

COUNCIL MEETING AGENDA

Date: **February 21, 2017**
Call to Order: **9:00 a.m.**
Open Session: **2:00 p.m.**
Location: **Council Chambers**

Pages

- 1. CALL TO ORDER**
- 2. ADDITIONS / DELETIONS / CHANGES TO AGENDA**
- 3. ADOPT AGENDA (Motion)**
- 4. [9:05 a.m.] IN CAMERA SESSION (Motion)**
 - 4.1 Chief Commissioner - Introduction of Topics
 - 4.2 Human Resources Update
FOIP Section 24, advice from officials
 - 4.3 Community Energy System
FOIP Section 24, advice from officials
FOIP Section 25, economic interests of the municipality
 - 4.4 Legal Advice:Council Meetings
FOIP Section 24, advice from officials
FOIP Section 27, legal privilege
 - 4.5 2016 Budget Update
FOIP Section 24, advice from officials
FOIP Section 29, information available or to be available to the public
 - 4.6 REVERT TO OPEN SESSION (Motion)
- 5. MOTIONS ARISING OUT OF IN CAMERA SESSION**
- 6. CONSENT AGENDA (Motion)**
- 7. CONFIRMATION OF MINUTES**
 - 7.1 February 7, 2017 Council Meeting Minutes
- 8. PROCLAMATIONS**

9. COUNCIL PRIORITIES

- | | | |
|-----|--|----------|
| 9.1 | Motion following Notice of Motion
Remote Council Participation at Meetings | 16 |
| 9.2 | Motion following Notice of Motion
Alternative Energy Investment Policy | 17 |
| 9.3 | Motion following Notice of Motion
Assistance with Weed Enforcement Compliance | 18 |
| 9.4 | Revised Recommendations for Priorities Committee Bylaw 19-2015
To provide Council with the Governance Advisory Committee's
recommendations on revising the mandate and structure of the Priorities
Committee. | 19 - 24 |
| 9.5 | New Accountability and Transparency Policy
To provide Council with a report on the development of a new accountability
and transparency policy that addresses Council transparency and
accountability as well as disclosure requirements. | 25 - 63 |
| 9.6 | Taxi Cab Safety Bylaw - Additional Suggested Changes
To give three readings to a bylaw that proposes to repeal and replace Bylaw
20-2013, the Taxi Cab Safety Bylaw; and to give three readings to a bylaw
that proposes to amend Bylaw 45-2016, the Fees, Rates and Charges Bylaw. | 64 - 107 |

10. RECREATION PARKS AND CULTURE

- | | | |
|------|---|-----------|
| 10.1 | Potential Bid to Host the 2021 Special Olympics Summer Games Alberta
To seek Council's approval to submit a bid to host the 2021
Special Olympics Summer Games Alberta. | 108 - 115 |
| 10.2 | Outdoor Aquatic Spray Deck and Spray Park Strategy
To provide Council with the Outdoor Aquatic Spray Deck and Spray Park
Strategy. | 116 - 192 |

11. ASSESSMENT AND TAX

- | | | |
|------|---|-----------|
| 11.1 | Bylaw 6-2017 (2017 Supplementary Assessment)
To give three readings to a bylaw authorizing a supplementary assessment
for the 2017 taxation year. | 193 - 194 |
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12. COUNCILLOR REQUESTS (INFORMATION REQUESTS AND NOTICES OF MOTION)

- | | | |
|------|---|-----|
| 12.1 | Councillor Request Report
To add or remove items from the Councillor Request Report; and to serve
Notices of Motion that will be brought forward for debate at a future Council
meeting. | 195 |
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13. ADJOURNMENT (Motion)

**COUNCIL MEETING
MINUTES**

February 7, 2017

9:00 a.m. Call to Order

9:05 a.m. In Camera Session

2:00 p.m. Open Session

Council Chambers

Members Present: Roxanne Carr, Mayor (absent for items 10.2.1, 10.3.1, 10.3.2)
Vic Bidzinski, Councillor Ward 1
Dave Anderson, Councillor Ward 2
Brian Botterill, Councillor Ward 3
Carla Howatt, Councillor Ward 4
Paul Smith, Councillor Ward 5
Linton Delaine, Councillor Ward 6
Bonnie Riddell, Councillor Ward 7
Fiona Beland-Quest, Councillor Ward 8

Administration Present: Rob Coon, Chief Commissioner
Lori Cooper, Assoc. Commissioner, Corporate Services
Kevin Glebe, Assoc. Commissioner, Infrastructure and Planning Services
Gord Johnston, Assoc. Commissioner, Community Services
Mavis Nathoo, Director, Legislative and Legal Services
Jeremy Tremblett, Legislative Officer
Lana Dyrland, Legislative Officer

1. CALL TO ORDER

Deputy Mayor Howatt called the meeting to order at 9:01 a.m.

2. ADDITIONS / DELETIONS / CHANGES TO AGENDA

The Chair called for additions/deletions/changes to the agenda.

3. ADOPT AGENDA

2017/ 26

Moved by: B. Riddell

THAT the February 7, 2017 Council meeting agenda be adopted with the following changes:

- item added to the in camera portion of the agenda pursuant to sections 17 and 27 of the Freedom of Information and Protection of Privacy Act, as "Human Resources Issue: Legal Advice," time specific at 10:00 a.m.;
- item 9.4 be the second item of business at 2:00 p.m.; and
- item added to discuss changes to the March 7, 2017 Council meeting

In Favor (9): R. Carr, V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delaine, B. Riddell, and F. Beland-Quest

Carried

4. IN CAMERA SESSION

2017/ 27

Moved by: F. Beland-Quest

THAT Council meet in private to discuss matters protected from disclosure under the Freedom of Information and Protection of Privacy (FOIP) Act at 9:04 a.m.

In Favor (9): R. Carr, V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delainey, B. Riddell, and F. Beland-Quest

Carried

- 4.1 Chief Commissioner - Introduction of Topics
- 4.2 Selection of Nominee for Federation of Canadian Municipalities Board of Directors Vacancy
FOIP Section 21, harmful to intergovernmental relations
FOIP Section 24, advice from officials
- 4.3 Capital Region Board Update
FOIP Section 21, harmful to intergovernmental relations
- 4.4 Human Resources Matter
FOIP Section 17, harmful to personal privacy
FOIP Section 24, advice from officials
- 4.5 [10:00 a.m.] Human Resources Issue: Legal Advice
FOIP Section 17, harmful to personal privacy
FOIP Section 27, legal privilege

Council recessed during the In Camera session from 11:05 a.m. to 11:22 a.m.

2017/ 28

Moved by: P. Smith

THAT Council revert to open session at 11:36 a.m. and recess until 2:00 p.m.

In Favor (9): R. Carr, V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delainey, B. Riddell, and F. Beland-Quest

Carried

10. TIME SPECIFIC AGENDA ITEMS

- 10.1 Addition to the Commemorative Names Registry

2017/ 29

Moved by: B. Botterill

THAT the addition of "Herb Belcourt" to the Commemorative Names Registry be approved.

In Favor (9): R. Carr, V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delainey, B. Riddell, and F. Beland-Quest

Carried

9. COUNCIL PRIORITIES

9.4 Motion following Notice of Motion

2017/ 30

Moved by: V. Bidzinski

THAT the green space on the north-west side of Sherwood Drive, between Oak Street and the trail to the east of the water tower, be named "Herb Belcourt Park".

In Favor (9): R. Carr, V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delainey, B. Riddell, and F. Beland-Quest

Carried

5. MOTIONS ARISING OUT OF IN CAMERA SESSION

2017/ 31

Moved by: B. Botterill

THAT Councillor Howatt be endorsed to stand for election to the Federation of Canadian Municipalities Board of Directors, as the representative for Strathcona County, for a term ending at the close of the Annual General Meeting held in 2017; and

THAT if Councillor Howatt is elected to the Federation of Canadian Municipalities Board of Directors, the costs associated with attendance at meetings of the Federation of Canadian Municipalities National Board of Directors, be absorbed by Strathcona County.

2017/ 32

AMENDMENT Moved by: D. Anderson

THAT the words "from account 1801" be added at the end of the motion

In Favor (8): R. Carr, V. Bidzinski, D. Anderson, B. Botterill, P. Smith, L. Delainey, B. Riddell, and F. Beland-Quest

Opposed: (1): C. Howatt

Carried

2017/ 31

Moved by: B. Botterill

MAIN MOTION AS AMENDED

THAT Councillor Howatt be endorsed to stand for election to the Federation of Canadian Municipalities Board of Directors, as the representative for Strathcona County, for a term ending at the close of the Annual General Meeting held in 2017; and

THAT if Councillor Howatt is elected to the Federation of Canadian Municipalities Board of Directors, the costs associated with attendance at meetings of the Federation of Canadian Municipalities National Board of Directors, be absorbed by Strathcona County from account 1801.

In Favor (9): R. Carr, V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delainey, B. Riddell, and F. Beland-Quest

Carried

6. CONSENT AGENDA

2017/ 33

Moved by: B. Riddell

THAT Council consent to approve the following agenda items without debate:

7.1

January 17, 2017 Council Meeting Minutes

THAT the minutes from the January 17, 2017 Council meeting be approved.

7.2

January 23, 2017 Special Council Meeting minutes

THAT the January 23, 2017 Special Council Meeting Minutes be approved.

7.3

January 24, 2017 Special Council Meeting minutes

THAT the January 24, 2017 Special Council Meeting Minutes be approved.

9.2

Guidelines for Elected Officials Business Travel Allowance in Fiscal Services

THAT the revised Guidelines for the Elected Official Business Travel Allowance in Fiscal Services be approved.

12.1

2013 Capital Budget Amendment – Class 1 Rural Grid Road Improvements project

THAT the amendment to the 2013 Capital Budget for the Class 1 Rural Grid Road Improvements project to increase the costs and scope for Alberta Transportation funded work (twinning west 400 metres) by \$1,826,680 (from \$6,704,880 to \$8,531,560) to be funded from the Infrastructure Lifecycle, Maintenance, and Replacement reserve (1.3800), be approved.

13.1

Borrowing Bylaw 1-2017: Ardrossan Collection System (Wastewater) Upgrade Project

THAT Bylaw 1-2017, a bylaw to amend Bylaw 68-2015 to approve an increase in the incurrence of indebtedness by the issuance of debentures or loans for the purpose of the Ardrossan Collection System (Wastewater) Upgrade project, be given second reading.

THAT Bylaw 1-2017 be given third reading.

13.3

2015 Capital Budget Amendments – Administrative Correction

THAT the amendment to the 2015 Capital Budget to transfer \$281,500 for the Human Resources Office Relocation project and \$ 65,000 for the 3rd Floor Community Centre Expansion project from the Year End Carry Forward reserve (1.3769), be approved.

14.1

Wireless Communication Facility – Collingwood Cove (Ward 7)

THAT Administration send a Letter of Support to Industry Canada for a proposed Wireless Communication Facility consisting of a 36.58 m freestanding lattice telecommunications tower to be located on SE 345121W4 (Lot R, Plan 62MC; Collingwood Cove) at 145, 51551 Range Road 212A.

14.2

Wireless Communication Facility – Antler Lake (Ward 7)

THAT Administration send a Letter of Support to Industry Canada for a proposed Wireless Communication Facility consisting of a 36.58 m freestanding lattice telecommunications tower to be located on NW 135221W4 (Lot 1A, Block 12, Plan 4641KS; Antler Lake) at 119, 52343 Range Road 211.

14.3

Wireless Communication Facility – Trans Oak Estates (Ward 7)

THAT Administration send a Letter of Support to Industry Canada for a proposed Wireless Communication Facility consisting of a 36.58 m freestanding lattice telecommunications tower to be located on NE 55120W4 (Lot 5, Block 1, Plan 7921529; Trans Oak Estates) at 133, 51042 Range Road 204.

In Favor (9): R. Carr, V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delainey, B. Riddell, and F. Beland-Quest

Carried

8. PROCLAMATIONS

Oil and Gas Awareness Day February 7

9. COUNCIL PRIORITIES

9.1 Centre in the Park – Public Art

2017/ 34

Moved by: B. Botterill

THAT the following motion on the floor be withdrawn:

THAT the commissioning and completion of the art sculpture for the Volunteer Plaza area, as identified in the Centre in the Park Public Art Program and as portrayed in Enclosure 3 to the July 19, 2016, Transportation and Agriculture Services report, be approved.

In Favor (9): R. Carr, V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delainey, B. Riddell, and F. Beland-Quest

Carried

**Note: Vote required on withdrawal when motion is from a previous meeting.*

9.3 Motion following Notice of Motion
Change of Street Name – Bison Way

Councillor Bidzinski asked to WITHDRAW his notice of motion.

Withdrawn

9.5 Motion following Notice of Motion
Discontinuation of Fee for Fire Hydrant Maintenance for Multi-Tenant Properties

2017/ 35

Moved by: V. Bidzinski

THAT Administration prepare proposed amendments to the Fees, Rates and Charges bylaw 45-2016 so that multi-tenant properties are exempt from the "private hydrant maintenance" annual \$80.00 fee; and that the proposed amendments be brought back to Council by the end of the first quarter of 2017.

2017/ 36

REFERRAL Moved by: R. Carr

THAT the motion on the floor be referred to Administration to provide a report to Council by the end of the second quarter of 2017 on the implications of amending the Fees, Rates and Charges Bylaw 45-2016 to exempt multi-tenant properties from private hydrant maintenance fees.

2017/ 37

AMENDMENT Moved by: B. Botterill

THAT the referral motion be amended by adding the following instructions to the end of the motion:

"and that Administration review the fee for all multi-tenant facilities, not only multi-family properties, along with the rationale for the current fee"

In Favor (8): R. Carr, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delaine, B. Riddell, and F. Beland-Quest

Opposed (1): V. Bidzinski

Carried

2017/ 36

REFERRAL AS AMENDED Moved by: R. Carr

THAT the motion on the floor be referred to Administration to provide a report to Council by the end of the second quarter of 2017 on the implications of amending the Fees, Rates and Charges Bylaw 45-2016 to exempt multi-tenant properties from private hydrant maintenance fees; and that Administration review the fee for all multi-tenant facilities, not only multi-family properties, along with the rationale for the current fee.

In Favor (8): R. Carr, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delaine, B. Riddell, and F. Beland-Quest

Opposed (1): V. Bidzinski

Carried

ACTION: Utilities

DUE: End of Q2

- 9.6 Motion following Notice of Motion
Start and End Times for School Zones

2017/ 38

Moved by: V. Bidzinski

THAT Administration prepare proposed amendments to the Speed Control Bylaw 38-2014 so that the 30 kilometers per hour speed limit for school zones begins at 8:00 a.m. and ends at 4:30 p.m. for urban schools and begins at 7:30 a.m. and ends at 4:30 p.m. for affected rural schools; and that the proposed amendments be brought back to Council by the end of the first quarter in 2017.

In Favor (3): V. Bidzinski, D. Anderson, and L. Delaine

Opposed (6): R. Carr, B. Botterill, C. Howatt, P. Smith, B. Riddell, and F. Beland-Quest

Defeated

- 9.7 Motion following Notice of Motion
Idling Bylaw Feasibility

2017/ 39

Moved by: V. Bidzinski

THAT Administration provide a report by the end of the second quarter of 2017 to Council with information on the successes and challenges encountered by Alberta municipalities in the implementation of bylaws that prohibit vehicles from idling, and that the report outline the implications of enacting such a bylaw in Strathcona County.

In Favor (1): V. Bidzinski

Opposed (8): R. Carr, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delaine, B. Riddell, and F. Beland-Quest

Defeated

- 9.8 Motion following Notice of Motion
Treaty 6 Acknowledgement

2017/ 40

Moved by: D. Anderson

THAT all Council meetings include an express acknowledgement from the Chair that the meeting is being held on Treaty 6 land.

In Favor (4): V. Bidzinski, D. Anderson, B. Botterill, and C. Howatt

Opposed (5): R. Carr, P. Smith, L. Delaine, B. Riddell, and F. Beland-Quest

Defeated

- 9.9 Motion following Notice of Motion
Recognition Protocol

2017/ 41

Moved by: D. Anderson

THAT before the end of the third quarter of 2017, the Governance Advisory Committee prepare, for Council's consideration, a proposed policy on the protocol for recognition of persons, including current or former elected officials, that are in attendance at Council and Council Committee meetings, or other County events.

In Favor (8): V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delaine, B. Riddell, and F. Beland-Quest

Opposed (1): R. Carr

Carried

ACTION: Governance Advisory Committee/ Legislative and Legal Services

DUE: End of Q3

- 9.10 Motion following Notice of Motion
Protected Left Hand Signal Cycles

2017/ 42

Moved by: F. Beland-Quest

THAT Administration provide a presentation to Council, by the end of the second quarter of 2017, on the results and implications of the use of protected left hand signal cycles in Sherwood Park, including implications related to safety, and increased incidences of neighbourhood shortcutting and "speed on green".

In Favor (9): R. Carr, V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delaine, B. Riddell, and F. Beland-Quest

Carried

ACTION: Transportation and Agriculture Services

DUE: End of Q2

- 9.11 March 7, 2017 Council Meeting

2017/ 43

Moved by: B. Riddell

THAT the March 7, 2017 Council meeting be cancelled, and that Administration notify the public by posting notice of the cancellation on the County's website.

In Favor (9): R. Carr, V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delaine, B. Riddell, and F. Beland-Quest

Carried

ACTION: Legislative and Legal Services

DUE: Immediate

11. TRANSPORTATION AND AGRICULTURE SERVICES

- 11.1 LED Streetlight Conversion

2017/ 44

Moved by: V. Bidzinski

THAT the LED Conversion option upgrade with FortisAlberta for all Rate 31 streetlights be approved.

2017/ 45

REFERRAL Moved by: B. Botterill

THAT the motion on the floor be referred to Administration to provide a report to Council by March 28, 2017, regarding the impact on the County's dark skies commitments, and any environmental concerns with respect to LED lighting, including information on how such concerns are being addressed in other communities.

In Favor (8): R. Carr, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delainey, B. Riddell, and F. Beland-Quest

Opposed (1): V. Bidzinski

Carried

ACTION: Transportation and Agriculture Services

DUE: March 28, 2017

13. FINANCIAL SERVICES

13.2 Bylaw 4-2017: 2017 Fees, Rates and Charges (Amends Bylaw 45-2016)

2017/ 46

Moved by: B. Botterill

THAT Bylaw 4-2017, a bylaw to amend Bylaw 45-2016 to establish 2017 Fees, Rates and Charges, be given first reading.

In Favor (9): R. Carr, V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delainey, B. Riddell, and F. Beland-Quest

Carried

2017/ 47

Moved by: F. Beland-Quest

THAT Bylaw 4-2017 be given second reading.

In Favor (9): R. Carr, V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delainey, B. Riddell, and F. Beland-Quest

Carried

2017/ 48

Moved by: R. Carr

THAT Bylaw 4-2017 be considered for third reading.

In Favor (9): R. Carr, V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delainey, B. Riddell, and F. Beland-Quest

Carried

2017/ 49

Moved by: P. Smith

THAT Bylaw 4-2017 be given third reading.

Favor (9): R. Carr, V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delainey, Riddell, and F. Beland-Quest

Carried

15. COUNCILLOR REQUESTS (INFORMATION REQUESTS AND NOTICES OF MOTION)

15.1 Councillor Request Report

Ward	Category	Request	Department	Due Date
3 B. Botterill	Notice of Motion	Councillor Botterill SERVED the following Notice of motion to be presented for debate and vote at the February 21, 2017 Council Meeting: THAT Administration provide a report before the end of the second quarter of 2017 that addresses the issues with participation in Council meetings by telephone, including identification of any more effective methods that may be available to allow for Councillor participation in meetings by electronic means.	Office of the Elected Officials	Feb.21, 2017
4 C. Howatt	Notice of Motion	Councillor Howatt SERVED the following Notice of motion to be presented for debate and vote at the February 21, 2017 Council Meeting: THAT Administration prepare, for Council's consideration, a proposed policy that will address factors to be considered in determining whether an alternative energy investment is warranted, the policy to include consideration of both financial and non-financial factors.	Office of the Elected Officials	Feb. 21, 2017
5 P. Smith	Notice of Motion	Councillor Smith SERVED the following Notice of motion to be presented for debate and vote at the February 21, 2017 Council Meeting: THAT Administration prepare a report for Council that outlines options for a program to assist seniors and persons with disabilities to comply with weed enforcement legislation.	Office of the Elected Officials	Feb. 21, 2017
3 B. Botterill	Info. Request	Collision Data Please provide the collision statistics pre/post elimination of photo radar. (Quarterly stats from 2000-2016)	Transportation and Agriculture Services	Feb. 21, 2017
1 V. Bidzinski	Info. Request	Broadmoor Golf Course Passes Please provide information as to whether the current practice of a 20 pass card expiring within the same year is legal.	Legislative and Legal Services/ Recreation, Parks and Culture	Feb. 21, 2017

15.2 Expenditure of Council Priority Funds Report

Councillor Delainey asked to WITHDRAW his request for Expenditure of Council Priority Funds.

Withdrawn

Roxanne Carr left the meeting at 4:49 pm.

10. TIME SPECIFIC AGENDA ITEMS

10.2 PUBLIC HEARINGS

10.2.1 Bylaw 3-2017 Proposed Map Amendment to Land Use Bylaw 6-2015 (Ward 5)

The Chair recessed the regular session of Council in order to convene the Public Hearing for Bylaw 3-2017 at 5:10 p.m.

Registered Speakers / Letters:

Jamie Tycholiz letter submitted

Andrew Useniuk in favour, available to answer questions

The Chair closed the Public Hearing for Bylaw 3-2017 and resumed the regular session of Council at 5:12 p.m.

2017/ 50

Moved by: P. Smith

THAT Bylaw 3-2017, a bylaw that proposes to rezone approximately 8.59 hectares (21.24 acres) of land from PR - Recreation District to RE - Estate Residential, R1A - Single Detached Residential A, PC - Conservation and PU - Utilities Districts within the Hamlet of Ardrossan Area Structure Plan (ASP) area, be given first reading.

In Favor (8): V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delainey, B. Riddell, and F. Beland-Quest

Carried

2017/ 51

Moved by: B. Botterill

THAT Bylaw 3-2017 be given second reading.

In Favor (8): V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delainey, B. Riddell, and F. Beland-Quest

Carried

2017/ 52

Moved by: B. Riddell

THAT Council meet in private at 5:16 p.m. to continue discussion of item 4.5.

In Favor (8): V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delainey, B. Riddell, and F. Beland-Quest

Carried

2017/ 53

Moved by: D, Anderson

THAT Council revert to open session at 5:26 p.m. and recess until 7:00 p.m.

In Favor (8): V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delainey, B. Riddell, and F. Beland-Quest

Carried

10.3 PUBLIC HEARINGS

10.3.1 Bylaw 50-2016 Ridgemont Estates Area Structure Plan (Ward 5)

The Chair recessed the regular session of Council in order to convene the Public Hearing for Bylaw 50-2016 at 7:06 p.m.

Registered Speakers / Letters:

Tom Kroetsh	Opposed
Mark Puczko	In Favour
Barry Napora	Concern/Safety Issues
Susan Baker	Opposed
Ellen Yakimyshyn	In Favour
Jody Napora	with question

The Chair closed the Public Hearing for Bylaw 50-2016 and resumed the regular session of Council at 8:04 p.m.

2017/ 54

Moved by: V. Bidzinski

THAT Bylaw 50-2016, a bylaw that provides a framework for the development of the SE 05-53-22-W4 by describing land uses, sequencing of development, population density and the general location of transportation routes and public utilities, be given first reading.

In Favor (7): V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, L. Delainey, B. Riddell, and F. Beland-Quest

Opposed (1): P. Smith

Carried

2017/ 55

Moved by: D. Anderson

THAT Bylaw 50-2016 be given second reading.

In Favor (7): V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, L. Delainey, B. Riddell, and F. Beland-Quest

Opposed (1): P. Smith

Carried

2017/ 56

Moved by: F. Beland-Quest

THAT Bylaw 50-2016 be considered for third reading.

In Favor (8): V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delainey, B. Riddell, and F. Beland-Quest

Carried

2017/ 57

Moved by: B. Riddell

THAT Bylaw 50-2016 be given third reading.

In Favor (7): V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, L. Delainey, B. Riddell, and F. Beland-Quest

Opposed (1): P. Smith

Carried

10.3.2 Bylaw 51-2016 Map Amendment to Land Use Bylaw 6-2015 (Ward 5)

2017/ 58

Moved by: V. Bidzinski

THAT Bylaw 51-2016, a bylaw that proposes to rezone approximately 6.33 hectares (15.64 acres) of land from AD Agriculture: Future Development District to RCS Country Residential Community Services District within the SE 5-53-22-W4M, be given first reading.

In Favor (7): V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, L. Delaine, B. Riddell, and F. Beland-Quest

Opposed (1): P. Smith

Carried

2017/ 59

Moved by: B. Botterill

THAT Bylaw 51-2016 be given second reading.

In Favor (7): V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, L. Delaine, B. Riddell, and F. Beland-Quest

Opposed (1): P. Smith

Carried

16. ADJOURNMENT

Deputy Mayor Howatt declared the meeting adjourned at 8:21 p.m.

Deputy Mayor

Director, Legislative & Legal Services

Motion following Notice of Motion

Remote Council Participation at Meetings

THAT Administration provide a report before the end of the second quarter of 2017 that addresses the issues with participation in Council meetings by telephone, including identification of any more effective methods that may be available to allow for councillor participation in meetings by electronic means.

Background

Councillor Brian Botterill served Notice of Motion at the February 7, 2017 Council meeting.

Motion following Notice of Motion

Alternative Energy Investment Policy

THAT Administration prepare, for Council's consideration, a proposed policy that will address factors to be considered in determining whether an alternative energy investment is warranted, the policy to include consideration of financial and non-financial factors.

Background

Councillor Carla Howatt served Notice of Motion at the February 7, 2017 Council meeting.

Motion following Notice of Motion

Assistance with Weed Enforcement Compliance

THAT Administration prepare a report for Council that outlines options for a program to assist seniors and persons with disabilities to comply with weed enforcement legislation.

Background

Councillor Paul Smith served Notice of Motion at the February 7, 2017 Council meeting.

STRATEGIC INITIATIVE AND UPDATE**GOVERNANCE ADVISORY COMMITTEE****Revised Recommendations for Priorities Committee Bylaw 19-2015****Report Purpose**

To provide Council with the Governance Advisory Committee's recommendations on revising the mandate and structure of the Priorities Committee.

Recommendations:

1. That the Priorities Committee mandate be expanded to include debate on reports and the ability to make recommendations to Council that specify proposed actions.
2. That the Priorities Committee Chair duties be rotated according to the Deputy Mayor schedule.
3. That in addition to the current Open House, all other public presentations (i.e. those by industry, community groups, etc.) appear at a Priorities Committee meeting, unless the Mayor's Executive Committee determines that a presentation should be included as part of a Council meeting agenda.
4. That Administration prepare an amendment to the Priorities Committee bylaw that includes both the housekeeping changes identified by the Governance Advisory Committee and the substantive changes approved by Council at the February 21, 2017 meeting; and that the updated bylaw be presented to Council for consideration by the third quarter of 2017.

Background and Council History

At the June 21, 2016 Council meeting, Council approved a motion to have Administration prepare, in consultation with the Governance Advisory Committee, a revised Priorities Committee Bylaw (19-2015) for Council's consideration. This revised bylaw was due back to Council in October 2016.

Following this direction, Administration worked with the Governance Advisory Committee to look at some potential revisions and updates to the committee. The Governance Advisory Committee presented six recommendations to Council for consideration at the October 25, 2016 meeting. The recommendations addressed a number of matters: mandate of the committee, chairing of the committee, degree of formality, and location of committee meetings.

While there was fairly strong support for some of the recommendations, Council was not receptive to the idea of changing the location of the Priorities Committee meetings especially if doing so would result in costs for outfitting one of the current Community Centre meeting rooms with audio and visual technology. Ultimately, Council directed that the report be referred back to the Governance Advisory Committee for further study. Council also directed the Governance Advisory Committee to report back to a Council meeting by the end of the first quarter of 2017, taking into account the discussion and information requested at the October 25, 2016, Council meeting.

Report

Municipal Councils often rely on standing committees and/or committees of the whole as a means of holding policy governance discussions. Some larger municipalities such as the City of Edmonton leverage multiple standing committees (e.g. Community and Public Services Committee, Urban Planning Committee, Utility Committee, etc.) to accomplish certain tasks or make recommendations to Council on the range of issues identified in the committee's terms of reference. The membership of standing committees is a subset of the municipal Council, but all members of Council may "attend any meeting of any Standing Committee and participate in debate, but may not make motions or vote" (City of Edmonton, Bylaw 12300, Procedures and Committees, section 149). For example, the City of Edmonton's Utility Committee consist of four members of Council and the committee "reviews and makes recommendations to Council about reports on the governance, policy, budget, and rate regulation of the City Regulated Utilities" (City of Edmonton, Bylaw 12300, Procedures and Committees, section 168.3). It is important to note that standing committees are established by Council and, except where authority has been specifically delegated, are expected to have their actions approved by Council. One of the key purposes for these standing committees is to receive input from the public prior to making a recommendation to Council.

Other municipalities use a Committee of the Whole which includes all members of Council. As with standing committees, the matters addressed by a committee of the whole will be tailored to the needs of the municipality and outlined in the committee's terms of reference and mandate. There is a fair amount of variety in the mandates of this type of committee especially since some municipalities use both standing committees as well as a committee of the whole, while others may only leverage one or the other. Typically, procedures in committee of the whole are less formal; however, there are still procedural rules and expectations which apply. In general, the Committee of the Whole device is used for deliberation and for formulating recommendations that are then considered by Council. The main purpose of such a committee is to act as an "advisory, thinking process" that supports the Council by making recommendations which are in turn debated and decided by Council (Cuff, Executive Policy Governance, 113).

There are a number of advantages in having a committee of the whole: all of council is concurrently informed and can participate in policy debates, greater flexibility allows for more time and focus on key policy questions and provides an opportunity to have issues surface earlier in the decision making process, and the less formal setting may be conducive to fulsome debate which results in a focussed decision-making discussion at Council. One of the concerns associated with the use of a committee of the whole is that the importance of actual council meetings are diminished since the council may feel like they are simply ratifying the recommendations made by the committee. However, ideally committee of the whole meetings are intended to flesh out key issues, discuss options, hear from the public or experts if required, and move the matter forward to the next council meeting. In other words, a committee of the whole is not intended to be a decision-making meeting (Cuff, Executive Governance, 115).

The Governance Advisory Committee's review of the current Priorities Committee Bylaw has resulted in a number of recommendations. One of the key recommendations is to amend

the Priorities Committee bylaw so that the committee is able to engage in debate and make recommendations to Council (currently the Priorities Committee is limited to asking questions for clarification and simply referring items to Council for decision, or referring pending items to Administration, a council committee or a person). This change is not intended to dilute Council's role since there is a key difference between debating policy issues and having debate about a refined and specific resolution. Further, such a change would mean that matters requiring Council's direction could be presented and debated as part of the Priorities Committee agenda at an earlier stage of the decision-making process.

The second recommendation deals with chairing responsibilities for Priorities Committee. Currently, it is the Mayor's role to chair these meetings; however, the Governance Advisory Committee recommends having the chair rotate according to the deputy mayor's schedule so that the Mayor has more ability to participate in debate at Priorities Committee and so that other members of Council have the opportunity to gain experience as chair.

The third recommendation deals with public presentations. Currently, the Priorities Committee includes an open house component where members of the public may present on most topics of relevance to the community (there are a few topics which are not allowed under the bylaw). No change is being suggested to the open house; however, the Governance Advisory Committee recommends amending the Priorities Committee bylaw so that it becomes the default venue to receive public presentations. The Governance Advisory Committee understands that there may be instances where Council may wish to have a particular presentation added specifically to a council meeting agenda and thus the Governance Advisory Committee is recommending that the Mayor's Executive Committee have the ability to make such a determination. The rationale for this recommendation is to ensure that Council meetings are reserved for decision making on Council's priority goals and required matters.

The Governance Advisory Committee is advocating these changes in order to better define the role and function of the Priorities Committee and to ensure that both committee and council meetings are leveraged as effectively as possible. A summary of examples on the use of committee of the whole in other Canadian jurisdictions is provided in Enclosure 1.

Next Steps:

If Council approves the recommendations in this report, Administration will continue to work with the Governance Advisory Committee to prepare proposed amendments to the Priorities Committee Bylaw. Further, should Council approve recommendation 3, then Administration will review the Mayor's Executive Committee terms of reference and prepare any required amendments to the Strathcona County Boards and Committees Bylaw. A separate report on those proposed changes will be prepared for Council's consideration for the fourth quarter of 2017.

Enclosure(s)

1. Summary of Examples of Committee of the Whole in other Canadian Jurisdictions

Summary of Examples of Committee of the Whole in Canadian Jurisdictions

Municipality	Committee Name	Chair	Mandate or Purpose
City of Vancouver	Policy and Strategic Standing Committee	Councillor other than the Mayor	Responsible for a broad number of municipal issues: neighbourhood planning and protection, zoning issues, noise complaints, environmental issues, social policy development, cultural issues, etc.
City of Victoria	Committee of the Whole	Mayor	Council has the ability during a Council meeting to go into Committee of the Whole by resolution. Committee of the Whole meetings are also regularly scheduled so that Council may consider but not decide on any matter of the City's business.
City of Coquitlam	Strategic Priorities Standing Committee	Mayor	Provides a forum for informal discussion of issues (generally in a workshop format) related to the City's strategic goals and business planning priorities, including, but not limited to: <ul style="list-style-type: none"> • Significant long-range planning policies encompassing community, parks and transportation planning. • Council's Business Plan. • Council's governance policy and structure, and organizational reviews. • Strategic community issues. • Intergovernmental relations. <p>Additionally, this Committee serves as the City's Emergency Program Planning Committee.</p>
City of Winnipeg	Committee of the Whole	Deputy Presiding Officer	Requires a motion of Council as well as a 2/3 majority to enter into Committee of the Whole. Less formal than Council and used to debate any of the City's business as required.
City of Saskatoon	Governance and Priorities Committee	Mayor	The mandate of this committee is: <ul style="list-style-type: none"> • To provide advice and recommendations to Council; • To oversee the implementation of approved policy decisions by the civic administration; • To exercise every power delegated by Council; and • To supervise the City Manager, the City Clerk and the City Solicitor.
Regional Municipality of Wood Buffalo	Committee of the Whole	Mayor	Council may gather informally as a Committee of the Whole to receive briefings and updates from Administration and from other bodies to which Council appoints members; hear from members of the public; or participate in training or education. Councillors may ask questions and discuss any of the information presented in Committee of the Whole, but must not enter into any debate and must not make any decisions or give any direction to the CAO or other employee or contractor, or say or do anything that materially progresses the business of the Municipality.
City of Red Deer	Governance and Policy Committee	Rotated among Councillors	The Committee is tasked with developing a comprehensive governance and policy framework, reviewing policy and making recommendations on policy enhancements, reviewing Council's committee structure, and considering agenda matters which are not addressed or fully addressed by current City policy.
City of St. Albert	Standing Committee of	Councillor other than	replaced its Standing Committee on Finance in May 2015 and is intended to assist Council with matters primarily related to the

	the Whole	the Mayor	financial operations of the City, while also allowing the consideration of any other matters that Council may wish to consider within the more flexible format of Committee of the Whole.
County of Rock View	Policy and Priorities Committee	Councillor other than the Mayor	The meetings are held to receive information and discuss and explore ideas. Meetings are an opportunity to investigate complex issues in order to provide recommendations for Council's consideration. The committee may discuss new initiatives, propose amendments to legislation, or hear presentations from the public.
City of Spruce Grove	Committee of the Whole	Mayor	Responsible for budget, land use planning, economic and community development. Bylaw notes that the Committee of the Whole may consider any matter that Council may consider and may conduct non-statutory public hearings, receive delegations and submissions, meet with other municipalities and other levels of governments, and may recommend appointments of members of the public to Council Committees. May make recommendations to Council and refer matters to Administration or a Committee for review.
City of Toronto	Committee of the Whole	Mayor	Council resolves itself into a committee of the whole to consider a matter which may be considered in a closed meeting and to hear public presentations and consider matters before it after Council having decided to do so at a previous meeting.
City of Mississauga	General Committee	Rotated among Councillors	General Committee is comprised of all members of Council and considers matters of business presented from all corporate departments and/or advisory committees of Council, with the exception of planning matters. Recommendations made by General Committee are forwarded to Council for adoption
City of Kitchener	Committee of the Whole	Mayor appoints a Councillor to Chair	Council resolves itself into Committee of the Whole by resolution. The Committee of the Whole shall consider and report on the following matters: report of the CAO, communications, bylaws, and questions which have been referred to the Committee, or any other matter which has been referred to the Committee by resolution of the Council. Every bylaw may be debated in the Committee of the Whole.
City of Hamilton	General Issues Committee	Rotated among Deputy Mayors	To review and monitor the City's and Council's Strategic Plan; To review corporate and program objectives and performance measures and make recommendations to Council; To consider and recommend to Council on matters relating to budgets, budget monitoring, re-assessment and related tax policies; To consider and recommend to Council on matters relating to Business Development, the Small Business Enterprise Centre, Incentive Loans/Grants programs and approvals, BIA initiatives, the Hamilton Incubator of Technology and Tourism; To consider and recommend to Council on matters relating to G.R.I.D.S.; To receive briefings on legal matters involving the City and give direction to the City Solicitor on litigation matters; To receive information on labour negotiations and provide direction to the Director of Labour Relations; To consider and make recommendations to Council on matters regarding Boards and Agencies; To meet as Shareholders and/or Board of Directors of a corporation when required; To receive delegations from the public

			and conduct public hearings as required by statute and Council specific to the mandate of this committee on matters under the Standing Committee.
City of Brampton	Committee of Council	Detail not provided but Mayor is noted as ex-officio	Newly established for 2017. This Committee makes recommendations to Council on a broad scope of topics: community services, corporate services, economic development, and public works.

New Accountability and Transparency Policy**Report Purpose**

To provide Council with a report on the development of a new accountability and transparency policy that addresses Council transparency and accountability as well as disclosure requirements.

Recommendation

THAT policy GOV-001-034 Accountability and Transparency be approved.

Council History

July 5, 2016 – Council approved the following motion: “That Administration work with the Governance Advisory Committee (GAC) to prepare, by the end of Q1 2017, a draft policy for Council’s consideration that would deal with Council transparency and accountability, including disclosure requirements.”

Strategic Plan Priority Areas

Economy: n/a

Governance: Increasing and supporting Council accountability and transparency is critical to governance strategic goals since it enables the development and maintenance of strong relationships with neighbouring municipalities and civic organizations and since it enables and encourages public involvement and communication on the County’s future.

Social: n/a

Culture: Accountability and transparency are useful in defining and strengthening the community’s identity and heritage since a strong accountability and transparency framework helps to foster a strong shared community identity and sense of pride for Strathcona County.

Environment: n/a

Other Impacts

Policy: This new policy references a number of policies that help to contribute to Strathcona County’s overall framework of accountability and transparency. The policy also strengthens the framework by addressing a number of gaps and articulating the principles by which Strathcona County’s Council is guided on matters relating to accountability and transparency.

Legislative/Legal: A municipality is subject to the duties it imposes on itself as a matter of policy (MGA, section 5(b)).

Interdepartmental: This new policy has connects to the work of several administrative departments such as Legislative and Legal Services, Financial Services, Corporate Planning and Intergovernmental Affairs, Communications, as well as the Office of the Elected Officials and the Office of the Mayor.

Summary

Council’s interest on developing a policy on accountability and transparency arose out of a discussion on how best to distribute the Mayor’s and Councillors’ activity (Ward) reports. Rather than address this issue in an ad hoc way, Council expressed a preference for having a policy that would provide accountability and transparency principles and guidelines to address such questions. In light of this conversation, Council directed Administration to

work with the Governance Advisory Committee (GAC) to prepare a draft accountability and transparency policy for Council's consideration.

The GAC, supported by Administration, reviewed the approaches to accountability and transparency in various Alberta municipalities as well as municipalities in other Canadian provinces. They also looked at the various changes to the Municipal Government Act (i.e. those changes introduced by Bill 20 and Bill 21) which were related to issues of accountability and transparency. The GAC considered the County's existing bylaws, policies and procedures or practices that are most directly connected to supporting municipal accountability and transparency and examined a number of municipal approaches to such a policy. A copy of September 7 GAC report on Accountability and Transparency is provided as Enclosure 2.

Once research was completed and some initial feedback on key considerations was provided by the GAC, Administration prepared a draft outline of the policy. The GAC subsequently reviewed the outline and provided feedback. Administration drafted the policy which was once again reviewed and refined. Developing this policy was an iterative process and required consultation across a number of internal departments.

Ultimately, the GAC and Administration aimed at achieving the following objectives in developing the draft Accountability and Transparency policy:

1. Ensuring that the policy is comprehensive by providing a good overview of the County's accountability and transparency framework.
2. Addressing the identified policy gaps in accountability and transparency (e.g. distribution of Councillor activity reports, openness of Council meetings, availability of certain records, etc.).
3. Having clearly articulated governance principles (see policy statement).
4. Being well-organized and user-friendly so that the guidelines are grouped together according to broad accountability and transparency themes.

Communication Plan

If approved, the policy will be included in Strathcona County's Municipal Policy Handbook which is available on the County's public website.

Enclosure

- 1 Proposed GOV-001-034 Accountability and Transparency Policy
- 2 Governance Advisory Committee Report: Strathcona County Governance Policy on Accountability and Transparency (September 7, 2016)

Accountability and Transparency

References:	Municipal Government Act, RSA 2000 MGA s. 170-175 MGA s. 180-181 MGA S. 192-198 MGA s. 217 MGA s. 227 MGA s. 230 MGA s. 270 Freedom of Information and Protection of Privacy Act, RSA 2000 Strathcona County Bylaw – The Meeting Procedures Strathcona County Bylaw – Priorities Committees
Cross-reference:	GOV-001-013 Elected Officials’ Remuneration; GOV-001-026 Elected Officials Business Expense Policy; GOV-001-028 Council Code of Conduct; GOV-001-029 Organizational Roles and Responsibilities; GOV-001-031 Election Campaigns; GOV-002-034 Open Data; GOV-002-025 Public Engagement; FIN-001-007 Investments; FIN-001-010 Financial Reporting; FIN-001-025 Debt Management; FIN-001-024 Financial Reserves.

Policy Statement

The County is committed to the fundamental principles of accountability and transparency. These principles are essential to ensuring effective local government and building public trust.

The County acknowledges its responsibility to operate in a transparent and accountable manner and will provide good governance by ensuring:

1. The County is accountable to citizens for the efficient provision and performance of its services.
2. County business is conducted openly, honestly, and with integrity.
3. Council decision-making is open and transparent.
4. Transparency and openness are balanced with financial, legal, legislative and privacy constraints and obligations.
5. Effective policies, procedures, and practices are developed to support and enhance accountability and transparency.
6. Public access and participation are made paramount to ensure that decision making addresses citizens’ needs.

Purpose

The purpose of this policy is to define the manner in which Council and Strathcona County will ensure that they are transparent and accountable to the public for their actions.

Definitions

Accountability – The principle that Strathcona County is responsible to the public for decisions and actions.

Transparency – The principle that Strathcona County provides access to understandable information, has an open and clear decision-making process, and actively encourages public participation in its decision making processes to enhance public trust.

Guidelines

Transparency and Accountability Mechanisms and Practices

Transparency is the foundation of accountability. Strathcona County abides by policies, procedures, and practices aimed at ensuring and enhancing accountability and transparency. A number of these policies, procedures, and practices are highlighted in the various sections that follow.

1. Councillor Expectations and Responsibilities

Strathcona County's Council believes that citizens are entitled to fair, ethical, and accountable local government and expect the highest standards of conduct from locally elected officials.

- In accordance with policy *GOV-001-028 Councillor Code of Conduct (or any replacement Code of Conduct)*, the Mayor and Councillors will exercise their powers, duties and functions in accordance with the values, rules, and guidelines provided in the Councillor Code of Conduct.
- In accordance with policy *GOV-001-029 Organizational Roles and Responsibilities*, the Mayor and Councillors will fulfill their government functions and responsibilities.
- In accordance with policy *GOV-001-033 Council Communications*, Council will seek to inform its residents, businesses and visitors by engaging in a proactive communications program.

2. Reporting of Councillor Expenses

Public disclosure of Elected Officials' business expenses enhances accountability and transparency. *GOV-001-026 Elected Officials Business Expense Policy* provides clarity in determining what elected official expenses will be covered by the municipality and what expenses are considered to be personal expenses.

Providing routine disclosure of information on expenses incurred by County officials enhances public confidence in the oversight of expenses incurred by those in office. For this reason, the Mayor and Councillors provide expense reports on a quarterly basis that highlight spending. The reports organize expenses according to four main categories and are published on Strathcona County's public website.

3. Reporting of Council Activities

The Elected Officials of Strathcona County commit a substantial amount of time and effort in the performance of their duties and responsibilities. While the full scope of the elected official role is difficult to quantify, the Mayor and Councillors provide summary reports of key activities on at least a quarterly basis. These reports are intended to highlight activities of strategic importance and help citizens understand the range of tasks undertaken by Elected Officials in engaging citizens and advancing Council priorities and initiatives. These reports will be made available on Strathcona County's public website.

As provided in the *Priorities Committee Bylaw*, the Mayor and Councillors may also provide reports for information purposes on recent activities of interest to the Priorities Committee. These reports can be on matters related to a ward or to the municipality as a whole. Further, Councillors also prepare reports on the activities of boards and committees to which they have been appointed by Council at least once per year. These reports will be included as information items in the Priorities Committee agenda packages.

4. Council and Committee Meetings

The County is accountable and transparent to citizens by providing governance in an open manner. The following policies, procedures, and practices reflect ongoing efforts to improve the ease-of-access and transparency of the legislative process to ensure citizens are aware of how decisions are made and implemented.

- All Council and Council Committee meetings are open to the public to attend as required under the *Municipal Government Act*.)
- Council and Council Committees will only close a meeting to the public when permitted by the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy (FOIP) Act*.

- The conduct of Council and Committee meetings will be governed by the Meetings Procedures Bylaw.
- Citizens will be provided with a range of opportunities to participate in Priorities Committee meetings and Council Public Hearings.
- In accordance with policy *GOV-002-013 Corporate Records and Information Management*, webcast recordings of Council and Priorities Committees meetings are made available to the public on the Strathcona County website.

5. Access to Council Records and Decisions

The County is committed to making information easily accessible to citizens. The following policies and practices will enhance citizens' access to Council records and decisions.

- All regularly scheduled Council and Council Committee agendas are posted online on the Strathcona County website for the public to access at least 4 days prior to the meeting date.
- Past Council and Priorities Committee meetings can be accessed by the public on the County's website.
- All reports considered by Council and Priorities Committee are made available to the public at the meeting at which they are being considered as well as on the Strathcona County website except where Council determines that a report or document should be confidential under the Municipal Government Act or the FOIP Act.
- All Council and Priorities Committee minutes are made available to the public once confirmed by Council, except any specific portions that are held confidential under the Municipal Government Act or the FOIP Act.
- Agenda cover pages for closed Council meetings are made public containing as much information as possible on the items for discussion without revealing confidential or personal information.
- All Policies adopted by Council are posted in the Municipal Policy Handbook and made available to the public on the Strathcona County website.

6. Open Data

- The County is committed to following the principles of open data, which are based upon a global standard set by the Sunlight Foundation. In accordance with policy *GOV-002-034 Open Data*, Strathcona County will be open by design, subject to financial, legal, legislative and privacy constraints. This means that whenever possible, Strathcona County will make data available to the public in a machine-readable format which can be freely used, modified, and shared by anyone. By providing open data, the public can access, interpret and create value from the data for the benefit of all members of the County.

- The County is committed to continuing to improve access to data and will continue to expand the number and types of data sets provided.

7. Plain Language

The County has an obligation to communicate effectively and in a way that is easily understood by the intended audience. To achieve this end, the County is committed to using plain language in its communications. Plain language means using a conversational tone, speaking directly to the intended audience, and providing information that helps meet the audience's needs. The County will use its best efforts to ensure that information shared with citizens and stakeholders is clear, concise, and logically organized.

8. Public Engagement

The County recognizes the value that citizens contribute to planning, delivering, and evaluating the County's programs and services. Strathcona County will engage the public throughout its decision making process. This process will be open, visible and transparent, while balancing the need for the decision making process to be efficient and effective. Strathcona County is guided in its public engagement by its *Public Engagement* policy (GOV-002-025) which establishes the foundation for the County's reasons, guidelines and procedures for public engagement.

9. Financial Accountability, Oversight and Reporting

The County is committed to accountability and transparency in financial management. The County provides citizens with comprehensive financial information through the budget and financial reporting processes. The annual Business Planning and Budget package provides information about the cost of providing core municipal services, any increases, decreases or adjustments, and how they align with the strategic plan. The quarterly financial reporting and Annual Report provides financial statements and highlights key accomplishments.

The County implements, reviews, and maintains various financial policies that ensure sound financial governance and accountability:

- In accordance with policy *FIN-001-010 Financial Reporting*, quarterly and annual management reports are provided to Council, through the Priorities Committee, in order to support the stewardship of County resources, effective decision making, and transparent communication to the public.
- In accordance with policy *FIN-001-025 Debt Management*, the County leverages a framework and guiding principles for the management of long-term debt so that new debt is incurred consistently with Strategic Plan direction and goals.

- In accordance with policy *FIN-001-007 Investment Policy*, the County invests public funds in a prudent manner that will provide optimum investment returns with the maximum security while meeting the County's cash flow requirements and conforming to legal requirements which govern the investment of municipal funds.
- In accordance with policy *FIN-001-024 Financial Reserves*, the County follows prudent business practices that enhance financial strength, flexibility, cash flow management, and the ability to achieve Council's vision and Strategic Plan priorities. Reporting on reserves occurs through the quarterly management report.

10. Performance Measurement and Reporting

Strathcona County is accountable to citizens and provides enhanced transparency by using results-oriented tools to measure progress towards service standards, goals, and Council priorities.

Strathcona County is dedicated to producing performance information that measures progress in key areas of responsibility including the delivery of all programs and services.

As part of Strathcona County's ongoing commitment to transparency and accountability, department business plans are reported on bi-annually. Department business plan progress reports include updates on key performance indicators and measures, as well as status updates on initiatives. Department business plan progress reports are used to report back to Council on the progress of the Corporate Business Plan.

Policy Record

Date of Approval by Council:

Resolution No:

Next Review Date:

Policy No: GOV-001-034

Last Review Date: NA

Replaces: N/A

Lead Role: Council

Administrative Review: Legislative and Legal Services

DRAFT

The first set of MGA changes were introduced in March 2015 (Bill 20 *Municipal Government Amendment Act*). The province noted that the changes in Bill 20 were ones which had received general consensus from the majority of stakeholders. Some of the changes included in Bill 20 relate to enhancing municipal accountability such as the requirement that municipalities develop a code of conduct for councillors through a bylaw. The second set of MGA changes were introduced in Bill 21, (*Modernized Municipal Government Act*) on May 31, 2016. Here too, a number of the changes relate to municipal accountability and transparency. However, the full impact of these changes will not be completely understood until the pending regulations are developed. Most regulations are expected to be issued in 2017 ahead of the next municipal election.

The following list is a summary of the governance changes introduced by Bill 20 and Bill 21 related to issues of accountability and transparency:

- **Public Participation Policy** - municipalities required to adopt public participation policies that outline their approaches for engaging with stakeholders.
- **Mandatory Conduct of Conduct** - municipalities required to establish a code of conduct for councillors through a bylaw.
- **Defining Council Meetings** - define "meeting" to include what matters may be closed to the public during council meetings. Describe circumstances and procedures for a "closed meeting." Clarify a duty of the chief administrative officer to provide all councillors the same information, no matter how it was requested or by whom.
- **Petitioning Process** - municipalities may, by bylaw, choose to decrease the required percentage of eligible signatories, accept online petitions, extend the time period for collecting signatures and allow petitioners to recall their signatures. Timelines would be extended for petition validation (i.e. 30 days becomes 45 days).
- **Roles and Responsibilities of Council and Administration** - provide clarity on the administrative duties and the chief administrative officer's ability to delegate.
- **Introduction of Municipal Ombudsman and Municipal Inspections** - the mandate of the Alberta Ombudsman will be expanded to include municipalities. The Alberta Ombudsman will investigate complaints to determine if a public organization has acted fairly and reasonably. The ombudsman will review the case to ensure actions and decisions were fair and consistent with relevant legislation, policies and procedures. The Alberta Ombudsman is projected to accept municipal complaints starting April 1, 2018.
- **Municipal Inspections** - other changes to the MGA's provisions on inspection and inquiry will mean citizens can petition the Minister for an audit or inspection on matters of municipal affairs, including the conduct of councillors, employees, agents and contractors of the municipality. The re-structured petitioning provisions for municipal audits and inspections will be proclaimed by October 1, 2017.

- **Composition on Local Appeal Boards** - municipal councillors will be prohibited from forming the majority of any legislated appeal board hearing panel. This will be done by aligning the existing rules for Subdivision and Development Appeal Boards with those for Assessment Review Boards.
- **Reporting Structure of the Municipal Government Board** - the Chair of the Municipal Government Board will be appointed by Cabinet and report directly to the Minister of Municipal Affairs.
- **Training for Elected Officials** - Municipalities will be required to offer orientation training within 90 days to elected officials following each municipal election and by-elections on specific matters such as: role of municipalities in Alberta; council and councillor roles and responsibilities; Chief Administrative Officer and staff roles and responsibilities; and budgeting and financial administration. Change took effect upon proclamation of the Modernized Municipal Government Act.

As Strathcona County develops its policy on accountability and transparency, the above noted governance changes should be considered. While some of the changes such as mandatory training for elected officials and composition of local appeal boards are not likely to have an impact on the County's development of this new policy since the County is already aligned with the expected requirements in these areas, other governance changes, such as those related to more definition around closed meetings, may be addressed in the new policy in addition to requiring adjustments to current practice or existing County policies.

Part 3 –Review of other Canadian Jurisdictions Approach to Municipal Accountability and Transparency

Alberta's current MGA includes a number of accountability and transparency requirements. For instance, the MGA addresses matters such as pecuniary interest of Councillors, disqualification of Councillors, notice requirements, public presence at Council meetings, process for petitions, public hearings, appeal and complaints processes, etc. As noted above, the updated MGA (i.e. *Modernized Municipal Government Act*) also aims at enhancing municipal accountability and transparency, but much of the detail is dependent upon forthcoming regulations.

Many of Alberta's municipalities do not currently have such a standalone accountability and transparency policy. For example, Edmonton, Spruce Grove, Fort Saskatchewan, Medicine Hat, Devon, Whitecourt, Camrose, Airdrie, St. Albert, Jasper, Lethbridge, Wood Buffalo, Cochrane, Taber, Wetaskiwin, and Grande Prairie do not have such a policy. This does not mean that Alberta municipalities are not committed to accountability and transparency. In fact, all of the above municipalities have policies (e.g. council roles, council remuneration, ethical codes etc.), procedures (e.g. web-based expense reports or voting records) or other things (whistleblower programs, transparency audits, open data portals etc.) aimed at providing citizens with accountable and transparent local government.

While not common amongst Alberta municipalities, there are a few municipalities, such as Calgary and Red Deer, which do have a standalone accountability and

transparency policy. These two policies as well as some additional examples from Ontario municipalities are included in **Attachment 1 – Examples of Municipal Accountability and Transparency Policies**.

While all Canadian jurisdictions have legislative requirements related to accountable and transparent municipal government, Ontario is perhaps the most rigorous since it mandates that **all** municipalities adopt such a policy. British Columbia likewise has an extensive number of requirements for municipal accountability and transparency. **Attachment 2 – Municipal Accountability and Transparency in Other Canadian Jurisdictions** provides more detailed information.

Part 4 – Current Strathcona County Accountability and Transparency Measures

Strathcona County currently has a number of bylaws, policies, procedures and practices that increase municipal accountability and transparency. For example, Strathcona County's Chief Commissioner Bylaw (21-2015) sets out the powers and accountabilities of the Chief Commissioner as well as the financial authorities and ability to delegate authority to other municipal staff. Strathcona County also has governance policies which set out guidelines for matters such as remuneration for elected officials, code of conduct for Councillors, and public engagement. Finally, Strathcona County has a number of practices, such as video streaming Council and Priorities Committee meetings, web publication of Councillor expenses, web publication of bylaw and policies, etc. that help ensure that the municipality is accountable and transparent to citizens.

Ideally, a new accountability and transparency policy will complement the existing governance policies and practices while addressing any gaps such as providing guidelines for reporting on monthly councillor activities. **Attachment 3 – Overview of Current Accountability and Transparency Policies** provides a summary of policies that are already in place that help enhance municipal accountability and transparency.

Draft Outline for New Accountability and Transparency Policy

References: Municipal Government Act, RSA 2000
MGA s. XXX
MGA s. XXX
Freedom of Information and Protection of Privacy Act, RSA 2000
Strathcona County Bylaw – Meeting Procedures

Cross-reference: *Policies related to accountability and transparency will be listed here*

Policy Statement

Strathcona County is committed to the fundamental principles of accountability and transparency since these principles are essential to ensuring effective local government and building public trust.

Strathcona County acknowledges its responsibility to operate in a transparent and accountable manner and shall provide good governance by ensuring:

1. Council decision-making is open and transparent.
2. The County is accountable for the provision and performance of its services.
3. The County is transparent and open in its operations, subject to financial, legal, legislative and privacy constraints.
4. The County has a robust set of policies, procedures, and practices in place that enhance accountability and transparency.
5. ?
6. ?

Purpose

The purpose of this policy is to define the manner in which Council and Strathcona County will ensure that they are transparent and accountable to the public for their actions.

Definitions

Accountability – The principle that Strathcona County ensures access to clear and understandable information and is responsible to the public for decisions and actions.

Transparency – The principle that Strathcona County ensures the decision-making process is open and clear and actively encourages and fosters public participation in its decision making processes to enhance public trust.

Guidelines

Transparency and Accountability Mechanisms and Practices

- Statement that notes there are a number of accountability and transparency “things” in place.

Financial Accountability, Oversight and Reporting

- Section outlines financial accountabilities – i.e. annual independent audit, annual financial reporting, etc.

Reporting of Councillor Expenses

- Section outlines how Councillors expenses are made available to the public – when are they published, how are they published, etc.

Reporting of Council Activities

- Section outlines how public can learn about Councillor activities- when and how.
- Opportunity to note limitations of this type of reporting – i.e. not the full scope of Councillor duties

Council and Committee Meetings

- Section outlines how council and committee meetings are conducted in an accountable and transparent manner in alignment with County Meeting and Procedures Bylaw, relevant Governance Policies, and relevant legislation

Access to Council Records and Decisions

- Section outlines what documents/records are available and how they are made available to the public

Public Engagement

- Section outlines commitment to public engagement and identifies key processes for that engagement

Attachment 1 – Examples of Municipal Accountability and Transparency Policies

- Example 1 – City of Calgary, AB
- Example 2 – City of Red Deer, AB
- Example 3 – City of Kitchener, ON
- Example 4 – City of Mississauga, ON



Policy Title: Transparency and Accountability Policy

Policy Number: CC039

Report Number: LGT2011-09

Approved by: Council

Effective Date: 2011 October 3

Business Unit: City Clerk's Office

BACKGROUND

The City of Calgary is committed to conducting business in an open and transparent manner and creating a culture wherein Council and City of Calgary employees are aware of and understand the principles of transparency and accountability articulated through this policy, and will support and contribute to the spirit and intent of the policy. This policy reflects Council and The City's ongoing effort to support open, transparent and accountable local government.

This policy is also aligned with and supports the governance system targets regarding access in imagineCALGARY: "Target 1 by 2016, 80 per cent of Calgarians report that they feel government activity is open, honest, inclusive and responsive."

PURPOSE

- To provide policies and overarching guidance for The City's activities, programs and services as outlined herein and augment existing City of Calgary policies, procedures and practices; and
- Define the manner in which City Council and The City of Calgary will ensure that it is transparent and accountable to the public for its actions.

APPLICABILITY

- This policy applies to City Council, and all City of Calgary employees.

SCOPE

- The principles of transparency and accountability apply to the political process and decision-making, to the administrative management of The City of Calgary and in The City's interactions with the citizens of Calgary.

Definitions

For the purposes of this policy, The City of Calgary adopts the following definitions:

Transparency:

The principle that The City of Calgary ensures the decision-making process is open and clear and actively encourages and fosters public participation in its decision-making processes to enhance public trust.

Accountability:

The principle that The City of Calgary ensures access to clear and understandable information and is responsible to the public for decisions and actions.

POLICY

The City of Calgary acknowledges its responsibility to operate in a transparent and accountable manner and shall provide good governance by committing to the following:

- Ensuring transparency and accountability of municipal operations and decision making;
- Taking responsibility for decisions and actions;
- Encouraging public access and participation to ensure that decision making is responsive to the needs of citizens and receptive to their opinions;
- Responding to the needs and opinions of citizens;
- Delivering high quality services to citizens; and
- Ensuring responsible/appropriate/prudent stewardship and efficient use of public resources.

Transparency and Accountability and Openness

Transparency, accountability, and openness are essential elements of good government that enhance public trust. They are achieved through adopting policies and establishing processes that are open and accountable, which will guide The City of Calgary throughout the course of carrying out its duties and responsibilities.

The City of Calgary will promote and enable transparent, accountable and open municipal government guided by the following.

The City of Calgary shall:

- Conduct its business openly, honestly, and with integrity.
- Ensure decision-making is open, clear, transparent and accountable.
- Ensure the business of Council is open and easily available to the public through a variety of media.
- Make information accessible so that it is consistent with legislative requirements under the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*.
- Use transparency and accountability mechanisms, including public engagement that helps to ensure that Council decisions reflect citizen needs and priorities.
- Encourage and enable a culture of proactive disclosure throughout the corporation. Make use of best practices and routinely release Council records and non-confidential information to the public, while also protecting privacy.
- Manage financial resources and all City assets in an efficient and effective manner.

- Foster a safe environment that allows all stakeholders of this policy to participate freely, without fear of reprisal or retribution, supported through the Whistleblower Policy and program.

Transparency and Accountability Mechanisms and Practices

Transparency is the foundation of accountability. The City of Calgary ensures transparency and accountability by way of various policies, procedures and practices that have been divided into the following categories:

Financial Accountability, Oversight and Reporting

An ongoing commitment to accountability and transparency in financial management is one of The City of Calgary's most strongly held values. Top quality financial reporting is essential if The City is to be fully accountable to citizens and other parties with an interest in government finances. The City will ensure sound financial oversight, governance of financial assets, and demonstrate effective stewardship of public funds through the following practices:

- Comprehensive annual financial statements
- Implementing, reviewing and maintaining a suite of Council Policies that ensure sound financial governance and accountability
- Implementing, reviewing and maintaining a suite of financial Administration Policies that ensure sound financial governance and accountability
- Quarterly and annual reports to Council and citizens on department business plans and budgets
- The annual report to Calgarians

Reporting of Council Expenses

City Council is committed to transparency and accountability by reporting Ward expenses related to salaries of assistants, communications, business expenses, travel, courses and seminars.

- In accordance with Council direction, the Office of the Aldermen shall post updated Ward Expense Reports on a quarterly basis on The City's website.
- Publishing the Mayor's Office expenses on a quarterly basis on The City's website.

Performance Measurement and Reporting

The City of Calgary is accountable to citizens and enhances transparency throughout the corporation by implementing various results-orientated tools to measure progress on the achievement of performance measures, service standards, goals and Council's priorities. The City of Calgary is dedicated to producing performance information that measures how The City is doing in all areas over which it has responsibility, from financial reporting to service delivery, including:

- Quarterly and annual reports to Council and citizens on department business plans and budgets;
- Use of benchmarking, performance measures and best practices information to improve service effectiveness and efficiency and communicate to citizens the cost and value of services they receive for their tax dollars;
- Developing strategies and processes to measure and report on the Corporation's response to service requests from citizens through the 3-1-1 Customer Service Request (CSR) system; and
- Providing The City's annual report to Calgarians.

Open Government: Committee and Council Meetings

The City of Calgary is accountable and transparent to taxpayers by providing governance in an open manner. The following are policies, procedures and practices that reflect The City of Calgary's ongoing effort to improve the ease-of-access and transparency of the legislative process to ensure citizens are aware of how decisions are made and carried out:

- The conduct of Council and Committee meetings shall be governed by The City of Calgary Procedure Bylaw 44M2006 as amended, which complies with the relevant provisions of the *Municipal Government Act*.
- The Procedure Bylaw 44M2006, as amended ensures that all meetings are open to the public, as required under the *Municipal Government Act* Section 197 (1) except where it is appropriate and permitted to consider a matter in a closed meeting as per subsection (2) or (2.1).
- Under 197, subsection 2 of the *Municipal Government Act*, Councils and Council Committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.
- A municipal planning commission, subdivision authority, development authority or subdivision and development appeal board established under Part 17 may deliberate and make its decisions in meetings closed to the public under 197 subsection 2.1 of the *Municipal Government Act*.
- Citizens shall be provided with a range of opportunities to participate in Committee meetings and Council Public Hearings.
- In accordance with Council's "Recordings of Legislative Meetings Policy," video recordings of Regular Council and Standing Policy Committee meetings shall be made available to the public on the Internet for a period of three (3) years from the date of the meeting.

Access to Council Records and Decisions

One of City Council's priorities is to make it easier for citizens to get the information they need. The following policies and practices will enhance citizens' access to Council records and decisions.

- All Council, Standing Policy Committee, and Special Committee agendas shall be posted online on The City of Calgary's website for the public to access once published and are available for citizens to access at any time by searching the Council record.
- All reports and other documents considered by Council and Committee shall be made available to the public at the meeting at which they are being considered, except where a report or document is held confidential under the FOIP Act.
- All reports and other documents not falling into the confidential category under the FOIP Act shall be released to the public.
- All Committee and Council minutes shall be made available to the public once confirmed by Council, except any specific portions that are held confidential under the FOIP Act.
- Agenda cover pages for in-camera meetings shall be made public containing as much information as possible on the items for discussion without revealing confidential or personal information.

- All Policies adopted by Council shall be posted in the Council Policy Library on The City of Calgary's website and be made available to the public.

Public Engagement

The City of Calgary recognizes the value that citizens contribute to planning, delivering and evaluating City programs and services. The City of Calgary will engage the public throughout its decision making process. This process will be open, visible and transparent, while balancing the need for the decision making process to be efficient and effective by adhering to the following:

- Wherever possible, The City shall engage citizens and provide opportunities for citizens to participate in and provide feedback on City programs and services and clarify their priorities about how tax dollars should be spent.

Responsibilities

City Council and City employees are responsible for:

- Building public trust and adhering to the parameters of this policy and for ensuring accountability for their actions and transparency of municipal operations.
- Promoting and maintaining a culture of transparency and accountability at The City of Calgary.

PROCEDURE

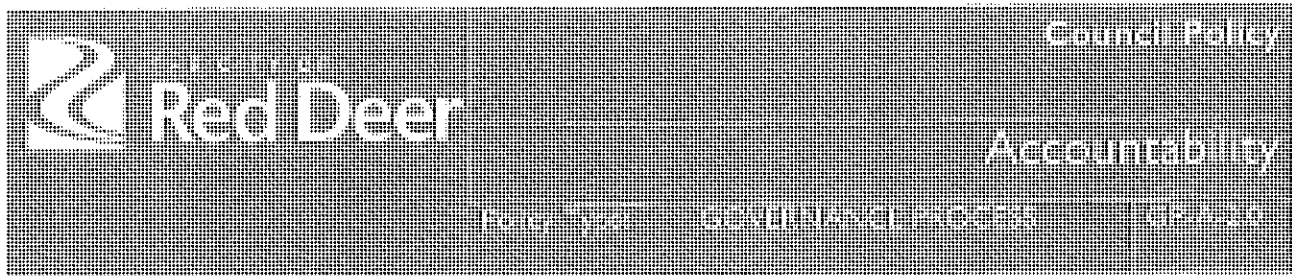
Successful implementation requires the commitment of City Council and the leadership of The City Manager and senior management to ensure the policies and practices are adhered to throughout the corporation and in all interactions with the citizens of Calgary.

Alignment with City of Calgary Policies, Priorities and Plans

- imagineCALGARY
- Council's Fiscal Plan for Calgary 2012-2014
- Code of Conduct for City Employees
- Whistle Blower Policy
- Access Impact Assessment Policy
- Privacy Impact Assessment Policy
- Integrated Risk Management Policy
- Suite of Council Policies that ensure sound financial governance and accountability
- Suite of Financial Administration Policies that ensure sound financial governance and accountability

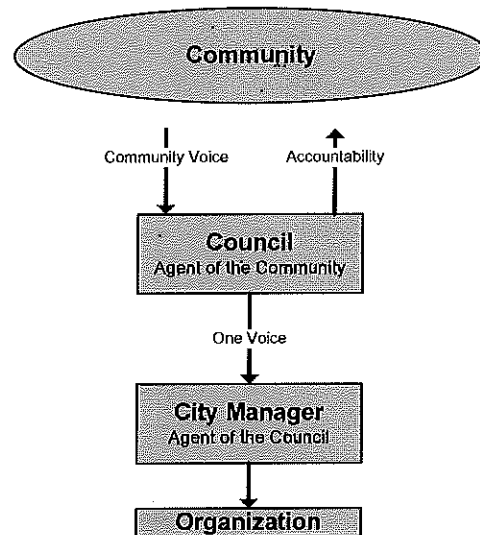
AMENDMENTS

None. New policy.



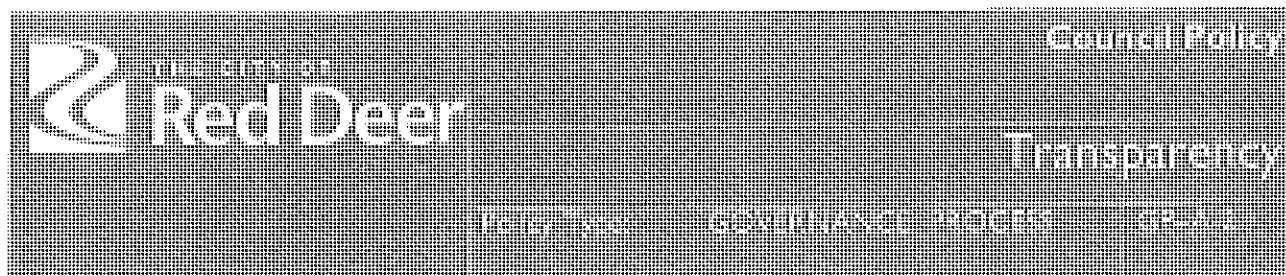
Members of Council will hold themselves accountable to their community, the organization and other members of Council for their decisions and actions.

1. Council as a whole is the sole position at The City of Red Deer to exercise the community representative role with respect to its citizens. This role cannot be delegated.
2. Council members individually are accountable to their electors; recognizing the primacy of the Council table in decision making.
3. Accountability to the community will be accomplished primarily through Council's creation of Purpose Statement policies and Executive Limitation policies, holding the City Manager accountable to Council for fulfillment.
4. Council will establish and adhere to a Council Code of Conduct.
5. Council will self-monitor, discuss and evaluate Council's processes and performance on a regular basis.



Document History

Policy Adopted	October 15, 2012
Policy Revised and Approved	March 18, 2013
Policy Revised and Approved	July 8, 2013



Council will practice transparent governance by providing the public with information about what Council is doing.

1. Formal Council meetings are open to the public, as required under the Municipal Government Act except where it is appropriate and permitted to consider a matter in a closed meeting.
2. Council will make Council policies, decisions, and non-confidential information available to the public through a variety of media, and in a timely manner.
3. Council will disclose Council's financial activities.
4. Council attendance at Council meetings, workshops and committees will be reported to the public on a quarterly basis.

Document History

Policy Adopted	October 15, 2012
Policy Revised and Approved	March 18, 2013
Policy Revised and Approved	July 8, 2013

COUNCIL POLICY RESOLUTION

POLICY NUMBER: I-15

DATE: DECEMBER 10, 2007
AMENDED: OCTOBER 6, 2008
AMENDED: MARCH 3, 2014

POLICY TYPE: ADMINISTRATION

SUBJECT: CORPORATE ACCOUNTABILITY & TRANSPARENCY

1. POLICY STATEMENT

The City of Kitchener ('the City') is committed to the fundamental principles of accountability and transparency as they are key values within the City's Open Government Framework. The City has adopted the following as its Vision for Open Government: *"To provide a City government that is transparent and accountable to its citizens, with opportunities for meaningful, accessible public participation, made possible through innovation, technology and collaboration."*

The City of Kitchener is committed to creating a culture where Council, staff and citizens of Kitchener are aware of and understand the principles of accountability and transparency, and their roles in upholding these essential standards of good government that enhance public trust.

In support of the open government principles of accountability and transparency, this Policy outlines the City's commitments which will ensure:

- The City is open by default, subject to financial, legal, legislative and privacy constraints
- Council decision-making is open and transparent
- The City is accountable for the provision and performance of its services

2. DEFINITIONS

Accountability: the City has established rules and guidelines that ensure the City is able to explain its actions to the public

Transparency: City information is accurate, timely, and freely available and decisions are open for public review and discussion.

POLICY NUMBER: I-15

POLICY TYPE: ADMINISTRATION

SUBJECT: CORPORATE ACCOUNTABILITY & TRANSPARENCY

3. LEGISLATIVE AUTHORITY

Section 270 of the *Municipal Act 2001* (The "Act") requires that all municipalities adopt and maintain a policy with respect to the manner in which the municipality will ensure it is accountable to the public for its actions, and the manner in which its actions are transparent to the public. The purpose of this policy is to provide guidance for the delivery of municipal activities and services in an accountable and transparent manner in accordance with the Municipal Act.

4. APPLICATION

This Policy applies to all City employees and members of City Council.

5. POLICY COMPONENTS

In order to ensure the principles of Accountability and Transparency are practiced and adhered to as a matter of good governance, the following represent overarching guidance for the provision of City activities, services and programs in support of the principles.

Accountability Components:

The roles and responsibilities of the City must be clearly defined. In the context of other levels of government, it should be clearly explained as to which government is responsible for what services. Within the City, the roles of Council and staff, and the responsibility for services provided, need to be easily understood. The roles and responsibilities of stakeholders – including citizens, customers and businesses - that utilize the services of the City must also be clearly defined in order to ensure the service is provided in a fair, equitable and timely manner and that the anticipated outcomes are achieved.

Actions will be consistent with clearly understood expectations. Services offered by the City should be clearly explained and outlined to include what is expected from the customer and what the customer can expect from the City. In setting expectations and reaching agreement, expectations may be implied or explicit. In many cases there will be a reasonable expectation based on common sense or normal practices and in other cases the outcome or expectation will need to be specifically given and acknowledged. Wherever possible the anticipated outcome of any service provided by the City will be given to provide clarity on what the citizen, customer or business can expect.

POLICY NUMBER: I-15

POLICY TYPE: ADMINISTRATION

SUBJECT: CORPORATE ACCOUNTABILITY & TRANSPARENCY

There must be a reasonable balance between expectations and capacities. Customer and citizen expectations may change from time to time, and all expectations must be balanced against the City's authority, available skills and resources required to achieve the expected outcome.

There must be clear and timely reporting on actions. Reporting must be credible, the information useful, accurate, timely and accessible. Reporting on actions taken or not taken shall be clear and easy to understand.

There must be reasonable review and adjustment. Accountable reporting will highlight areas where expectations have been met, as well as those which have not. Achievements should be recognized, and where expectations have not been met, adjustment and corrective actions may need to be made.

Transparency Components:

City information must be fully accessible within legal limitations. Providing information that citizens or others require in order to comment on the City's services and activities, allows for the influencing of City activities and decisions and initiating change. This results in trust, enabling the City to manage its services and activities more effectively and efficiently. Information provided by the City must be accessible, understandable, and provided in the appropriate format. In providing information or data, the City must balance this obligation with other legal and regulatory obligations. The City will continue to comply with legislation that protects certain information. Whenever meaningful information is withheld, an explanation will be given as to why.

All information should be provided in clear, simple language. City information that is provided publicly should be provided in clear, plain language. Whenever there is a requirement to provide information in a certain way in order to satisfy legal or regulatory obligations, a plain language description will also be provided.

Information deemed to be in the public interest is to be updated regularly, consistently and as much as possible, proactively. Processes will be established to ensure information is updated and remains relevant following initial provision of the information. The City is committed to evolving the culture of the organization toward being 'open by default', where meaningful information is provided to the public proactively and not based on reaction to requests.

POLICY NUMBER: I-15

POLICY TYPE: ADMINISTRATION

SUBJECT: CORPORATE ACCOUNTABILITY & TRANSPARENCY

6. POLICY COMMITMENTS

The City has put and/or is putting in place a number of activities and actions supporting Accountability and Transparency. Following is a summary of the key methods through which the principles are practiced and adhered to. The City strives to meet these commitments and it must be understood that City resources – human, financial and technical – have limitations based on operating and capital budgets, which are developed with public consultation.

Council Meetings

The City provides the public with information on the role and responsibilities of the Mayor and city Councillors. The time and dates of meetings, agendas and reports under consideration are made available to the public in advance of public deliberations. All staff reports to Council or Committees of Council are written using a standard report template in clear non-technical language where possible, providing the reader with full information on the topic. A digital repository is used to maintain up-to-date records of Council by-laws, reports and minutes and is openly accessible to the general public. All meetings of Council and Committees of Council are open to the public, with exceptions as permitted by the Municipal Act, and members of the public are invited to be delegations to Council to ask questions or discuss specific issues. Agendas for closed meetings of Council provide as much information as possible without revealing confidential information.

Budgets and Business Plans

The City publishes the annual proposed budget and business plan written in plain language in both print and digital formats, which is replaced by the annual approved budget once it has been ratified by Council. Budget deliberations are held in public sessions in Council, and members of the public are encouraged to provide input and comments. Budget variance reports, financial indicators and business plan status updates are published throughout the year with explanations provided for deviations. Proposed and actual expenditures of development charges are reported regularly. Audited financial statements accompanied by plain language explanations are published annually.

Public Services

The City proactively provides information to the public on the services that are provided, the processes for accessing public services including fees and timelines, and contact information for key personnel, making the information easily accessible and using plain language. The City has expanded its internet and social media presence including online services. Feedback and complaint mechanisms are in place using a range of channels. The City's internal audit function has a broad mandate to review the efficiency and effectiveness of City operations under Council's direction.

POLICY NUMBER: I-15

POLICY TYPE: ADMINISTRATION

SUBJECT: CORPORATE ACCOUNTABILITY & TRANSPARENCY

Procurement

The City has a comprehensive, clear and understandable framework for the open and transparent procurement of goods and services. Opportunities are openly advertised and bids are opened publicly. Selection criteria are clear, awards are fully disclosed, and mechanisms are in place to dispute a contract award. Standardized documents and e-procurement technology are used to provide simple, secure and efficient processes and provide accurate and timely disclosure of information for potential contractors and the general public. The City has in place by-laws and procedures guiding the authority of staff to enter into contractual agreements within defined limits. By-laws and procedures also provide guidance for City land acquisition and sale.

Conflict of Interest

The City applies clear rules and guidelines for the disclosure and management of conflicts of interest to ensure decisions are not improperly affected by self-interest. Direction is provided for offers of gifts and hospitality to prevent special interests from attempting to offer staff or members of Council items or services of value in return for favours. A code of conduct has been established for members of Council. Employment of relatives of staff and members of Council is limited through policy. The Integrity Commissioner role has been established to review potential conflicts of interest.

Records Management and Access to Information

The City maintains sound records management practices, ensuring that accurate and reliable records are created and remain accessible, usable and authentic for as long as they are needed. A wide range of information and records are proactively made available to the public online, and routinely available information that is not available online can be requested directly from the service area or division responsible for the information. Records or information that is not routinely disclosed can be requested by making a Freedom of Information Request and the City will make every attempt to provide appropriate access to records while respecting the need for privacy, in accordance with legislation.

Open Data

In support of transparency, the City is making its data "open by default". The prioritization for publishing open data is complemented by community engagement with citizens, businesses and other public sector organizations. The City strives to make this data machine and human readable, and releases public information that helps reveal and inform decision-making as open datasets. The City has created specific requirements, which are evolving, for ongoing updates of open data, and aims to release its data in a timely manner, dependent on the nature of the data. Open data is seen as a

POLICY NUMBER: I-15

POLICY TYPE: ADMINISTRATION

SUBJECT: CORPORATE ACCOUNTABILITY & TRANSPARENCY

collaborative community undertaking to meet the needs of the community, and to monitor changes within the open government data community.

Citizen Engagement

The City has adopted a commitment to effectively involving the community in public decision-making processes. A community engagement framework has been established and training is provided for city staff, to provide direction and guidance on the development and implementation of community engagement processes. As standard practice, staff reports to Council are required to indicate the way in which members of the community will be/have been involved in the issue at hand, if applicable. The City has a current policy regarding public notice requirements. Citizens and community members can also get involved through various citizen committees and boards. Citizen committees provide advice and feedback to City Council and standing committees on a variety of issues or topics, including arts and culture, accessibility, downtown, the environment and the City's strategic plan; whereas boards have the autonomy to make decisions for the good of their organizations.

7. ROLES AND RESPONSIBILITIES

The City Clerk holds an oversight role for this Policy and is the first point of contact regarding the Policy. Staff and Council have responsibility for various actions and activities related to the policy and in support of the open government principles of accountability and transparency.

8. APPOINTMENTS

Under part VI of the Municipal Act, the City is authorized to appoint the following: Integrity Commissioner, Lobbyist registry, Ombudsman, and Auditor General. New appointments are reviewed as deemed required by staff or Council. Continuations or renewals of existing appointments are reviewed before the expiration of the current contact term(s).

9. REVIEW AND REPORTING

This Policy will be reviewed once during each term of Council for relevance, currency and accuracy including the review of activities and commitments in place to support accountability and transparency. The Policy is intended to provide general and relevant direction, on which to build supporting actions.

POLICY NUMBER: I-15

POLICY TYPE: ADMINISTRATION

SUBJECT: CORPORATE ACCOUNTABILITY & TRANSPARENCY

Progress toward becoming more accountable and transparent will be reported through reporting on actions in the upcoming 4-year action plan, supporting the City's Open Government Framework.

Corporate Policy and Procedure



Policy No. 02-03-01
Page 1 of 4
Effective Date 2008 01 01
Supersedes

TAB: MUNICIPAL GOVERNMENT
SECTION: GOVERNANCE
SUBJECT: ACCOUNTABILITY AND TRANSPARENCY

POLICY STATEMENT

Council acknowledges that it is responsible to provide good government for its stakeholders in an accountable and transparent manner by:

- encouraging public access and participation to ensure that decision making is responsive to the needs of its constituents and receptive to their opinions;
- delivering high quality services to our citizens; and
- promoting the efficient use of public resources.

PURPOSE

Accountability and transparency are standards of good government that enhance public trust. They are achieved through the City adopting measures ensuring, to the best of its ability, that all activities and services are undertaken utilizing a process that is open and accessible to its stakeholders. In addition, wherever possible, the City will engage its stakeholders throughout its decision making processes which will be open, visible and transparent to the public.

The purpose of this policy is to provide guidance for the delivery of the municipality's activities and services in accordance with the principles as outlined herein.

LEGISLATIVE AUTHORITY

The *Municipal Act, 2001* (the Act) requires that all municipalities adopt and maintain a policy with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public. This policy has been developed in accordance with Section 270 of

Corporate Policy and Procedure



Policy No. 02-03-01
Page 2 of 4
Effective Date 2008 01 01
Supersedes

the Act.

The *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) governs access to information and protection of privacy for municipalities. This policy complies with MFIPPA.

SCOPE

The principles of accountability and transparency shall apply equally to both the City's political and administrative management and decision making.

DEFINITIONS

"Accountability" – The principle that the City will be responsible to its stakeholders for decisions made and policies implemented, as well as its actions or inactions.

"Transparency" – The principle that the City encourages and fosters stakeholder participation and openness in its decision making processes. Additionally, transparency means that the City's decision making process is open and clear to the public.

CORPORATE VALUES

The City of Mississauga's core values are fundamental to the City's relationship with our stakeholders and serve as a guiding principle to the City's corporate decision making process. They reflect the City's determination to provide good governance in an accountable and transparent manner. The City's core corporate values are:

- Trust – meaning the public trust that the City upholds, the open and responsive manner in which the City is governed.
- Quality – meaning the quality of life that the City provides to our taxpayers, delivering the right services that add value to our citizens' lives.
- Excellence – meaning the delivery of excellence in public administration and delivery of services in a superior way, at a reasonable cost.

Corporate Policy and Procedure



Policy No. 02-03-01
Page 3 of 4
Effective Date 2008 01 01
Supersedes

ACCOUNTABILITY AND TRANSPARENCY IN FINANCIAL MATTERS

The City will be accountable and transparent to its stakeholders in its financial dealings as required under the Act. Some examples in which the municipality provides such accountability and transparency are as follows:

- internal and external audit
- reporting statements
- long term financial planning
- asset management
- Purchasing By-law
- sale of land
- budget processes

ACCOUNTABILITY AND TRANSPARENCY IN INTERNAL GOVERNANCE

The City's administrative practices ensure specific accountability on the part of its employees through initiatives including, but not limited to:

- policies on employment standards and employee conduct, including the Respectful Workplace policy
- performance management and evaluation processes
- recruitment policies, including hiring practices
- orientation/continuing education programs
- health and safety policies
- compensation policies and benefits programs
- creating administrative policies, practices and procedures that recognize Council's commitment to accountability and transparency, including the Whistleblower Program policy.

ACCOUNTABILITY AND TRANSPARENCY IN PUBLIC PARTICIPATION AND INFORMATION SHARING

The City ensures that it is open and accountable to its stakeholders through implementing processes outlining how, when and under what rules meetings will take place. Meetings will be open to the public when and as required under the Act,

Corporate Policy and Procedure



Policy No. 02-03-01
Page 4 of 4
Effective Date 2008 01 01
Supersedes

and members of the public will have an opportunity to make delegations or comments in writing on specific items at these meetings. In addition, the City has adopted policies which ensure that participation by the public can be meaningful and effective, through timely disclosure of information by various means including print media, websites, etc.

The City has a long-standing practice of routine disclosure in response to requests for information. The City also endeavours to respond to formal information requests within the parameters established by MFIPPA.

Some specific examples include:

- Procedure By-law
- Strategic Plan
- delegation by-laws and policies
- records retention policies
- planning processes
- Public Notice By-law
- Matters Considered In Camera policy
- information routinely released without formal request under MFIPPA

REFERENCE: GC-0775-2007 – 2007 12 12
2014 07 14 – housekeeping – added reference to Whistleblower Program policy.

LAST REVIEW DATE: July, 2014

CONTACT: For more information, contact the Office of the City Clerk,
Legislative Services Division, Corporate Services Department.

Attachment 2 – Municipal Accountability and Transparency in Canada

Ontario: The Municipal Act (2001) and other legislation include provisions about openness and transparency in municipal decision making and service delivery.

Municipalities in Ontario may pass bylaws to establish:

- an **Integrity Commissioner** whose role is to perform, in an independent manner, the functions assigned by council with respect to the application of: (1) a code of conduct for members of council and local boards; and (2) the procedures, rules and policies governing the ethical behaviour of members of council and local boards. The Commissioner's functions may include conducting inquiries into requests from the public or local members about whether a local member has contravened the applicable code of conduct. If a member is found to have contravened the code of conduct, the municipality may impose a penalty of a reprimand or a suspension of pay for a period of up to 90 days.
- a **Municipal Ombudsman** whose function is to investigate, in an independent manner, decisions and recommendations made and acts done or not done in the course of the administration of a municipality, local boards or certain municipal corporations, as the municipality specifies.
- an **Auditor General** who may assist council in holding itself and municipal administrators accountable for the quality of stewardship over public funds and achieving value for money in municipal operations. The Auditor General must also perform their duties in an independent manner. The Auditor General's responsibilities do not include the responsibilities of the municipal auditor.

Municipalities in Ontario may adopt **codes of conduct** and are free to determine the content and style of their codes of conduct. Some common issues that codes address include use of municipal resources, gifts and benefits and conduct at council meetings. The Ontario *Municipal Act* includes provisions related to the **conduct of meetings** and the public's right to attend them. The term "meeting" is partly defined in the Act, which currently provides that a meeting means "any regular, special or other meeting of a council, of a local board or of a committee of either of them." Anyone may request an investigation of whether a closed meeting complied with the Act or a municipal procedural bylaw. Municipalities may appoint an independent investigator who may report with recommendations to council. If a municipality does not appoint an investigator, the Ontario Ombudsman may investigate.

Councillors and members of local boards have legal and ethical duties to consider in relation to **conflict of interest**. Some of these are found in the *Municipal Conflict of Interest Act*, but other related rules or codes may also apply. The *Municipal Conflict of Interest Act* sets out what may be regarded as a primary set of ethical rules for council and local board members. These rules apply, with some

exceptions, to council and local board members if they have a pecuniary interest in a matter that is before a council (or a local board) at a meeting.

Primarily through amendments to the *Ombudsman Act*, the role of the Ontario Ombudsman expanded beginning January 1, 2016 to include all Ontario municipalities. The Ontario Ombudsman's general role includes investigating complaints and making recommendations. As part of this, the Ontario Ombudsman may include any municipality in a broad-ranging, systemic investigation on his or her own initiative.

The Ontario Ombudsman may investigate municipal complaints to municipal integrity officers (except the Toronto Ombudsman) only after local complaint resolution processes, if any, have been completed. The Ontario Ombudsman will not be able to investigate complaints within the jurisdiction of the Toronto Ombudsman. Municipalities other than Toronto may appoint their own ombudsman if they choose. The City of Toronto is the only municipality in Ontario required by law to have an ombudsman. While the Ontario Ombudsman cannot compel municipalities to take action, the Ombudsman could make recommendations to council and the municipality.

British Columbia: Municipalities operate primarily under the *Community Charter*. Part 4 of the *Community Charter* addresses a broad range of accountability and transparency issues including: closed meetings, public engagement, public notice and access to records, reporting, conflict of interest, and challenge of council member qualification for office.

A person who contravenes the ethical standards provisions in the *Community Charter* may be disqualified from holding public office unless the contravention was done inadvertently or because of an error in judgement made in good faith. Section 110 of the *Charter* sets out that a person who is disqualified cannot run until the next general local election if the Supreme Court finds that he or she is found to be in contravention of the rules related to the: restrictions on participation if in conflict; exercise of inside influence; exercise of outside influence; acceptance of gifts; disclosure of gifts over \$250 in value; disclosure of contracts; and use of insider information.

A municipality, by a 2/3 vote of council, or 10 or more electors of the municipality may make the application to the Supreme Court to have a person disqualified. The *Community Charter* introduces the ability of the municipality or an elector to apply to the Supreme Court for an order requiring a member, or former member, to pay to the municipality all or part of the member's financial gain that was obtained as a result of contravening the rules governing ethical conduct.

Attachment 3 – Overview of Current Accountability and Transparency Policies*

Policy	Purpose
GOV-001-013 Elected Officials' Remuneration	Details remuneration for elected officials and process for increases and evaluation or remuneration rates.
GOV-001-024 Authorization and Verification of Unbudgeted Expenditures	Specifies that the County may only make expenditures that have been included in an operating budget, a capital budget or are otherwise authorized by Council resolution and provides guidelines for addressing unbudgeted expenditures.
GOV-001-026 Elected Officials Business Expense Policy	Provides clarity in determining what elected official expenses will be covered by the municipality and what expenses are considered to be personal expenses.
GOV-001-028 Council Code of Conduct	Provides guidelines for Elected Officials so that they may carry out their powers, duties and functions with impartiality and dignity, recognizing that the function of council members is, at all times, service to their community and the public.
GOV-001-029 Organizational Roles and Responsibilities	Outlines the roles and responsibilities for council and the Chief Commissioner/Administration and provides guidelines on the separation of the governance and administrative functions.**
GOV-001-031 Election Campaigns	Sets out guidelines respecting the use of County resources for election related purposes to promote public confidence in local government elections and to protect incumbent candidates from allegations of benefit or privilege or inappropriate use of County resources by taxpayers or other candidates.
GOV-002-025 Public Engagement	Establishes the foundation for the County's reasons, guidelines and procedures for conducting public engagement.

* This list is not exhaustive but provides an overview of some of the obvious examples of accountability and transparency policies currently in place

** Policy is currently under review by the GAC

Taxi Cab Safety Bylaw - Additional Suggested Changes**Report Purpose**

To give three readings to a bylaw that proposes to repeal and replace Bylaw 20-2013, the Taxi Cab Safety Bylaw; and to give three readings to a bylaw that proposes to amend Bylaw 45-2016, the Fees, Rates and Charges Bylaw.

Motion on the Floor

Motion 2017/9

Moved by Councillor Botterill:

THAT proposed Bylaw 30-2016 be amended by replacing the definition of limousine in subsection 5(7) with the following definition: "limousine" means a luxury motor vehicle with a manufacturer's seating capacity originally designed for 9 or more passengers, including the driver, used to provide pre-arranged transportation of passengers for compensation.

Recommendation

1. THAT Motion 2017/9 be withdrawn.
2. THAT Bylaw 30-2016, the Vehicle for Hire Bylaw, be given first reading;
3. THAT Bylaw 30-2016 be given second reading;
4. THAT Bylaw 30-2016 be considered for third reading; and
5. THAT Bylaw 30-2016 be given third reading.
6. THAT Bylaw 5-2017, a Bylaw to amend Bylaw 45-2016, be given first reading;
7. THAT Bylaw 5-2017 be given second reading;
8. THAT Bylaw 5-2017 be considered for third reading; and
9. THAT Bylaw 5-2017 be given third reading.

Council History

- October 7, 2014 - Council gave third reading to Bylaw 20-2013.
- July 1, 2015 - Bylaw 20-2013 came into effect.
- July 19, 2016 - Council postponed the Taxi Cab Safety Bylaw Update to the September 13, 2016 Council Meeting.
- September 13, 2016 - Council directed that Administration conduct a review of Bylaw 20-2013, the Taxi Cab Safety Bylaw, and prepare recommended amendments for Council's consideration, by the end of the fourth quarter of 2016.
- November 29, 2016 - Council directed that Administration return to the January 17, 2017 Council meeting with a proposed bylaw to amend or replace the Taxi Cab Safety Bylaw that only requires Vehicle Permits for Taxis.
- January 17, 2017 - Council directed that Administration return by the end of quarter two of 2017 with a revised bylaw that would also regulate limousines and their drivers.

Strategic Plan Priority Areas

Economy: n/a

Governance: Ongoing review of bylaws is a best practice for municipalities.

Social: Vehicles for hire, including taxis, provide a necessary means of transportation for residents of Strathcona County. The safety of passengers and drivers is of significant importance.

Culture: n/a

Environment: n/a

Other Impacts

Policy: n/a

Legislative/Legal: The *Municipal Government Act*, RSA 2000, c M-26, authorizes Council to pass and amend bylaws respecting various matters. The Province has passed Alberta Regulation 100/2016 to regulate Transportation Network Companies.

Interdepartmental: Legislative and Legal Services has conducted the review of Bylaw 20-2013, and Enforcement Services, Communications, Transit, and Corporate Planning and Intergovernmental Affairs have each been involved in assisting Legislative and Legal Services with parts of the review of Bylaw 20-2013.

Summary

On January 17, 2017, Council considered a draft bylaw to repeal and replace Bylaw 20-2013, the Taxi Cab Safety Bylaw. Council directed Administration to return by the end of quarter two of 2017 with a revised bylaw that would also regulate limousines.

The Proposed Bylaw before Council on January 17, 2017 has been revised so that permits are also required for limousines and their drivers unless they have a valid permit from another municipality that meets or exceeds the requirements of Bylaw 30-2016. The requirements in Bylaw 30-2016 for obtaining a limousine permit are the same as for a taxi permit. The vehicle permit categories have been revised so that there are three categories: (1) accessible taxi permit, (2) limousine permit, and (3) taxi permit. The driver's permit categories have been revised so that there are two categories: (1) accessible taxi driver's permit, and (2) limousine and taxi driver's permit.

At the January 17, 2017 meeting, Administration recommended that the definition of limousine be revised. Given the direction from Council on January 17, 2017 to include the requirement that limousines and their drivers obtain permits, Administration no longer recommends a revision to the definition of limousine. Since Bylaw 30-2016 has been revised to include a permit requirement for a limousine and its driver (unless they have a valid permit from another municipality that meets or exceeds the requirements of Bylaw 30-2016), it is important that Bylaw 30-2016 and the definition of limousine remain regionally consistent. Accordingly, Administration recommends that Motion 2017/9, being a motion to amend the definition of limousine, be withdrawn.

Alternative Options

If Council does not give three readings to Bylaw 30-2016, it should not give any readings to Bylaw 5-2017. If Council wishes to see further revisions to Bylaw 30-2016, Administration is prepared to return to Council by the end of quarter two of 2017 with a revised bylaw reflecting Council's direction.

Communication Plan

Communication to holders of permits issued pursuant to Bylaw 20-2013 and stakeholders.

Enclosure

- 1 Bylaw 30-2016
- 2 Track Changes version of Bylaw 30-2016 (showing changes to draft presented on January 17, 2017)
- 3 Bylaw 5-2017
- 4 PowerPoint Presentation

BYLAW 30-2016

VEHICLE FOR HIRE

STRATHCONA COUNTY

WHEREAS pursuant to sections 7 and 8 of the *Municipal Government Act*, RSA 2000, c M-26, Council may pass bylaws for municipal purposes respecting:

- (A) the safety, health and welfare of people and the protection of people and property;
- (B) licences, permits and approvals; and
- (C) the enforcement of bylaws.

NOW THEREFORE, the Council of Strathcona County enacts as follows:

PART I CITATION, PURPOSE, INTERPRETATION, AND DEFINITIONS

- | | | |
|-----------------------|---|--|
| Citation | 1 | This bylaw may be cited as the "Vehicle for Hire Bylaw". |
| Purpose | 2 | The purposes of this bylaw are: <ul style="list-style-type: none">(1) to ensure safety for customers and service providers in the vehicle for hire industry; and(2) to establish a system of permitting of vehicles for hire. |
| Interpretation | 3 | The headings in this bylaw are for reference purposes only. |
| Definitions | 4 | Unless otherwise specified, words used in this bylaw have the same meaning as defined in the Traffic Safety Act. |
| | 5 | In this bylaw: <ul style="list-style-type: none">(1) "Accessible Taxi" means a taxi that is equipped to provide transportation services to persons using a mobility aid;(2) "Chief Commissioner" means the chief administrative officer of the County or delegate;(3) "County" means the municipal corporation of Strathcona County;(4) "driver's permit" means a permit to drive a vehicle for |

hire issued pursuant to this bylaw, and includes:

- (a) an accessible taxi driver's permit;
 - (b) a limousine and taxi driver's permit;
- (5) "Fees, Rates and Charges Bylaw" means the County's Fees, Rates and Charges Bylaw, being County Bylaw 5-2016, as amended and replaced from time to time;
- (6) "highway", for clarity, has the same meaning as defined in the Traffic Safety Act which is any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway or other place or any part of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes:
- (a) a sidewalk, including a boulevard adjacent to the sidewalk,
 - (b) if a ditch lies adjacent to and parallel with the roadway, the ditch, and
 - (c) if a highway right of way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as the case may be,
- but does not include a place declared by regulation not to be a highway;
- (7) "limousine" means a luxury motor vehicle that provides pre-arranged transportation services and includes but is not limited to a vehicle for which a limousine permit has been issued;
- (8) "peace officer" has the same meaning as defined in the Provincial Offences Procedure Act;
- (9) "permittee" means a person named on a permit issued pursuant to this bylaw;
- (10) "Provincial Offences Procedure Act" means the *Provincial Offences Procedure Act*, RSA 2000, c P-34;

- (11) "shuttle" means a motor vehicle that provides transportation services to passengers based on a pre-determined schedule and route;
- (12) "taxi" means a motor vehicle that provides transportation services to passengers as requested by the passenger based on the distance travelled and includes but is not limited to a vehicle for which a taxi permit has been issued, but does not include a limousine, a transportation network automobile, or a shuttle;
- (13) "Traffic Safety Act" means the *Traffic Safety Act*, RSA 2000, c T-6;
- (14) "transportation network" has the same meaning as defined in the Transportation Network Companies Regulation;
- (15) "transportation network automobile" has the same meaning as defined in the Transportation Network Companies Regulation, which for clarity means a motor vehicle with a manufacturer's seating capacity originally designed for 8 or fewer passengers, including the driver, used to provide pre-arranged transportation of passengers for compensation through the use of a transportation network;
- (16) "Transportation Network Companies Regulation" means the *Transportation Network Companies Regulation*, Alta Reg 100/2016;
- (17) "vehicle for hire":
 - (a) means a motor vehicle used or offered for the transportation of at least one passenger in return for a fee from any place within the County to a destination either within or outside of the County, and includes but is not limited to:
 - (i) an accessible taxi;
 - (ii) a limousine;
 - (iii) a taxi;
 - (b) does not include:

- (i) a transportation network automobile;
 - (ii) a shuttle;
 - (iii) any vehicle or class of vehicle exempted by the Chief Commissioner;
 - (c) without limiting the generality of clause (a), if the transportation of a passenger is provided as part of a package of additional goods or services for which there is a fee, then the transportation of the passenger is considered to be in return for a fee unless the transportation is shown, on a balance of probabilities, to be merely ancillary to the goods or services;
- (18) "vehicle permit" means a permit issued for a vehicle for hire pursuant to this bylaw, and includes:
- (a) an accessible taxi permit;
 - (b) a limousine permit;
 - (c) a taxi permit.
- (19) "violation ticket" has the same meaning as defined in the Provincial Offences Procedure Act.

PART II

VEHICLE FOR HIRE OPERATION

Permit Required

- 6 No person may drive, or cause or permit the driving, of a vehicle for hire unless the person holds a valid driver's permit.
- 7 No person may drive, or cause or permit the driving, of a vehicle for hire unless a valid vehicle permit has been issued for that vehicle.
- 8 No person may undertake, cause, or permit any of the actions in sections 6 and 7 of this bylaw contrary to any term or condition imposed on a permit.
- 9 Sections 6 through 8 of this bylaw do not apply to:
 - (1) a motor vehicle used as part of a transit system operated by a municipality;

- (2) a motor vehicle permitted and used as part of an inter-municipal or inter-provincial bus service; or
- (3) an emergency vehicle.

10 Sections 6 through 8 of this bylaw do not apply to:

- (1) an accessible taxi for which a valid licence, permit or approval has been issued by another municipality that meets or exceeds the requirements of section 29 of this bylaw as determined by the Chief Commissioner;
- (2) a person driving an accessible taxi to whom a valid licence, permit or approval has been issued by another municipality that meets or exceeds the requirements of section 32 of this bylaw as determined by the Chief Commissioner;
- (3) a limousine for which a valid licence, permit or approval has been issued by another municipality that meets or exceeds the requirements of section 29 of this bylaw as determined by the Chief Commissioner; or
- (4) a person driving a limousine to whom a valid licence, permit or approval has been issued by another municipality that meets or exceeds the requirements of section 32 of this bylaw as determined by the Chief Commissioner.

**Display of
Information**

- 11 No person may drive, or cause or permit the driving, of a vehicle for hire unless the valid driver's permit issued to the person driving the vehicle for hire is:
 - (1) clearly and prominently displayed on or within the vehicle in a location that is visible to all passengers; or
 - (2) provided to all passengers electronically through a mobile application.
- 12 No person may drive, or cause or permit the driving, of a vehicle for hire unless the valid vehicle permit issued for that vehicle or other marking approved by the Chief Commissioner is displayed so that it is visible from the exterior of the vehicle.

**Documents for
Inspection**

- 13 On the request of a peace officer, the driver of a vehicle for hire must produce to the peace officer any of the following:
- (1) the person's valid driver's permit;
 - (2) a valid mechanical inspection certificate, in a form satisfactory to the Chief Commissioner, for that vehicle dated within one year prior to the date of the request;
 - (3) the valid vehicle permit for that vehicle;
 - (4) a valid certificate of insurance that meets the requirements of section 29(5) of this bylaw;
 - (5) the person's valid provincial operator's licence;
 - (6) a valid provincial registration certificate for that vehicle; and
 - (7) any other information pertaining to the operation of the vehicle for hire requested by the peace officer.

**Vehicle for
Inspection**

- 14 Upon the direction of a peace officer or the Chief Commissioner, a vehicle permit permittee must provide the peace officer or Chief Commissioner with a valid mechanical inspection certificate, in a form satisfactory to the Chief Commissioner, for that vehicle dated within five days of the date of the direction.

**Seizure of
Permit**

- 15 If a peace officer has reasonable grounds to believe that a vehicle for hire is being driven in a manner contrary to this bylaw, the peace officer may seize and take possession of:
- (1) the vehicle permit issued for that vehicle;
 - (2) the driver's permit of the driver of the vehicle for hire;
or
 - (3) the vehicle permit issued for that vehicle and the driver's permit of the driver of the vehicle for hire.
- 16 A permit seized pursuant to this section must be returned to the Chief Commissioner as soon as practicable, along with a written summary of the basis of the peace officer's reasonable belief in support of the seizure.
- 17 Upon receipt of a seized permit, the Chief Commissioner must either return the permit or decide to suspend, cancel,

or impose terms and conditions on the permit in accordance with section 41 of this bylaw.

**Service
Refusal**

- 18 A person driving a vehicle for hire must not refuse a request for service from a potential passenger.
- 19 Notwithstanding section 18 of this bylaw, a person driving a vehicle for hire may refuse a request for service from a potential passenger if, based on the circumstances, the person reasonably believes there is a danger to their personal safety or of serious damage to property.
- 20 The fact that a potential passenger is accompanied by an assistance animal cannot be used to support a reasonable belief as referred to in section 19 of this bylaw.

**Driver of
Accessible
Taxi,
Limousine and
Taxi**

- 21 No person may drive an accessible taxi unless that person holds a valid accessible taxi driver's permit.
- 22 No person may drive a limousine or taxi unless that person holds a valid limousine and taxi driver's permit.

**PART III
VEHICLE FOR HIRE PERMITTING**

**Types of
Permits**

- 23 Subject to the requirements of this Part, the Chief Commissioner may issue the following permits:
- (1) vehicle permit; and
 - (2) driver's permit.

**Vehicle
Permits**

- 24 Subject to the requirements of this Part, the Chief Commissioner may issue the following types of vehicle permits:
- (1) accessible taxi permit;
 - (2) limousine permit;
 - (3) taxi permit.

**Driver's
Permits**

- 25 Subject to the requirements of this Part, the Chief Commissioner may issue the following types of driver's permits:
- (1) accessible taxi driver's permit;

- (2) limousine and taxi driver's permit.

**Property of
County**

- 26 Every permit issued pursuant to this bylaw or County Bylaw 20-2013 does not confer any property rights and remains at all times the sole property of the County.
- 27 A permittee or other person in possession of a permit issued pursuant to this bylaw may not sell, assign, lease, or otherwise dispose of or give up control of a permit and must surrender the permit to the County immediately if requested by the Chief Commissioner.

Transferability

- 28 All permits are non-transferable.

**Vehicle Permit
Issue**

- 29 A person applying for a vehicle permit must provide all of the following to the Chief Commissioner:
 - (1) a completed application form;
 - (2) the fee prescribed by the Fees, Rates and Charges Bylaw;
 - (3) proof in a form satisfactory to the Chief Commissioner that the person has a sufficient ownership interest in the vehicle for which the vehicle permit will be issued;
 - (4) proof in a form satisfactory to the Chief Commissioner that the vehicle for which the vehicle permit will be issued has a valid provincial registration certificate;
 - (5) proof in a form satisfactory to the Chief Commissioner that the vehicle for which the vehicle permit will be issued and all persons who may drive that vehicle are covered under a valid commercial insurance policy or other valid insurance policy that meets all applicable requirements for driving a vehicle for hire in the Province of Alberta;
 - (6) a recent, and in any event dated within 90 days prior to the date of application, valid mechanical inspection certificate, in a form satisfactory to the Chief Commissioner, for the vehicle for which the vehicle permit will be issued;
 - (7) if the person is applying for an accessible taxi permit, proof in a form satisfactory to the Chief Commissioner that the vehicle for which the accessible taxi permit

will be issued is equipped to provide transportation services to persons using mobility aids; and

- (8) any other information reasonably required by the Chief Commissioner to process the application.

Vehicle Permit Expiry 30 Unless cancelled pursuant to this bylaw or as otherwise specified on the vehicle permit, every vehicle permit expires on the date that is one year following the date the vehicle permit is issued.

Automatic Cancellation of Vehicle Permit 31 If a permittee's provincial registration certificate or insurance policy is suspended, cancelled, or expires at any time during the term of a vehicle permit, the vehicle permit is deemed to be immediately cancelled without prior notice to the permittee.

Driver's Permit Issue 32 A person applying for a driver's permit must provide all of the following to the Chief Commissioner:

- (1) a completed application form;
- (2) the fee prescribed by the Fees, Rates and Charges Bylaw;
- (3) proof in a form satisfactory to the Chief Commissioner that the applicant holds a valid provincial operator's licence that meets all applicable requirements for driving a vehicle for hire in the Province of Alberta;
- (4) a recent, and in any event dated within 30 days prior to the date of application, criminal record check and a vulnerable sector search acceptable to the Chief Commissioner;
- (5) a photograph of the applicant's face for incorporation into the driver's permit to be taken by the Chief Commissioner at the time of application;
- (6) if the person is applying for an accessible taxi driver's permit, proof of successful completion of an accessible taxi driver training program acceptable to the Chief Commissioner; and
- (7) any other information reasonably required by the Chief Commissioner to process the application.

- Driver's Permit Expiry** 33 Unless cancelled pursuant to this bylaw or as otherwise specified on the driver's permit, every driver's permit expires on the date that is one year following the date the driver's permit is issued.
- Automatic Refusal of Driver's Permit** 34 The Chief Commissioner shall refuse to issue a permit to any person if during the 10 years immediately preceding the person's application for a driver's permit the person was convicted of an offence under the *Criminal Code* (Canada) or the *Controlled Drugs and Substances Act* (Canada) that is related to the functions, duties or business of a driver of a vehicle for hire, including, without limitation,
- (1) any offences of a violent nature, including firearms and weapons offences,
 - (2) any offence involving sexual assault, sexual exploitation, sexual interference, procuring or invitation to sexual touching,
 - (3) trafficking,
 - (4) any offence involving fraud or fraudulent transactions, conspiracy to defraud, the use of false pretences, bribery, extortion or theft, or
 - (5) any offences relating to the unlawful operation of a motor vehicle.
- Automatic Cancellation of Driver's Permit** 35 If a permittee is convicted of an offence under the *Criminal Code* (Canada) or the *Controlled Drugs and Substances Act* (Canada) that is related to the functions, duties or business of a driver of a vehicle for hire, including, without limitation,
- (1) any offences of a violent nature, including firearms and weapons offences,
 - (2) any offence involving sexual assault, sexual exploitation, sexual interference, procuring or invitation to sexual touching,
 - (3) trafficking,
 - (4) any offence involving fraud or fraudulent transactions, conspiracy to defraud, the use of false pretences, bribery, extortion or theft, or
 - (5) any offences relating to the unlawful operation of a

motor vehicle,

that permittee's driver's permit is deemed to be immediately cancelled without prior notice to the permittee.

- 36 If a permittee's provincial operator's licence is suspended, cancelled, or expires at any time during the term of a driver's permit, the driver's permit is deemed to be immediately cancelled without prior notice to the permittee.

- Duty to Inform** 37 If, at any time during the term of a vehicle permit, the provincial registration certificate or insurance policy required by section 29 of this bylaw expires or is suspended or cancelled, the permittee must immediately notify the Chief Commissioner.
- 38 If, at any time during the term of a driver's permit, any information contained in the criminal record check or vulnerable sector search required by section 32 of this bylaw changes, the permittee must immediately notify the Chief Commissioner and provide an updated criminal record check or vulnerable sector search.
- 39 If, at any time during the term of a driver's permit, the permittee's provincial operator's licence expires or is suspended or cancelled, the permittee must immediately notify the Chief Commissioner.

PART IV

ROLE OF THE CHIEF COMMISSIONER

- Permit Review** 40 The Chief Commissioner may refuse to issue, suspend, or cancel any permit issued pursuant to this bylaw, and may impose any terms and conditions on any permit for any of the following reasons:
- (1) the applicant or permittee does not or no longer meets the requirements of this bylaw;
 - (2) the applicant or the permittee or any of its officers, employees, agents, or affiliates:
 - (a) furnishes false information or misrepresents any fact or circumstance to a peace officer or the Chief Commissioner;
 - (b) has, in the opinion of the Chief Commissioner based on reasonable grounds, contravened this

bylaw whether or not the contravention has been prosecuted;

- (c) fails to pay a fine or obey any order issued by a court for a contravention of this bylaw;
- (d) fails to pay any fee required by this bylaw;
- (e) provides a cheque or other negotiable instrument for payment of a fee required by this bylaw that is returned to the County based on non-sufficient funds; or

- (3) in the opinion of the Chief Commissioner based on reasonable grounds it is in the public interest to do so.

Service of Decision

- 41 A decision to refuse to issue, suspend, cancel, or impose terms and conditions on any permit issued pursuant to this bylaw must be in writing and served on the applicant or permittee by:
 - (1) sending the decision by regular mail to the mailing address of the applicant or permittee; or
 - (2) personally serving the decision on the applicant or permittee.
- 42 Service of a decision in accordance with section 41(1) of this bylaw is presumed to be effected:
 - (1) 7 days from the date of mailing if the decision is mailed to an address in Alberta; or
 - (2) 14 days from the date of mailing if the decision is mailed to an address outside of Alberta but within Canada.
- 43 Service of a decision in accordance with section 41(2) of this bylaw is effected on the date of delivery.

Appeal

- 44 A person:
 - (1) who has been refused a permit;
 - (2) whose permit has been suspended or cancelled;
 - (3) whose permit has been made subject to terms or conditions;

may appeal the decision to the General Appeals and Review Committee by providing the fee prescribed by the Fees, Rates and Charges Bylaw and filing a notice of appeal, including reasons for the appeal, with the Chief Commissioner within 14 days of the date the decision is served on the person.

45 Notwithstanding section 44 of this Bylaw:

- (1) a person may not appeal a refusal to issue a permit if the reason for the refusal is the failure to provide those items listed in this Bylaw and otherwise required by the Chief Commissioner to process the application;
- (2) a person may not appeal a refusal to issue a permit if the refusal is pursuant to section 34 of this Bylaw;
- (3) a person may not appeal a cancellation of a permit if the cancellation is pursuant to section 35 of this Bylaw;
- (4) a person may not appeal a suspension of a permit imposed automatically by the provisions of this Bylaw; and
- (5) a person may not appeal a cancellation of a permit imposed automatically by the provisions of this Bylaw.

46 In deciding an appeal filed pursuant to section 44 of this bylaw, the General Appeals and Review Committee has the same powers granted to the Chief Commissioner under this Bylaw.

**Chief
Commissioner
Role**

47 In addition to any other power, duty, or function prescribed by this bylaw, the Chief Commissioner may:

- (1) issue, refuse, suspend, cancel, or impose terms and conditions on any permit authorized by this bylaw;
- (2) designate vehicles or classes of vehicles as exempt vehicles for hire;
- (3) prescribe the form of valid mechanical inspection certificate;
- (4) prescribe the forms of vehicle permits and driver's permits;

- (5) prescribe application forms for permits issued pursuant to this bylaw;
- (6) prescribe minimum ownership interest requirements for issuance of a vehicle permit;
- (7) prescribe the form of and minimum requirements for criminal record checks, vulnerable sector searches, insurance policies, and provincial registration certificates;
- (8) prescribe criteria for any requirements or approvals not otherwise specified in this section;
- (9) modify or waive any requirement for issuance of a permit pursuant to this bylaw, including reducing or waiving the applicable fee;
- (10) certify a record of the County as a true copy of the original;
- (11) carry out any inspection necessary to determine compliance with this bylaw; and
- (12) delegate any power, duty, or function under this bylaw.

**Permit
Replacement
Fee**

- 48 If a permit issued pursuant to this bylaw is lost, damaged, stolen, or destroyed, the Chief Commissioner may issue a replacement permit of the same type, term, and with the same terms and conditions upon payment of the permit replacement fee prescribed in the Fees, Rates and Charges Bylaw.

**PART V
ENFORCEMENT**

Offence

- 49 A person who contravenes this bylaw is guilty of an offence.

**Continuing
Offence**

- 50 In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues and a person guilty of such an offence is liable to a fine for each such day.

- Fine**
- 51 A person found guilty of an offence under this bylaw is liable to a fine in an amount not less than that established in this section:
- (1) \$250 for any offence for which a fine is not otherwise established in this section;
 - (2) \$1000 for an offence under sections 6, 7 or 8 of this bylaw.
- 52 If a person is guilty of a subsequent offence, the fine amounts established in this section are doubled.
- Violation Ticket**
- 53 If a violation ticket is issued for an offence under this bylaw, the violation ticket may:
- (1) specify the fine amount established by this bylaw for the offence; or
 - (2) require a person to appear in court without the alternative of making a voluntary payment.
- 54 A person who commits an offence may, if a violation ticket is issued specifying the fine amount established by this bylaw for the offence, make a voluntary payment equal to the specified fine amount.
- Proof of Permit**
- 55 The onus of proving that a person has a valid permit for the purpose of this bylaw is on the person alleging the permit on a balance of probabilities.
- Proof of Exemption**
- 56 The onus of proving that a person is exempt from a requirement of this bylaw is on the person alleging the exemption on a balance of probabilities.
- Certified Copy**
- 57 A copy of a record of the County, certified by the Chief Commissioner as a true copy of the original, will be admitted in evidence as prima facie proof of the facts stated in the record without proof of the appointment or signature of the person signing it.
- Vicarious Liability**
- 58 For the purposes of this bylaw, an act or omission by an employee or agent of a person is deemed to be an act or omission of the person if the act or omission occurred in the course of the employee's employment or agency relationship with the person.

- Corporations** 59 If a corporation commits an offence under this bylaw, every principal, director, manager, officer, employee, or agent of the corporation who authorized, assented to, acquiesced, or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.
- Partnership** 60 If a partner in a partnership is guilty of an offence under this bylaw, each partner in that partnership who authorized, assented to, acquiesced, or participated in the act or omission that constitutes the offence is guilty of the offence.

PART VI
TRANSITIONAL PROVISIONS, REPEAL AND COMING INTO FORCE

- Transitional** 61 On the coming into force of this bylaw and subject to section 62 of this bylaw, the following transitional provisions will apply to permits issued pursuant to County Bylaw 20-2013 until the expiry, suspension, or cancellation of the permit pursuant to this bylaw:
- (1) a valid Taxi Driver's Permit is deemed to be a valid limousine and taxi driver's permit; and
 - (2) a valid Taxi Vehicle Permit is deemed to be a valid taxi permit.
- 62 If any permit deemed valid by the operation of section 61 of this bylaw was subject to terms and conditions prior to the coming into force of this bylaw, those same terms and conditions are deemed to be applicable to the permit issued pursuant to this bylaw.
- Repeal** 63 County Bylaw 20-2013 is repealed.
- Coming into Force** 64 This bylaw comes into force on the 1st day of July, 2017.

READ A FIRST TIME THIS ____ day of _____, 201__.

READ A SECOND TIME THIS ____ day of _____, 201__.

READ A THIRD TIME THIS ____ day of _____, 201__.

SIGNED THIS ____ day of _____, 201__.

MAYOR

DIRECTOR, LEGISLATIVE AND LEGAL
SERVICES

BYLAW 30-2016

VEHICLE FOR HIRE

STRATHCONA COUNTY

WHEREAS pursuant to sections 7 and 8 of the *Municipal Government Act*, RSA 2000, c M-26, Council may pass bylaws for municipal purposes respecting:

- (A) the safety, health and welfare of people and the protection of people and property;
- (B) licences, permits and approvals; and
- (C) the enforcement of bylaws.

NOW THEREFORE, the Council of Strathcona County enacts as follows:

PART I CITATION, PURPOSE, INTERPRETATION, AND DEFINITIONS

- | | | |
|-----------------------|---|--|
| Citation | 1 | This bylaw may be cited as the "Vehicle for Hire Bylaw". |
| Purpose | 2 | The purposes of this bylaw are: <ul style="list-style-type: none">(1) to ensure safety for customers and service providers in the vehicle for hire industry; and(2) to establish a system of permitting of vehicles for hire. |
| Interpretation | 3 | The headings in this bylaw are for reference purposes only. |
| Definitions | 4 | Unless otherwise specified, words used in this bylaw have the same meaning as defined in the Traffic Safety Act. |
| | 5 | In this bylaw: <ul style="list-style-type: none">(1) "Accessible Taxi" means a taxi that is equipped to provide transportation services to persons using a mobility aid;(2) "Chief Commissioner" means the chief administrative officer of the County or delegate;(3) "County" means the municipal corporation of Strathcona County;(4) "driver's permit" means a permit to drive a vehicle for |

hire issued pursuant to this bylaw, and includes:

- (a) an accessible taxi driver's permit;
 - (b) ~~aa~~ limousine and taxi driver's permit;
- (5) "Fees, Rates and Charges Bylaw" means the County's Fees, Rates and Charges Bylaw, being County Bylaw 5-2016, as amended and replaced from time to time;
- (6) "highway", for clarity, has the same meaning as defined in the Traffic Safety Act which is any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway or other place or any part of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes:
- (a) a sidewalk, including a boulevard adjacent to the sidewalk,
 - (b) if a ditch lies adjacent to and parallel with the roadway, the ditch, and
 - (c) if a highway right of way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as the case may be,
- but does not include a place declared by regulation not to be a highway;
- (7) "limousine" means a luxury motor vehicle that provides pre-arranged transportation services and includes but is not limited to a vehicle for which a limousine permit has been issued;
- (8) "peace officer" has the same meaning as defined in the Provincial Offences Procedure Act;
- (9) "permittee" means a person named on a permit issued pursuant to this bylaw;
- (10) "Provincial Offences Procedure Act" means the *Provincial Offences Procedure Act*, RSA 2000, c P-34;

- (11) "shuttle" means a motor vehicle that provides transportation services to passengers based on a pre-determined schedule and route;
- (12) "taxi" means a motor vehicle that provides transportation services to passengers as requested by the passenger based on the distance travelled and includes but is not limited to a vehicle for which a taxi permit has been issued, but does not include a limousine, a transportation network automobile, or a shuttle;
- (13) "Traffic Safety Act" means the *Traffic Safety Act*, RSA 2000, c T-6;
- (14) "transportation network" has the same meaning as defined in the Transportation Network Companies Regulation;
- (15) "transportation network automobile" has the same meaning as defined in the Transportation Network Companies Regulation, which for clarity means a motor vehicle with a manufacturer's seating capacity originally designed for 8 or fewer passengers, including the driver, used to provide pre-arranged transportation of passengers for compensation through the use of a transportation network;
- (16) "Transportation Network Companies Regulation" means the *Transportation Network Companies Regulation*, Alta Reg 100/2016;
- (17) "vehicle for hire":
 - (a) means a motor vehicle used or offered for the transportation of at least one passenger in return for a fee from any place within the County to a destination either within or outside of the County, and includes but is not limited to:
 - (i) an accessible taxi;
 - (ii) a limousine;
 - ~~(ii)~~(iii) a taxi;
 - (b) does not include:

~~(i) a limousine;~~

~~(ii)(i)~~ a transportation network automobile;

~~(iii)(ii)~~ a shuttle;

~~(iv)(iii)~~ any vehicle or class of vehicle
exempted by the Chief Commissioner;

(c) without limiting the generality of clause (a), if the transportation of a passenger is provided as part of a package of additional goods or services for which there is a fee, then the transportation of the passenger is considered to be in return for a fee unless the transportation is shown, on a balance of probabilities, to be merely ancillary to the goods or services;

(18) "vehicle permit" means a permit issued for a vehicle for hire pursuant to this bylaw, and includes:

(a) an accessible taxi permit;

(b) a limousine permit;

~~(b)(c)~~ a taxi permit.

(19) "violation ticket" has the same meaning as defined in the Provincial Offences Procedure Act.

PART II

VEHICLE FOR HIRE OPERATION

Permit Required

- 6 No person may drive, or cause or permit the driving, of a vehicle for hire unless the person holds a valid driver's permit.
- 7 No person may drive, or cause or permit the driving, of a vehicle for hire unless a valid vehicle permit has been issued for that vehicle.
- 8 No person may undertake, cause, or permit any of the actions in sections 6 and 7 of this bylaw contrary to any term or condition imposed on a permit.
- 9 Sections 6 through 8 of this bylaw do not apply to:
 - (1) a motor vehicle used as part of a transit system

operated by a municipality;

- (2) a motor vehicle permitted and used as part of an inter-municipal or inter-provincial bus service; or
- (3) an emergency vehicle.

10 Sections 6 through 8 of this bylaw do not apply to:

- (1) an accessible taxi for which a valid licence, permit or approval has been issued by another municipality that meets or exceeds the requirements of section ~~28~~29 of this bylaw as determined by the Chief Commissioner;
~~or~~
- (2) a person driving an accessible taxi to whom a valid licence, permit or approval has been issued by another municipality that meets or exceeds the requirements of section ~~31~~32 of this bylaw as determined by the Chief Commissioner~~;~~;
- (3) a limousine for which a valid licence, permit or approval has been issued by another municipality that meets or exceeds the requirements of section 29 of this bylaw as determined by the Chief Commissioner; or
- (4) a person driving a limousine to whom a valid licence, permit or approval has been issued by another municipality that meets or exceeds the requirements of section 32 of this bylaw as determined by the Chief Commissioner.

**Display of
Information**

- 11 No person may drive, or cause or permit the driving, of a vehicle for hire unless the valid driver's permit issued to the person driving the vehicle for hire is:
 - (1) clearly and prominently displayed on or within the vehicle in a location that is visible to all passengers; or
 - (2) provided to all passengers electronically through a mobile application.
- 12 No person may drive, or cause or permit the driving, of a vehicle for hire unless the valid vehicle permit issued for that vehicle or other marking approved by the Chief Commissioner is displayed so that it is visible from the exterior of the vehicle.

**Documents for
Inspection**

- 13 On the request of a peace officer, the driver of a vehicle for hire must produce to the peace officer any of the following:
- (1) the person's valid driver's permit;
 - (2) a valid mechanical inspection certificate, in a form satisfactory to the Chief Commissioner, for that vehicle dated within one year prior to the date of the request;
 - (3) the valid vehicle permit for that vehicle;
 - (4) a valid certificate of insurance that meets the requirements of section ~~28~~29(5) of this bylaw;
 - (5) the person's valid provincial operator's licence;
 - (6) a valid provincial registration certificate for that vehicle; and
 - (7) any other information pertaining to the operation of the vehicle for hire requested by the peace officer.

**Vehicle for
Inspection**

- 14 Upon the direction of a peace officer or the Chief Commissioner, a vehicle permit permittee must provide the peace officer or Chief Commissioner with a valid mechanical inspection certificate, in a form satisfactory to the Chief Commissioner, for that vehicle dated within five days of the date of the direction.

**Seizure of
Permit**

- 15 If a peace officer has reasonable grounds to believe that a vehicle for hire is being driven in a manner contrary to this bylaw, the peace officer may seize and take possession of:
- (1) the vehicle permit issued for that vehicle;
 - (2) the driver's permit of the driver of the vehicle for hire;
or
 - (3) the vehicle permit issued for that vehicle and the driver's permit of the driver of the vehicle for hire.
- 16 A permit seized pursuant to this section must be returned to the Chief Commissioner as soon as practicable, along with a written summary of the basis of the peace officer's reasonable belief in support of the seizure.

**Service
Refusal**

17 Upon receipt of a seized permit, the Chief Commissioner must either return the permit or decide to suspend, cancel, or impose terms and conditions on the permit in accordance with section ~~40~~41 of this bylaw.

18 A person driving a vehicle for hire must not refuse a request for service from a potential passenger.

19 Notwithstanding section 18 of this bylaw, a person driving a vehicle for hire may refuse a request for service from a potential passenger if, based on the circumstances, the person reasonably believes there is a danger to their personal safety or of serious damage to property.

20 The fact that a potential passenger is accompanied by an assistance animal cannot be used to support a reasonable belief as referred to in section 19 of this bylaw.

**Driver of
Accessible
Taxi,
Limousine and
Taxi**

21 No person may drive an accessible taxi unless that person holds a valid accessible taxi driver's permit.

22 No person may drive a limousine or taxi unless that person holds a valid limousine and taxi driver's permit.

**PART III
VEHICLE FOR HIRE PERMITTING**

**Types of
Permits**

~~22~~23 Subject to the requirements of this Part, the Chief Commissioner may issue the following permits:

- (1) vehicle permit; and
- (2) driver's permit.

**Vehicle
Permits**

~~23~~24 Subject to the requirements of this Part, the Chief Commissioner may issue the following types of vehicle permits:

- (1) accessible taxi permit;
- (2) limousine permit;
- ~~(2)~~(3) taxi permit.

**Driver's
Permits**

~~24~~25 Subject to the requirements of this Part, the Chief Commissioner may issue the following types of driver's permits:

(1) accessible taxi driver's permit;

(2) limousine and taxi driver's permit.

**Property of
County**

~~25~~26 Every permit issued pursuant to this bylaw or County Bylaw 20-2013 does not confer any property rights and remains at all times the sole property of the County.

~~26~~27 A permittee or other person in possession of a permit issued pursuant to this bylaw may not sell, assign, lease, or otherwise dispose of or give up control of a permit and must surrender the permit to the County immediately if requested by the Chief Commissioner.

Transferability

~~27~~28 All permits are non-transferable.

**Vehicle Permit
Issue**

~~28~~29 A person applying for a vehicle permit must provide all of the following to the Chief Commissioner:

- (1) a completed application form;
- (2) the fee prescribed by the Fees, Rates and Charges Bylaw;
- (3) proof in a form satisfactory to the Chief Commissioner that the person has a sufficient ownership interest in the vehicle for which the vehicle permit will be issued;
- (4) proof in a form satisfactory to the Chief Commissioner that the vehicle for which the vehicle permit will be issued has a valid provincial registration certificate;
- (5) proof in a form satisfactory to the Chief Commissioner that the vehicle for which the vehicle permit will be issued and all persons who may drive that vehicle are covered under a valid commercial insurance policy or other valid insurance policy that meets all applicable requirements for driving a vehicle for hire in the Province of Alberta;
- (6) a recent, and in any event dated within 90 days prior to the date of application, valid mechanical inspection certificate, in a form satisfactory to the Chief Commissioner, for the vehicle for which the vehicle permit will be issued;
- (7) if the person is applying for an accessible taxi permit,

proof in a form satisfactory to the Chief Commissioner that the vehicle for which the accessible taxi permit will be issued is equipped to provide transportation services to persons using mobility aids; and

- (8) any other information reasonably required by the Chief Commissioner to process the application.

**Vehicle Permit
Expiry**

~~29~~30 Unless cancelled pursuant to this bylaw or as otherwise specified on the vehicle permit, every vehicle permit expires on the date that is one year following the date the vehicle permit is issued.

**Automatic
Cancellation of
Vehicle Permit**

~~30~~31 If a permittee's provincial registration certificate or insurance policy is suspended, cancelled, or expires at any time during the term of a vehicle permit, the vehicle permit is deemed to be immediately cancelled without prior notice to the permittee.

**Driver's Permit
Issue**

~~31~~32 A person applying for a driver's permit must provide all of the following to the Chief Commissioner:

- (1) a completed application form;
- (2) the fee prescribed by the Fees, Rates and Charges Bylaw;
- (3) proof in a form satisfactory to the Chief Commissioner that the applicant holds a valid provincial operator's licence that meets all applicable requirements for driving a vehicle for hire in the Province of Alberta;
- (4) a recent, and in any event dated within 30 days prior to the date of application, criminal record check and a vulnerable sector search acceptable to the Chief Commissioner;
- (5) a photograph of the applicant's face for incorporation into the driver's permit to be taken by the Chief Commissioner at the time of application;
- (6) if the person is applying for an accessible taxi driver's permit, proof of successful completion of an accessible taxi driver training program acceptable to the Chief Commissioner; and
- (7) any other information reasonably required by the Chief Commissioner to process the application.

Driver's Permit Expiry ~~3233~~ Unless cancelled pursuant to this bylaw or as otherwise specified on the driver's permit, every driver's permit expires on the date that is one year following the date the driver's permit is issued.

Automatic Refusal of Driver's Permit ~~3334~~ The Chief Commissioner shall refuse to issue a permit to any person if during the 10 years immediately preceding the person's application for a driver's permit the person was convicted of an offence under the *Criminal Code* (Canada) or the *Controlled Drugs and Substances Act* (Canada) that is related to the functions, duties or business of a driver of a vehicle for hire, including, without limitation,

- (1) any offences of a violent nature, including firearms and weapons offences,
- (2) any offence involving sexual assault, sexual exploitation, sexual interference, procuring or invitation to sexual touching,
- (3) trafficking,
- (4) any offence involving fraud or fraudulent transactions, conspiracy to defraud, the use of false pretences, bribery, extortion or theft, or
- (5) any offences relating to the unlawful operation of a motor vehicle.

Automatic Cancellation of Driver's Permit ~~3435~~ If a permittee is convicted of an offence under the *Criminal Code* (Canada) or the *Controlled Drugs and Substances Act* (Canada) that is related to the functions, duties or business of a driver of a vehicle for hire, including, without limitation,

- (1) any offences of a violent nature, including firearms and weapons offences,
- (2) any offence involving sexual assault, sexual exploitation, sexual interference, procuring or invitation to sexual touching,
- (3) trafficking,
- (4) any offence involving fraud or fraudulent transactions, conspiracy to defraud, the use of false pretences,

bribery, extortion or theft, or

- (5) any offences relating to the unlawful operation of a motor vehicle,

that permittee's driver's permit is deemed to be immediately cancelled without prior notice to the permittee.

~~3536~~If a permittee's provincial operator's licence is suspended, cancelled, or expires at any time during the term of a driver's permit, the driver's permit is deemed to be immediately cancelled without prior notice to the permittee.

Duty to Inform ~~3637~~If, at any time during the term of a vehicle permit, the provincial registration certificate or insurance policy required by section ~~2829~~ of this bylaw expires or is suspended or cancelled, the permittee must immediately notify the Chief Commissioner.

~~3738~~If, at any time during the term of a driver's permit, any information contained in the criminal record check or vulnerable sector search required by section ~~3132~~ of this bylaw changes, the permittee must immediately notify the Chief Commissioner and provide an updated criminal record check or vulnerable sector search.

~~3839~~If, at any time during the term of a driver's permit, the permittee's provincial operator's licence expires or is suspended or cancelled, the permittee must immediately notify the Chief Commissioner.

PART IV

ROLE OF THE CHIEF COMMISSIONER

Permit Review ~~3940~~The Chief Commissioner may refuse to issue, suspend, or cancel any permit issued pursuant to this bylaw, and may impose any terms and conditions on any permit for any of the following reasons:

- (1) the applicant or permittee does not or no longer meets the requirements of this bylaw;
- (2) the applicant or the permittee or any of its officers, employees, agents, or affiliates:
 - (a) furnishes false information or misrepresents any fact or circumstance to a peace officer or the Chief Commissioner;

- (b) has, in the opinion of the Chief Commissioner based on reasonable grounds, contravened this bylaw whether or not the contravention has been prosecuted;
 - (c) fails to pay a fine or obey any order issued by a court for a contravention of this bylaw;
 - (d) fails to pay any fee required by this bylaw;
 - (e) provides a cheque or other negotiable instrument for payment of a fee required by this bylaw that is returned to the County based on non-sufficient funds; or
- (3) in the opinion of the Chief Commissioner based on reasonable grounds it is in the public interest to do so.

**Service of
Decision**

~~40~~41A decision to refuse to issue, suspend, cancel, or impose terms and conditions on any permit issued pursuant to this bylaw must be in writing and served on the applicant or permittee by:

- (1) sending the decision by regular mail to the mailing address of the applicant or permittee; or
- (2) personally serving the decision on the applicant or permittee.

~~41~~42Service of a decision in accordance with section ~~40~~41(1) of this bylaw is presumed to be effected:

- (1) 7 days from the date of mailing if the decision is mailed to an address in Alberta; or
- (2) 14 days from the date of mailing if the decision is mailed to an address outside of Alberta but within Canada.

~~42~~43Service of a decision in accordance with section ~~40~~41(2) of this bylaw is effected on the date of delivery.

Appeal

~~43~~44A person:

- (1) who has been refused a permit;
- (2) whose permit has been suspended or cancelled;

- (3) whose permit has been made subject to terms or conditions;

may appeal the decision to the General Appeals and Review Committee by providing the fee prescribed by the Fees, Rates and Charges Bylaw and filing a notice of appeal, including reasons for the appeal, with the Chief Commissioner within 14 days of the date the decision is served on the person.

4445 Notwithstanding section 4344 of this Bylaw:

- (1) a person may not appeal a refusal to issue a permit if the reason for the refusal is the failure to provide those items listed in this Bylaw and otherwise required by the Chief Commissioner to process the application;
- (2) a person may not appeal a refusal to issue a permit if the refusal is pursuant to section 3334 of this Bylaw;
- (3) a person may not appeal a cancellation of a permit if the cancellation is pursuant to section 3435 of this Bylaw;
- (4) a person may not appeal a suspension of a permit imposed automatically by the provisions of this Bylaw; and
- (5) a person may not appeal a cancellation of a permit imposed automatically by the provisions of this Bylaw.

4546 In deciding an appeal filed pursuant to section 4344 of this bylaw, the General Appeals and Review Committee has the same powers granted to the Chief Commissioner under this Bylaw.

**Chief
Commissioner
Role**

4647 In addition to any other power, duty, or function prescribed by this bylaw, the Chief Commissioner may:

- (1) issue, refuse, suspend, cancel, or impose terms and conditions on any permit authorized by this bylaw;
- (2) designate vehicles or classes of vehicles as exempt vehicles for hire;
- (3) prescribe the form of valid mechanical inspection certificate;

- (4) prescribe the forms of vehicle permits and driver's permits;
- (5) prescribe application forms for permits issued pursuant to this bylaw;
- (6) prescribe minimum ownership interest requirements for issuance of a vehicle permit;
- (7) prescribe the form of and minimum requirements for criminal record checks, vulnerable sector searches, insurance policies, and provincial registration certificates;
- (8) prescribe criteria for any requirements or approvals not otherwise specified in this section;
- (9) modify or waive any requirement for issuance of a permit pursuant to this bylaw, including reducing or waiving the applicable fee;
- (10) certify a record of the County as a true copy of the original;
- (11) carry out any inspection necessary to determine compliance with this bylaw; and
- (12) delegate any power, duty, or function under this bylaw.

**Permit
Replacement
Fee**

4748If a permit issued pursuant to this bylaw is lost, damaged, stolen, or destroyed, the Chief Commissioner may issue a replacement permit of the same type, term, and with the same terms and conditions upon payment of the permit replacement fee prescribed in the Fees, Rates and Charges Bylaw.

**PART V
ENFORCEMENT**

Offence

4849A person who contravenes this bylaw is guilty of an offence.

**Continuing
Offence**

4950In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues and a person guilty of such an offence is liable to a fine for each such day.

Fine	<p>50<u>51</u>A person found guilty of an offence under this bylaw is liable to a fine in an amount not less than that established in this section:</p> <ol style="list-style-type: none">(1) \$250 for any offence for which a fine is not otherwise established in this section;(2) \$1000 for an offence under sections 6, 7 or 8 of this bylaw.
	<p>51<u>52</u>If a person is guilty of a subsequent offence, the fine amounts established in this section are doubled.</p>
Violation Ticket	<p>52<u>53</u>If a violation ticket is issued for an offence under this bylaw, the violation ticket may:</p> <ol style="list-style-type: none">(1) specify the fine amount established by this bylaw for the offence; or(2) require a person to appear in court without the alternative of making a voluntary payment.
	<p>53<u>54</u>A person who commits an offence may, if a violation ticket is issued specifying the fine amount established by this bylaw for the offence, make a voluntary payment equal to the specified fine amount.</p>
Proof of Permit	<p>54<u>55</u>The onus of proving that a person has a valid permit for the purpose of this bylaw is on the person alleging the permit on a balance of probabilities.</p>
Proof of Exemption	<p>55<u>56</u>The onus of proving that a person is exempt from a requirement of this bylaw is on the person alleging the exemption on a balance of probabilities.</p>
Certified Copy	<p>56<u>57</u>A copy of a record of the County, certified by the Chief Commissioner as a true copy of the original, will be admitted in evidence as prima facie proof of the facts stated in the record without proof of the appointment or signature of the person signing it.</p>
Vicarious Liability	<p>57<u>58</u>For the purposes of this bylaw, an act or omission by an employee or agent of a person is deemed to be an act or omission of the person if the act or omission occurred in the course of the employee's employment or agency</p>

relationship with the person.

Corporations ~~58~~59If a corporation commits an offence under this bylaw, every principal, director, manager, officer, employee, or agent of the corporation who authorized, assented to, acquiesced, or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.

Partnership ~~59~~60If a partner in a partnership is guilty of an offence under this bylaw, each partner in that partnership who authorized, assented to, acquiesced, or participated in the act or omission that constitutes the offence is guilty of the offence.

PART VI TRANSITIONAL PROVISIONS, REPEAL AND COMING INTO FORCE

Transitional ~~60~~61On the coming into force of this bylaw and subject to section ~~61~~62 of this bylaw, the following transitional provisions will apply to permits issued pursuant to County Bylaw 20-2013 until the expiry, suspension, or cancellation of the permit pursuant to this bylaw:

- (1) a valid Taxi Driver's Permit is deemed to be a valid limousine and taxi driver's permit; and
- (2) a valid Taxi Vehicle Permit is deemed to be a valid taxi permit.

~~61~~62If any permit deemed valid by the operation of section ~~60~~61 of this bylaw was subject to terms and conditions prior to the coming into force of this bylaw, those same terms and conditions are deemed to be applicable to the permit issued pursuant to this bylaw.

Repeal ~~62~~63County Bylaw 20-2013 is repealed.

Coming into Force ~~63~~64This bylaw comes into force on the 1st day of July, 2017.

READ A FIRST TIME THIS ____ day of _____, 201__.

READ A SECOND TIME THIS ____ day of _____, 201__.

READ A THIRD TIME THIS ____ day of _____, 201__.

SIGNED THIS ____ day of _____, 201__.

MAYOR

DIRECTOR, LEGISLATIVE AND LEGAL
SERVICES

BYLAW 5-2017

A BYLAW OF STRATHCONA COUNTY IN THE PROVINCE OF ALBERTA TO AMEND BYLAW 45-2016, BEING THE FEES, RATES AND CHARGES FOR SERVICES PROVIDED BY THE MUNICIPALITY BYLAW

WHEREAS it is deemed advisable to amend Bylaw 45-2016, being the Fees, Rates and Charges Bylaw.

NOW THEREFORE, the Council of Strathcona County enacts as follows:

1. That Schedule A of Bylaw 45-2016 be amended as follows:
 - a. The section titled "Taxi Permits" on page 94 be deleted in its entirety and replaced with:

Vehicle for Hire Bylaw Permits

Driver's Permits

- | | | |
|-----|------------------------------------|------|
| i. | Accessible Taxi Driver's Permit | \$0 |
| ii. | Limousine and Taxi Driver's Permit | \$50 |

Vehicle Permits

- | | | |
|------|------------------------|-------|
| i. | Accessible Taxi Permit | \$0 |
| ii. | Limousine Permit | \$450 |
| iii. | Taxi Permit | \$450 |

- | | |
|-----------------------------|-------|
| Permit Replacement Fee | \$50 |
| Notice of Appeal Filing Fee | \$150 |

2. This bylaw comes into force on the 1st day of July, 2017.

READ A FIRST TIME THIS ____ day of _____, 201__.

READ A SECOND TIME THIS ____ day of _____, 201__.

READ A THIRD TIME THIS ____ day of _____, 201__.

SIGNED THIS ____ day of _____, 201__.

MAYOR

DIRECTOR, LEGISLATIVE AND LEGAL
SERVICES

Taxi Cab Safety Bylaw

Suggested Changes and Considerations
February 21, 2017

Council History

- September 13, 2016:
 - Council directed that Administration conduct a review of Bylaw 20-2013 and prepare recommended amendments for Council's consideration
- November 29, 2016:
 - Council directed that Administration return to the January 17, 2017 Council meeting with a proposed bylaw that only requires Vehicle Permits for Taxis, and addresses Council's comments related to accessible taxis and their drivers
- January 17, 2017
 - Council considered the revised proposed bylaw and directed that Administration return before the end of quarter two of 2017 with the proposed bylaw further revised to require permits for limousines and their drivers

Bylaw 30-2016

- Today - revised Bylaw 30-2016:
 - Taxis and their drivers must obtain permits
 - Transportation Network Automobiles, shuttles, and their drivers do **not** require permits
 - Limousines and their drivers must obtain permits **unless** they have a valid permit from another municipality that meets or exceeds the requirements of Bylaw 30-2016
 - Accessible taxis and their drivers must obtain permits (for \$0 application fee) **unless** they have a valid permit from another municipality that meets or exceeds the requirements Bylaw 30-2016

Bylaw 5-2017

- Today:
 - Bylaw 5-2017 presented for Council's consideration amends the Fees, Rates and Charges Bylaw to include the new permit categories and fees

Driver's Permits

- | | |
|--|------|
| i. Accessible Taxi Driver's Permit | \$0 |
| ii. Limousine and Taxi Driver's Permit | \$50 |

Vehicle Permits

- | | |
|---------------------------|-------|
| i. Accessible Taxi Permit | \$0 |
| ii. Limousine Permit | \$450 |
| iii. Taxi Permit | \$450 |

Permit Replacement Fee	\$50
------------------------	------

Notice of Appeal Filing Fee	\$150
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Questions?



Potential Bid to Host the 2021 Special Olympics Alberta**Report Purpose**

To seek Council's approval to submit a bid to host the 2021 Special Olympics Alberta.

Recommendation

THAT submission of a proposal to host the 2021 Special Olympics Summer Games Alberta be approved.

Strategic Plan Priority Areas

Economy: The games will build excitement and engage the community over the next four years in anticipation for the 2021 Special Olympics Alberta. Hosting a provincial event will provide an opportunity to showcase Strathcona County across Alberta, attract businesses large and small into the community, and create sport tourism initiatives that will provide a legacy that will live on in the community for many years to follow.

Governance: N/A

Social: The Special Olympics Alberta games are based on values of inclusion, accessibility and fairness. The games will encourage health, active living and build a stronger community through youth leadership, volunteerism and community engagement.

Culture: To create a cultural program that participants and the community can celebrate and that generates an economic and social benefit. Showcase local talent, our vibrant community and attract people to Strathcona County.

Environment: To host a green games through environmental stewardship initiatives by using the Special Olympics as a community classroom for education and awareness.

Other Impacts

Policy: N/A

Legislative/Legal: N/A

Interdepartmental: Economic, Development and Tourism, Transportation and Agricultural Services, Transit and Utilities.

Summary

Special Olympics Alberta mission is to enrich the lives of Albertans with an intellectual disability through sport. There are 3178 athletes, 469 coaches, and 1000 volunteers across 140 Alberta communities. Strathcona County, through the Robin Hood Association, has 220 athletes.

More than 1400 athletes will compete in eleven different sports including: swimming, track and field, bocce, soccer, basketball, golf, powerlifting, 5-pin and 10-pin bowling, rhythmic gymnastics, and softball.

Funding includes:

- Total Revenues
 - Special Olympics Alberta - \$100,000
 - Games registrations - \$100,500
 - Grants, sponsorship and host committee - \$200,000
- Total Expenditures - \$400,500
(2017 estimated costs)

Internal services are estimated at \$150,000 and include:

- Utilities recycling cost to host a green event
- Facility rental costs at Millennium Place and Strathcona Athletic Park
- Transit additional funding for athlete, coach and mission staff transportation loops
- Staff time to organize and execute the games
- Contingency

In reviewing the sports that are included in the Special Olympics, it appears that Strathcona County is in an excellent position to host all of the sports within Strathcona County, with the exception of 10-pin bowling. Our recent facility accessibility upgrades and retrofits could be showcased and lend well to hosting this potential event.

For the purpose of the bid, the Letter of Intent to Bid deadline is March 1, 2017.

Other timelines include:

- Host Proposal package deadline – April 21, 2017.
- Special Olympics Alberta review of submission – May 2017
- Strathcona County host Special Olympics Alberta on a facility tour – May 2017
- Final notification of host status – May 29, 2017

Strathcona County has hosted the 1987 Alberta Summer Games, 2000 Alberta Winter Games, 2007 Western Canada Summer Games and the 2014 Canada 55+ Games. The Special Olympics Alberta Games are unique and present a very dynamic opportunity to Strathcona County.

Enclosure

Encl 1 ppt Special Olympics Alberta 2021 Host Bid (Document: 9811650)

Potential Bid to Host the 2021 Special Olympics Alberta

February 21, 2017

Special Olympics Alberta

- Special Olympics Alberta mission is to enrich the lives of Albertans with an intellectual disability through sport. There are 3178 athletes, 469 coaches, and 1000 volunteers involved in over 140 communities across Alberta.
- Strathcona County, through the Robin Hood Association, has over 220 athletes.
- An estimated 1,400 competitors and 2,500 family members from across Alberta will visit Strathcona County over a three-day period in the first week of July 2021, generating an estimated economic impact of \$950,000. The event also creates a tremendous community building opportunity that is priceless.

Special Olympics Alberta

- These games will paint a picture, build excitement and engage the community over the next four years in anticipation for the 2021 Special Olympics Alberta.
- Hosting a provincial event will provide an opportunity to showcase Strathcona County across Alberta, attract businesses large and small into the community, and create sport tourism initiatives that will provide a legacy that will live on in the community for many years to follow.
- Partnerships will grow through hosting and tie the community, region, and province together to create a common vision.

Special Olympics Alberta

- The Special Olympics Alberta games are based on values of inclusion, accessibility and fairness. The games will encourage health, active living and build a stronger community through youth leadership, volunteerism and community engagement.
- To create a cultural program that participants and the community can celebrate and that generates an economic and social benefit. Showcase local talent, our vibrant community and attract people to Strathcona County.
- To host a green games through environmental stewardship initiatives by using the Special Olympics as a community classroom for education and awareness.

Special Olympics Alberta

- For the purpose of the bid, the Letter of Intent to Bid deadline is March 1, 2017.
- Other timelines include:
 - Host Proposal package deadline - April 21, 2017
 - Special Olympics Alberta review of submission – May 2017
 - Strathcona County host Special Olympics Alberta on a facility tour – May 2017
 - Final notification of host status – May 29, 2017

Outdoor Aquatic Spray Deck and Spray Park Strategy**Report Purpose**

To provide Council with the Outdoor Aquatic Spray Deck and Spray Park Strategy.

Recommendation

THAT the Outdoor Aquatic Spray Deck and Spray Park Strategy be approved.

Council History

April 24, 2012 – Council approved the Aquatic Strategy which provided an assessment of and recommendations related to aquatic infrastructure within Strathcona County. It identified the need to determine a county-wide strategic plan specific to spray decks and spray parks that would identify needs, operational considerations and design specifics.

Strategic Plan Priority Areas

The Outdoor Aquatic Spray Deck and Spray Park Strategy provides direction on how to plan for future outdoor aquatic facilities. Funding for new outdoor aquatic facilities, decommissioning of old outdoor aquatic facilities and future operational impacts will be required. This strategy provides a systematic approach to achieve its recommended direction.

Governance: N/A

Social: Strathcona County infrastructure provides important opportunities for Strathcona County residents to interact and be active.

Culture: Outdoor aquatic facilities provide public gathering areas which strengthen a community and its identity.

Environment: The Outdoor Aquatic Spray Deck and Spray Park Strategy provides two specific design models which limit water consumption, wastewater and operational impacts.

Other Impacts

Policy: N/A

Legislative/Legal: N/A

Interdepartmental: Capital Planning and Construction, Transportation and Agriculture Services, Utilities, Planning and Development Services, Transit, RCMP and Enforcement Services.

Summary

In April 2016, ISL Engineering and RC Strategies were hired to assist Strathcona County in creating an Outdoor Aquatic Spray Deck and Spray Park Strategy.

An evaluation of existing outdoor aquatic facilities was completed and a public engagement strategy was designed and implemented during the summer of 2016. A multi-layer approach of public engagement was used, whereby intercept surveys from the summer of 2015 were combined with a phone/on-line survey of 450+ residents in 2016. The findings from these methods were used to develop the draft principles of the strategy. The public was then asked to review the strategic direction of the strategy through an on-line survey or at one of three local events (Rural Living Days, Ardrossan Parade and Picnic, and the Strathcona County Farmers Market).

Based on the public engagement findings and review, the following four guiding principles were developed:

1. Strathcona County will endeavor to provide outdoor aquatic facilities that are free and accessible to all residents and visitors.
2. Strathcona County will consider outdoor aquatic facilities that meet contemporary market expectations related to the actual program area as well as complimentary amenities.
3. Strathcona County will support investment in environmentally friendly design and practice where feasible.
4. Strathcona County will strive to achieve geographic balance when providing any future outdoor aquatic facilities based on need and demographic analysis.

A site assessment tool has been developed that will evaluate potential sites and ensure the best possible sites are selected for future spray deck and spray park development. The tool will assess available services, site characteristics and requirements of a spray deck or spray park.

A set of design and operational standards were created to ensure we are maximizing our investment with environmentally friendly materials, water usage and efficient operational management. We have established two design templates based on these standards, for a smaller spray deck and a larger spray park.

An implementation strategy has been developed which decommissions our aged spray decks and introduces new, more modern outdoor aquatic facilities with supportive amenities. Costing to implement is at the conceptual level. A more detailed costing will be attained at the preliminary design phase of each project and shared through the Capital Budget process.

Communication Plan

Communication Objectives:

1. General awareness and interest in the Outdoor Aquatic Spray Deck and Spray Park Strategy and its implementation plan through a media release.
2. Further public engagement plans will be established for each project as per their scope. Specifics are not established at this time, however could include such tools as meetings, mail outs, project webpage, open houses, surveys, etc.

Enclosures

Encl 1 Outdoor Aquatic Spray Deck and Spray Park Strategy (Document: 9813200)

Encl 2 ppt Outdoor Aquatic Spray Deck and Spray Park Strategy (Document: 9806968)

Outdoor Aquatic Spray Deck and Spray Park Strategy

Final Draft

January 2017





Outdoor Aquatic Spray Deck and Spray Park Strategy

Final Draft

January 2017



STRATHCONA
COUNTY

Strategy Summary and Recommendations

The 2016 Strathcona County Outdoor Aquatic Spray Deck and Spray Park Strategy guides future investment and effort related to the provision of outdoor aquatic facilities throughout all areas of Strathcona County. The Strategy is founded upon the following principles related to the provision of spray decks and spray parks:

1. Strathcona County will endeavor to provide outdoor aquatic facilities that are free and **accessible to all residents and visitors**.
2. Strathcona County will consider outdoor aquatic facilities that **meet contemporary market expectations** related to the actual program area as well as complimentary amenities.
3. Strathcona County will support investment in **environmentally friendly design and practice where feasible**.
4. Strathcona County will strive to achieve **geographic balance** when providing current and future outdoor aquatic facilities based on need and demographic analysis.

In respecting the aforementioned principles, the Strategy outlines an outdoor aquatic facility hierarchy which includes a regional level and community level amenity, differentiated by both size of the program area and the level of complimentary amenities each offers. Based on trend analysis and public engagement findings, the outdoor aquatic facility hierarchy defines two levels of facility: a regional level spray park and a community level spray deck as defined below.

It is important to note that Strathcona County does not provide outdoor pool amenities. The level of service provided related to indoor pools (3) and the number of outdoor aquatic facilities throughout Strathcona County enable it to provide outdoor aquatic play through other amenities.

Larger, regional level spray parks should use a recirculating water system to conserve water. For this reason, they should be located adjacent to recreational facilities, to most efficiently meet staffing and supervisory requirements. Regional level spray parks have significantly higher capital costs and operating costs and are meant to meet regional market demands from within Strathcona County and beyond.

Community level spray decks are smaller, spray and drain facilities. Due to cost and supervision requirements community level spray decks should not include recirculating mechanical systems. That being said, the planning and design of community level spray decks should include water conservation targets by limiting the water flow and number of components that run at any time. This will need to be communicated on site so users understand this is a feature of the park.

The Strategy also outlines a number of leading practices related to outdoor aquatic facilities including, but not limited to, mechanical systems, complimentary amenities, and program areas and features. A site selection tool for new spray parks/decks development is also provided to ensure that outdoor aquatic facilities are sited appropriately.

All hamlets were reviewed and due to water capacity, Ardrossan is the only suitable site. A future spray park in Ardrossan will provide opportunity for rural and hamlet users to access a spray park, in addition to the outdoor aquatic facilities in Sherwood Park.

Current and Future Provision

Strathcona County currently provides six operational outdoor aquatic facilities¹, two of which are newer (<5 years old) and meet contemporary market demands and four which are older (>20 years) and do not meet modern expectations related to program or complimentary features. Although Strathcona County's level of service when compared to other municipalities² is higher when considering all six outdoor aquatic facilities (approximately 1:15,933 vs. 1:26,868) it should be noted four do not fully meet modern expectations so the current level of service is actually comparable.

Resident and user input related to outdoor aquatic facilities over the past 10 years explains that they are valued recreation amenities and that future focus should be on providing modern outdoor aquatic facilities with appropriate amenities. The heaviest utilization of existing outdoor aquatic facilities is at the regional Broadmoor Spray Park and Playground (located at Broadmoor Lake Park) and at Clover Bar Ranch, both of which are the two newest and most modern in the current asset inventory. Consultation also has uncovered that most users (72%) drive to these facilities and that washrooms, shaded areas, parking, and safety have been identified as key amenities to optimizing the user experience. Despite the level of service currently provided by Strathcona County, there is a demand for investment in enhanced and outdoor aquatic facilities in Strathcona County.

1 There are two additional outdoor aquatic facilities that are currently not in operation (Clover Bar Jr. High School and Village on the Lake) but the infrastructure remains in place.

2 Municipalities reviewed include: Medicine Hat, Lethbridge, Red Deer, St. Albert.

Strategy Summary and Recommendations

In response to the community input received and based on the assessment of the existing asset inventory, the following parameters are intended to frame the future provision of outdoor aquatic facilities in Strathcona County.

1. Strathcona County **will not renovate existing older outdoor aquatic facilities** that do not meet contemporary expectations for these types of amenities.
2. Where possible, Strathcona County will **balance service provision based on geographic and population density considerations** when supporting existing and developing new outdoor aquatic facilities throughout the entire municipality.
3. Strathcona County will provide outdoor aquatic facilities to a modern standard at a **target provision ration of 1:20,000 residents**.

Considering these parameters, the following strategic course of action has been developed. The overarching theme of actions related to existing and new outdoor aquatic facility is to decommission old, outdated outdoor aquatic facilities and as newer, more modern and better outdoor aquatic facilities are added over time. The following recommendations maintain the target service level of 1:20,000 residents in Strathcona County for the foreseeable future. Note that the timelines identified are subject to change.

Short Term Recommendations (2017 – 2021)

- Decommission Clover Bar Jr. High and Village on the Lake outdoor aquatic facilities. It is recommended that these two outdoor aquatic facilities be removed and the sites restored to an alternative use.
- Design and develop a spray park and amenities in Ardrossan.
- Allow the existing spray pads to operate until no longer operational.
- Design and implement one (1) spray deck (site to be determined as per the site assessment tool).

Mid Term Recommendations (2022 – 2026):

- Decommission two (2) existing outdoor aquatic facilities (sites to be determined as per the assessment tool).
- Design and implement one (1) spray deck (site to be determined as per the site assessment tool).

Long Term Recommendation (2027 – 2032):

- Decommission two (2) existing outdoor aquatic facilities (sites to be determined as per the assessment tool).

All hamlets were reviewed and due to water capacity, Ardrossan is currently the only suitable site. A future spray park in Ardrossan will provide opportunity for rural and hamlet users to access a spray park, in addition to the outdoor aquatic facilities in Sherwood Park.

The Ardrossan Community Recreation Master Plan was approved by Council in December 2009. The Master Plan included a spray park as a future amenity, and the spray park was to be implemented once water capacity was increased in Ardrossan.

The strategy as presented establishes a level of service that will guide Strathcona County moving forward, it clearly identifies a strategy for the decommissioning of the existing older/outdated outdoor aquatic facilities, and provides guidance on priorities moving forward.

Outdoor aquatic facilities (regional and community level) are significant capital investments, and unlike playgrounds, have significant operational expenses. Not all neighbourhoods will have an outdoor aquatic facility, but through thoughtful distribution the majority of residents will have convenient access to a spray parks and decks throughout the entire County.

The public engagement process has clearly identified support for outdoor aquatic facilities. The recommended priorities establish a clear plan of action for Strathcona County moving forward. The result will optimize investment in spray parks/decks and ensure that community needs are met for years to come.

Table of Contents

1: Introduction and Background	1
Outdoor Aquatic Strategy Purpose and Scope	1
Background Information Review	1
Community Context	1
Population and Demographics	2
2: Assessment	3
Brentwood	4
Clover Bar Ranch	5
Granville	5
Kinsmen Westboro	6
Woodbridge	7
Clover Bar Jr. High School (Non-Operational)	7
Village on the Lake (Non-Operational)	8
Broadmoor Spray Park and Playground	8
3: Trends and Leading Practices	9
Outdoor Aquatics Infrastructure Trends	10
Key Considerations	11
Outdoor Aquatic Service Levels	12
4: Public Engagement	13
Previous Public Engagement	13
Public Engagement Methodology	13
Public Input	14
Public Review	18
What We Heard Summary	20
5: Outdoor Aquatic Strategy	21
Principles and Parameters	21
Outdoor Aquatics Classification System	21
Spray Decks	22
Spray Parks	24
Site Selection	26
6: Strategy Summary and Recommendations	27
Current and Future Provision	27
Appendices	
A: Environmental Advisory Committee Comments	29
B: Site Selection Tool	31
C: Engagement Summary Report	34

Introduction and Background

Outdoor Aquatic Strategy Purpose and Scope

The Strathcona County Aquatic Strategy was adopted in 2012. The Strategy provided an assessment of, and recommendations related to, the provision of aquatic infrastructure within Strathcona County. The Strategy guides capital infrastructure development and future policies and standards that reflect the needs of the community while considering available space and amenity requirements. The Strategy also articulated recommendations in the short-, mid-, and long-term for future infrastructure investment.

The Aquatic Strategy reviewed all aquatic programming needs; indoor and outdoor, and it was determined that resources would be applied to increasing indoor pool capacity only.

The 2012 Strategy made some key recommendations specifically pertaining to outdoor aquatic infrastructure. Since 2012, Strathcona County has completed some of the recommendations, however it was determined that strategic action related to future outdoor aquatic infrastructure required further investigation. In early 2016 a process to develop an Outdoor Aquatics Strategy for the County was initiated; the following is a result of that planning effort

The geographic scope of this Outdoor Aquatic Strategy incorporates the boundaries of the Sherwood Park Urban Service Area and the seven hamlets as per the Municipal Development Plan.

The Outdoor Aquatic Strategy includes and addresses the following:

- Inventory of current outdoor aquatic sites;
- Assessment of existing aging outdoor aquatic facilities;
- Trends;
- Public engagement and current usage;
- Outdoor aquatic facility requirements including operational needs, infrastructure needs, spatial requirements, and design standards;
- Review of water practices such as recirculation vs. recycle;
- A planning framework, with implementation recommendations for outdoor aquatic infrastructure;
- Supportive amenity requirements; and
- Estimated costing and potential partnership models.

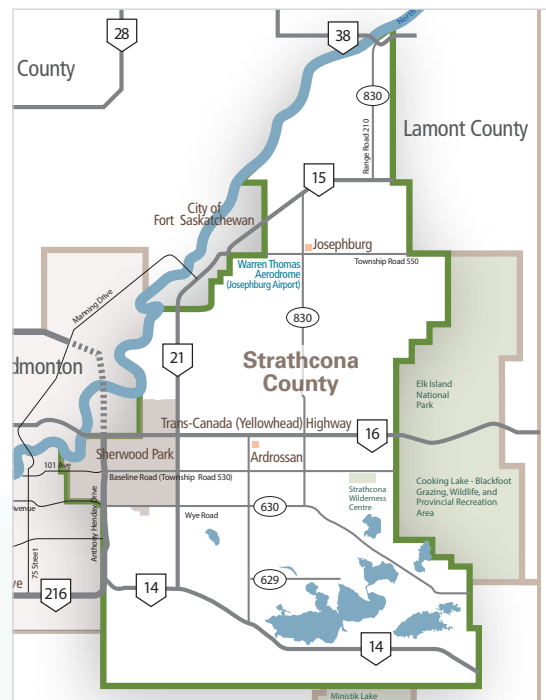
This study ultimately providing strategic direction for the future of outdoor aquatics infrastructure in the County for years to come.

Background Information Review

The 2012 Aquatic Strategy states that the existing six older outdoor aquatic facilities are at the end of their lifecycle. The majority of the existing outdoor aquatic infrastructure was constructed before 1980 and is located in older, centralized areas of the Sherwood Park Urban Service Area. Further, the 2012 Strategy suggests that rural and newer areas are currently underserved. The 2012 Aquatic Strategy clearly identifies the need to replace all six older outdoor aquatic facilities.

Community Context

Strathcona County (population 95,597)¹ is a specialized municipality² bordered to the east by Edmonton and to the west by Elk Island National Park. Strathcona County includes an urban service area (the hamlet of Sherwood Park) and eight rural hamlets (Josephburg, Ardrossan, Antler Lake, Half Moon Lake, North Cooking Lake, Collingwood Cove, Hastings Lake and South Cooking Lake). Strathcona County residents and businesses benefit from being part of a major metropolitan area of over 1.16 million residents while also enjoying a mix of pristine natural and agricultural areas and abundant industry and natural resources.



1 Strathcona County Municipal Census 2015.

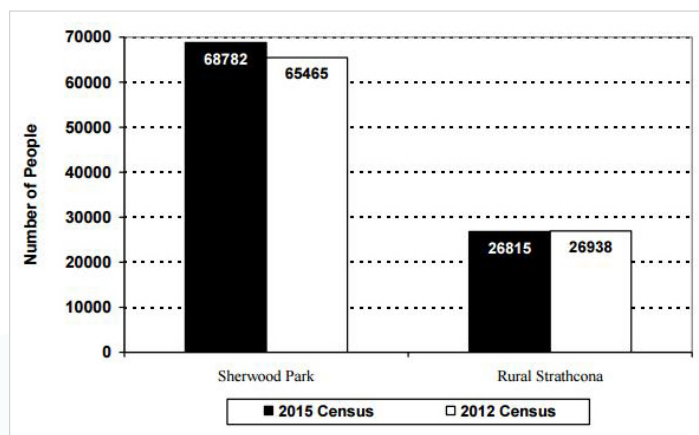
2 Recognized by the Government of Alberta as having unique urban and rural service areas with corresponding funding requirements.

Strathcona County is well regarded for its high quality of life and vibrancy. The 2016 Money Sense Magazine “Canada’s Best Places to Live” edition ranked Strathcona County (Sherwood Park) 31st out of 219 urban municipalities in and 10th among “medium” sized urban municipalities. Contributing to the attractiveness of Strathcona County for existing and prospective residents is the abundance and variety of recreational opportunities which include 216 km of trails, 147 playgrounds, 218 sports fields, and nearly 2,000 hectares of parkland.

Strathcona County invests in recreation and quality of life infrastructure. Significant capital projects undertaken by Strathcona County in recent years include the expansion of the Ardrossan Recreation Complex, modernization of the Glen Allan Recreation Complex, expansion of Millennium Place, development of the Broadmoor Spray Park and Playground, development of the Emerald Hill artificial turf facility and sports pavilion, and construction of a new major indoor aquatics facility (Emerald Hills Leisure Centre) which opens in the fall of 2016.

Population and Demographics³

Strathcona County’s 2015 Municipal Census population count of 95,597 residents reflects a 3.5% increase from the previous census in 2012. Since 2000 Strathcona County’s population has grown by 38%. As illustrated by the graph below, the population of Sherwood Park grew by 3,317 residents between 2012 and 2015 (5.1%) while the population in rural areas of Strathcona County decreased slightly by 123 residents (0.5%) during this three year period.



3 Population and demographics data from the Strathcona County Census 2015 Overall Results report unless otherwise indicated.
http://www.strathcona.ca/files/files/at-lls-2015_municipal_census_report.pdf

As of 2015, there were 36,071 total dwellings in Strathcona County with 73% of these located in Sherwood Park. Over 89% of occupied dwellings in Strathcona County are owned by their occupants. Census data also reflects that the majority of residents in Strathcona are tenured residents, with 64% having lived in Strathcona County for more than 10 years.

In 2015, the median age of residents in Sherwood Park was 39 and the median age of residents in rural Strathcona County was 43. The population of Strathcona County, and Alberta in general, is ageing; the 2011 Statistics Canada Census identified a provincial median age of 36.5 and a median age of 36 for residents in the city Edmonton.

Residents of Strathcona County have higher than average income. Data from the Statistics Canada 2011 National Household Survey reflects that Strathcona County had a median family income of \$143,187. This figure was considerably higher than the provincial average (\$93,393) and the overall Edmonton metropolitan area (\$95,557).

Population projections developed for Strathcona County’s current (2007) Municipal Development Plan anticipates that the overall population of Strathcona County will exceed 115,000 residents by the year 2026. It is projected that 85,680 of these residents will reside in Sherwood Park.⁴

4 Strathcona County is currently updating the Municipal Development Plan. The update is expected to be completed in 2017.

Assessment

The following section provides an overview and assessment of existing outdoor aquatic infrastructure in Strathcona County. The image below shows the existing outdoor aquatic facilities (circled in red), and indoor aquatic facilities (circled in blue) within Strathcona County. There are no aquatic facilities outside of the Urban Service Area.

Existing Strathcona County Aquatic Facilities



There are currently eight outdoor aquatic facilities located within Strathcona County. Clover Bar Jr. High School and Village on the Lake are not operational, leaving five outdoor aquatic facilities that are operational. Broadmoor Spray Park and Playground is currently classified as a Spray Park. A current assessment of each site follows. It is important to note that the majority of the outdoor aquatic infrastructure in Strathcona County, (with the exception of Clover Bar Ranch and Broadmoor) are old, outdated and in some cases, not currently operational. These older outdoor aquatic facilities were developed under different market conditions and are not consistent with contemporary market expectations in terms of the program area as well as complementary amenities such as washrooms and parking. Newer outdoor aquatics facilities located at Clover Bar Ranch Park and Broadmoor Lake Park do, for the most part, reflect modern market expectations.

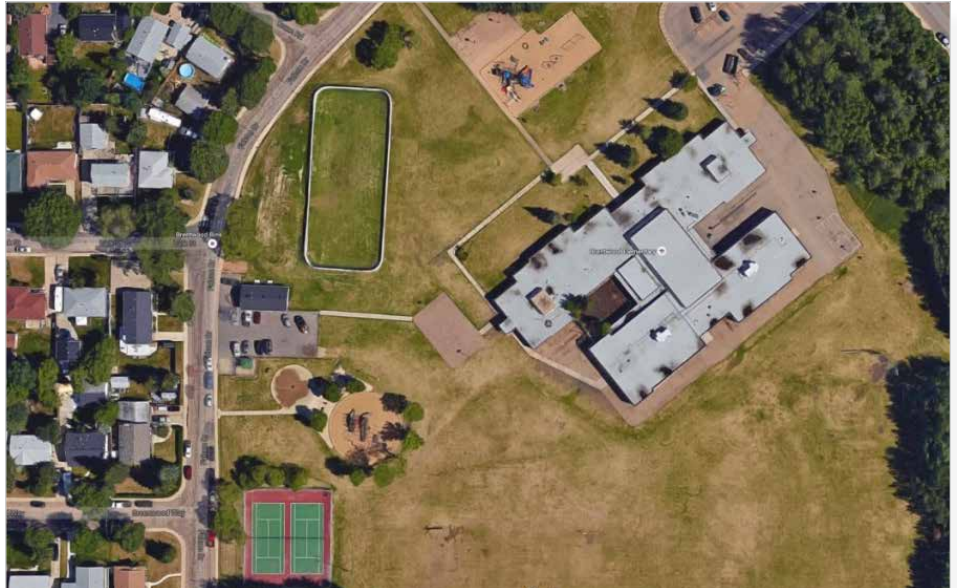
Brentwood

The Brentwood outdoor aquatic facility is one of the six older spray decks that utilizes a circular concrete pad sloped down to a center drain. The spray heads are located on the perimeter of the pad. The park is manually turned on and off by volunteers.

The spray deck is in a very good location with an adjacent existing playground and available parking. The spray deck is a safe distance off the street while at the same time visible from the street. The site offers other recreational activities ensuring a variety of activity for users.

The park is adjacent to a school which may impact consideration of the site for future outdoor aquatics development. The park also has an approved Master Plan to guide future development.

Brentwood Park: Existing Conditions



Brentwood Park Master Plan: EIDOS Consultants Inc.



Clover Bar Ranch

Clover Bar Ranch is a newer spray deck (operational in 2011) utilizing spray components, water cannons, activators, and an automated operational system.

The design and layout is very good and an excellent example of a typical spray deck Strathcona County could model. Minor enhancements could include a slightly wider overspray area and better water management as current indicators suggest that this spray deck uses a higher than normal level of water. Clover Bar Ranch is the only spray deck with a washroom amenity.

Clover Bar Ranch: Existing Conditions



Granville

The Granville outdoor aquatic facility is one of the six older spray decks that utilizes a circular concrete pad sloped down to a center drain. The spray heads are located on the perimeter of the pad. The spray deck is manually turned on and off by volunteers.

The spray deck is located in a park setting with both recreational amenities and park amenities such as trails, benches, etc. The park is isolated from the street with visibility from adjacent residences only. Access to the deck is poor and on street parking is limited.

Granville Park: Existing Conditions

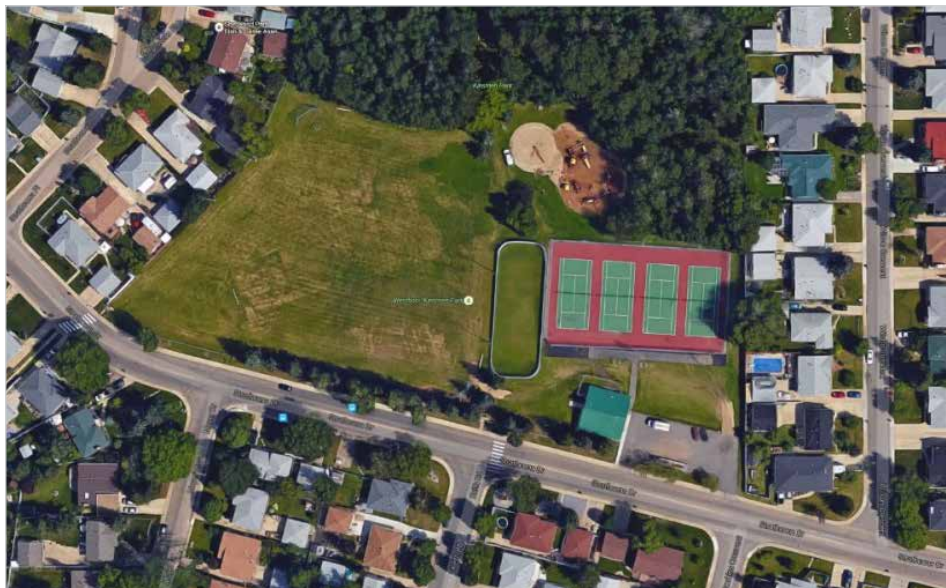


Kinsmen Westboro

The Kinsmen Westboro outdoor aquatic facility is one of the six older spray decks that utilizes a circular concrete pad sloped down to a center drain. The spray heads are located on the perimeter of the pad. The park is manually turned on and off by volunteers.

The spray deck and playground are located at the rear of the park. Visibility from the street is poor. The park has an approved Master Plan in place that will guide future development. The park is heavily programmed with active recreation amenities such as tennis, hockey, and football; all occurring within a relatively small park space. A shared parking lot services the site however on street parking is minimal. The grading around the spray deck and playground is poor and the area adjacent to the deck is subject to flooding.

Kinsmen Westboro: Existing Conditions



Kinsmen Westboro Park Master Plan: EIDOS Consultants Inc.



Woodbridge

The Woodbridge outdoor aquatic facility is one of the six older spray decks that utilizes a circular concrete pad sloped down to a center drain. The spray heads are located on the perimeter of the pad. The park is manually turned on and off by volunteers.

The spray deck and playground are located near the street with ample site lighting and visibility from the street and on street parking. Limited space and large trees constrict the site and may impact future site enhancement.

Woodbridge Park: Existing Conditions



Clover Bar Jr. High School (Non-Operational)

The Clover Bar Junior High School outdoor aquatic facility is one of six older spray decks that utilizes a circular concrete pad sloped down to a center drain with spray heads located on the perimeter of the pad. The spray deck is currently not operational.

The spray deck is located amongst sports fields in the middle of the park. Access and parking to the deck are not ideal.

Clover Bar Jr. High: Existing Conditions



Village on the Lake (Non-Operational)

The Village on the Lake outdoor aquatic facility is one of six older spray decks that utilizes a circular concrete pad sloped down to a center drain with spray heads located on the outside perimeter of the pad. The spray deck is currently not operational.

The spray deck is located between two residential properties on a small park space. Visibility from the street is good and on street parking is available. A playground is located adjacent to the spray park.

Village on the Lake: Existing Conditions



Broadmoor Spray Park and Playground

The Broadmoor Spray Park and Playground is Strathcona County's newest outdoor aquatic facility and is classified as its' only Spray Park amenity. As a mid-size spray park, the program area is slightly smaller and more constrained than what would be considered ideal, however, it does conform well to the available space.

The spray park includes modern complementary amenity such as adequate parking, shelter, access, picnic tables and washrooms. t

Broadmoor Spray Park and Playground: Existing Conditions



Trends and Leading Practices

Recreation activity preferences and demands are constantly evolving and require service providers to have a strong grasp of local, regional, and provincial trends. Identified as follows are key trends and factors that are broadly influencing recreation participation, and their potential relevancy to the outdoor aquatics context.

There is a continued demand for spontaneous recreation opportunities, including aquatics based spaces. While structured programs remain important for many, a societal shift is continuing to occur with an increasing preference for “spontaneous” or “unstructured” recreational activities. Increasingly, people are seeking individualized, informal pursuits that can be done alone or in small groups, at flexible times, often near or at home. Community park sites and associated amenities such as spray parks and decks meet this trend by providing accessible public spaces that are flexible in nature and which promote spontaneous physical activity.

The importance of physical literacy and play is increasingly recognized. Public education campaigns and government led initiatives have raised the profile of physical literacy and encouraged both parents and recreation providers to place an increased focus on “play” as a key part of a child’s development. Canadian Sport for Life suggests that Preschoolers (3-5 year olds) take part in at least 60 minutes of structured physical activity every day, and from 60 minutes to several hours of daily unstructured physical activity - especially outdoors. Quality parks, playgrounds, and associated amenities such as spray parks and decks are important and can help encourage outdoor play and social interaction with other children. Developing spaces that are attractive, welcoming, and safe is important and can increase levels of play and provide long lasting benefits to a community.

Financial means directly impact participation. Research and available data supports that many Albertans face barriers that impact their ability to reap the numerous physical, social, and mental benefits that are accrued from participation in recreation and leisure pursuits. While many municipalities have traditionally focused on facilities and recreation amenities that require a fee to access, there is an increasing focus by many municipalities on ensuring balance and investing in recreation facilities and spaces that are free to access. Doing so ensures that all residents have access to attractive spaces and supportive environments that encourage healthy and active lifestyles. Spray parks and decks provide an amenity that can be enjoyed by residents regardless of financial means and barriers.

Activity Participation and Market Perspectives

While limited data exists to measure participation and perspectives on non-pool outdoor aquatics amenities such as spray parks and spray decks, findings from the most recent Alberta Recreation Survey provides some perspective into broader aquatics participation and the value that Albertan’s place on parks and outdoor spaces. Albertans have an appetite for water based recreation: 31.9% of Albertan’s swim in an indoor pool while 31.3% reported swimming in an outdoor body of water.

From a parks and open space perspective, t58.3% of Albertan’s indicated that parks or outdoor spaces are the location of the favorite recreation activity.

- 94.9% of Albertan’s agree that recreation and parks facilities and services improve quality of life.
- 93.9% of Albertan’s agree that Recreation opportunities make it possible for children and youth to take part in a variety of activities.
- 87.4% of Albertan’s agree that recreation and parks contribute to the economy of a community



Residents want to spend time in parks. Research supports that individuals continue to place a high value on the availability and quality of parks, trails, and outdoor spaces. A 2013 Canadian study commissioned by the TD Friends of the Environment Foundation found that nearly two-thirds of respondents (64%) indicated that local parks were “very important” to them and their family. Research also supports that people want to spend more time in parks than they currently do, and value amenities and features that allow their family members of all ages to enjoy park spaces during a single visit. Spray parks and decks are often a significant “draw” to a park spaces and, if designed properly, can enhance both utilization and enjoyment of these spaces.

The importance of water education programs and opportunities. While not necessarily a new trend, Canadian parents continue to strongly believe in the importance of their children receiving water education training and lessons. A 2010 Ipsos Reid research study commissioned by the Lifesaving Society found that 60% of parents with children between the ages of five and 15 reported that their child had participated in swimming lessons. Nearly three-quarters (73%) of new Canadians feel it is important to know how to swim when you live in Canada because there is so much water. Outdoor aquatics amenities such as spray parks and spray decks, while not formal swimming environments, provide children and youth with opportunities to become comfortable with the water.

Outdoor Aquatics Infrastructure Trends

Identified as follows are key trends observed in the provision of outdoor aquatics amenities such as spray parks and spray decks.

Users (parents and children) have increasing expectations for spray parks and spray decks. Expectations regarding the scale of the facility, attractiveness of play features, availability of on-site amenities (e.g. washrooms, parking), and safety are important and often drive decisions on which sites users choose to visit. The investment in spray park sites by many municipalities over the past decade have created a competitive landscape, with users often being willing to drive outside of their community if the experience provided at another spray park site is significantly better.

Creating community “hubs”. Increasingly, new spray parks are being integrated with other indoor and outdoor amenities in order to create enhanced community “hub” sites. This approach allows municipalities to leverage amenities and staffing supervisory resources and meet resident demand for multiple points of interest/activity options on a single site. The inclusion of convenience and social amenities (e.g. Wi-Fi, food services, washrooms) also provides the opportunity to maximize the overall experience for users as well as to potentially attract non-traditional patrons to the facility and amenity.

Theming and branding. Another trend observed in the development of spray parks and spray decks involves creating distinct themes that are prevalent through play features, aesthetics, and site layout. By creating a site theme, spray parks and spray decks become distinguishable within both the local community and broader region. Attracting outside users can further leverage a municipality’s investment in a spray park and major community park site by drawing in non-local spending and even helping further a community’s brand.

Environmental concerns are increasingly important. Broader societal concerns related to water conservation are increasingly part of the conversation as spray parks and spray decks are designed. Even non-users are often becoming engaged in the decision making process as various systems and options are weighed and analyzed. Responding to this concern, many municipalities are investigating new technologies and often favoring sites which are more suitable for these technologies.

One of the key decision points a municipality needs to address when considering a new spray park or deck revolves around the type of mechanical system to utilize. The 2012 Aquatic Strategy identified that a recirculating system will be restricted to areas in close proximity to recreation facilities and ideally near pool facilities. The application of drain to waste versus recirculating systems have been clearly defined for spray park and spray deck facilities within Strathcona County; Spray Parks are to include recirculating mechanical systems while spray decks will include drain to waste mechanical systems.

Key Considerations

The following are key considerations that are based on leading practices and current design trends for both the drain to waste and recirculating systems that have been collected through research, contractor and supplier input and interviews with Strathcona County Staff.

Drain to waste:

- System needs to tie into the existing storm water system (does not drain to the sanitary (sewage) system).
- There is an option of using bio-swales for treatment prior to discharge.
- Drain to waste systems are the most affordable (provided the storm system can handle the additional flow).
- Spray decks average the equivalent of 18-20 homes of water usage per day, if the park runs on a button activator. This is still significantly less than what old spray decks or wading pools operated at, which is why many communities still build with this model.
- Zones and activators can be used to further restrict water usage.
- Hold drain water for other non-potable water applications such as turf or tree irrigation. This option would need to be reviewed further with County staff to evaluate the health implications.

Recirculating:

- UV filtered (usually always included as a component of the mechanical design) Chlorinated, or, Muriatic Acid or similar compound.
- Most common for spray pools and swimming pool are UV filtered with lowest amounts of chlorine allowable.
- Drained to sanitary system when water is “dumped”
- Requires significantly more investment, with the opportunity to make this money back in several years through water savings.
- Considered more environmentally friendly by the public
- Starting to gain popularity for regional/community sized parks where more budget is available.
- Requires a dump of holding water every 2 hours.
- Requires unique maintenance considerations and consultation with the health authority.
- Requires staffing for supervision, water testing and general operations.

In addition to the considerations above, the general servicing requirements of a spray deck/park may include:

- Water: Spray decks best run on 1.5 to 2” dia. water service, whereas spray parks may need up to a 4” service to ensure sufficient PSI (i.e. 100, 120). The right PSI is critical to ensuring reasonable pressure is flowing to the components within the park. Washroom building, drinking fountains, or another service (i.e. irrigation) feeding from the same line may require separate backflow preventers and double check valves for each item, and a booster pump to regulate the pressure and prevent your splash park from not running at proper capacity.
- Stormwater system needs to be sized to meet the expected average flow rate (GPM/LPM). The average neighbourhood park runs at 60GPM, whereas regional/community sized parks run at 130GPM+. Deck drains need to meet CSA standards. Most toy suppliers have deck drains that they can include as part of their package of components, which have the correct finish for safety, and drain slot sizes to prevent entrapment issues.
- Sanitary: Sanitary, same considerations as storm.
- Geotechnical: If the park is recirculating, then there is a possibility that large holding tanks will be several meters in the ground. They may need to be installed over a footing to compensate of buoyancy issues. This could be contemplated by the geotechnical engineer as part of their investigation.
- Please also note: If ground vaults are being used for the main valves that run the toys, then, they should be located at a lower elevation so that drain lines can gravity flow from the toys to the vault for winterization.
- The splash “wet deck” should be grade towards the drains, ideally at a 2% to 4% slope.
- The “dry deck” that surrounds the wet deck should be at least 1.8m in width, and drain AWAY from the edge of the wet deck at a MINIMUM 2% grade.
- Spray parks are ideally located within 30 meters walking distance of a washroom building and available drinking fountains.

Outdoor Aquatic Service Levels

Research was undertaken to compare outdoor aquatics provision in Strathcona County with a handful of similarly sized Alberta municipalities (Medicine Hat, Lethbridge, Red Deer and St. Albert). The comparison exercise considered the quantity of outdoor aquatics assets provided and was analyzed by comparing overall provision ratios (number of residents per unit of provision). Subjective factors such as quality of facility and amenities provided were not considered. While spray parks and decks are the focus for the project, data was also gathered on the number of outdoor pools in each of the comparator communities as there is some level of impact on spray parks/deck demand.

The research exercise revealed that on average the comparator communities provides 1 spray park/deck for every 26,868 residents. Strathcona County currently provides 6 operational spray parks/decks which equates to a provision ratio of 1 spray park/deck for every 15,933. However, of note, all of the other municipalities provided at least one outdoor pool; Strathcona County does not have a public outdoor pool¹. Detailed comparative research findings can be found in the appendix.

Currently all outdoor aquatic facilities are provided within Sherwood Park and none are provided in the rural areas. The current facilities are not geographically balanced.

It is important to note that the City of Edmonton also provides a number of outdoor aquatics opportunities during the summer months. While utilization data is not available, it can be reasonably assumed that regional residents are visiting these sites². In total, the City of Edmonton operates eight district water play sites along with numerous smaller neighborhood water play sites. The City of Edmonton also operates five outdoor pools. Other surrounding municipalities which operate spray parks include the City of Leduc, Town of Beaumont, and the City of Fort Saskatchewan.

It is important to note that Strathcona County does not have any outdoor pool amenities, however, with the 3 indoor aquatic facilities and the 6 operational outdoor aquatic facilities, Strathcona County is providing outdoor aquatic play through these other amenities.



1 Note that outdoor pools are outside the scope of this study.

2 Sixty-two percent of respondents to the online survey stated that a household member visited an outdoor aquatic venue in Edmonton in the previous two years. This information is presented later in this report.

Public Engagement

Strathcona County values and considers input from residents. The following section outlines past public and stakeholder engagement findings related to outdoor aquatics as well as summarizes the findings of the engagement efforts administered during the completion of this study.

Previous Public Engagement

The subject of outdoor aquatics has been addressed in a variety of studies, reports, and plans by Strathcona County for several years. As part of this Outdoor Aquatic Spray Deck and Spray Park Strategy a review of the engagement findings from previous initiatives has been undertaken. Selected findings are presented below.

Strathcona County Open Space and Recreation Facility Strategy (2008)

- 80% believe Strathcona County needs more outdoor aquatic options.
- 78% are aware of existing outdoor spray decks within Sherwood Park
- 56% have used a spray deck in Sherwood Park
- 89% feel it is important to have a spray park within Strathcona County
- 30% agree that it is important to have a neighbourhood spray park within walking distance of their houses
- 65% agree that it is important to have a spray park within a short drive (5-10 min) from their houses
- 51% felt that Strathcona County should focus on one larger, more community wide spray park while 37% felt the focus should be on a higher number of smaller more geographically spread-out spray park

Strathcona County Resident Feedback Aquatic Facilities (2010)

- ~60% of residents were aware of outdoor spray parks that operate in Sherwood Park
- ~10% of residents travelled to other municipalities to make use of outdoor spray parks

Strathcona County Aquatics Strategy (2012)

- 67% preferred to see Strathcona County focus on a single regional spray park site, consisting of a single regional spray park while 23% preferred a focus on a series of 4-5 geographically spread out neighbourhood spray parks.
- 80% believed that Strathcona County needs more outdoor aquatics options, with 89% having a preference for spray parks

- A high level of awareness exists regarding existing spray decks (80% were aware of existing locations)
- Majority of respondents (51%) preferred larger, community spray parks while 37% had a preference for smaller spray facilities

Strathcona County Spray Deck Intercept (on site) Survey (Summer 2015)

- Being within walking distance was a key factor that influenced the decision on which spray deck to use (50% of intercept survey participants indicated that they used the spray deck because it was within walking distance)
- With the exception of the Broadmoor Spray Park, the majority of spray decks in Strathcona County are used by local neighbourhood residents

Strathcona County Spray Deck Web Survey (Fall 2015)

- Variety and attractiveness of play features were key factors that influenced the decision on which spray deck/park to use
- A high proportion of respondents travel to other communities to visit spray decks (45% of respondents reported visiting spray decks in Edmonton)

Public Engagement Methodology

Two main engagement tactics were employed in the development of this Outdoor Aquatic Spray Deck and Spray Park Strategy. An online survey was fielded in May 2016 to gather input from residents and community organizations/ groups about the use of outdoor aquatic facilities in Strathcona County, desired amenities, and areas of focus. This information was then used to develop some draft components of the Strategy.

The subsequent engagement was a public review. This involved attendance at three public events to gather further feedback based on some preliminary direction. Members of the project team attended Rural Living Days at the Strathcona Olympiette (June 11), the Farmers Market at the Strathcona County Community Centre (June 15), and the Ardrossan Parade and Picnic (June 18). The information presented during these events was also available on Strathcona County's website as was the feedback mechanism. Feedback was collected through to mid-July. Strathcona County promoted all the engagement through its existing communication channels including its website, Facebook page, electronic sign boards, etc.

Public Input

PREVIOUS USE

Feedback was gathered online from 455 respondents.¹ As can be seen by the graph, over three-quarters (84%) of respondent households used a spray park/deck in Sherwood Park in the last two years. Approximately two-fifths (41%) have used them more than ten times.

Considering those respondents who had not used a spray park/deck in the last two years, the most common reason is that their children are too old (40%), no interest (17%), unaware (16%), and too far away (16%) were the next most commonly cited reasons.

USE OF SPRAY PARKS/DECKS

As illustrated in the accompanying graph, the two most commonly utilized spray park/decks are the Broadmoor Lake Spray Park (81%) and the Clover Bar Ranch facility (32%). In fact, they are also the most typically used by respondents.

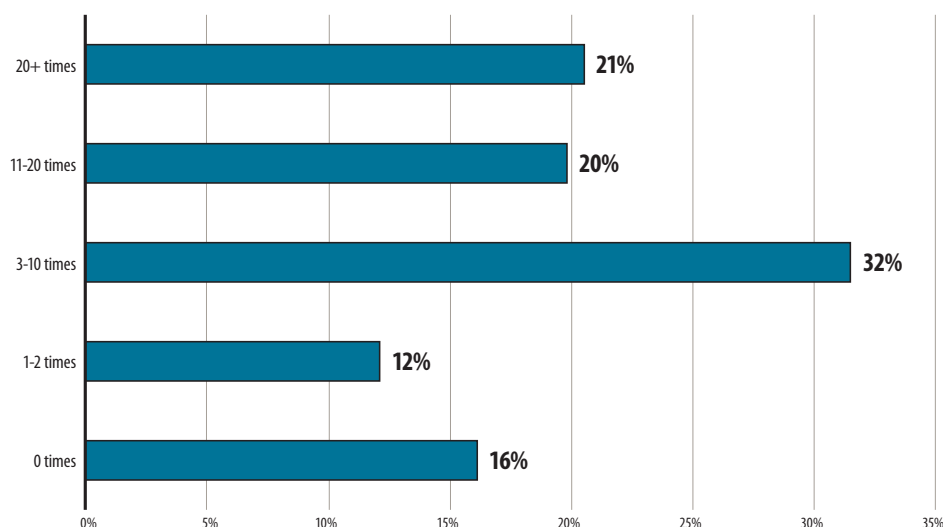
For those who typically use Brentwood Park, Granville Park, Kinsmen Westboro Park, and Woodbridge, the most commonly mentioned reasons included them being less crowded than others; smaller than others; and within walking distance from homes.

Considering Clover Bar Ranch, being less crowded; within walking distance; and with good parking were the most common reasons explaining why people use it most often.

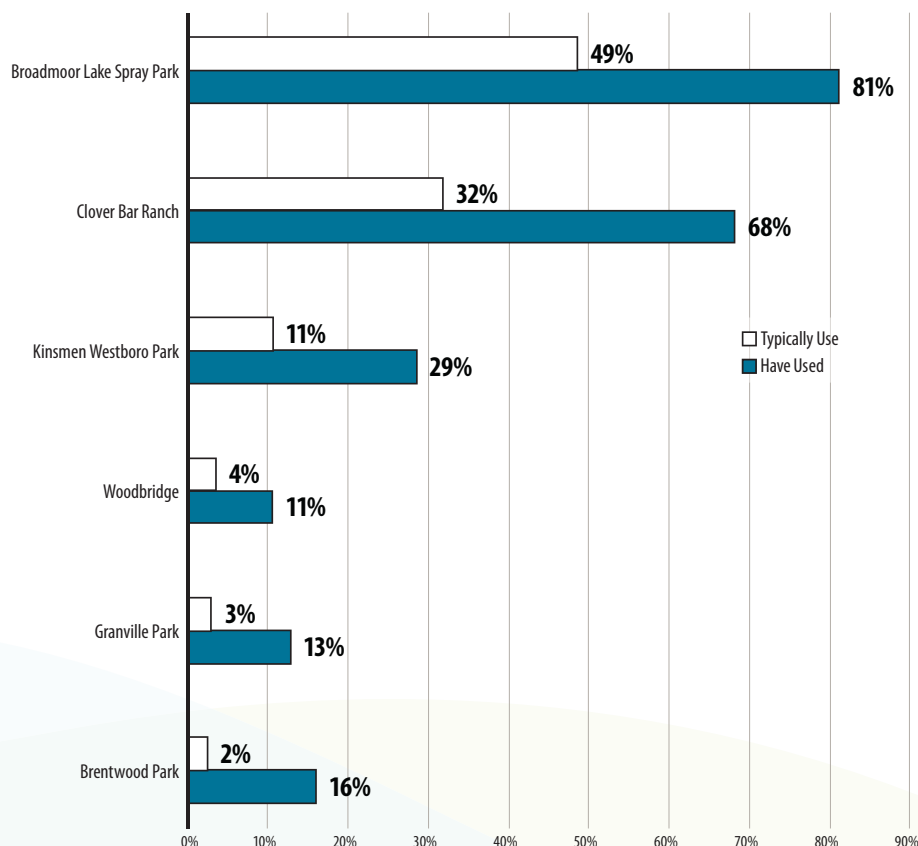
Broadmoor Lake Spray Park and Playground was a typical location for approximately half (49%) of respondents because it is larger than the others, has better amenities, and has good parking. For some it is within walking distance.

The primary detriments to use include crowding, distance from home, and poor amenities.

Number of Times a Household Member Used Outdoor Aquatics in Sherwood Park (Previous Two Years)



Use of Spray Parks/Decks

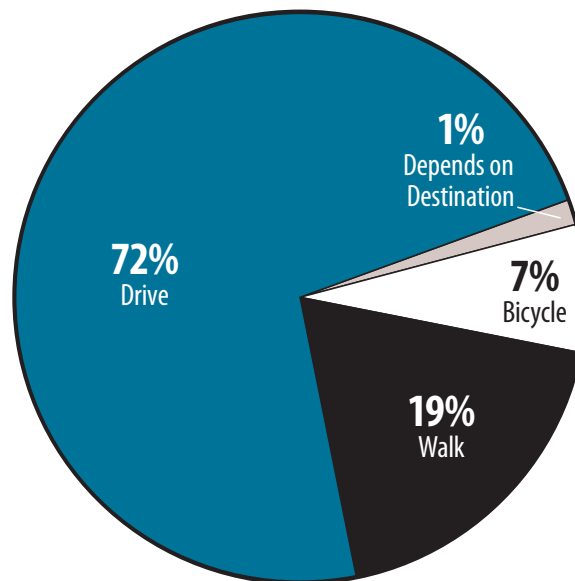


¹ Only six responses were gathered from groups or organizations. As such only the findings from the individual respondents (representing households) will be presented herein.

TRANSPORTATION METHODS

Approximately three-quarters (72%) of respondents typically drive to the spray park/decks while 19% generally walk. See the graph.

Typical Mode of Transportation to Spray Parks/Decks



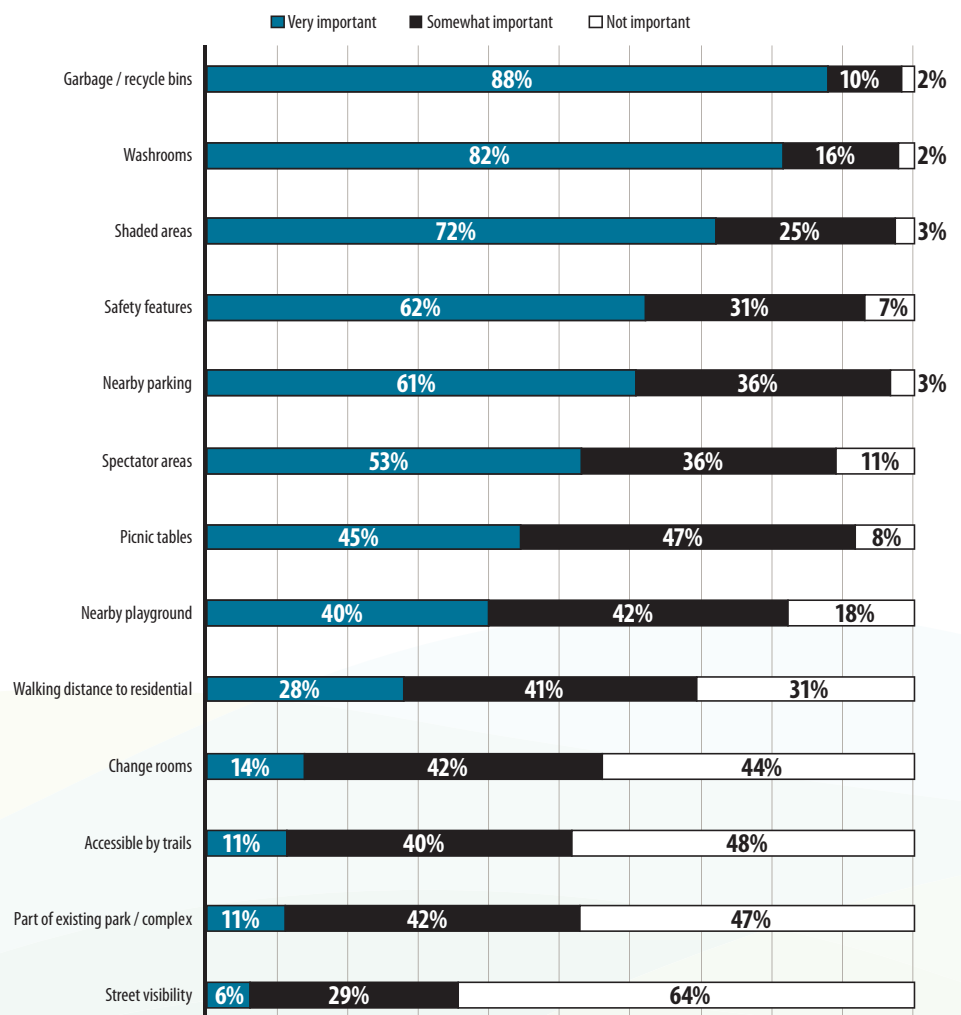
IMPORTANCE OF AMENITIES/ATTRIBUTES

Respondents were presented with a list of possible amenities that could accompany a spray park/deck as well as attributes of location or siting. For each item, respondents were asked to indicate its importance. As illustrated in the accompanying graph, garbage/recycling bins (88%) and washrooms (82%) were the top two items to include with a spray park/deck. In fact, only two percent of respondents suggested those two items are not important. Safety features refers to things such as fencing and rubberized play surface.

Some other items mentioned included:

- Ensuring there are elements that are appropriate for different ages and that these are separated from each other.
- Including water recycling in the operations.
- Making sure it is accessible for special needs users including those with mobility issues.

Important of Amenities/Attributes



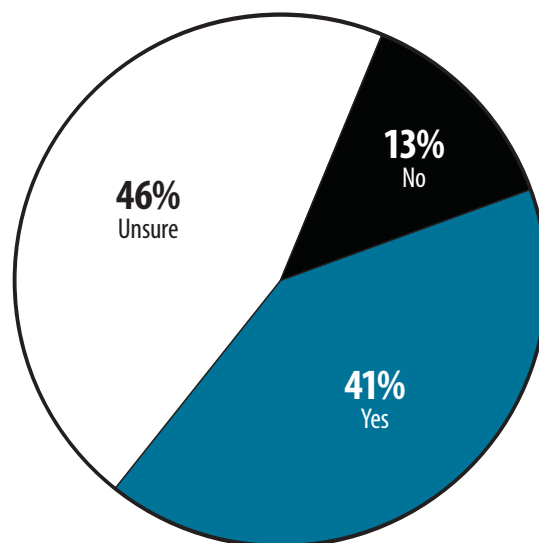
NEED FOR IMPROVEMENT

While less than half (41%) of respondents felt that there is a need to improve existing spray parks/decks in Sherwood park, a similar proportion (46%) were unsure.

Comments accompanying the responses include the following.

- Older spray decks have little in the way of features. They need to be modernized so children want to use them. This would also pull some traffic away from the Broadmoor Lake Spray Park.
- The concrete surface is unsafe as are the water heads and the “box” in the middle. The surface needs to be changed and the areas need to be made safer.
- Washrooms are needed at the spray decks.
- There were a number of comments that spoke about the challenges of having volunteers turn the water on. Having Strathcona County staff manage this or having sensors or timed buttons on would enable use throughout the day rather than relying on a volunteer.
- Some calls were made for shade areas at the decks and additional picnic areas. Sand was identified as a problem at some spray areas that needs to be rectified.

Is there a need to improve existing spray parks/decks in Sherwood Park?



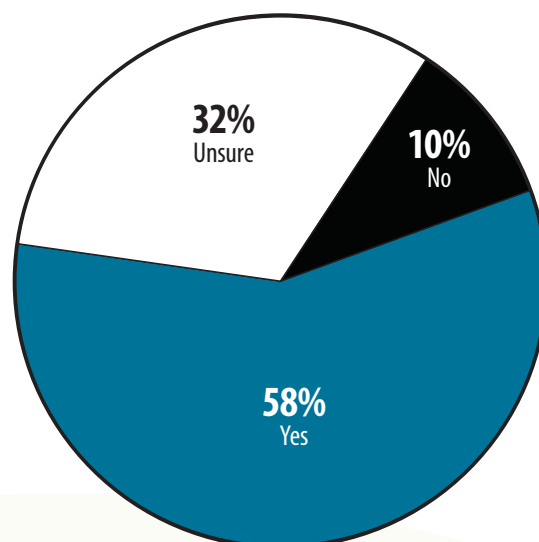
NEED FOR ADDITIONAL SPRAY PARKS/DECKS

Respondents were then asked if there is a need for additional spray parks/decks in Strathcona County. Over half (58%) said there is a need while approximately one-third (32%) were unsure.

Comments accompanying the responses include the following.

- The existing outdoor aquatic facilities are very busy and can get overcrowded. This would suggest that there is a need for additional facilities.
- Adding more facilities would help take the pressure off the existing spray park/decks.
- The population of the County is growing and there is a lot of children. To accommodate this growing population additional amenities are needed.
- There were many calls to look beyond Sherwood Park for any new spray parks/decks. Rural residents would appreciate having better access to this amenity. A number of communities were identified including Ardrossan and South Cooking Lake.¹
- A variety of neighbourhoods in Sherwood Park itself were identified as suggested future sites for any new spray park/deck. Many of these are on the east side of Sherwood Park.

Is there a need for additional spray parks/decks in Strathcona County?



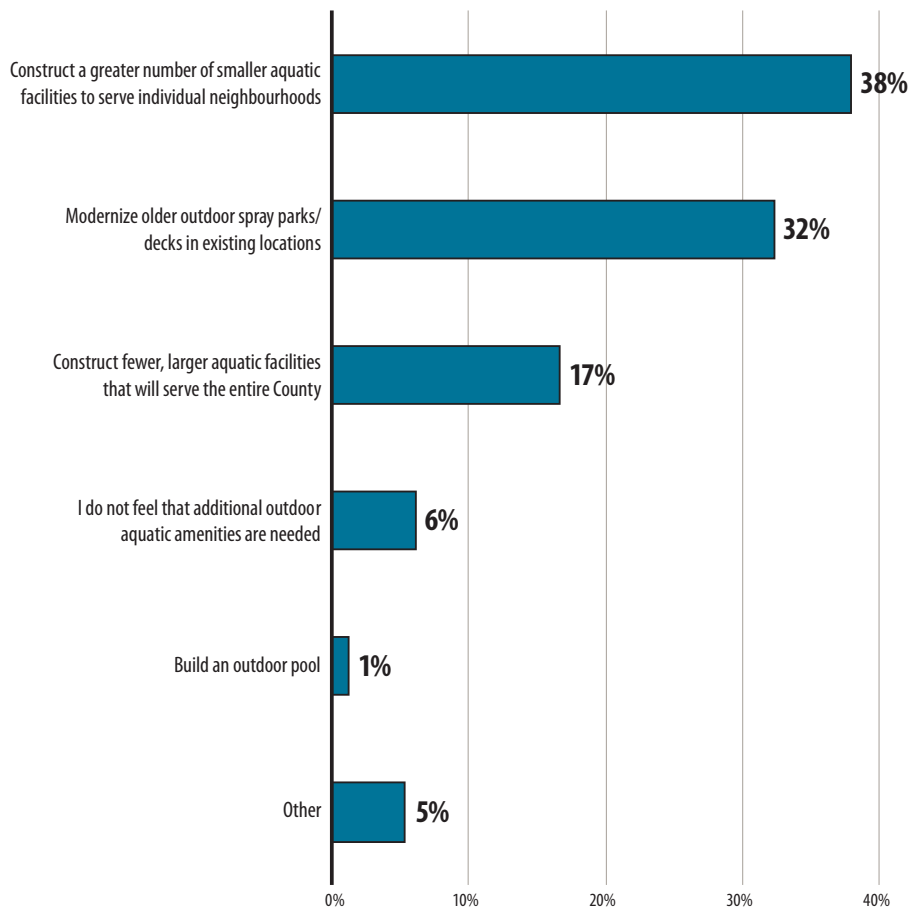
¹ South Cooking Lake is a limited option due to the limitations on water capacity.

PREFERRED SERVICE PROVISION APPROACHES

Given a list of service provision approaches, respondents were asked to indicate their preferences. As illustrated in the graph, approximately one-third of respondents felt Strathcona County should:

- Construct a greater number of smaller aquatic facilities to serve individual neighbourhoods (38%); and
- Modernize older outdoor spray parks/decks in existing locations (32%).

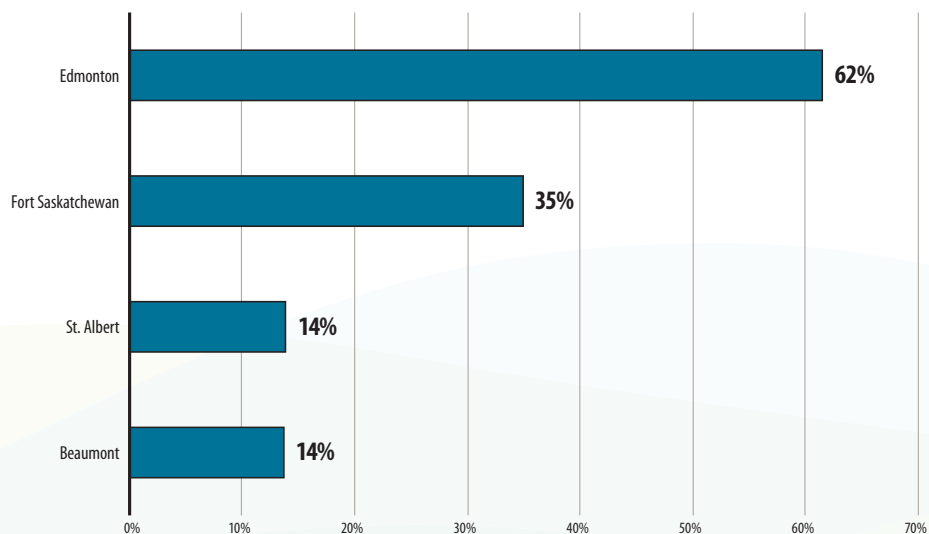
Preferred Approach to Service Provision



OTHER MUNICIPAL AQUATIC FACILITIES VISITED

Finally, respondents were asked to indicate whether a household member visited an outdoor aquatic facility, in any other municipality, within the past two years. As illustrated in the graph, approximately two-thirds (62%) of respondent households had visited an outdoor aquatic facility in Edmonton. Approximately one-third (35%) had visited the spray park in Fort Saskatchewan. One-quarter (25%) of respondents stated that no one in their households had visited another communities' spray park in the past two years.

Other Municipal Outdoor Aquatic Facilities Visited (Previous Two Years)



Public Review

Through attendance at three community events¹ and through an online forum, feedback from the public was gathered and used to further refine the draft strategy. Respondents were asked to identify a preference regarding service provision and to identify the most important site features when assessing park sites for spray park/decks. Finally, respondents were able to provide general comments about the Outdoor Aquatic Spray Deck and Spray Park Strategy. In total 64 people provided comments.

PREFERENCE FOR FUTURE FACILITIES

To begin, respondents were asked to indicate their preferred approach for Strathcona County’s provision of outdoor aquatic facilities. Approximately two-thirds (62%) showed a preference for small neighbourhood spray deck facilities.

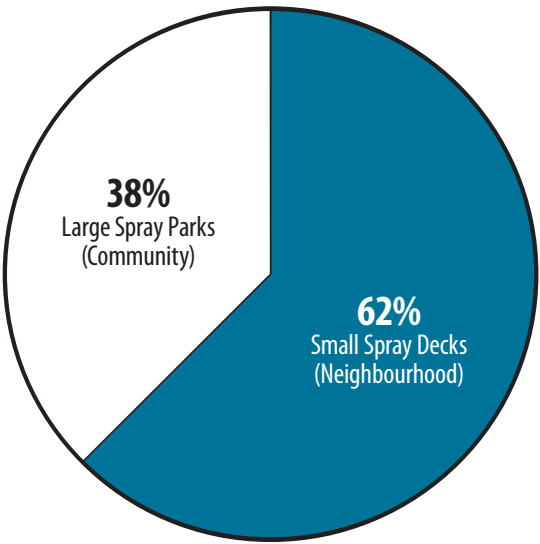
Respondents were asked to explain their responses. Comments from those who identified a preference for the **small spray decks** included the following.

- The larger spray parks can get very busy which makes it **difficult to watch/supervise children**; as well the younger **children can feel overwhelmed** there. The smaller spray decks are more relaxed and provide a more enjoyable time because of the reduced crowds.
- The neighbourhood spray decks enable people to **meet their neighbours**. They can serve a community building function.
- The small spray decks disbursed throughout the neighbourhoods **enable people to walk** rather than having to plan a larger event and drive.

Comments from those who identified a preference for the **large spray parks** included the following.

- Larger spray parks include more amenities and elements which keeps the children entertained longer.
- The larger parks are a better draw and thus **get better use** than would smaller decks.

Preference for Future Outdoor Aquatic Facilities



1 Rural Living Days at the Strathcona Olympiette (June 11), the Farmers Market at the Strathcona County Community Centre (June 15), and the Ardrossan Picnic Parade (June 18).

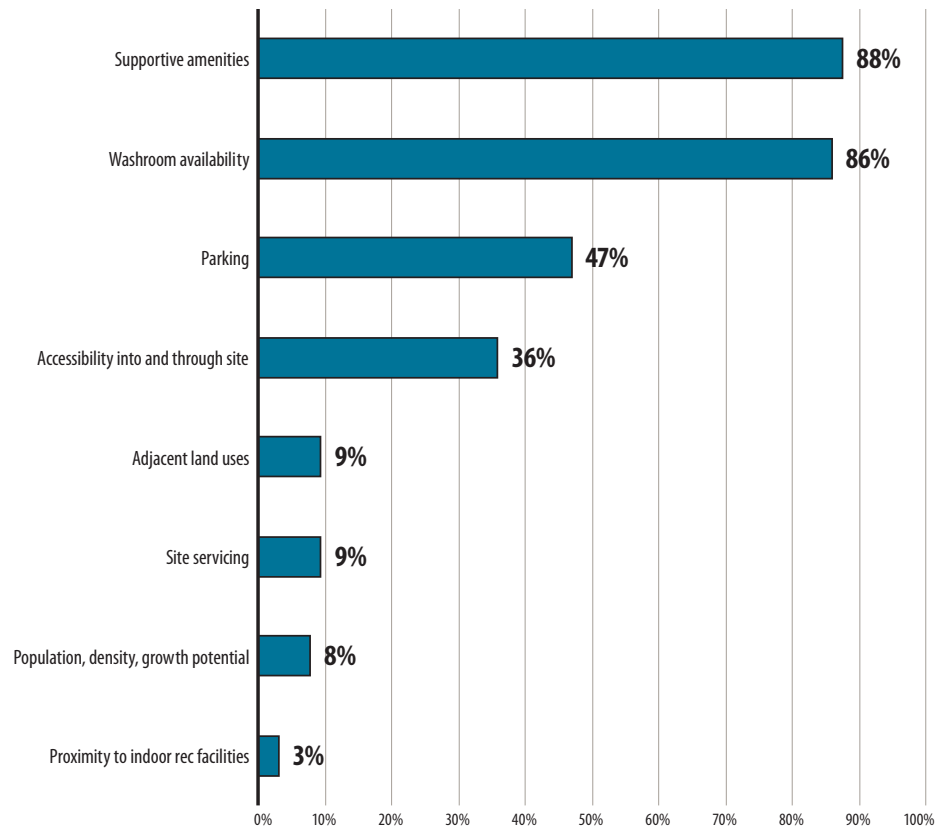
IMPORTANCE OF CRITERIA FOR POTENTIAL OUTDOOR AQUATIC SITES

Respondents were presented with a list of criteria that could be used when evaluating park sites for their potential as locations for outdoor aquatic facilities. From the list, respondents were asked to select those that are the most important. As illustrated in the graph, the top two most important criteria the park site should meet are supportive amenities such as playgrounds, trails, and shade (88%) and washroom availability (86%).

Finally, respondents were able to provide additional comments on the Outdoor Aquatic Spray Deck and Spray Park Strategy. The most cited comments are noted below.

- It is important to ensure that appropriate support amenities are included: shade, bathrooms, playground and enclosed areas (to keep children from wandering away).
- Separate areas are needed for young children and older children. Combining different age groups can be overwhelming for young children. As well, a separation will allow for more age appropriate amenities. Broadmoor Lake Spray Park is “too much” for small children.
- Adding an outdoor aquatic amenity in Ardrossan would be appropriate and appreciated.
- The site should have good visibility: that can make it more secure if more people can see what is happening. As well it should be structured so that a parent can view/supervise all elements from a single location (i.e. spray park and playground).

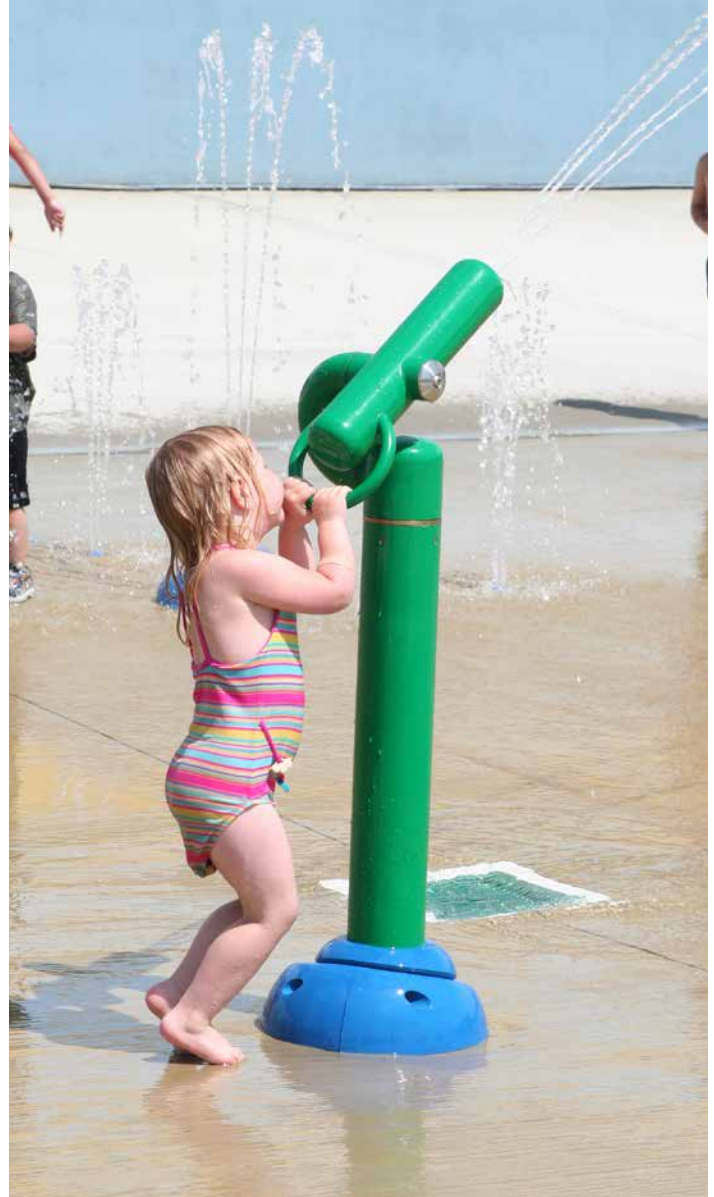
Most Important Criteria for Potential Outdoor Aquatic Sites



What We Heard Summary

Some key findings from the two different consultative mechanisms include the following.

- The existing outdoor aquatic facilities in Sherwood Park **are relatively well used**, particularly the Broadmoor Lake Spray Park and Clover Bar Ranch. **The amenities at each facility were identified as a main reason people used them.** Clover Bar Ranch was highly used as well because it is less busy than Broadmoor Lake Spray Park. Additionally, the availability of parking and the ability to walk to the spray parks/decks were also reasons for their high usage.
- The priority elements to include at outdoor aquatic facilities included: garbage/recycle bins; washrooms; shade; safety elements (e.g. fencing, rubberized surface); and parking.
- There were calls to **improve the existing network** of community spray decks. Many people prefer the notion of community outdoor aquatic facilities, however upgrades need to be made to the existing ones with many of the amenities as noted above. Some concerns were expressed with the use of volunteers to regulate the flow of water saying it is not timely or regular.
- **Additional outdoor aquatic facilities** were called for. Addressing upgrades with existing spray decks would align with this desire. As well the east side of Sherwood Park was cited as an area in need as was the rural areas of Strathcona County (Ardrossan was specifically identified several times).
- **The desire for larger community spray parks** was also stated. Larger spray parks could address some of the crowding that people expressed about the Broadmoor Lake Spray Park and Playground site in the short term.



Outdoor Aquatic Strategy

The 2016 Strathcona County Outdoor Aquatic Spray Deck and Spray Park Strategy guides future investment and effort related to the provision of outdoor aquatic facilities throughout all areas of Strathcona County. An examination of the current provision of outdoor aquatic infrastructure in Strathcona County as well as input gathered from residents and review of trends, leading practices, and previous planning documentation have all influenced the following strategic course of action.

Principles and Parameters

Building upon existing Strathcona County planning and reacting to public input related to outdoor aquatic infrastructure, the following principles related to the provision of spray parks and decks have emerged. These principles will guide planning, design, development and provision of existing and new outdoor aquatic amenities.

1. Strathcona County will endeavor to provide outdoor aquatic facilities that are free and **accessible to all residents and visitors**
2. Strathcona County will consider outdoor aquatic facilities that **meet contemporary market expectations** related to the actual program area as well as complimentary amenities.
3. Strathcona County will support investment in **environmentally friendly design and practice where feasible**.
4. Strathcona County will strive to achieve **geographic balance** when providing current and future outdoor aquatic facilities based on need and demographic analysis.

Further to these principles, the following parameters frame a strategic course of action related to Strathcona County aquatic infrastructure.

- Strathcona County **will not renovate existing older spray park facilities** that do not meet contemporary expectations for these types of amenities.
- Where possible, Strathcona County will **balance service provision based on geographic and population density considerations** when supporting existing and developing new spray parks throughout the entire municipality.
- Strathcona County will provide spray park amenities to a modern standard at a **target provision ration of 1:20,000 residents**.

Outdoor Aquatics Classification System

In order to manage current and future outdoor aquatic asset inventory the following classification system is proposed. It includes two levels of outdoor aquatic facilities : 1) regional level, and 2) community level amenities.

1. Regional Level Spray Parks

Regional level spray parks are larger and will include a recirculating water system to conserve water where at all possible. For this reason, they should be located adjacent to recreational facilities, ideally pool facilities, to most efficiently meet staffing and supervisory requirements. Regional level spray parks have significantly higher capital costs and operating costs and are meant to meet regional market demands within Strathcona County and beyond. The Broadmoor Spray Park and Playground is currently the only regional level spray park in Strathcona County.

2. Community Level Spray Decks

Community level spray decks are smaller and will include spray and drain mechanical systems. The planning and design of community level spray parks should include water conservation targets by limiting the water flow and number of components that run at any time. The Clover Bar Ranch spray deck is an example of a community level spray deck.

To further the level of development for the two aforementioned categories of outdoor aquatic facilities the following models have been developed. The following regional spray park and community spray deck models are presented to portray modern expectations for outdoor aquatic facilities. These models provide a target or guideline for future development of both spray decks and spray parks.

Spray Decks

Spray Decks would be located in Community level parks and will feature a limited number of components and have restricted water flow to conserve water. They will drain directly into the storm system and are not recirculating.

Spray decks will have moderate to high operational cost and will have a lower construction cost as compared to Regional Spray Parks. They are ideal in community parks where they support and complement other program elements within the park. Spray decks also require little or no direct supervision. Control systems can be programmed to automatically turn on or off depending on schedule or weather.

Parking is provided on street and complimentary amenities typically include playground, trails, seating and picnic areas, shade, and other programmed opportunities on the site.



Artists interpretation of a Spray Deck. This is a concept only and used for budget development purposes only.

The Clover Bar Ranch spray deck is an example of a modern community spray deck.

The template for a typical spray deck may include the following balance of components designed to provide good play value and variety:

Spray Components	# Components		Max GPM	Total Flow		Required Area		
	Min	Max		Min	Max	Sq. M	Min	Max
Major Vertical	1	2	30	30	60	40	40	80
Minor Vertical	2	4	20	40	80	10	20	40
Tower Spray	2	4	8	16	32	10	20	40
Minor Ground Spray	3	6	6	18	36	18	54	108
	8	16		104	208		134	268

The final park design should limit water flow to 50-65% of the total flow rate. This would mean that all components could never run at the same time and provides a water conservation opportunity. Individual components should be limited to a maximum of 30gpm; this restriction is optional but is a simple water conservation tactic that can easily be implemented with no additional capital or operating costs. Drain to waste, non-recirculating systems have limited water conservation opportunities. Ideally a secondary use for the waste water should be explored. These potential uses may include store for irrigation use or store for pickup by a water truck and used for non-potable water applications.

The total wet deck area would therefore be in the 200 – 300 square meters. A 3 meter overspray area should be provided around the perimeter in addition to the wet deck area. The wet deck should be broom finish concrete for slip resistance, sloped at 2% to drains. The overspray area should also be slip resistant but sloped away from the internal spray area to limit the stormwater runoff into the park storm drainage system.

Assessment considerations for a Spray Deck include:

- Confirmation of sanitary line size and location;
- 2" water service at 100 psi;
- Power availability;
- Vault and pedestal space;
- Water reuse strategy potential;
- Limit the water flow to 60gpm or 50 – 65% of the total flow;
- Washrooms are typically not provided, if needed ensure adequate space and separation is available;
- Shade. Through trees or structures;
- Picnic and seating options;
- Signage;
- Proximity to street or off street parking;
- Pedestrian access/universal accessibility
- Separation from street traffic or sports activities;
- Site lighting;
- Other site program opportunities;
- Maintenance access;
- Security: design following CPTED principles

The following provides an estimated construction cost for a typical spray deck in 2016 dollars (other site amenities and GST excluded). The spray deck costs assume that the surrounding park has been developed and the necessary amenities are already provided or part of a separate park development budget. The contingency identified below is for the components covered in the itemized cost estimate provided only. It does not include costs or contingencies for upgrades of infrastructure or amenities within the park area. These could include utility connections and/or upgrades, geotechnical testing and recommendations, modifications to existing park elements.

250 square meter wet deck	\$60,000
Overspray deck	\$30,000
Restoration and green space	\$25,000
Grading and earthworks	\$25,000
Service connections	\$25,000
Install components	\$40,000
Underground vault and kiosk	\$10,000
Contractor costs	\$15,000
	\$230,000
Components	\$100,000
Subtotal	\$330,000
25% Fee and Construction Contingency	\$82,500
Grand Total	\$412,500

Spray decks can be developed in both community and regional level parks (as per the Strathcona County park classification system) if needed.

Spray Parks

Spray Parks are larger facilities that would attract users from across Strathcona County. They become regional destinations that serve a much larger area than the smaller spray decks. Ideally they will be located next to recreational facilities with further locational preference adjacent to facilities with pool amenities. Since the spray park activities and water treatment system need supervision and operational support the proximity to facilities and staff is important.



Artists interpretation of a Spray Park. This is a concept only and used for budget development purposes only.

Spray Parks feature a larger number of components and run on a recirculating water treatment system which reduces water consumption. They are ideal in regional scale parks (as per the Strathcona County park classification system) where they support other program elements within the park and the user experience is enhanced due to existing amenities, parking, and the variety of activities present. A spray park template may include the following mix of components designed to enable a large number of users and range of ages all at one time:

Spray Components	# Components		Max GPM	Total Flow		Required Area		
	Min	Max		Min	Max	Sq. M	Min	Max
Major Vertical	3	5	30	90	150	40	120	200
Minor Vertical	4	6	20	80	120	10	40	60
Tower Spray	6	10	8	48	80	10	60	100
Minor Ground Spray	6	10	6	36	60	18	108	180
	19	31		254	410		328	540

The total wet deck area would therefore be in the 500 – 700 square meters. A 3 meter overspray area should be provided around the perimeter in addition to the wet deck area. The wet deck should be broom finish concrete for slip resistance, sloped at 2% to drains. The overspray area should also be slip resistant but sloped away from the internal spray area to limit the stormwater runoff into the spray park drainage system

Assessment considerations for a Spray Park include:

- Confirmation of sanitary size and location;
- 4" water service at 100 psi;
- Power availability;
- Water treatment system and structure;
- Water reuse strategy potential;
- Limit the water flow to 130gpm or 50-65% of the total flow;
- Washrooms should be provided in close proximity, ideally in the existing facility. Washroom costs are not included in the cost estimate;
- Shade. Through trees or structures;
- Picnic and seating options;
- Shade structures;
- Signage;
- Proximity off street parking;
- Pedestrian access / universal accessibility
- Separation from street traffic or sports activities;
- Site lighting;
- Other site program opportunities;
- Maintenance access;
- Security: design following CPTED principles

The following provides an estimated construction cost for a typical spray park in 2016 dollars (other site amenities and GST are excluded). The spray deck costs assume that the surrounding park has been developed and the necessary amenities are already provided or part of a separate park development budget. The contingency identified below is for the components covered in the itemized cost estimate provided only. It does not include costs or contingencies for upgrades of infrastructure or amenities within the park area. These could include utility connections and/or upgrades, geotechnical testing and recommendations, modifications to existing park elements.

600 square meter wet deck	\$150,000
Overspray deck	\$80,000
Restoration and green space	\$40,000
Grading and earthworks	\$50,000
Service connections	\$25,000
Install components	\$65,000
Water Treatment System	\$100,000
Contractor costs	\$25,000
	<hr/>
	\$535,000
Components	\$250,000
Subtotal	\$785,000
25% Fee and Construction Contingency	\$196,250
Grand Total	\$981,250

In all cases spray parks and decks should be laid out to provide logical circulation and instinctive queuing locations (i.e. water cannons typically have a line up - where and how do the users line up). Ideally distinct levels of play would be created. All age groups, accessibility, and comfort levels should be incorporated and accommodated.

Site Selection

When contemplating new outdoor aquatic infrastructure development, selecting an appropriate site is vital to achieving optimum benefit and investing public fund appropriately. The following site assessment tool will allow staff to evaluate potential sites and ensure the best possible sites are selected for future Spray Deck or Spray Park development.

The site assessment tool is based on the following criteria:

Available services:

- Water services size and proximity
- Sanitary service size and proximity
- Electrical service size and proximity

Site characteristics:

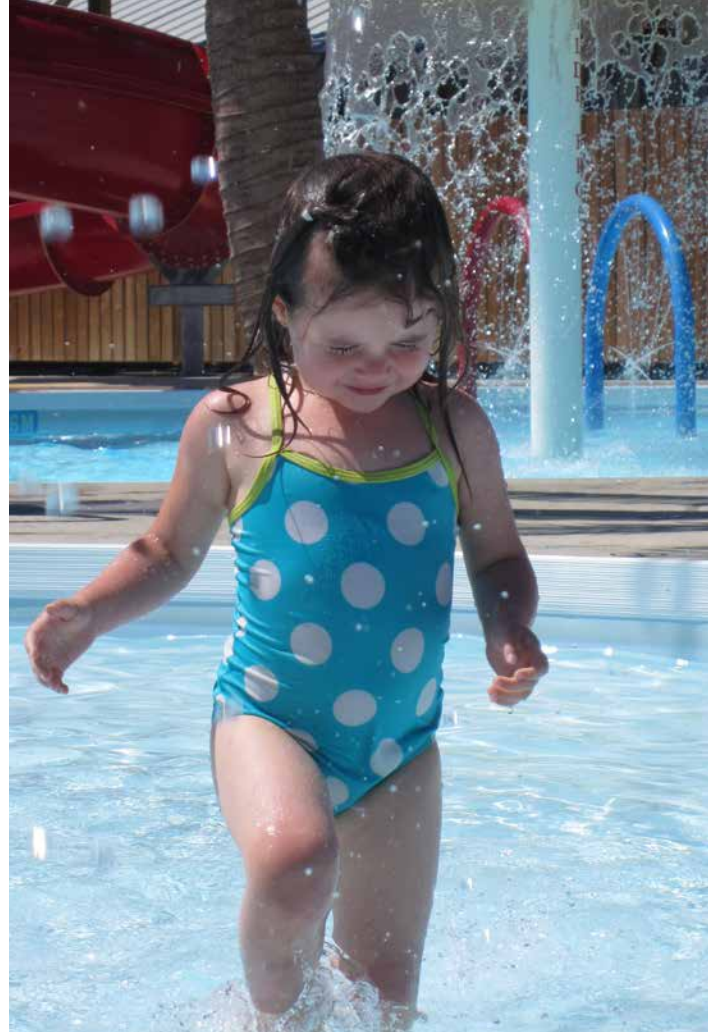
- Park size and designation
- Population density in proximity of the park (walkable users)
- Population age demographic in proximity to the park (potential users)
- Adjacent land uses
- Vehicle and pedestrian access
- Proximity to transit routes (or possible future transit routes)
- Existing facility
- Existing washroom
- Existing change rooms
- Parking
- Topography
- Existing trees

Spray Deck or Park requirements:

- Available space for the spray deck/park with overspray
- Available space for picnic and seating
- Available space for vault, kiosk, or water treatment building
- Wind shelter

The site assessment tool, found in the Appendix, includes metric for each of these criteria and will be referred to when selecting the most appropriate sites for future spray parks and decks development.

An ideal park should score at least 85 points on the site assessment tool.



Strategy Summary and Recommendations

The 2016 Strathcona County Outdoor Aquatic Spray Deck and Spray Park Strategy guides future investment and effort related to the provision of outdoor aquatic facilities throughout all areas of Strathcona County¹. The Strategy is founded upon the following principles related to the provision of spray parks:

1. Strathcona County will endeavor to provide outdoor aquatic facilities that are free and **accessible to all residents and visitors**.
2. Strathcona County will consider outdoor aquatic facilities that **meet contemporary market expectations** related to the actual program area as well as complimentary amenities.
3. Strathcona County will support investment in **environmentally friendly design and practice where feasible**.
4. Strathcona County will strive to achieve **geographic balance** when providing current and future outdoor aquatic facilities based on need and demographic analysis.

In respecting the aforementioned principles, the Strategy outlines an outdoor aquatic facility hierarchy which includes a regional level and community level amenity, differentiated by both size of the program area and the level of complimentary amenities each offers. Based on trend analysis and public engagement findings, the outdoor aquatic facility hierarchy defines two levels of facility: a regional level spray park and a community level spray deck as defined below.

It is important to note that Strathcona County does not provide outdoor pool amenities. The level of service provided related to indoor pools (3) and the number of outdoor aquatic facilities throughout Strathcona County enable it to provide outdoor aquatic play through other amenities.

Larger, regional level spray parks should use a recirculating water system to conserve water. For this reason, they should be located adjacent to recreational facilities, to most efficiently meet staffing and supervisory requirements. Regional level spray parks have significantly higher capital costs and operating costs and are meant to meet regional market demands from within Strathcona County and beyond.

Community level spray decks are smaller, spray and drain facilities. Due to cost and supervision requirements community level spray decks should not include recirculating mechanical systems. That being said, the planning and design of community level spray decks should include water conservation targets by limiting the water flow and number

of components that run at any time. This will need to be communicated on site so users understand this is a feature of the park.

The Strategy also outlines a number of leading practices related to outdoor aquatic facilities including, but not limited to, mechanical systems, complimentary amenities, and program areas and features. A site selection tool for new spray parks/decks development is also provided to ensure that outdoor aquatic facilities are sited appropriately.

All hamlets were reviewed and due to water capacity, Ardrossan is the only suitable site. A future spray park in Ardrossan will provide opportunity for rural and hamlet users to access a spray park, in addition to the outdoor aquatic facilities in Sherwood Park.

Current and Future Provision

Strathcona County currently provides six operational outdoor aquatic facilities², two of which are newer (<5 years old) and meet contemporary market demands and four which are older (>20 years) and do not meet modern expectations related to program or complimentary features. Although Strathcona County's level of service when compared to other municipalities³ is higher when considering all six outdoor aquatic facilities (approximately 1:15,933 vs. 1:26,868) it should be noted four do not fully meet modern expectations so the current level of service is actually comparable.

Resident and user input related to outdoor aquatic facilities over the past 10 years explains that they are valued recreation amenities and that future focus should be on providing modern outdoor aquatic facilities with appropriate amenities. The heaviest utilization of existing outdoor aquatic facilities is at the regional Broadmoor Spray Park and Playground (located at Broadmoor Lake Park) and at Clover Bar Ranch, both of which are the two newest and most modern in the current asset inventory. Consultation also has uncovered that most users (72%) drive to these facilities and that washrooms, shaded areas, parking, and safety have been identified as key amenities to optimizing the user experience. Despite the level of service currently provided by Strathcona County, there is a demand for investment in enhanced and outdoor aquatic facilities in Strathcona County.

¹ It is important to note that Strathcona County does not provide outdoor pool amenities. The level of service provided related to indoor pools (3) and the number of outdoor spray park features throughout Strathcona County enable it to provide outdoor aquatic play through other amenities.

² There are two additional outdoor aquatic facilities that are currently not in operation (Clover Bar Jr. High School and Village on the Lake) but the infrastructure remains in place.

³ Municipalities reviewed include: Medicine Hat, Lethbridge, Red Deer, St. Albert.

In response to the community input received and based on the assessment of the existing asset inventory, the following parameters are intended to frame the future provision of outdoor aquatic facilities in Strathcona County.

1. Strathcona County **will not renovate existing older outdoor aquatic facilities** that do not meet contemporary expectations for these types of amenities.
2. Where possible, Strathcona County will **balance service provision based on geographic and population density considerations** when supporting existing and developing new outdoor aquatic facilities throughout the entire municipality.
3. Strathcona County will provide outdoor aquatic facilities to a modern standard at a **target provision ration of 1:20,000 residents**.

Considering these parameters, the following strategic course of action has been developed. The overarching theme of actions related to existing and new outdoor aquatic facility is to decommission old, outdated outdoor aquatic facilities and as newer, more modern and better outdoor aquatic facilities are added over time. The following recommendations maintain the target service level of 1:20,000 residents in Strathcona County for the foreseeable future. Note that the timelines identified are subject to change.

Short Term Recommendations (2017 – 2021)

- Decommission Clover Bar Jr. High and Village on the Lake outdoor aquatic facilities. It is recommended that these two outdoor aquatic facilities be removed and the sites restored to an alternative use.
- Design and develop a spray park and amenities in Ardrossan.
- Allow the existing spray pads to operate until no longer operational.
- Design and implement one (1) spray deck (site to be determined as per the site assessment tool).

Mid Term Recommendations (2022 – 2026):

- Decommission two (2) existing outdoor aquatic facilities (sites to be determined as per the assessment tool).
- Design and implement one (1) spray deck (site to be determined as per the site assessment tool).

Long Term Recommendation (2027 – 2032):

- Decommission two (2) existing outdoor aquatic facilities (sites to be determined as per the assessment tool).

All hamlets were reviewed and due to water capacity, Ardrossan is currently the only suitable site. A future spray park in Ardrossan will provide opportunity for rural and hamlet users to access a spray park, in addition to the outdoor aquatic facilities in Sherwood Park.

The Ardrossan Community Recreation Master Plan was approved by Council in December 2009. The Master Plan included a spray park as a future amenity, and the spray park was to be implemented once water capacity was increased in Ardrossan.

The strategy as presented establishes a level of service that will guide Strathcona County moving forward, it clearly identifies a strategy for the decommissioning of the existing older/ outdated outdoor aquatic facilities, and provides guidance on priorities moving forward.

Outdoor aquatic facilities (regional and community level) are significant capital investments, and unlike playgrounds, have significant operational expenses. Not all neighbourhoods will have an outdoor aquatic facility, but through thoughtful distribution the majority of residents will have convenient access to a spray parks and decks throughout the entire County.

The public engagement process has clearly identified support for outdoor aquatic facilities. The recommended priorities establish a clear plan of action for Strathcona County moving forward. The result will optimize investment in spray parks/ decks and ensure that community needs are met for years to come.



Environmental Advisory Committee Comments

Environmental Advisory Committee

Thank you for attending our Environmental Advisory Committee meeting on May 30 to provide the group with information regarding Strathcona County's Aquatics Strategy. The Environmental Advisory Committee members have reviewed the material you presented to us and the information available online, and would like to pass along the following comments:

- Preferred option is to develop spray parks within the community so residents can walk to them rather than developing them at the main recreation centres where most users will have to drive.
- Centralizing facilities requires more people to drive to enjoy the services, adding carbon emissions and increasing the need for parking infrastructure which means more pavement and less vegetated lands.
- Recycling of water is a preferred option pending technology and health rules.
- Use of water is an issue. Water conservation initiatives must be incorporated such as limiting the number of nozzles activated at one time, low flow nozzles on the water features, motion activated sensors to turn water off when the park is not in use, recycling used water as grey water to water adjacent greenery, etc.
- Strathcona County's water conservation tips for residents reads: "Avoid installing water features that spray water into the air. Trickling or cascading fountains lose less water to evaporation" Perhaps spray park engineering can take this into consideration.
- The County's water target under the Environmental Sustainability Framework is to manage a 30% improvement in water efficiency. Adding more outdoor aquatic facilities seems like moving away from this target
- Educating the public about water conservation at spray park through message boards, i.e. Earth is covered by only 3% fresh water, of which ½ a percent is available for our use. The water used at this spray park has been recycled.
- Important to protect water quality as well as quantity used

We thank you for the opportunity to be involved in this process. We look forward to reviewing the plans as the strategy evolves.

Site Selection Tool

Spray Park/Deck Site Assessment Tool

Date: August 22, 2016

Park: **Brentwood**
Neighbourhood:
Park Classification: **Community**

A	Regional Park Evaluation			Regional Spray Parks should meet these requirements to be implemented otherwise Spray Decks should be considered for potential sites.	Spray Deck Only
	Is the site a regional level park	No			
	Is there an existing recreational facility	No			
	Does this park address an underserved area	Yes			

The form should be used to rank/compare sites. Not all criteria will be applicable but highlight the value one park may have over another. Not every park may be appropriate and not every appropriate park may receive a park if adequate service

B	Services		Service Conditions		Service Distance		Score
	Water Service	Yes	Service size and pressure must be appropriate	Distance	25-50	3	
	Sanitary System	Yes	Service size and capacity must be appropriate	Distance	25-50	3	
	Electrical	Yes	Confirm electrical service can be provided	Distance	25-50	3	
	Storm System	Yes	Confirm storm water service can be provided	Distance	25-50	3	
Services are acceptable							12

All service answers should be YES. Without existing servicing connections the County should be aware of the additional costs to bring new services into a site. Ideally all potential sites will be services in advance of the Spray Deck/Park

C	Site			
	Park Classification	Regional	Design: Spray Deck or Park	4
	Distance from other spray decks/parks	Less than 1,600m	Too Close	0
	Is the park already built	Yes		4
	Existing Recreation Facility	Yes	Design: Spray Deck or Park	4
	Development Space	1500-2000 sq. m	Design: Spray Deck	2
	Population (under 15 yrs) within 800m of the park (walkable users)	750 - 1,000		2
	Adjacent land uses (conflicting)	Suitable	Proximity as well as the land use should be considered	4
	Vehicle Access	Good	Access to off street parking or drop off	3
	Pedestrian Access	Good	Existing trails or sidewalk connections	3
	On Street Parking	Yes	Available on street parking	4
	Off Street Parking	Good	Is the parking existing, dedicated or shared	3
Review suggested design recommendations. Ensure appropriate park design is used for the specific park.				33

D	Amenities			Score
	Existing Playground	Yes		
	Existing Sportsfields	Yes		
	Existing Trails	Good		
	Existing Picnic	Good		
	Existing Washroom	Yes		
				18

E	Special Features			Score
	Existing Trees	Yes		
	Lighting	Yes		
	Visibility from street	Excellent		
	Topography will accept spray park	Good		
	Other	Yes		
				19

Brentwood			
A	Park Type:	Spray Deck Only	
B	Services		12
C	Site		33
D	Amenities		18
E	Special Features		19
Grand Total			82

Spray Park/Deck Site Assessment Tool

Date: -

Park:
Neighbourhood:
Park Classification: **Regional**

A	Regional Park Evaluation			
	Is the site a regional level park	Yes	Regional Spray Parks should meet these requirements to be implemented otherwise Spray Decks should be considered for potential sites.	Spray Park or Spray Deck
	Is there an existing recreational facility	Yes		
	Does this park address an underserved area	Yes		

The form should be used to rank/compare sites. Not all criteria will be applicable but highlight the value one park may have over another. Not every park may be appropriate and not every appropriate park may receive a park if adequate service

B	Services		Service Conditions		Service Distance		Score
	Water Service	Yes	Service size and pressure must be appropriate		Distance	0-25	4
	Sanitary System	Yes	Service size and capacity must be appropriate		Distance	0-25	4
	Electrical	Yes	Confirm electrical service can be provided		Distance	0-25	4
	Storm System	Yes	Confirm storm water service can be provided		Distance	0-25	4
	Services are acceptable						

All service answers should be YES. Without existing servicing connections the County should be aware of the additional costs to bring new services into a site. Ideally all potential sites will be services in advance of the Spray Deck/Park

C	Site			
	Park Classification	Regional	Design: Spray Deck or Park	4
	Distance from other spray decks/parks	2,000m or more	Optimal	4
	Is the park already built	Yes		4
	Existing Recreation Facility	Yes	Design: Spray Deck or Park	4
	Development Space	More than 3,000 sq. m	Design: Spray Park or Deck	4
	Population (under 15 yrs) within 800m of the park (walkable users)	More than 1,500		4
	Adjacent land uses (conflicting)	Suitable	Proximity as well as the land use should be considered	4
	Vehicle Access	Excellent	Access to off street parking or drop off	4
	Pedestrian Access	Excellent	Existing trails or sidewalk connections	4
	On Street Parking	Yes	Available on street parking	4
	Off Street Parking	Excellent	Is the parking existing, dedicated or shared	4
Review suggested design recommendations. Ensure appropriate park design is used for the specific park.				44

D	Amenities			
	Existing Playground	Yes		4
	Existing Sportsfields	Yes		4
	Existing Trails	Excellent		4
	Existing Picnic	Excellent		4
	Existing Washroom	Yes		4
				20

E	Special Features			
	Existing Trees	Yes		4
	Lighting	Yes		4
	Visibility from street	Excellent		4
	Topography will accept spray park	Excellent		4
	Other	Yes		4
				20

0		
A	Park Type:	Spray Park or Spray Deck
B	Services	16
C	Site	44
D	Amenities	20
E	Special Features	20
Grand Total		100

Engagement Summary Report

STRATHCONA COUNTY

Outdoor Aquatic Spray Deck and Spray Park Strategy

Engagement Summary Report

October 2016



Introduction

In 2012, Strathcona County adopted an Aquatic Strategy. The Strategy helps guide infrastructure development as well as policy and standards development. The Aquatic Strategy addresses both indoor and outdoor provision; however, it was subsequently determined that a specific strategy pertaining to outdoor aquatics be developed. This document presented the findings from the engagement activities implemented in the development of the Outdoor Aquatic Strategy.

Public Engagement Methodology

Two main engagement tactics were employed in the development of this Outdoor Aquatic Spray Deck and Spray Park Strategy. An online survey was fielded in May 2016 to gather input from residents and community organizations/groups about the use of outdoor aquatic facilities in Strathcona County, desired amenities, and areas of focus. This information was then used to develop some draft components of the Strategy.

The subsequent engagement was a public review. This involved attendance at three public events to gather further feedback based on some preliminary direction. Members of the project team attended Rural Living Days at the Strathcona Olympiette (June 11), the Farmers Market at the Strathcona County Community Centre (June 15), and the Ardrossan Parade and Picnic (June 18). The information presented during these events was also available on Strathcona County's website as was the feedback mechanism. Feedback was collected through to mid-July. Strathcona County promoted all the engagement through its existing communication channels including its website, Facebook page, electronic sign boards, etc.



Public Input

PREVIOUS USE

Feedback was gathered online from 455 respondents.¹ As can be seen by the graph, over three-quarters (84%) of respondent households used a spray park/deck in Sherwood Park in the last two years. Approximately two-fifths (41%) have used them more than ten times.

Considering those respondents who had not used a spray park/deck in the last two years, the most common reason is that their children are too old (40%), no interest (17%), unaware (16%), and too far away (16%) were the next most commonly cited reasons.

USE OF SPRAY PARKS/DECKS

As illustrated in the accompanying graph, the two most commonly utilized spray park/decks are the Broadmoor Lake Spray Park (81%) and the Clover Bar Ranch facility (32%). In fact, they are also the most typically used by respondents.

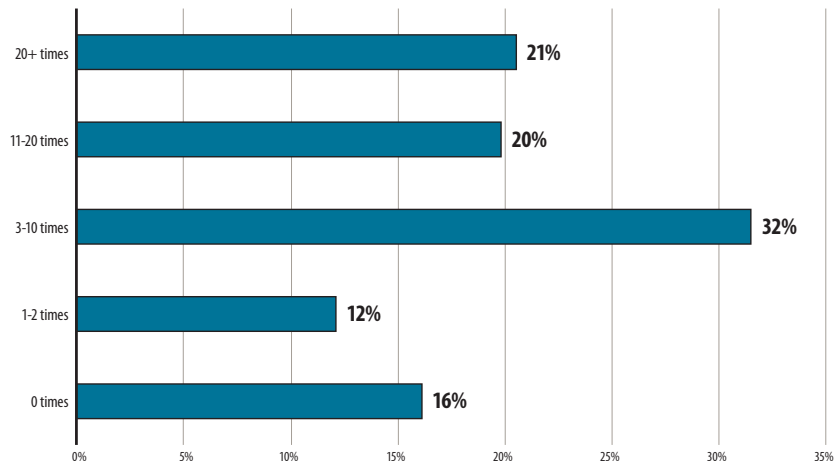
For those who typically use Brentwood Park, Granville Park, Kinsmen Westboro Park, and Woodbridge, the most commonly mentioned reasons included them being less crowded than others; smaller than others; and within walking distance from homes.

Considering Clover Bar Ranch, being less crowded; within walking distance; and with good parking were the most common reasons explaining why people use it most often.

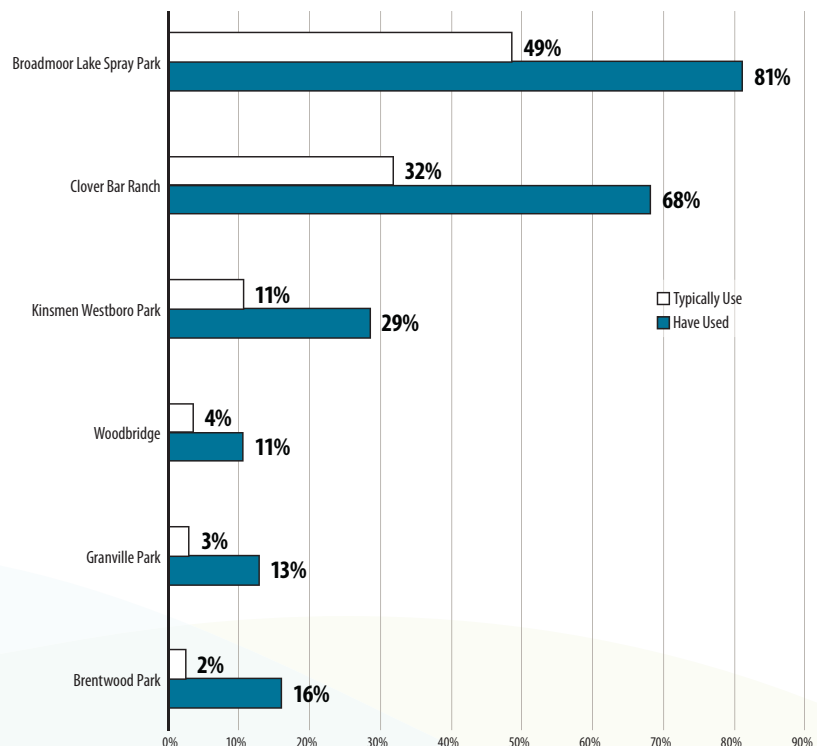
Broadmoor Lake Spray Park and Playground was a typical location for approximately half (49%) of respondents because it is larger than the others, has better amenities, and has good parking. For some it is within walking distance.

The primary detriments to use include crowding, distance from home, and poor amenities.

Number of Times a Household Member Used Outdoor Aquatics in Sherwood Park (Previous Two Years)



Use of Spray Parks/Decks

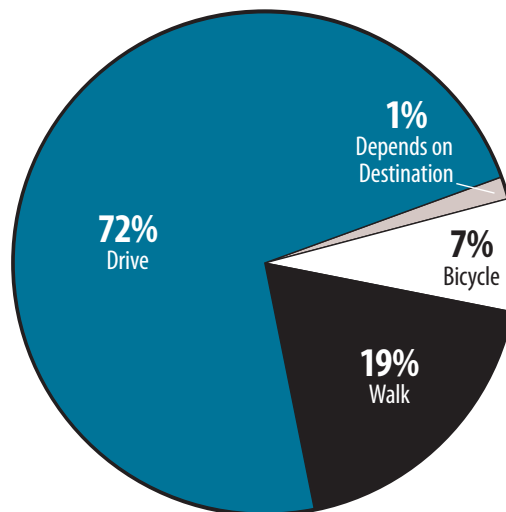


¹ Only six responses were gathered from groups or organizations. As such only the findings from the individual respondents (representing households) will be presented herein.

TRANSPORTATION METHODS

Approximately three-quarters (72%) of respondents typically drive to the spray park/decks while 19% generally walk. See the graph.

Typical Mode of Transportation to Spray Parks/Decks



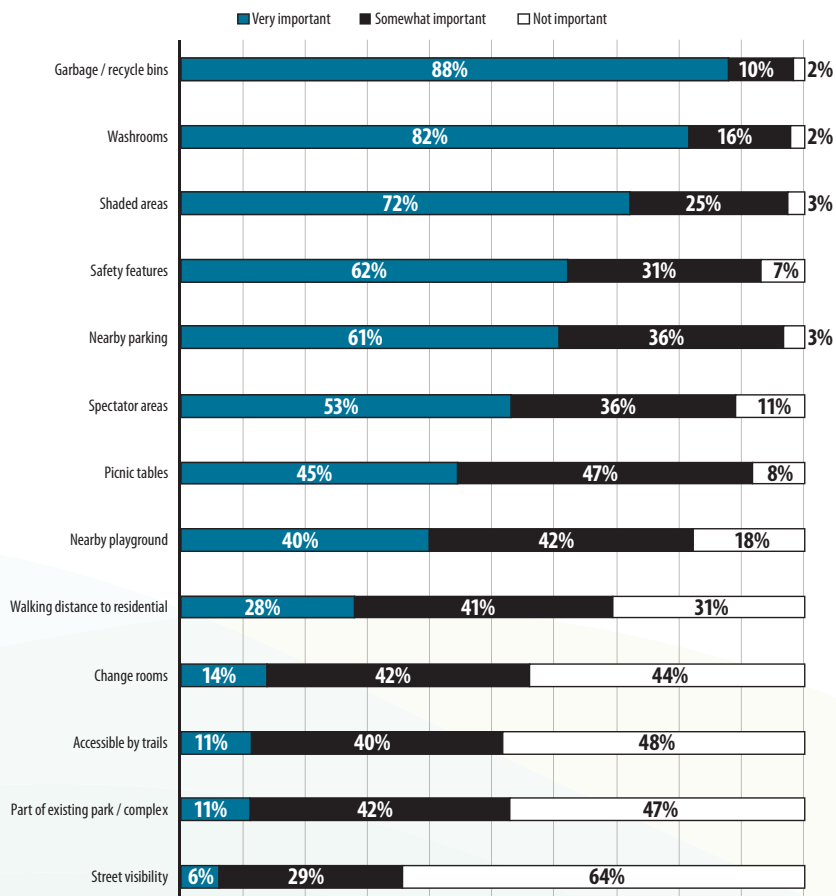
IMPORTANCE OF AMENITIES/ATTRIBUTES

Respondents were presented with a list of possible amenities that could accompany a spray park/deck as well as attributes of location or siting. For each item, respondents were asked to indicate its importance. As illustrated in the accompanying graph, garbage/recycling bins (88%) and washrooms (82%) were the top two items to include with a spray park/deck. In fact, only two percent of respondents suggested those two items are not important. Safety features refers to things such as fencing and rubberized play surface.

Some other items mentioned included:

- Ensuring there are elements that are appropriate for different ages and that these are separated from each other.
- Including water recycling in the operations.
- Making sure it is accessible for special needs users including those with mobility issues.

Important of Amenities/Attributes



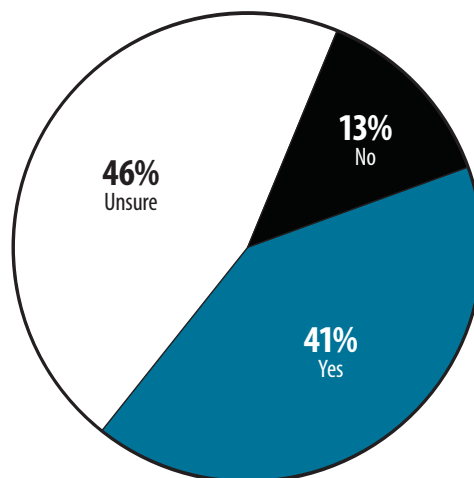
NEED FOR IMPROVEMENT

While less than half (41%) of respondents felt that there is a need to improve existing spray parks/decks in Sherwood park, a similar proportion (46%) were unsure.

Comments accompanying the responses include the following.

- Older spray decks have little in the way of features. They need to be modernized so children want to use them. This would also pull some traffic away from the Broadmoor Lake Spray Park.
- The concrete surface is unsafe as are the water heads and the “box” in the middle. The surface needs to be changed and the areas need to be made safer.
- Washrooms are needed at the spray decks.
- There were a number of comments that spoke about the challenges of having volunteers turn the water on. Having Strathcona County staff manage this or having sensors or timed buttons on would enable use throughout the day rather than relying on a volunteer.
- Some calls were made for shade areas at the decks and additional picnic areas. Sand was identified as a problem at some spray areas that needs to be rectified.

Is there a need to improve existing spray parks/decks in Sherwood Park?



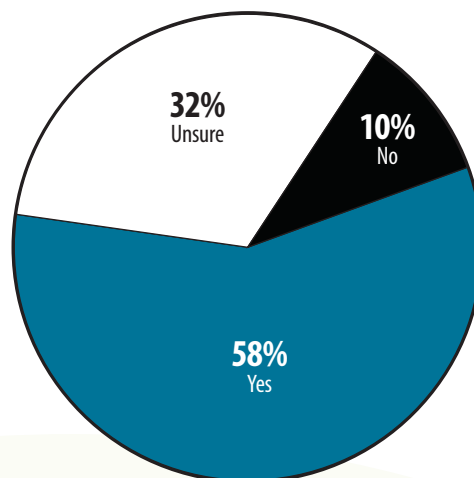
NEED FOR ADDITIONAL SPRAY PARKS/DECKS

Respondents were then asked if there is a need for additional spray parks/decks in Strathcona County. Over half (58%) said there is a need while approximately one-third (32%) were unsure.

Comments accompanying the responses include the following.

- The existing outdoor aquatic facilities are very busy and can get overcrowded. This would suggest that there is a need for additional facilities.
- Adding more facilities would help take the pressure off the existing spray park/decks.
- The population of the County is growing and there is a lot of children. To accommodate this growing population additional amenities are needed.
- There were many calls to look beyond Sherwood Park for any new spray parks/decks. Rural residents would appreciate having better access to this amenity. A number of communities were identified including Ardrossan and South Cooking Lake.¹
- A variety of neighbourhoods in Sherwood Park itself were identified as suggested future sites for any new spray park/deck. Many of these are on the east side of Sherwood Park.

Is there a need for additional spray parks/decks in Strathcona County?



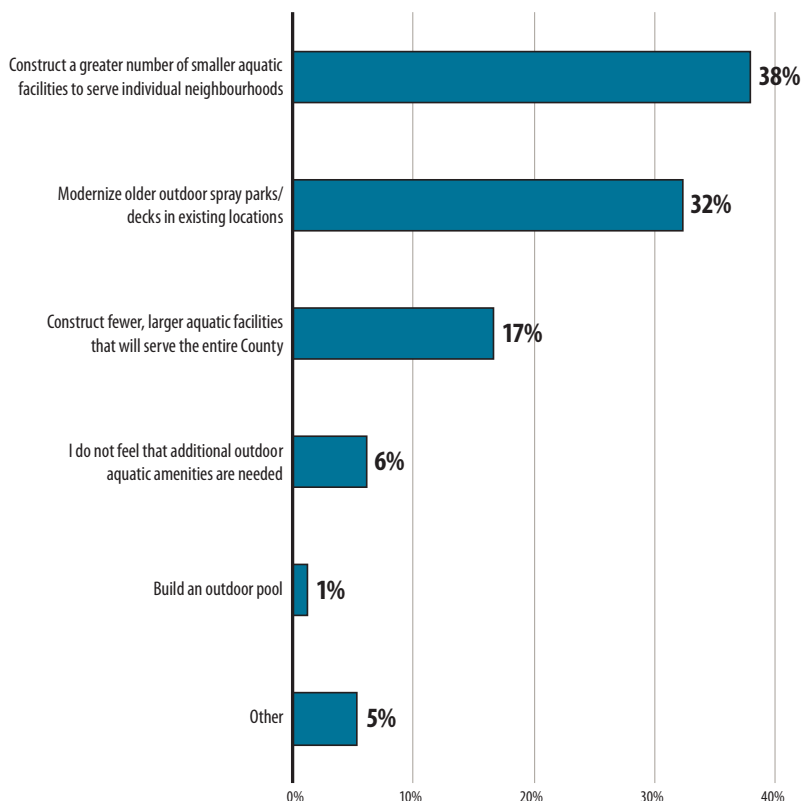
¹ South Cooking Lake is a limited option due to the limitations on water capacity.

PREFERRED SERVICE PROVISION APPROACHES

Given a list of service provision approaches, respondents were asked to indicate their preferences. As illustrated in the graph, approximately one-third of respondents felt Strathcona County should:

- Construct a greater number of smaller aquatic facilities to serve individual neighbourhoods (38%); and
- Modernize older outdoor spray parks/decks in existing locations (32%).

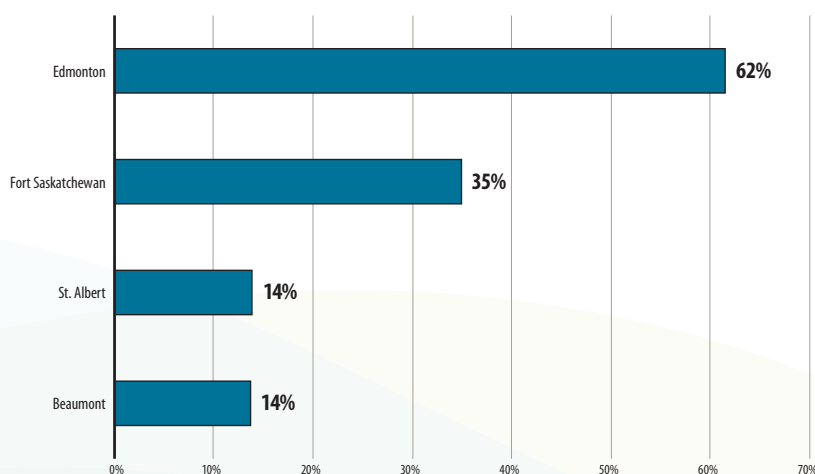
Preferred Approach to Service Provision



OTHER MUNICIPAL AQUATIC FACILITIES VISITED

Finally, respondents were asked to indicate whether a household member visited an outdoor aquatic facility, in any other municipality, within the past two years. As illustrated in the graph, approximately two-thirds (62%) of respondent households had visited an outdoor aquatic facility in Edmonton. Approximately one-third (35%) had visited the spray park in Fort Saskatchewan. One-quarter (25%) of respondents stated that no one in their households had visited another communities' spray park in the past two years.

Other Municipal Outdoor Aquatic Facilities Visited (Previous Two Years)



Public Review

Through attendance at three community events¹ and through an online forum, feedback from the public was gathered and used to further refine the draft strategy. Respondents were asked to identify a preference regarding service provision and to identify the most important site features when assessing park sites for spray park/decks. Finally, respondents were able to provide general comments about the Outdoor Aquatic Spray Deck and Spray Park Strategy. In total 64 people provided comments.

PREFERENCE FOR FUTURE FACILITIES

To begin, respondents were asked to indicate their preferred approach for Strathcona County's provision of outdoor aquatic facilities. Approximately two-thirds (62%) showed a preference for small neighbourhood spray deck facilities.

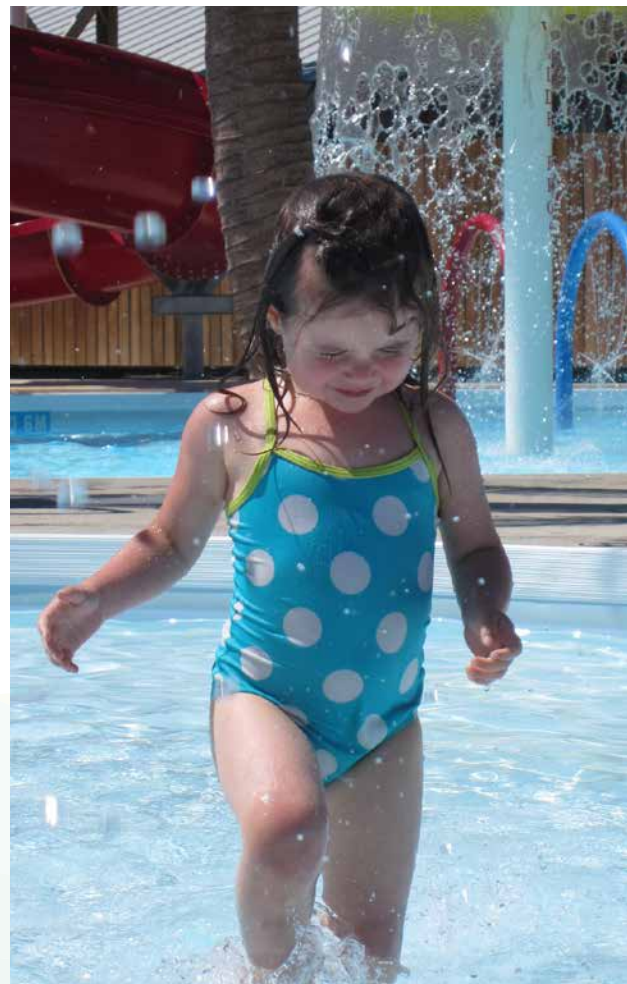
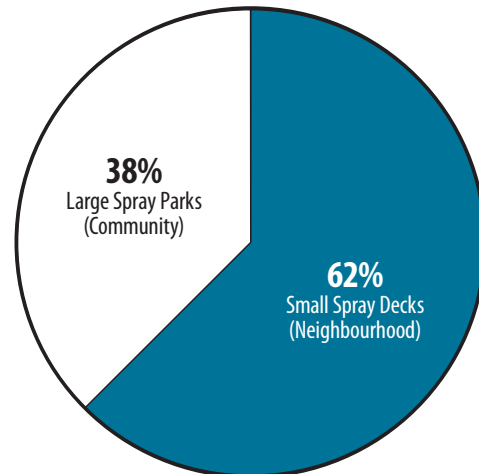
Respondents were asked to explain their responses. Comments from those who identified a preference for the **small spray decks** included the following.

- The larger spray parks can get very busy which makes it **difficult to watch/supervise children**; as well the younger **children can feel overwhelmed** there. The smaller spray decks are more relaxed and provide a more enjoyable time because of the reduced crowds.
- The neighbourhood spray decks enable people to **meet their neighbours**. They can serve a community building function.
- The small spray decks disbursed throughout the neighbourhoods **enable people to walk** rather than having to plan a larger event and drive.

Comments from those who identified a preference for the **large spray parks** included the following.

- Larger spray parks include more amenities and elements which keeps the children entertained longer.
- The larger parks are a better draw and thus **get better use** than would smaller decks.

Preference for Future Outdoor Aquatic Facilities



¹ Rural Living Days at the Strathcona Olympiette (June 11), the Farmers Market at the Strathcona County Community Centre (June 15), and the Ardrossan Picnic Parade (June 18).

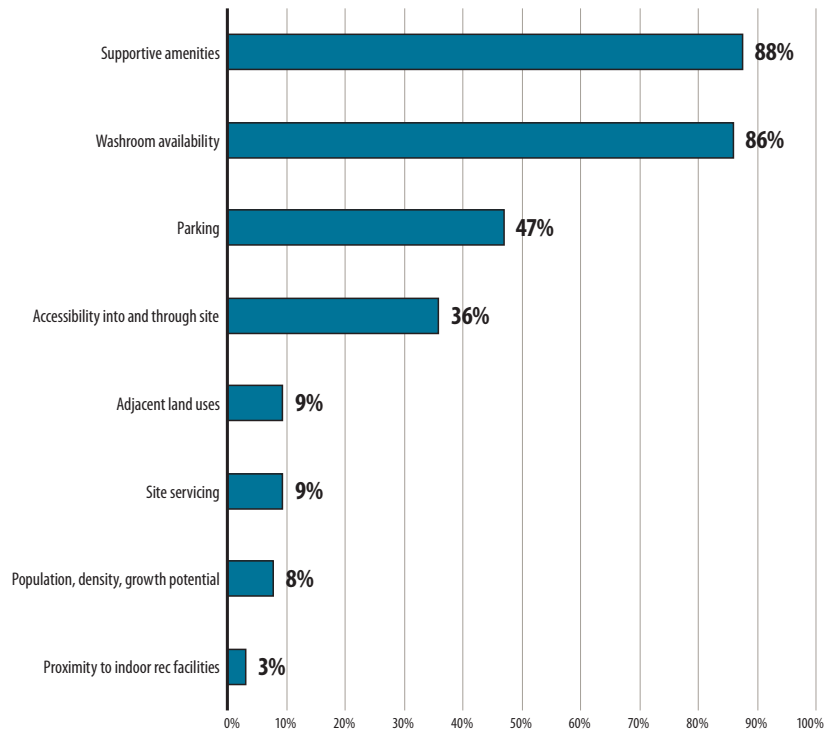
IMPORTANCE OF CRITERIA FOR POTENTIAL OUTDOOR AQUATIC SITES

Respondents were presented with a list of criteria that could be used when evaluating park sites for their potential as locations for outdoor aquatic facilities. From the list, respondents were asked to select those that are the most important. As illustrated in the graph, the top two most important criteria the park site should meet are supportive amenities such as playgrounds, trails, and shade (88%) and washroom availability (86%).

Finally, respondents were able to provide additional comments on the Outdoor Aquatic Spray Deck and Spray Park Strategy. The most cited comments are noted below.

- It is important to ensure that appropriate support amenities are included: shade, bathrooms, playground and enclosed areas (to keep children from wandering away).
- Separate areas are needed for young children and older children. Combining different age groups can be overwhelming for young children. As well, a separation will allow for more age appropriate amenities. Broadmoor Lake Spray Park is "too much" for small children.
- Adding an outdoor aquatic amenity in Ardrossan would be appropriate and appreciated.
- The site should have good visibility: that can make it more secure if more people can see what is happening. As well it should be structured so that a parent can view/supervise all elements from a single location (i.e. spray park and playground).

Most Important Criteria for Potential Outdoor Aquatic Sites



What We Heard Summary

Some key findings from the two different consultative mechanisms include the following.

- The existing outdoor aquatic facilities in Sherwood Park **are relatively well used**, particularly the Broadmoor Lake Spray Park and Clover Bar Ranch. **The amenities at each facility were identified as a main reason people used them.** Clover Bar Ranch was highly used as well because it is less busy than Broadmoor Lake Spray Park. Additionally, the availability of parking and the ability to walk to the spray parks/decks were also reasons for their high usage.
- The priority elements to include at outdoor aquatic facilities included: garbage/recycle bins; washrooms; shade; safety elements (e.g. fencing, rubberized surface); and parking.
- There were calls to **improve the existing network** of community spray decks. Many people prefer the notion of community outdoor aquatic facilities, however upgrades need to be made to the existing ones with many of the amenities as noted above. Some concerns were expressed with the use of volunteers to regulate the flow of water saying it is not timely or regular.
- **Additional outdoor aquatic facilities** were called for. Addressing upgrades with existing spray decks would align with this desire. As well the east side of Sherwood Park was cited as an area in need as was the rural areas of Strathcona County (Ardrossan was specifically identified several times).
- **The desire for larger community spray parks** was also stated. Larger spray parks could address some of the crowding that people expressed about the Broadmoor Lake Spray Park and Playground site in the short term.



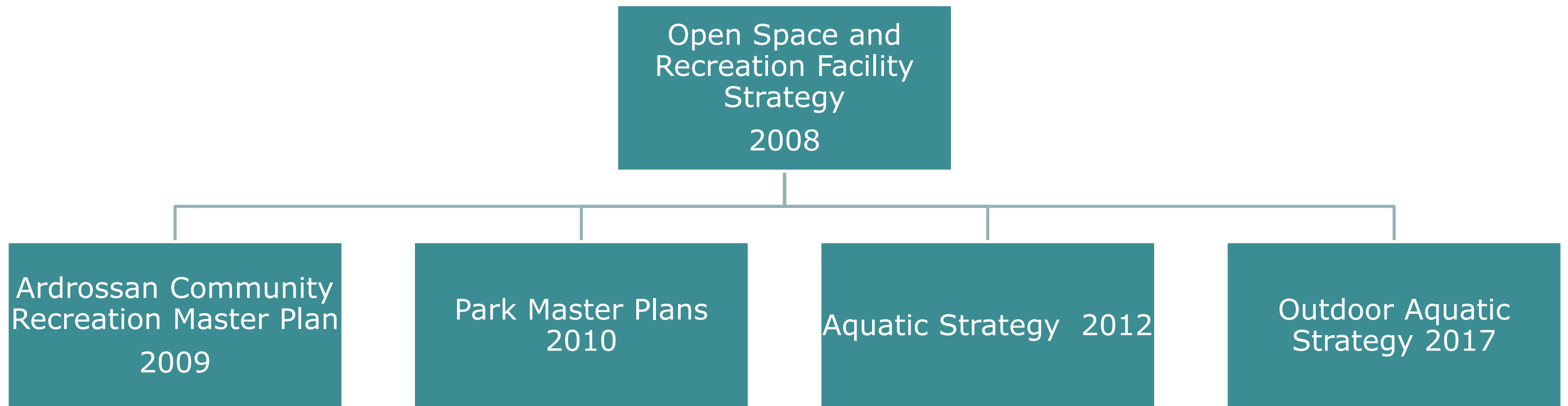


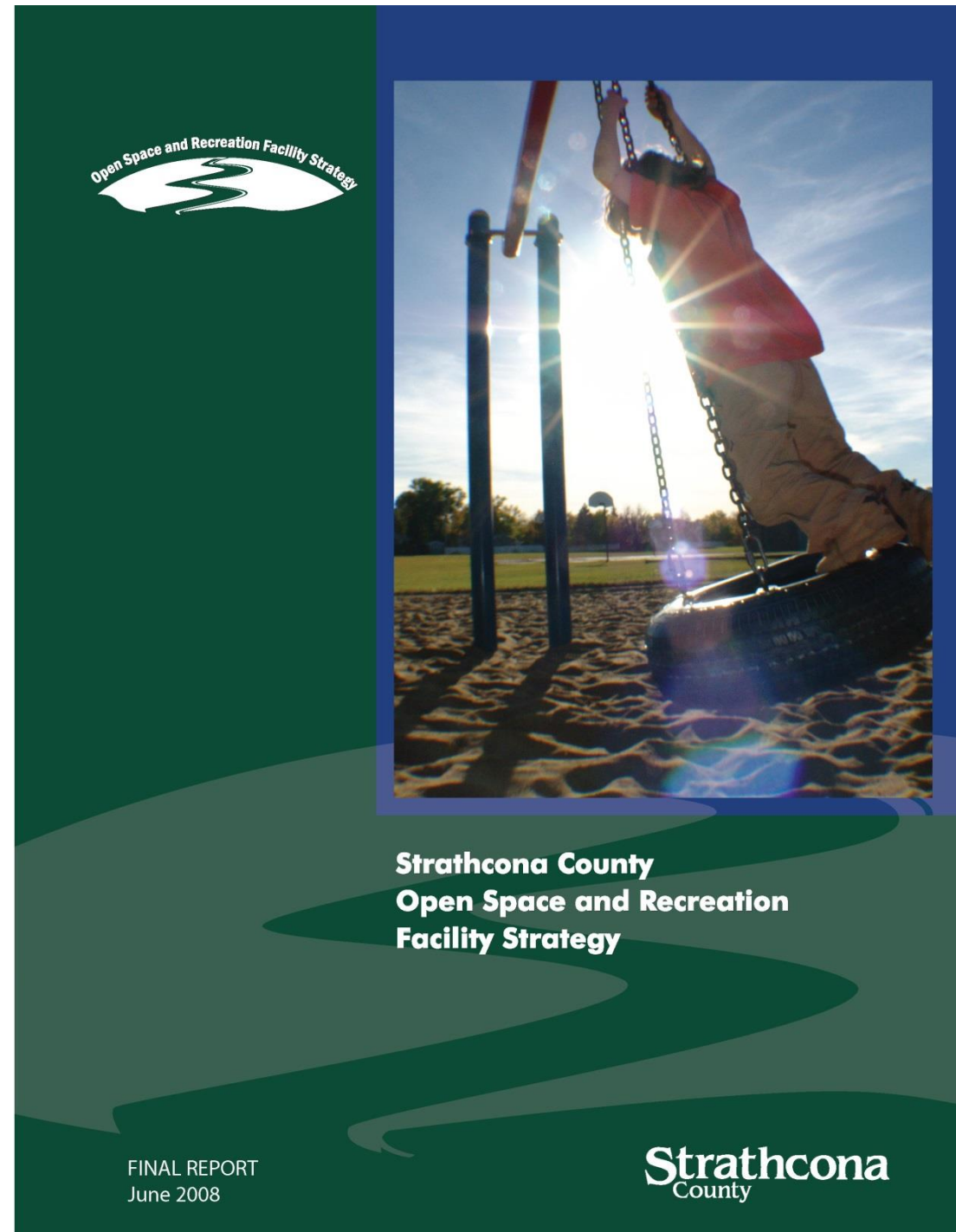


Outdoor Aquatic Spray Deck and Spray Park Strategy

February 21, 2017

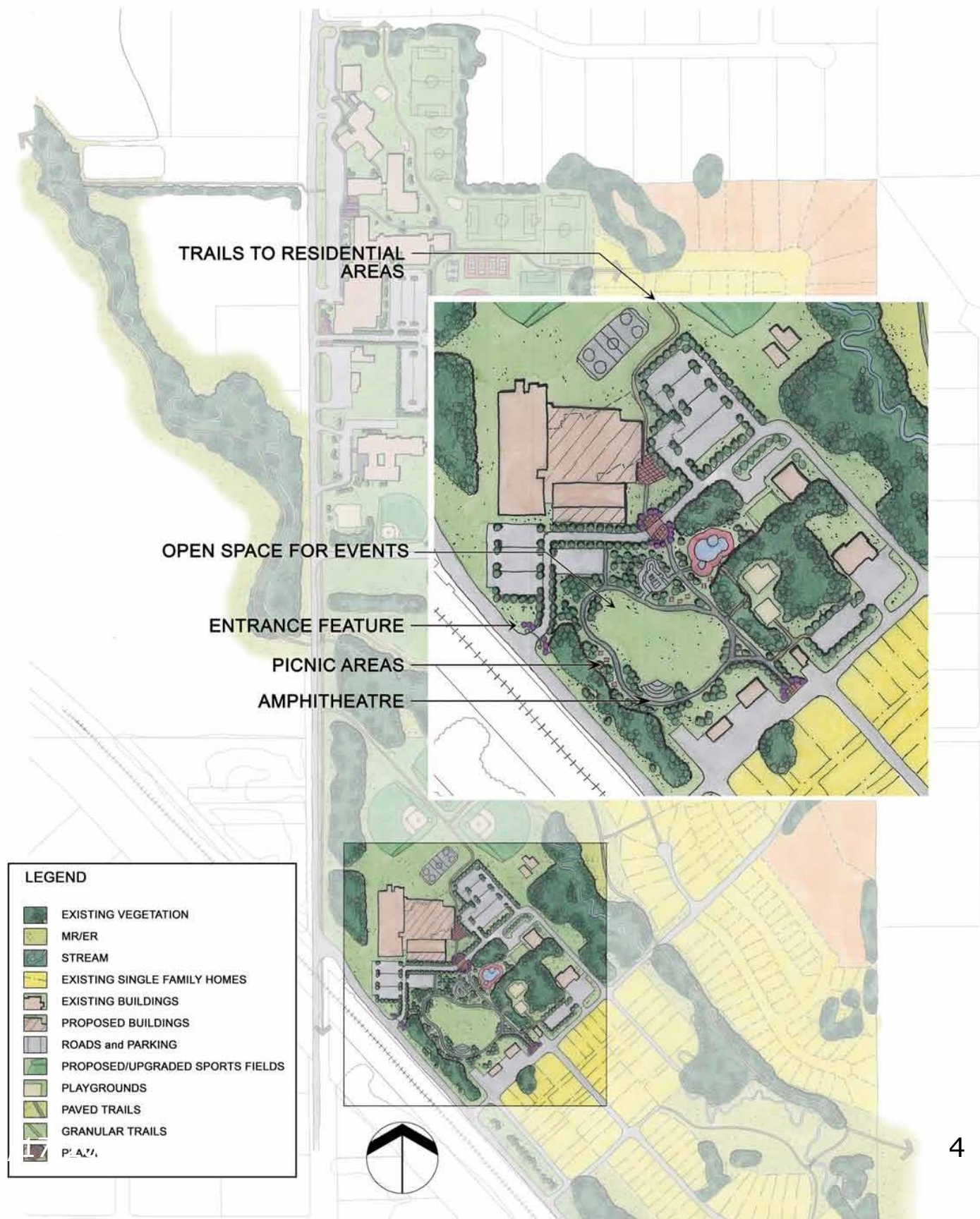
Background





Open Space and Recreation Facility Strategy (2008)

Ardrossan Community Recreation Master Plan (2009)





Strathcona
County

- Brentwood Park
- Kinsmen / Westboro Park
- Heritage Hills Park
- South Cooking Lake Park

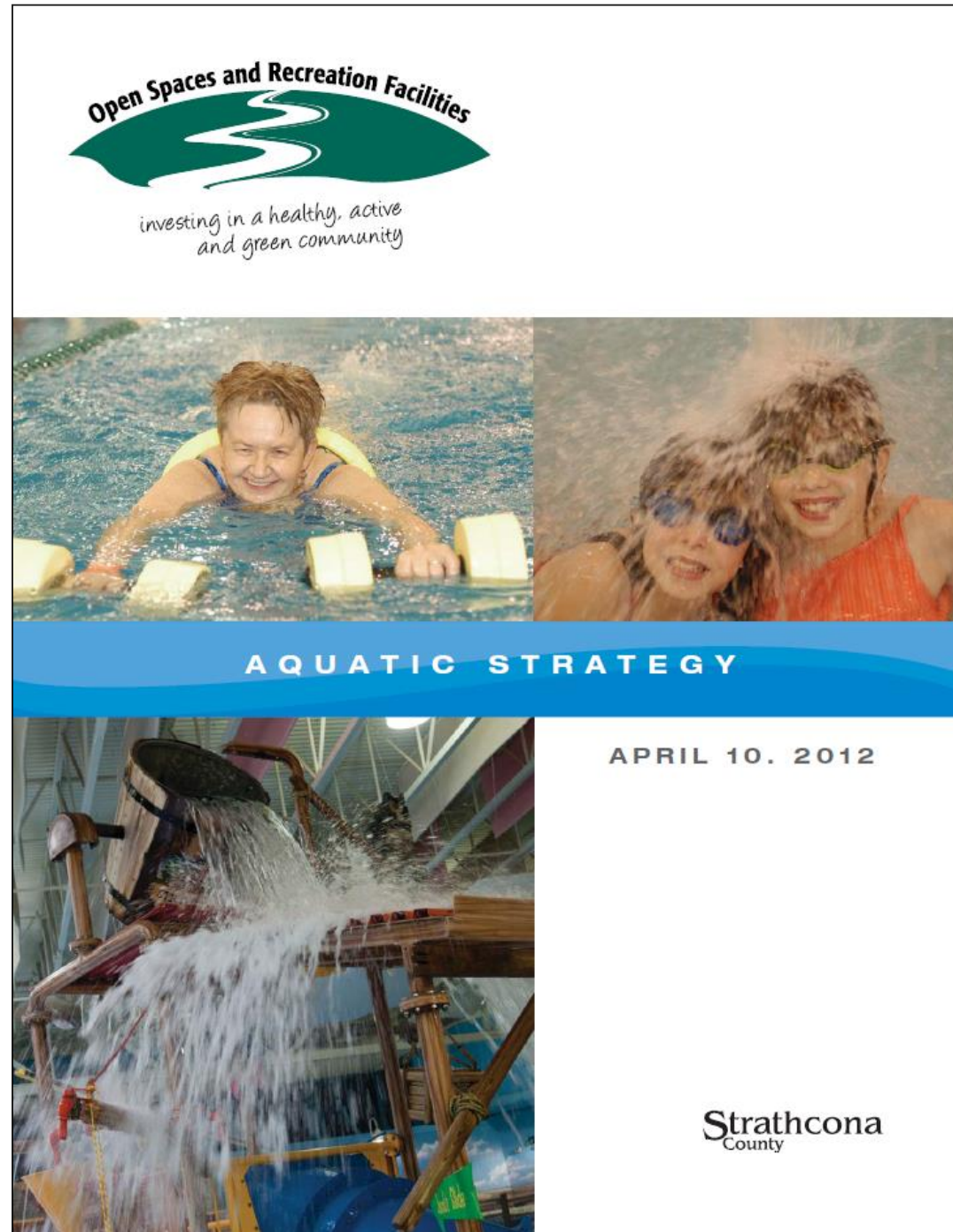
Park Master Plans Final Report

March 23, 2010



EIDOS

Park Master Plans (2010)



Aquatic Strategy (2012)

Outdoor Aquatic Spray Deck and Spray Park Strategy

- Phase 1 - Data gathering - Spring 2016
- Phase 2 - Public engagement - Summer 2016
- Phase 3 - Preliminary draft strategy - Summer 2016
- Phase 4 – Review draft two and three – Fall/Winter 2016
- Phase 5 – Final Strategy - 2017

Outdoor Aquatic Spray Deck and Spray Park Inventory

- Two non-operational outdoor spray decks (Village on the Lake Park, Clover Bar Junior High Park)
- Six operational outdoor spray decks and spray parks (Woodbridge Farms Park, Kinsmen Westboro Park, Brentwood Park, Granville Park, Clover Bar Ranch Park, Broadmoor Lake Park)



Aquatic Facility Locations

Indoor Aquatic Facilities

1. Millennium Place
2. Emerald Hills Leisure Centre
3. Kinsmen Leisure Centre

Outdoor Aquatic Spray Deck and Spray Park Facilities

1. Kinsmen Westboro
2. Village on the Lake
3. Woodbridge Farms
4. Clover Bar Junior High
5. Broadmoor Lake
6. Brentwood
7. Granville
8. Clover Bar Ranch

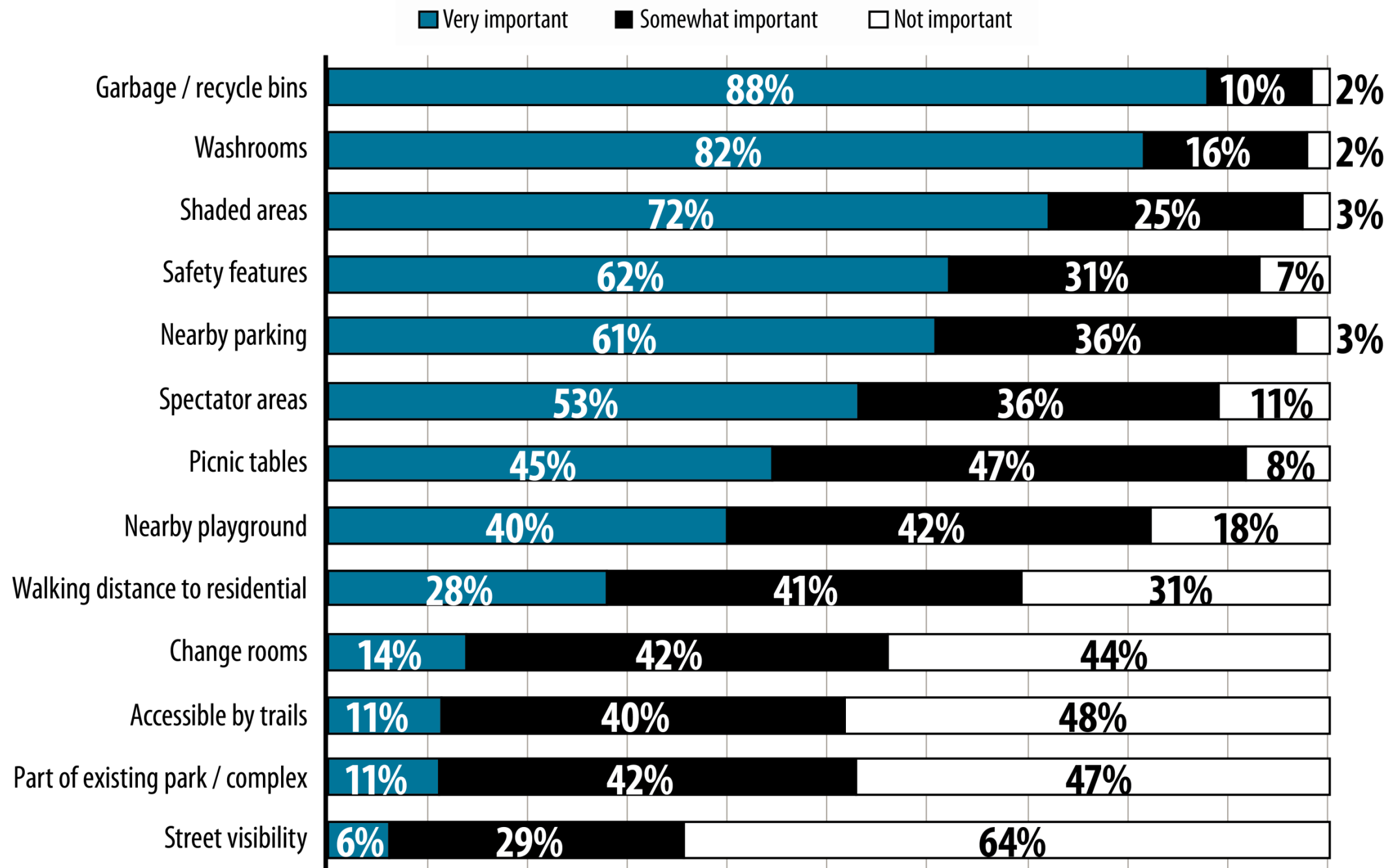
Public Engagement Feedback

- Older spray decks have little in the way of features. They need to be modernized.
- This would allow for better crowd-management at the Broadmoor Lake Spray Park location.
- The concrete surface is unsafe as are the water heads and the “box” in the middle. The surface needs to be changed and the areas need to be made safer.
- Washrooms are needed.
- There were a number of comments received about the challenges of having volunteers turn the water on. Having Strathcona County staff manage this, or having sensors or timed buttons, would enable use throughout the day rather than relying on a volunteer.

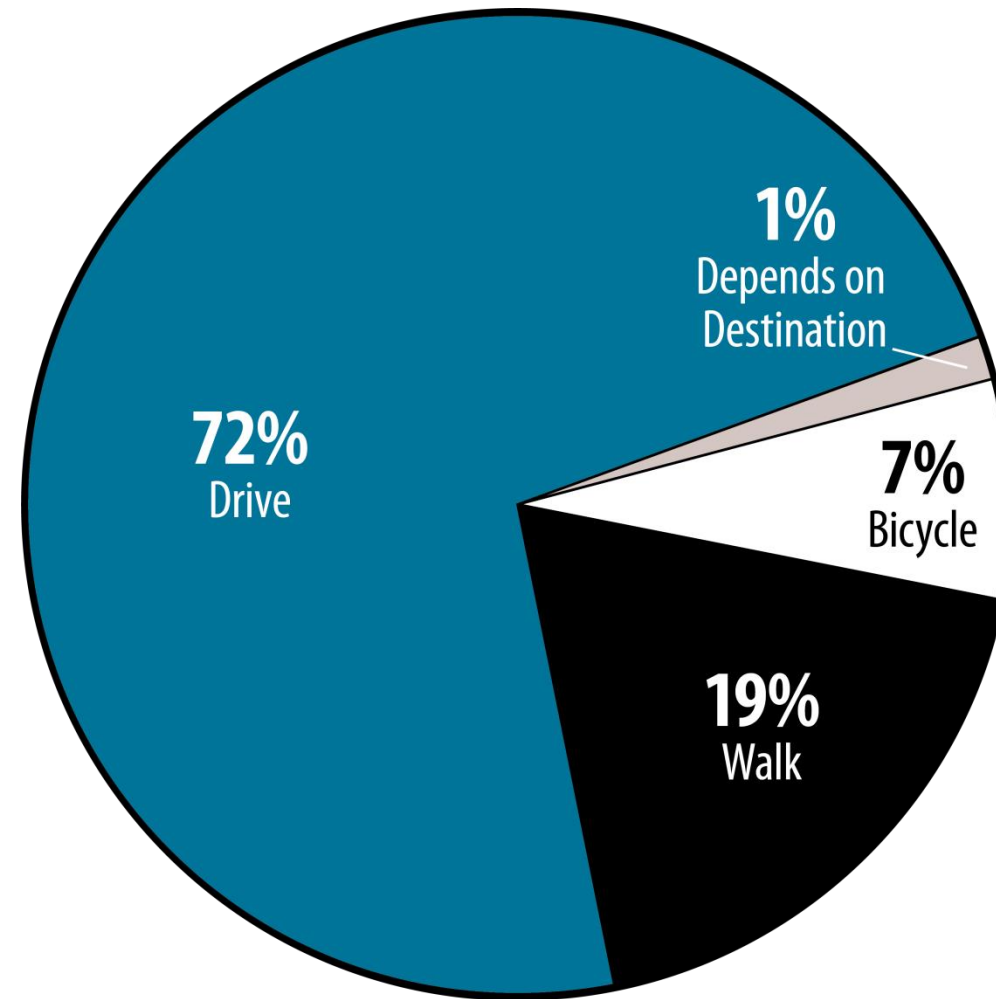
Public Engagement Feedback

- The existing outdoor aquatic facilities are very busy and overcrowded. Adding more facilities would help take the pressure off the existing sites.
- The population of the County is growing and there are a lot of children. Additional amenities are needed to accommodate this growing population.
- There were many calls to look beyond Sherwood Park for any new spray parks/decks. Rural residents would appreciate having better access to this amenity.
- A variety of neighbourhoods in Sherwood Park itself were identified as suggested future sites for any outdoor aquatic facility. Many of these are on the east side of Sherwood Park.

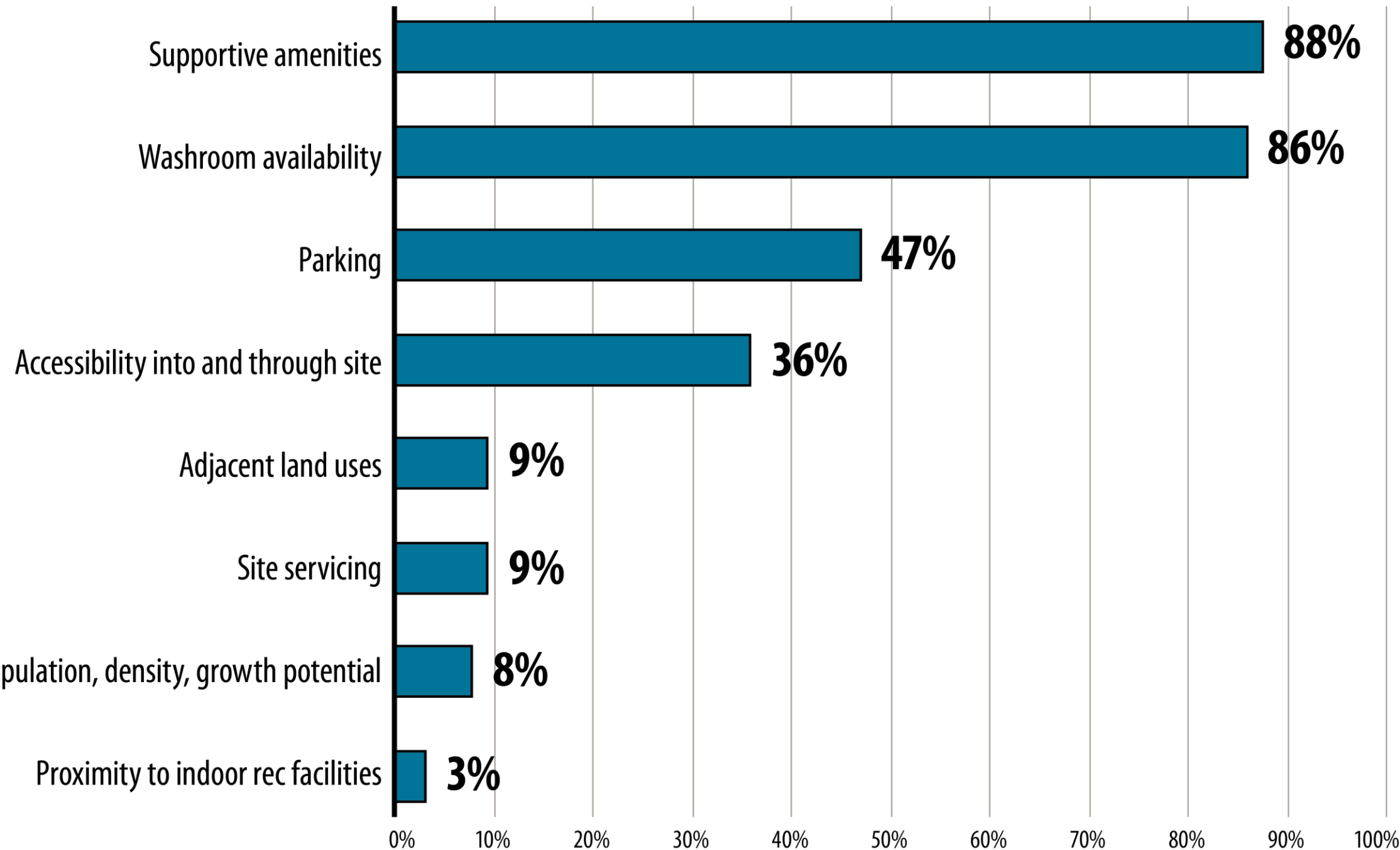
Importance of Amenities



Typical mode of transportation to outdoor aquatic spray deck and spray park facilities



What are the most important criteria for outdoor aquatic spray deck and spray park sites?



Guiding Principles

- Strathcona County will endeavor to provide outdoor aquatic spray deck and spray park facilities that are free and **accessible to all residents and visitors**.
- Strathcona County will consider outdoor aquatic spray deck and spray park facilities that **meet contemporary market expectations** related to the actual program area as well as complimentary amenities.
- Strathcona County will support investment in **environmentally friendly design and practice** where feasible.
- Strathcona County will strive to achieve **geographic balance** when providing current and future outdoor aquatic spray deck and spray park facilities based on need and demographic analysis.

Spray Deck



Spray Decks Design Standards

- Located in community or regional parks
- 200-300 square meters in size
- Drain to waste or store
- Higher operational costs/lower construction costs
- Water conservation occurs because
 - limited number of components to restrict water flow
 - not all components run at the same time
 - control systems can automatically turn on/off
- No supervision is required
- Require washrooms, parking, and shade at minimum
- Cost is estimated at a minimum of \$450,000 (costs do not include the supportive amenities that complement these facilities)
- Amenities are approximately 10% of the facility construction cost

Spray Park



Spray Parks Design Standards

- Located in regional parks, preferably at an indoor facility
- 500-700 square meters in size
- Recirculating water
- Lower operational costs/higher construction costs
- Water conservation occurs because
 - not all components run at the same time
 - control systems can automatically turn on/off
- Supervision/monitoring required
- Easier to provide supportive amenities (washrooms, picnic areas, parking, shade, lighting) as they often exist with indoor facilities
- Cost is estimated at a minimum of \$1,000,000 (costs do not include the supportive amenities that complement these facilities)
- Amenities are approximately 10% of the facility construction cost

Site Assessment Tool

- Metrics based on the following criteria:
 - Available Services – Water, sanitary and electrical
 - Site Characteristics – Park size and designation, population density in proximity to park, population age demographics in proximity to park, adjacent land uses, vehicle and pedestrian access, proximity to transit, existing facility, washroom availability, change room availability, parking, topography, and shade
 - Spatial Requirements – for overspray, seating, and structures

Recommendation

	Action	Conceptual Cost
Short Term 2017-2021	Decommission Village on the Lake and Clover Bar Junior High spray decks	\$40,000
	Design Ardrossan Park with outdoor aquatic facility	\$80,000
	Install re-circulating spray park and amenities at Ardrossan Recreation Centre	\$1,500,000
	Design and install spray deck and amenities in Sherwood Park (site as per assessment tool)	\$495,000
	Cost Estimates	\$2,115,000
Mid-Term 2022-2026	Decommission two older spray decks-sites as per assessment tool	\$40,000
	Design and install spray deck and amenities in Sherwood Park (site as per assessment tool)	\$495,000
	Cost Estimates	\$535,000
Long Term 2027-2032	Decommission two older spray decks-sites as per assessment tool	\$40,000
	Cost Estimates	\$40,000
	Total Cost Estimate	\$2,690,000

Questions

Bylaw 6-2017 (2017 Supplementary Assessment)**Report Purpose**

To give three readings to a bylaw authorizing a supplementary assessment for the 2017 taxation year.

Recommendation

1. THAT Bylaw 6-2017, a bylaw that authorizes a supplementary assessment, be given first reading.
2. THAT Bylaw 6-2017 be given second reading.
3. THAT Bylaw 6-2017 be considered for third reading.
4. THAT Bylaw 6-2017 be given third reading.

Council History

Council has passed a supplementary assessment bylaw annually since 1985.

Strategic Plan Priority Areas

Economy: Supplementary Assessment is a significant source of annual tax revenue.

Governance: Provides equitable taxation between existing and new properties.

Social: n/a

Culture: n/a

Environment: n/a

Other Impacts

Policy: n/a

Legislative/Legal: Section 313 of the *Municipal Government Act* gives Council the authority to pass a supplementary assessment bylaw annually, before May 1 of that year.

Interdepartmental: n/a

Summary

A supplementary assessment bylaw is required to levy property tax on buildings or machinery and equipment completed, or in operation during 2017. Supplementary assessment maintains assessment and tax equity between new and existing properties during the current tax year.

Communication Plan

Supplementary Assessment and Tax Notice

Enclosure

- 1 Bylaw 6-2017 (2017 Supplementary Assessment) (Document 9851833)

BYLAW 6-2017

2017 SUPPLEMENTARY ASSESSMENT BYLAW.

WHEREAS under section 313 of the *Municipal Government Act*, RSA 2000, C. M-26 (the "*Municipal Government Act*"), a municipality may authorize preparation of supplementary assessments on all improvements, for the purpose of imposing a tax within the same year;

Strathcona County Council enacts:

1. A supplementary assessment shall be prepared for all improvements in 2017 for the purpose of imposing a tax in the same year under Part 10 of the *Municipal Government Act*.
2. This Bylaw comes into effect after third reading and upon being signed.

First Reading: _____, 2017.

Second Reading: _____, 2017.

Third Reading: _____, 2017.

Mayor

Director, Legislative and Legal Services

Date Signed

Councillor Request Report

February 21, 2017

#	Elected Official Name	Subject	Req type	Meeting date	Due date	Resp Dept	2nd Dept	Request	Reponse date	Reponse	Status
115	HOWATT Carla	Provincial / CRB Priority List	Information	2016 12 13	2016 12 27	CCO	IPS	Please provide a detailed list of Strathcona County's prioritized asks of the province as well as a list of asks of the CRB to the province.			Outstanding
116	ANDERSON Dave	Emergency Equipment at County Facilities	Information	2017 01 24	2017 02 07	SCES		Please provide information on what has been done within the County to equip Emergency Response personnel and other County locations with overdosing kits and/ or training to help in overdose crisis with respect to drugs such as fentanyl.	08/02/2017	All RCMP members and SCES emergency staff have been trained and equipped to respond to overdose events of many types, including fentanyl. We are currently working to have all of our Enforcement Services team members trained specifically in the use of Naloxone by the end of February. Naloxone kits are now widely available in many locations (pharmacies and hospitals) free of charge across Alberta. We will continue to work with partners such as AHS and our local not for profit groups such as PEP to address this growing problem in our communities. Emergency services would not, however, be supportive of wider spread availability of this medication amongst our staff and in our facilities. If staff or community members believe they are witnessing an overdose, they are encouraged to call 911.	Complete
117	DELAINEY Linton	Collison Stats	Information	2017 02 14	2017 02 28	TAS		Please provide the number of collisions that have occurred on Highway 628/Township Road 522 between Highway 21 and Highway 216 in 2016.			
118	HOWATT Carla	Fire Season Monitoring	Information	2017 02 14	2017 02 28	SCES		Please provide a list of the 62 urban parks and reserves to be watched during fire season.			
119	BELAND-QUEST Fiona	Fabric Recycling	Information	2017 02 14	2017 02 28	UT		Please provide information on the cost of recycling fabric and if this is available in Alberta			