be brought forward as part of the 2020 budget process. • The Municipal Affairs' program objective is to help build the administrative capacity of local governments in Alberta.

	<ul style="list-style-type: none"> • The financial intern program is a one-year program with the option of a second-year extension. • To qualify, host municipalities will provide comprehensive experience in the financial services area of the municipality and provide a commitment of resources, both financial and staff, for mentoring and development. • Sturgeon County's estimated annual cost, net of the grant, would be \$22,000 for year one and \$40,500 for year two, funded through the general operating reserve with no impact to taxation if approved. If approved, the grant would significantly subsidize the County's contribution for an additional full-time resource. • In 2019, host municipalities received \$43,000 for the first year and \$23,000 for the second-year interns to assist with the costs of hosting the intern. We anticipate funding to be similar for the 2020/2021 grant program. • The grant program allows a first-year intern and second-year intern to be placed at a municipality consecutively. • Currently, the County is hosting a first-year finance intern until April 2020. Should Council approve this motion, contingent on grant approval, the new intern would start between April and May 2020. • Administration sees this position as an opportunity to continue with the success the Finance department has had developing key policies and procedures without committing Sturgeon County to long-term budget increases. • The intern also provides operational and technical support to the Finance department and organization. <p><u>External Communication</u></p> <ul style="list-style-type: none"> • All communication is provided by Municipal Affairs. <p><u>Relevant Policy/Legislation/Practices:</u></p> <ul style="list-style-type: none"> • None.
Implication of Administrative Recommendation	<p><u>Strategic Alignment:</u></p> <p>Strong Local Governance and Regional Leadership: Approval of the funding for the Finance Intern position would consider fiscal stability and sustainability.</p> <p><u>Organizational:</u></p> <p>This recommendation would enable the Finance department to maintain their current service levels within the department.</p>

	<p><u>Financial:</u></p> <p>If approved, the County would have an estimated annual cost, net of the grant, of \$22,000 for year one and \$40,500 for year two (if extended), which would be funded through the general operating reserve.</p>
Alternatives Considered	<ol style="list-style-type: none"> 1. Do not apply for the Finance Officer Intern government grant. 2. Put forward a Service Enhancement for an additional summer student to assist with the seasonal increase in activity.
Implications of Alternatives	<p><u>Strategic Alignment:</u></p> <ul style="list-style-type: none"> • Not proceeding with the application could result in the inability to meet service level requests in an efficient and cost-effective manner. <p><u>Organizational:</u></p> <ul style="list-style-type: none"> • Financial Services has actively participated in the program for some time now. Not applying for this opportunity would increase existing Finance team members' workload and potentially decrease service levels or the ability to perform ad hoc project work within the Finance department. <p><u>Financial:</u></p> <ul style="list-style-type: none"> • Grant funding, estimated at \$43,000 for year one and \$23,000 for year two, would not be received.
Follow up Action	<ol style="list-style-type: none"> 1. Administration will submit the grant application prior to the due date, which we anticipate being September 1, 2019.
Attachment(s)	None.
Report Reviewed by:	<div style="text-align: center;">  Ed Kaemingh, Manager Financial Services </div> <div style="text-align: center;">  Rick Wojtkiw, General Manager, Corporate Support </div> <div style="text-align: center;">  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"/>



Legislation Text

File #: RFD-155-19, **Version:** 1




Request for Cancellation of Tax Arrears for Roll #3710018

That Council refuse the request to cancel tax arrears in the amount of \$5,136.40 for Roll #3710018, resulting from an outstanding water and sewer bill.

Request for Decision

Title	Request for Cancellation of Tax Arrears for Roll #3710018
Proposed Motion	That Council refuse the request to cancel tax arrears in the amount of \$5,136.40 for Roll #3710018, resulting from an outstanding water and sewer bill.
Administrative Recommendation	Administration recommends that Council refuse the request to cancel tax arrears under section 347(1)(a) of the Municipal Government Act.
Previous Council Direction	June 25, 2019 Regular Council Meeting – Mr. Van Vuong made a presentation to Council requesting a refund for tax arrears.
Report	<p><u>Background Information</u></p> <ul style="list-style-type: none"> • August 21, 2018: Sturgeon County emailed Roll #3710018 and Mr. Vuong regarding a high consumption noted on the monthly water bill. • August 22, 2018: Sturgeon County technicians visited the property in the Northern Lights subdivision to investigate the water consumption. During the inspection, utility technicians found two toilets running. The water meter was removed, as per the request of Mr. Vuong, to investigate the meter's accuracy. • August 31, 2018 and October 2, 2018: Sturgeon County emailed Mr. Vuong, informing him and the taxable owner, that their renter had not come into the County to set up a utility account or pay the renter deposit fee. The email further indicated that the utility account remains in the taxable owner's name. • October 2, 2018: Sturgeon County phoned Mr. Vuong regarding the high-water consumption. Mr. Vuong confirmed he had fixed the toilets. • October 3, 2018: The meter test came back registering 99.7006% accuracy (as per Sturgeon County Waterworks Bylaw 932/02, the meter is within the acceptable meter accuracy allowance). • October 9, 2018: Mr. Vuong requested that the County shut off the water valve to the property in Northern Lights. • With the new Neptune meter installed, the data logger results were pulled on October 10, 2018. The report noted that on August 30, 2018, a

	<p>leak occurred until October 1, 2018. Total leak consumption was 24.758 cubic metres (m³). Furthermore, a subsequent leak occurred on October 6, 2018, and continued until October 10, 2018. Total leak consumption was 1.617 m³.</p> <ul style="list-style-type: none"> • October 11, 2018: A letter was sent from Sturgeon County, notifying Mr. Vuong of the meter test results and the Neptune meter data logger results. • October 15, 2018: Sturgeon County received a letter from a tenant at the property who indicated high mould issues due to extensive leaks within the home. • October 17, 2018: Sturgeon County received an “Executive Order” from Alberta Health Services to have the tenant vacate the property immediately. • December 21, 2018; Sturgeon County received a request from Mr. Vuong for the County to shut off water; however, the water had been shut off since the request to do so on October 9, 2018. • March 26, 2019: Sturgeon County provided Mr. Vuong a letter that indicated the results of its follow-up investigation. • April 27, 2019: Mr. Vuong advised that he wants Council to waive his outstanding utility bill of \$4,590.63 (plus 12% interest penalty), which was transferred from utility collections to the tax roll on January 1, 2019. • Mr. Van Vuong attended the June 25, 2019 Regular Council meeting, where he requested that Council cancel tax arrears in the amount of \$5,136.40. <p><u>External Communication</u></p> <ul style="list-style-type: none"> • No external communication is required. <p><u>Relevant Policy/Legislation/Practices:</u></p> <ul style="list-style-type: none"> • Municipal Government Act, section 347(1)(a) (cancellation, reduction, refund or deferral of taxes) • 2019 Fees & Charges Bylaw 1427/18 • Waterworks Bylaw 932/02 and amendments thereto
Implication of Administrative Recommendation	<p><u>Strategic Alignment:</u></p> <p>Strong Local Governance and Regional Leadership – Refusing the request to cancel tax arrears resulting from an unpaid water and sewer bill aligns with the Fees and Charges Schedule Bylaw and demonstrates the County’s commitment to collecting fees consistently.</p>

	<p><u>Organizational:</u></p> <p>Refunding the tax arrears to Roll #3710018 would have minimal impact on Administration.</p> <p><u>Financial:</u></p> <p>The County would retain the tax arrears resulting from the outstanding utility bill of \$5,139.40, which would go back into the utility budget to recover the cost associated with water and wastewater expenses.</p>
Alternatives Considered	Council could cancel tax arrears for Roll #3710018 in any amount it considers equitable, up to and including the amount of \$5,139.40 requested.
Implications of Alternatives	<p><u>Strategic Alignment:</u></p> <p>Strong Local Governance and Regional Leadership – Approving the request to refund tax arrears resulting from an unpaid water and sewer bill would not align with the Fees and Charges Bylaw and would demonstrate that the County is not committed to collecting fees consistently.</p> <p><u>Organizational:</u></p> <p>A decision to waive tax arrears would have minimal organizational impacts.</p> <p><u>Financial:</u></p> <p>Refunding the tax arrears of \$5,139.40 from an outstanding water and sewer bill would result in a loss of recoverable expenses to the County's Utility.</p>
Follow up Action	As per Council direction.
Attachment(s)	None.
Report Reviewed by:	<p></p> <p>Jeff Yanew, Manager, Utility 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"/>

Legislation Text

File #: RFD-151-19, **Version:** 1




Response to June 11, 2019 Resident Presentation

That Council direct Administration to continue to investigate the concerns brought forward by Marilyn Boucher at the June 11, 2019 Regular Council Meeting and bring back a report to the August 27, 2019 Council Meeting.

Request for Decision

Title	Response to June 11, 2019 Resident Presentation
Proposed Motion	That Council direct Administration to continue to investigate the concerns brought forward by Marilyn Boucher at the June 11, 2019 Regular Council Meeting and bring back a report to the August 27, 2019 Council Meeting.
Administrative Recommendation	That Council direct Administration to continue to investigate the concerns raised by Ms. Boucher on June 11, 2019 and bring back a report that summarizes findings for Council's consideration at the August 27, 2019 Council Meeting.
Previous Council Direction	<u>June 11, 2019 – Motion 188/19:</u> That Council direct Administration to investigate the concerns brought forward by Ms. Boucher at the June 11, 2019 Regular Council Meeting and bring back a report to Council by July 9, 2019
Report	<p><u>Background Information</u></p> <p>On June 11, 2019, Marilyn Boucher presented to Council, citing concerns about her family's real estate rental/purchase experience with the owner/landlord of Northern Lights Estates. Administration has since spoken with Ms. Boucher to discuss the deficiencies and gain a better understanding of her concerns.</p> <p>Sturgeon County's Safety Codes Contractor, Superior Safety Codes, has provided a summary of the applicable codes and standards that govern the safety codes permit process. These include:</p> <ul style="list-style-type: none"> ○ Sturgeon County's Uniform Quality Management Plan (QMP) that sets out the standard process and frequency for safety codes inspections; ○ Safety Codes Verification of Compliance process; and ○ Safety Codes that were in effect at the time permits were issued. <p>Superior Safety Codes is also compiling a summary of the inspections conducted as part of their permitting process on homes in Northern Lights. This information will be provided with the completed Administrative report.</p> <p>Administration is still investigating the status of some concerns raised by Ms. Boucher and, therefore, requires additional time to complete the report in accordance with Council's direction given June 11, 2019. Administration is</p>

	<p>asking Council to defer delivery of the report to Council until the next scheduled Council meeting which is August 27, 2019.</p> <p><u>External Communication</u></p> <ul style="list-style-type: none"> • None. <p><u>Relevant Policy/Legislation/Practices:</u></p> <ul style="list-style-type: none"> • Alberta Building Code, Canadian Electrical Code, Natural Gas and Propane Installation Code and the National Plumbing Code • Quality Management Plan • Safety Codes Verification of Compliance process
Implication of Administrative Recommendation	<p><u>Strategic Alignment:</u></p> <p>The administrative recommendation aligns with Council's Strategic directions as follows:</p> <p><u>Planned Growth and Prosperity</u> Goal 1.3 Sturgeon County manages growth for current and future developments by having transparent and consistent bylaws, policies and processes that enable responsible land development in the County.</p> <p><u>Maintain and Enhance Strong Communities</u> Goal 2.3 Sturgeon County supports the safety of people and property.</p> <p><u>Organizational:</u></p> <p>Administration will continue to investigate the concerns raised by Ms. Boucher to provide a report back for Council consideration.</p> <p><u>Financial:</u></p> <p>No known costs at this time.</p>
Alternatives Considered	<p>Council could decide not to defer delivery of the Administrative report until the August 27, 2019 Council Meeting.</p>
Implications of Alternatives	<p><u>Strategic Alignment:</u></p> <p>Administration's investigation would be incomplete, and any subsequent direction by Council would not be fully informed.</p> <p>The alternative does not align with the County's service commitment to provide quality of service and does not align with the organization's strategic goals:</p> <p><u>Planned Growth and Prosperity</u> Goal 1.3 Sturgeon County manages growth for current and future developments by having transparent and consistent bylaws, policies and processes that enable responsible land development in the County.</p> <p><u>Maintain and Enhance Strong Communities</u> Goal 2.3 Sturgeon County supports the safety of people and property.</p>

Follow up Action	1. Administration will complete the investigation of Ms. Boucher's concerns and report back to Council at the next scheduled Council meeting (August 27, 2019)
Attachment(s)	None.
Report Reviewed by:	 Colin Krywiak, Manager, Development Services  Collin Steffes, General Manager, Integrated Growth  Reegan McCullough, County Commissioner - CAO

Strategic Alignment Checklist

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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			
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<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"/>
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<ul style="list-style-type: none"> Provides awareness of environmental issues impacting the County 	<input type="checkbox"/>		<input type="checkbox"/>



Sturgeon County

9613-100 Street
Morinville, Alberta
T8R 1L9

Legislation Text

File #: RFD-145-19, **Version:** 1

CLOSED SESSION - Rural Municipalities of Alberta (RMA) Input on Red Tape Reduction (Bill 4)

*****Closed session pursuant to section 197(2) of the *Municipal Government Act* and in accordance with section 24 (advice from officials) of the *Freedom of Information and Protection of Privacy Act******



Agenda Item:

D.9

Regular Council Meeting:

July 9, 2019

CLOSED SESSION – Rural Municipalities of Alberta (RMA) Input on Red Tape Reduction (Bill 4)

Closed session pursuant to section 197(2) of the Municipal Government Act and in accordance with section 24 (advice from officials) of the Freedom of Information and Protection of Privacy Act



Legislation Text

File #: RFD-146-19, **Version:** 1

CLOSED SESSION - Advocacy Priorities & Planning

*****Closed session pursuant to section 197(2) of the *Municipal Government Act* and in accordance with section 24 (advice from officials) and section 25 (disclosure harmful to economic and other interests of a public body) of the *Freedom of Information and Protection of Privacy Act******



Agenda Item: D.10

Regular Council Meeting: July 9, 2019

Closed Session – Advocacy Priorities and Planning

Closed session pursuant to section 197(2) of the Municipal Government Act and in accordance with section 24 (advice from officials) and section 25 (disclosure harmful to economic and other interests of a public body) of the Freedom of Information and Protection of Privacy Act



Legislation Text

File #: RFD-162-19, **Version:** 1

CLOSED SESSION - Contractual Matter - Verbal Update

******Closed session pursuant to section 197(2) of the *Municipal Government Act* and in accordance with section 25 (disclosure harmful to economic and other interests of a public body) of the *Freedom of Information and Protection of Privacy Act*******



Agenda Item: D.11

Regular Council Meeting: July 9, 2019

CLOSED SESSION – Contractual Matter – Verbal Update

Closed session in accordance with section 197(2) of the Municipal Government Act and section 25 (disclosure harmful to economic and other interests of a public body) of the Freedom of Information and Protection of Privacy Act