

## **COUNCIL MEETING AGENDA**

Date: **June 6, 2017**  
Call to Order: **9:00 a.m.**  
Open Session: **2:00 p.m.**  
Location: **Council Chambers**

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**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 2017 Capital Budget Amendment – Strategic Land Acquisition  
FOIP Section 24, advice from officials  
FOIP Section 25, economic interests of the municipality
  - 4.3 Bid Response to the Edmonton Airport for Water Distribution and Wastewater Systems Operations, Maintenance and Management  
FOIP Section 24, advice from officials  
FOIP Section 25, economic interests of the municipality
  - 4.4 Regional Smart Fare Project Funding Increase Request  
FOIP Section 16, trade secrets of third party  
FOIP Section 21, harmful to intergovernmental relations  
FOIP Section 24, advice from officials
  - 4.5 Annual CAO Evaluation – Discussion  
FOIP Section 17, harmful to personal privacy  
FOIP Section 24, advice from officials
  - 4.6 REVERT TO OPEN SESSION (Motion)
- 5. MOTIONS ARISING OUT OF IN CAMERA SESSION**
- 6. CONSENT AGENDA (Motion)**

<b>7.</b>	<b>CONFIRMATION OF MINUTES</b>	
7.1	May 23, 2017 Council Meeting Minutes	4 - 10
<b>8.</b>	<b>PROCLAMATIONS</b>	
<b>9.</b>	<b>COUNCIL PRIORITIES</b>	
9.1	Motion following Notice of Motion County Residential Sewage Handling Technologies	11
9.2	Bylaw 33 – 2017 - A Bylaw to Amend Bylaw 45-2016: 2017 Fees, Rates and Charges To amend Bylaw 45-2016: 2017 Fees, Rates and Charges for a change of two rates listed under Water Services.	12 - 15
<b>10.</b>	<b>TIME SPECIFIC AGENDA ITEMS</b>	
10.1	[2:30 p.m.] Annual Art Acquisition - 2017 To request Council's approval for acquisition of artworks as recommended by the jurors and supported by the members of Strathcona County's Art Collection Advisory Committee.  <b>External Presenter:</b> Wendy McPeak, Chair, Art Collection Advisory Committee	16 - 41
<b>11.</b>	<b>TRANSPORTATION AND AGRICULTURE SERVICES</b>	
11.1	2002, 2003, 2012, 2015 and 2017 Capital Budget Amendment – Centre in the Park To amend the 2002, 2003, 2012, 2015 and 2017 Capital Budgets to close outstanding components of the existing Centre in the Park (CITP) projects and approve a new consolidated CITP Development project which includes cost escalation and unforeseen development requirements.	42 - 50
<b>12.</b>	<b>FACILITY SERVICES</b>	
12.1	Municipal Policy GOV-002-036 Flag and Lighting Protocol (NEW) To seek Council's approval of Municipal Policy GOV-002-036.	51 - 55
<b>13.</b>	<b>CORPORATE PLANNING AND INTERGOVERNMENTAL AFFAIRS</b>	
13.1	Appointment of Elected Representative and Alternate Elected Representative to Edmonton Metropolitan Region Economic Development Entity. To approve an Elected Representative of Strathcona County and an alternate Elected Representative of Strathcona County to the Edmonton Metropolitan Region Economic Development Entity, as per the Articles of Association.	56 - 100

#### **14. PLANNING AND DEVELOPMENT SERVICES**

- |      |   |           |
|------|---|-----------|
| 14.1 | Rescind Policy SER-008-018 - New Development Major Entrance Features<br>To rescind Policy SER-008-018 for New Development Major Entrance Features.  | 101 - 104 |
| 14.2 | Bylaw 32-2017 Surface Drainage and Site Grading Bylaw (Replaces Bylaw 16-2009)<br>To give three readings to a bylaw that regulates and controls surface drainage and site grading on private and public lands within Strathcona County, and repeals Bylaw 16-2009.  | 105 - 119 |
| 14.3 | 2017 Capital Budget Amendment – Strategic Land Acquisition<br>To amend the 2017 Capital Budget to complete a Strategic Land Acquisition.  | 120       |
| 14.4 | Development Agreement for Ardrossan Heights Stage 3 (Ward 5)<br>To authorize the execution of a Development Agreement negotiated between County Administration and Ardrossan Land Corporation, subject to third reading of Bylaw 12-2017.   | 121 - 126 |
| 14.5 | Bylaw 12-2017 Map Amendment to Land Use Bylaw 6-2015 (Ward 5)<br>To give third reading to a bylaw that proposes to rezone approximately 2.91 hectares (7.20 acres) of land from AD-Agriculture/Future Development to R1B-Single Detached Residential B, R1C-Single Detached Residential C, R2A-Semi-Detached Residential, PU-Public Utilities, PC-Conservation and PR-Recreation in support of future residential development in Ardrossan Heights Stage 3 within the Hamlet of Ardrossan Area Structure Plan (ASP) area. | 127 - 133 |

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

- |      |   |           |
|------|---|-----------|
| 15.1 | Councillor Request Report<br>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. | 134 - 139 |
| 15.2 | Expenditure of Council Priority Funds Report<br>Strathcona Synatics Council Priority Fund Application   | 140 - 143 |
| 15.3 | Expenditure of Council Priority Funds Report<br>South Cooking Lake Council Priority Fund Application  | 144 - 147 |
| 15.4 | Expenditure of Council Priority Funds Report<br>Committee to Honour Dr. Herb Belcourt   | 148 - 150 |

#### **16. ADJOURNMENT**

## **COUNCIL MEETING MINUTES**

May 23, 2017

1:00 p.m. Call to Order/ Open Session  
Council Chambers

Members Present: Roxanne Carr, Mayor  
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 (present for items 8.2, 8.2.4, 8.3)  
Linton Delaine, Councillor Ward 6  
Bonnie Riddell, Councillor Ward 7  
Fiona Beland-Quest, Councillor Ward 8

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

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### **1. CALL TO ORDER**

Mayor Carr called the meeting to order at 1:02 p.m.

### **2. ADDITIONS / DELETIONS / CHANGES TO AGENDA**

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

### **3. ADOPT AGENDA**

**2017/ 212**

**Moved by:** B. Riddell

THAT the agenda for the May 23, 2017 Council meeting be adopted with the addition of the following in camera item as a time specific to follow item 8.2.3:

Legal Advice re meeting procedures – in camera pursuant to Section 27 of the Freedom of Information and Protection of Privacy Act.

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

**Carried**



#### **4. CONSENT AGENDA**

**2017/ 213**

**Moved by:** B. Riddell

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

##### **5.1**

##### **May 9, 2017 Council Meeting minutes**

THAT the minutes from the May 9, 2017 Council meeting be approved.

##### **5.2**

##### **May 12, 2017 Special Council Meeting minutes**

THAT the minutes from the May 12, 2017 Special Council Meeting be approved.

##### **9.1**

##### **2017 Capital Budget Amendment – North of Yellowhead Wastewater – Alberta Capital Region Wastewater Commission Cost Share**

THAT an amendment to the 2017 Capital Budget to add a new North of Yellowhead Wastewater – Alberta Capital Region Wastewater Commission (ACRWC) project in the amount of \$565,000 to leverage wastewater upgrades being performed by the ACRWC, with \$90,000 to be funded from Utilities Infrastructure Lifecycle Maintenance and Replacement Reserve (11.4440) and \$475,000 to be funded through third party contributions, be approved.

##### **12.2**

##### **Expenditure of Council Priority Funds Report**

##### **Glen Allan School Advisory Council**

THAT an expenditure of \$3,233.55 from Council Priority Funds as follows:

Councillor Vic Bidzinski - \$500.00

Councillor Dave Anderson - \$2,233.55

Councillor Brian Botterill - \$500.00

for the purpose of providing funds to Glen Allan School Advisory Council for costs associated with a "Buddy Bench", two folding tables, and 40 folding chairs, be approved.

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

**Carried**

#### **6. PROCLAMATIONS**

Recreation and Parks Month

June 2017

## **7. COUNCIL PRIORITIES**

### **7.1 Urban Chicken Pilot Project**

**2017/ 214**

**Moved by:** B. Botterill

THAT Administration publicly communicate the rationale for not proceeding with an urban chicken pilot project in Strathcona County.

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

**Carried**

**ACTION: Transportation and Agriculture Services/ Communications**

**DUE: Immediate**

## **10. PLANNING AND DEVELOPMENT SERVICES**

### **10.1 Bylaw 42-2016 Map Amendment to Land Use Bylaw 6-2015 (Ward 5)**

ABSTENTION: Pursuant to s. 184(a) of the Municipal Government Act, and the Meeting Procedures Bylaw, Councillors Bidzinski, Botterill and Anderson abstained from the discussion and vote on Bylaw 42-2016 because they were absent from the Public Hearing on the Bylaw. Councillors Bidzinski, Botterill and Anderson left the meeting and rejoined following the votes on the bylaw.

**2017/ 215**

**Moved by:** B. Riddell

THAT Bylaw 42-2016 be amended by adding:

"2. That Rural Area Maps R15 and R16 be amended to reflect the change set out in Section 1 of this bylaw."

In Favor (5): R. Carr, C. Howatt, L. Delaine, B. Riddell, and F. Beland-Quest

Abstain (3): V. Bidzinski, D. Anderson, and B. Botterill

**Carried**

**2017/ 216**

**Moved by:** L. Delaine

THAT Bylaw 42-2016, a bylaw that proposes to rezone approximately 62 hectares (153 acres) of land in the NE 25-53-22-W4 from AG-Agriculture: General to RS-Small Holdings, RA-Rural Residential/Agriculture and PC-Conservation, be given third reading as amended.

In Favor (4): R. Carr, C. Howatt, L. Delaine, and F. Beland-Quest

Opposed (1): B. Riddell

Abstain (3): V. Bidzinski, D. Anderson, and B. Botterill

**Carried**

## **11. CHIEF FINANCIAL OFFICER'S DIVISION**

### **11.1 Corporate Systems and Organizational Transformation**

**2017/ 217**

**Moved by:** C. Howatt

THAT the Integrated Core Systems project in the amount of \$4,521,000 to be funded from reserves (1.3773 and 1.3769) and;

THAT the Organizational Transformation project in the amount of \$2,393,000 to be funded from reserves (1.3773 and 1.3769), be approved.

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

**Carried**

## **8. TIME SPECIFIC AGENDA ITEMS**

### **8.1 Social Framework Renewal**

**External Presenters:**

Constable Chantelle Kelly, Community Policing and Media Liaison RCMP, Strathcona County  
Lorraine Court, Director of Inclusive Learning Services, Elk Island Catholic Schools

Pat Vargas, Executive Director, A Safe Place

Sandra Stoddard, Associate Superintendent, Elk Island Public Schools

Sharon Siga, CEO, Strathcona County Library

Dave Anderson left the meeting at 3:32 pm.

**2017/ 218**

**Moved by:** F. Beland-Quest

THAT the Social Framework – A Platform to Unlock the Ingenuity of the Community, as set out in Enclosure 2 of the May 23, 2017 Family and Community Services report, be approved.

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

**Carried**

## **12. COUNCILLOR REQUESTS (INFORMATION REQUESTS AND NOTICES OF MOTION)**

### **12.1 Councillor Request Report**

<b>Ward</b>	<b>Category</b>	<b>Request</b>	<b>Department</b>	<b>Due Date</b>
1 V. Bidzinski	Information Request	<b>Residential Street Cleaning</b> Please provide information on signage and enforcement of signage for vehicles to be moved before the spring street cleaning.	<b>ACTION:</b> Transportation and Agriculture Services	<b>DUE:</b> June 6, 2017

6 P. Smith/ 2 B. Botterill		<p>Councillor Botterill SERVED the following Notice of motion to be presented for debate and vote at the June 6, 2017 Council Meeting:</p> <p>THAT Administration prepare a report for Council on:</p> <ul style="list-style-type: none"> <li>- new technologies for Country Residential Sewage handling</li> <li>- expected technological advancements in the near future for decentralized wastewater treatment</li> <li>- cost comparisons, performance efficiencies and expected environmental benefits of decentralized vs centralized wastewater treatment</li> <li>- estimated lifecycle cost to utility ratepayers of decentralized vs centralized treatment options for Country Residential development</li> <li>- impacts of potential future regulatory requirements on methodology of treatment, not limited to but including ground water quality and effluent quality standards</li> <li>- estimate of capital cost per average new county residential lot</li> <li>- where does the environmental liability and enforcement of water quality standards lie</li> <li>- recommendation regarding the MDP requirement for the connection of new Country Residential developments to Strathcona County's wastewater system when considering the above analysis.</li> </ul>	<b>ACTION:</b> Office of the Elected Officials	<b>DUE:</b> June 6, 2017
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Paul Smith joined the meeting at 4:50 pm.

#### **2017/ 219**

**Moved by:** B. Riddell

THAT Council meet in private to discuss matters protected from disclosure under the Freedom of Information and Protection of Privacy (FOIP) Act pursuant to sections 24 and 27 at 4:51 p.m.

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

**Carried**

#### **2017/ 220**

**Moved by:** C. Howatt

THAT Council revert to open session at 4:59 p.m.

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

**Carried**

## **8. TIME SPECIFIC AGENDA ITEMS**

### **8.2 PUBLIC HEARINGS**

**2017/ 221**

**Moved by:** B. Riddell

THAT Items 8.2.1, 8.2.2 and 8.2.3 be postponed to the June 20, 2017 Council meeting to be dealt with at 5:00 pm and that Administration re-advertise the public hearings.

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

**Carried**

**ACTION: Planning and Development Services/ Legislative and Legal Services**

**DUE: Immediate**

#### **8.2.4 IN CAMERA SESSION**

**2017/ 222**

**Moved by:** C. Howatt

THAT Council meet in private to discuss matters protected from disclosure under the Freedom of Information and Protection of Privacy (FOIP) Act pursuant to section 27 at 5:51 p.m.

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

**Carried**

**2017/ 223**

**Moved by:** F. Beland-Quest

THAT Council revert to open session at 6:40 p.m.

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

**Carried**

### **8.3 PUBLIC HEARINGS**

**2017/ 224**

**Moved by:** B. Botterill

THAT:

1. a Council meeting be held at 7:00 p.m. on June 13, 2017;
2. item 8.3.1 – Municipal Development Plan Bylaw 20-2017 be postponed to the June 13, 2017 Council meeting to be dealt with at 7:00 p.m.; and
3. Administration re-advertise the public hearing on the Municipal Development Plan Bylaw 20-2017.

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

**Carried**

**ACTION: Planning and Development Services/ Legislative and Legal Services**

**DUE: Immediate**

**13. ADJOURNMENT**

The Mayor declared the meeting adjourned at 7:13 p.m.

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Mayor

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Director, Legislative & Legal Services

**Motion following Notice of Motion**

## County Residential Sewage Handling Technologies

THAT Administration report to Council on the following:

- New technologies for Country Residential Sewage handling;
- Expected technological advancements in the near future for decentralized wastewater treatment;
- Cost comparisons, performance efficiencies and expected environmental benefits of decentralized vs centralized wastewater treatment;
- Estimated lifecycle cost to utility ratepayers of decentralized vs centralized treatment options for Country Residential development;
- Impacts of potential future regulatory requirements on methodology of treatment, not limited to but including ground water quality and effluent quality standards;
- Estimate of capital cost per average new county residential lot;
- Where does the environmental liability and enforcement of water quality standards lie;
- Recommendation regarding the MDP requirement for the connection of new Country Residential developments to Strathcona County's wastewater system when considering the above analysis.

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**Bylaw 33 – 2017 - A Bylaw to Amend Bylaw 45-2016: 2017 Fees, Rates and Charges****Report Purpose**

To amend Bylaw 45-2016: 2017 Fees, Rates and Charges for a change of two rates listed under Water Services.

**Recommendation**

1. THAT Bylaw 33-2017, a bylaw to amend Bylaw 45-2016: 2017 Fees, Rates and Charges, be given first reading.
2. THAT Bylaw 33-2017 be given second reading.
3. THAT Bylaw 33-2017 be considered for third reading.
4. THAT Bylaw 33-2017 be given third reading.

**Council History**

December 13, 2016 – Council approved Bylaw 45-2016 which set out the 2017 Fees, Rates and Charges.

April 25, 2017 - Council approved: THAT Administration prepare proposed amendments to the Fees, Rates and Charges bylaw 45-2016 so that multi-tenant residential 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 second quarter of 2017.

**Strategic Plan Priority Areas**

**Economy:** n/a

**Governance:** The 2017 Fees, Rates and Charges contribute towards sustainable fiscal management and support the 2017 Operating Budget for the provision of Municipal, Utility and Library services.

**Social:** n/a

**Culture:** n/a

**Environment:** n/a

**Other Impacts**

**Policy:** n/a

**Legislative/Legal:** Section 8(c)(i) of the Municipal Government Act, R.S.A. 2000, c. M-26 allows for the establishment of various fees and charges by bylaw or by resolution.

**Interdepartmental:** Financial Services, Legislative and Legal Services, Utilities

**Summary**

This amending bylaw is intended to exempt multi-tenant residential properties from the private hydrant inspection annual fee as per Council direction, which will reduce Utilities 2017 revenue by approximately \$14,000. When the 2018 budget is developed, it may be necessary to adjust the fixed rate charges in other customer classes in order to compensate for this lost revenue stream.

**Communication Plan**

Strathcona County website

**Enclosures**

- 1 Bylaw 33-2017 (including Schedule B amended page 128)
- 2 Bylaw 45-2016: 2017 Fees, Rates and Charges (page 128 existing)



**BYLAW 33-2017**

**A BYLAW OF STRATHCONA COUNTY IN THE PROVINCE OF ALBERTA TO AMEND THE FEES, RATES AND CHARGES BYLAW 45-2016.**

WHEREAS:

The Municipal Government Act, R.S.A. 2000, c. M-26, (hereinafter referred to as "the Act"), as amended, provides that a municipality may pass bylaws for municipal purposes respecting services provided by the municipality; and

The Act provides for the establishment of fees for licenses, permits and approvals by bylaw; and

Council passed Bylaw 45-2016 to establish fees, rates and charges for 2017; and

It is deemed necessary to amend the Fees, Rates and Charges Bylaw;

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

1. That Schedule A of Bylaw 45-2016 be amended by deleting page 128 and replacing it with page 128 as attached as Schedule B to this bylaw.
2. This Bylaw comes into effect after third reading and upon being signed.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Read a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
DIRECTOR  
Legislative & Legal Services

Date Signed: \_\_\_\_\_



Strathcona County  
2017 Fee Schedule

Program	2017 FEE before GST	2016 FEE before GST	Date of Implementation	GST Exempt
WATER SERVICES				
<b><u>Special Services</u></b>				
Construction Water Charge for R1 and R2 - Per Lot	\$250.00	\$250.00	Jan.14	Exempt
Commercial / Industrial - Based on Permit Value Per \$1,000 (Maximum Permit Value of \$500,000)	\$2.50	\$2.50	Jan.14	Exempt
Development Water Charge - Per Hectare	\$752.00	\$752.00	Jan.11	Exempt
Request for Meter Calibration Testing - Per Test	Contract rate	Contract rate	Jan.07	
Thawing of Water Service Lines - Per Hour (after hours)	\$277.71	\$277.71	Jan.16	
Water Hauling - Key Lock Deposit - Per Card	\$25.00	\$25.00	Apr.91	Exempt
Special Meter - Per Reading	\$35.00	\$35.00	Jan.12	Exempt
Multi - Tenant Private Hydrant Inspection - Per Year	N/A	\$80.00	Jun.17	
Commercial and Light Industrial Private Hydrant Inspection - Per Year	\$80.00	\$80.00	Jun.17	
Request for closure of curb cock - Per Request	\$75.00	\$75.00	Jan.16	
Hydrant Flow Testing - Per Test	\$500.00	\$500.00	Jan.07	
Leak Detection - Per Hour				
Regular Hours	\$184.75	\$184.75	Jan.16	
After Hours	\$369.50	\$369.50	Jan.16	
Irrigation Meter Deposit (Non-Interest Bearing)	\$2,500.00	\$1,200.00	Jan.17	Exempt
Irrigation Meter Rental - Per Season	\$150.00	\$110.00	Jan.17	Exempt



# Strathcona County 2017 Fee Schedule

Program	2017 FEE before GST	2016 FEE before GST	Date of Implementation	GST Exempt
WATER SERVICES				
<b><u>Special Services</u></b>				
Construction Water Charge for R1 and R2 - Per Lot	\$250.00	\$250.00	Jan.14	Exempt
Commercial / Industrial - Based on Permit Value Per \$1,000 (Maximum Permit Value of \$500,000)	\$2.50	\$2.50	Jan.14	Exempt
Development Water Charge - Per Hectare	\$752.00	\$752.00	Jan.11	Exempt
Request for Meter Calibration Testing - Per Test	Contract rate	Contract rate	Jan.07	
Thawing of Water Service Lines - Per Hour (after hours)	\$277.71	\$277.71	Jan.16	
Water Hauling - Key Lock Deposit - Per Card	\$25.00	\$25.00	Apr.91	Exempt
Special Meter - Per Reading	\$35.00	\$35.00	Jan.12	Exempt
Private Hydrant Maintenance - Per Year	\$80.00	\$80.00	Jan.14	
Request for closure of curb cock - Per Request	\$75.00	\$75.00	Jan.16	
Hydrant Flow Testing - Per Test	\$500.00	\$500.00	Jan.07	
Leak Detection - Per Hour				
Regular Hours	\$184.75	\$184.75	Jan.16	
After Hours	\$369.50	\$369.50	Jan.16	
Irrigation Meter Deposit (Non-Interest Bearing)	\$2,500.00	\$1,200.00	Jan.17	Exempt
Irrigation Meter Rental - Per Season	\$150.00	\$110.00	Jan.17	Exempt

**Annual Art Acquisition - 2017**
**Report Purpose**

To request Council's approval for acquisition of artworks as recommended by the jurors and supported by the members of Strathcona County's Art Collection Advisory Committee.

**Recommendation**

1. THAT the acquisition of the following artwork, as recommended by the Art Collection Advisory Committee, be approved.

<b>Title</b>	<b>Media</b>	<b>Artist</b>
Melt	Torn paper collage	Reyna Dye-Baillie
Cloud Illusions	Woodcut Print	Richard Borowski
Home Remedies	Fibre	Sharon Willas Rubuliak
And Still Somehow	Collage, beeswax and resin on panel	Robin Smith Peck
Magpie, oh Magpie	Oil on canvas	Crystal Driedger
Moose	Mixed Media	Glen Ronald
Merle	Colour reduction woodcut print	Genevieve St-Pierre
Aviator – Ode to the Bush Pilot	Metal, acrylic on canvas	Brian Litwin
Solar Eclipse – Alberta 2014	Metal, acrylic on canvas	Brian Litwin
Slow Motion	Resin/mixed media	Caylan Young

2. THAT acceptance of the one year loan of the following artwork by youth, as recommended by the Art Collection Advisory Committee, be approved:

<b>Title</b>	<b>Media</b>	<b>Artist</b>
Blues	Paint	Camryn McCullough
(Non)conformity	Sculpture	Jessica Moscicki
Kwang Soo	Coloured pencil	Kaitlyn Szymanski
Tropical Gold	Oil pastel	Kassia Hurlburt
Fox and Chick	Scratchboard	Katelynn Vaughan
Streetlight Vibes	Oil pastel	Lily Tamboline
Trump	Mixed media	Madison Duiker
Uknown	Photography	Raeleigh Anderson
Freckled Girl	Graphite	Sarah Richards
"If your heart is broken, make art with the pieces"	Acrylic//mixed media	Taylor Franz

## **Council History**

October 20, 1987 – Council approved the Terms of Reference for the Strathcona County Permanent Art Collection Committee (Resolution #1097/87). The Committee has made recommendations to Council annually for the purchase of artworks.

July 8, 2014 – Council approved the Strathcona County Public Art Plan. Thereafter, the Permanent Art Collection Committee is known as the Art Collection Advisory Committee.

## **Strategic Plan Priority Areas**

**Economy:** The 2017 operating budget allocates funds for the Annual Art Acquisition Program and associated supplies.

**Governance:** n/a

**Social:** Quality of life is enhanced through the acquisition, display and promotion of visual art.

**Culture:** Our art collection adds to our creative, vibrant community.

**Environment:** Artworks can impact or reflect our environment.

## **Other Impacts**

**Policy:** Cultural Services Policy SER-011-012, Strategy #4 Public Art Plan approved by Council July 8, 2014. Annually, Council approves new acquisitions for the Strathcona County art collection.

**Legislative/Legal:** n/a

**Interdepartmental:** n/a

## **Summary**

The function of the Art Collection Advisory Committee is to acquire art for Strathcona County's art collection. The Committee also makes recommendations on how and where the art should be displayed and maintained.

Through the annual budget process, Council approved \$10,609 for the 2017 art purchase program. This year all youth artwork will be on loan so the total expense of \$10,010 is based on adult artwork purchases.

On Thursday, June 8, 2017, the recommended artists will attend an unveiling ceremony of their work at Gallery@501. The selected works will hang in the Artrium for one year; they will be located on the south wall to reduce the sun exposure on the art.

## **Communication Plan**

Media Release

## **Enclosure**

Encl 1 2017 Art Acquisition – Jurors

Encl 2 2017 Recommended Art Acquisitions Presentation

**2017 Art Acquisition - Jurors**

1. Michelle Schultz (Director, dc3 Art Projects)
2. Sherri Shorten (Architect and artist)
3. Jessica Telford (Marketing and Feature Gallery Coordinator, Alberta Craft Council)

# 2017 Recommended Art Acquisitions

Recreation, Parks and Culture  
June 6, 2017

# Our Collection

- Acquisitions  
241 Artworks
- Youth Art  
43 Artworks
- Total:  
284 Artworks

In addition, the Collection has 36 pieces of major public art.



# 2017 Artwork Submissions

- Adult Category
  - 131 artworks were submitted
  - 10 artworks are recommended for acquisition
- Youth Category
  - 58 artworks were submitted
  - 10 artworks are recommended as loans

# **“Melt”**

***Reyna Dye-Baillie***  
**Torn Paper Collage**





**“Magpie, oh Magpie”**  
*Crystal Driedger*  
*Oil on Canvas*



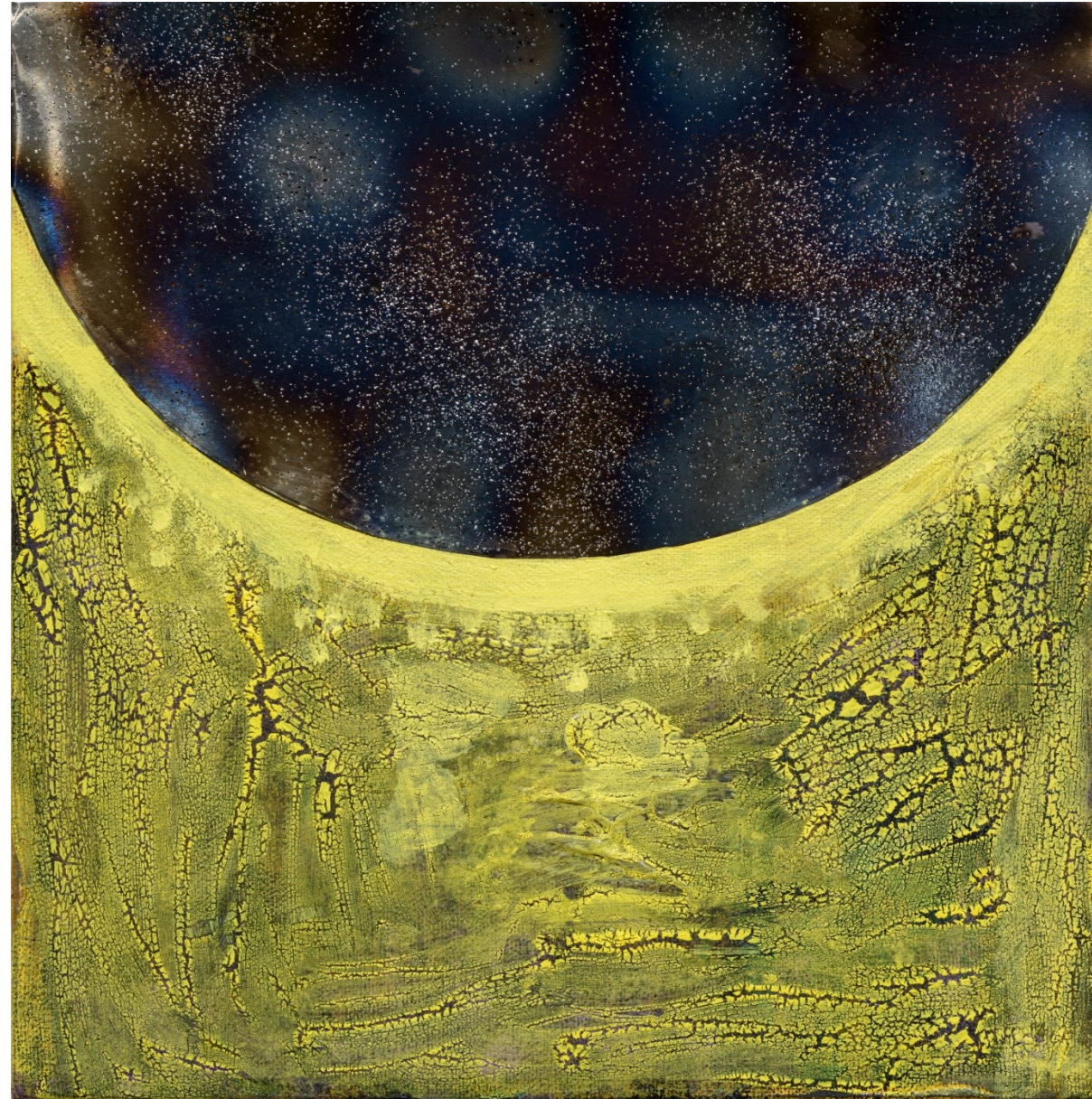


**“Aviator – Ode to the Bush Pilot”**  
*Brian Litwin*  
**Metal, Acrylic on Canvas**





**“Solar Eclipse – Alberta 2014”**  
*Brian Litwin*  
**Metal, Acrylic on Canvas**





# **"Moose"**

***Glen Ronald***

## **Mixed Media**





**“And Still Somehow”**  
***Robin Smith Peck***  
**Collage, Beeswax and Resin on Panel**





**“Slow Motion”**  
*Caylan Young*  
**Resin/Mixed Media**





# **"Cloud Illusions"**

***Richard Borowski***

## **Woodcut Print**





**"Merle"**  
***Genevieve St-Pierre***  
***Colour Reduction Woodcut Print***



**"Blues"**  
*Camryn McCullough*  
**Paint**





**“(Non)conformity”**  
***Jessica Moscicki***  
**Sculpture**





**“Kwang Soo”**  
***Kaitlyn Szymanski***  
**Coloured pencil**





**“Tropical Gold”**  
***Kassia Hurlburt***  
**Oil pastel**





**“Fox and Chick”**  
***Katelynn Vaughan***  
**Scratchboard**





**“Streetlight Vibes”**  
*Lily Tamboline*  
**Oil pastel**





**“Trump”**  
***Madison Duiker***  
**Mixed media**





# **“Unknown”**

## ***Raeleigh Anderson***

### **Photography**





**“Freckled Girl”**  
***Sarah Richards***  
**Graphite**





**“If your heart is broken,  
make art with the pieces”**

***Taylor Franz***

**Acrylic/mixed media**

# Questions?

# Thank You

**2002, 2003, 2012, 2015 and 2017 Capital Budget Amendment – Centre in the Park****Report Purpose**

To amend the 2002, 2003, 2012, 2015 and 2017 Capital Budgets to close outstanding components of the existing Centre in the Park (CITP) projects and approve a new consolidated CITP Development project which includes cost escalation and unforeseen development requirements.

**Recommendation**

1. THAT an amendment to the 2002, 2003, 2012, 2015 and 2017 Capital Budgets to close the Centre in the Park projects as set out in Enclosure 2 of the June 6, 2017 Transportation and Agriculture Services report in the total amount of \$2,522,967, and to release the remaining funding commitments of \$293,200 to the Municipal Projects Reserve (1.3773) and \$151,176 to the Storm Water Management Reserve (11.4440.1) be approved; and
2. THAT an amendment to the 2017 Capital Budget to create a new consolidated Centre in the Park Development project, which includes cost escalation and unforeseen development requirements, in the amount of \$4,500,000 to be funded from the Municipal Projects Reserve (1.3773) be approved.

**Council History**

May 9, 2017	Council approved: THAT an amendment to the 2002 Capital Budget for a change in funding for the Centre in the Park project to forego repayment in the amount of \$3,120,742 from land sale revenue for interim funding of \$820,742 from the Municipal Projects reserve (1.3773) and \$2,300,000 from the Internal Financing reserve (1.3776) be approved.
November 28, 2016	Council approved: THAT the 2017 Consolidated Capital Budget as set out in Enclosure 1, Section 5 on the November 18, 2016, Council Budget Meeting Agenda, be approved.
December 9, 2014	Council approved: THAT the 2015 Consolidated Capital Budget for Municipal, Utility and Library Operations (Enclosure IV) be approved.
August 28, 2012	Council approved: THAT Council amend the 2012 Capital Budget to install utility infrastructure that includes manholes and catch basins with underground connections for Centre in the Park, in the amount of \$162,000 to be funded from the Utility Operations Capital Asset Management Reserve (1.4440).
December 13, 2011	Council approved: THAT the 2012 Consolidated Capital Budget for Municipal, Utility and Library Operations (Enclosure IV) be approved.

Authors: Maria Guiochet, Jay Bohachyk

Directors: David Churchill, Transportation and Agriculture Services, Laura Probst, Financial Services

Associate Commissioners: Kevin Glebe, Infrastructure and Planning Services, Gregory J. Yeomans, Chief Financial Officer

Lead Department: Transportation and Agriculture Services



June 8, 2010	Council approved: THAT Council amend the 2003 Capital Budget for increased costs of Centre in the Park municipal infrastructure in the amount of \$6,271,659 (from \$8,106,500 to \$14,378,159) to be funded from future land sales with interim financing of \$2,449,000 provided by an approved demand loan facility; \$1,000,000 from CITP specific funds held in the Capital Projects Reserve (1.4266); and internal borrowing of \$2,300,000 from the Capital Debt Reduction Reserve (1.4253) and \$522,659 from the Capital Projects Reserve (1.4266).
June 22, 2004	Council approved: THAT Council approve an amendment to the 2003 Capital Budget in the amount of \$1,188,500 for the purpose of recognizing additional Centre in the Park project capital costs in the areas of roadway and related landscaping improvements, power and lighting infrastructure, and irrigation system upgrades.
December 10, 2002	Council approved: THAT County Council approve the estimates of the 2003 Municipal Capital Budget expenditures for municipal and utility operations (Enclosures E of Administration's report).
December 11, 2001	Council approved: THAT County Council approve the estimates of the 2002 Municipal Capital Budget expenditures for municipal and utility operations (Enclosure D of Administration's report).

### **Strategic Plan Priority Areas**

**Economy:** The change in funding for the CITP project will contribute towards effective and efficient municipal infrastructure to meet the needs of our growing community.

**Governance:** n/a

**Social:** The integrated transportation network in the CITP encourages active transportation, thereby contributing to healthy lifestyles and helping to build a strong community that supports the diverse needs of residents. The integrated transportation network provides access to cultural and recreational facilities, and provides a sense of cohesion.

**Culture:** The urban design of the CITP is an integrated mixed-use development incorporating residential, retail commercial, municipal office, and cultural facilities designed to create a community identity and expanding opportunities for year-round activities in the heart of Sherwood Park. It will be a community focal point with a sense of identity where people can live, work and participate in community activities.

**Environment:** The CITP project design incorporates sustainable development opportunities for the "greening" of the CITP. The key to sustainable design is to create site planning, infrastructure, and building projects that are energy efficient, conserve energy and water, and provide healthier environments in which to live, work and play. The design of the transportation network throughout CITP emphasizes transit and active transportation, thereby reducing energy requirements. The integrated landscape design along the road network conserves water and emphasizes use of native vegetation.

### **Other Impacts**

**Policy:** FIN-001-024: Financial Reserves; FIN-001-027: Tangible Capital Assets Financial Reporting Policy

**Legislative/Legal:** n/a

**Interdepartmental:** Financial Services, Transportation and Agriculture Services

## Summary

The Centre in the Park capital project was originally approved in 2002 to align with the development of Lots 1 through 5 which was scheduled to be completed by 2007. Due to the market downturn before 2007 which resulted in a slowdown of development the estimated completion year for Centre in the Park is now 2020.

Due to the prolonged duration of the project, some of the original assumptions are no longer valid. It is estimated that the completion of consolidated CITP area development will require \$4.5M due to cost escalation and unforeseen development requirements. The project is exposed to inflation impacts in the following areas: completing hard and soft landscape interface requirements, restoring the irrigation system and refurbishment of Prairie Walk as well as potential unforeseen development requirements. The total cost includes a sufficient contingency.

At the November 25, 2016 Council budget meeting administration presented a one-time funding opportunity whereby \$10.1M was set aside in a reserve to fund prior-year priorities, including CITP completion. The amendment being presented to Council recommends funding the consolidated CITP Development project from Municipal Projects Reserve where the \$10.1M funding resides.

The amendment is also proposing closing the outstanding CITP projects as set out in Enclosure 2. These CITP projects have a remaining approved expenditure of \$2.5M and a remaining funding of \$0.4M.

The following is the estimated planned spending (cash flow) timeline for the proposed 2017 CITP Development project, which is subject to change based on the developer progress.

Year	2017	2018	2019	2020	Total
Expenditure by Year	\$1.1M	\$2.3M	\$0.6M	\$0.5M	\$4.5M

## Enclosure

- 1 Centre in the Park Project Update presentation
- 2 CITP Approved Projects



# Centre in the Park Project Update

June 6, 2017

# The Market @ Centre in the Park

April 2017

- Site preparation commenced

May 2017

- Construction to commence on Buildings 1 & 2

December 2018

- Anticipated project completion





# Savona at Centre in the Park

October 20, 2015 – December 2017

- Parkade construction/completion

February 2017 – March 2018

- West Condo construction/completion

May 2018 – April 2019

- East Condo construction/completion





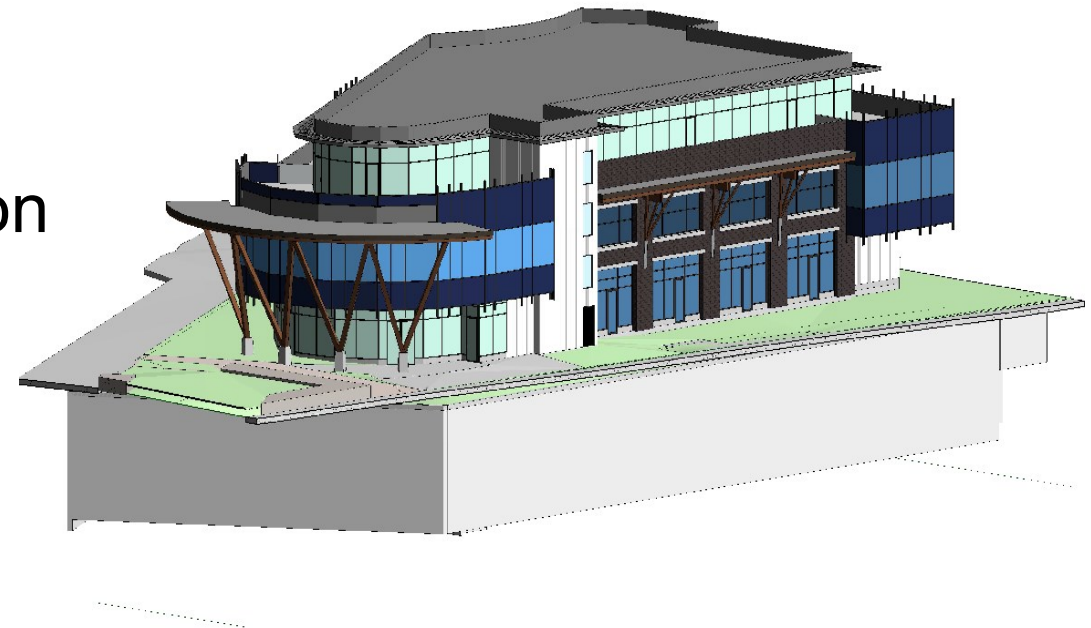
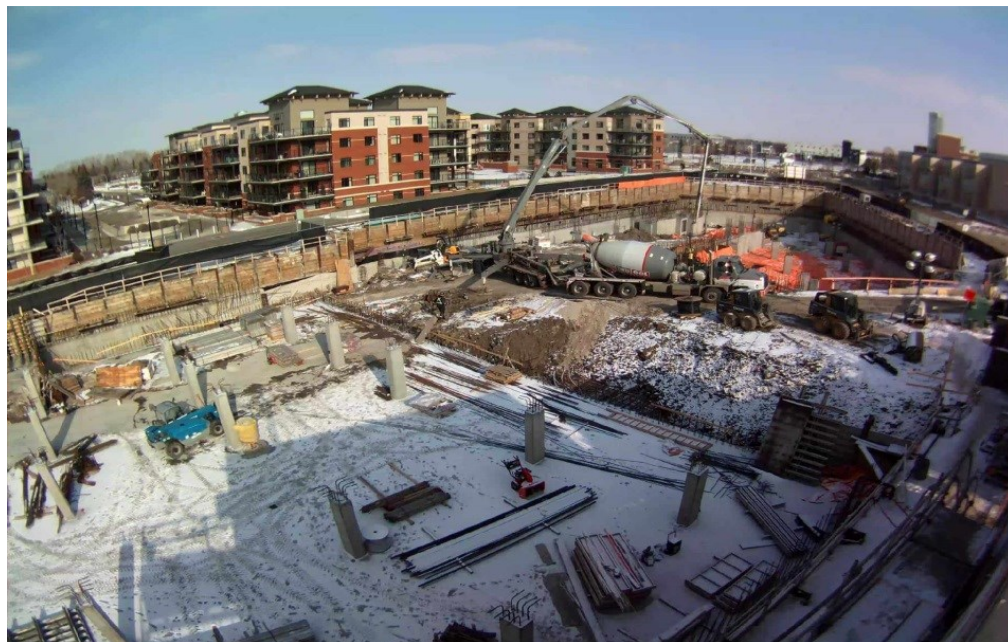
# Savona Business Centre

October 2015 – December 2017

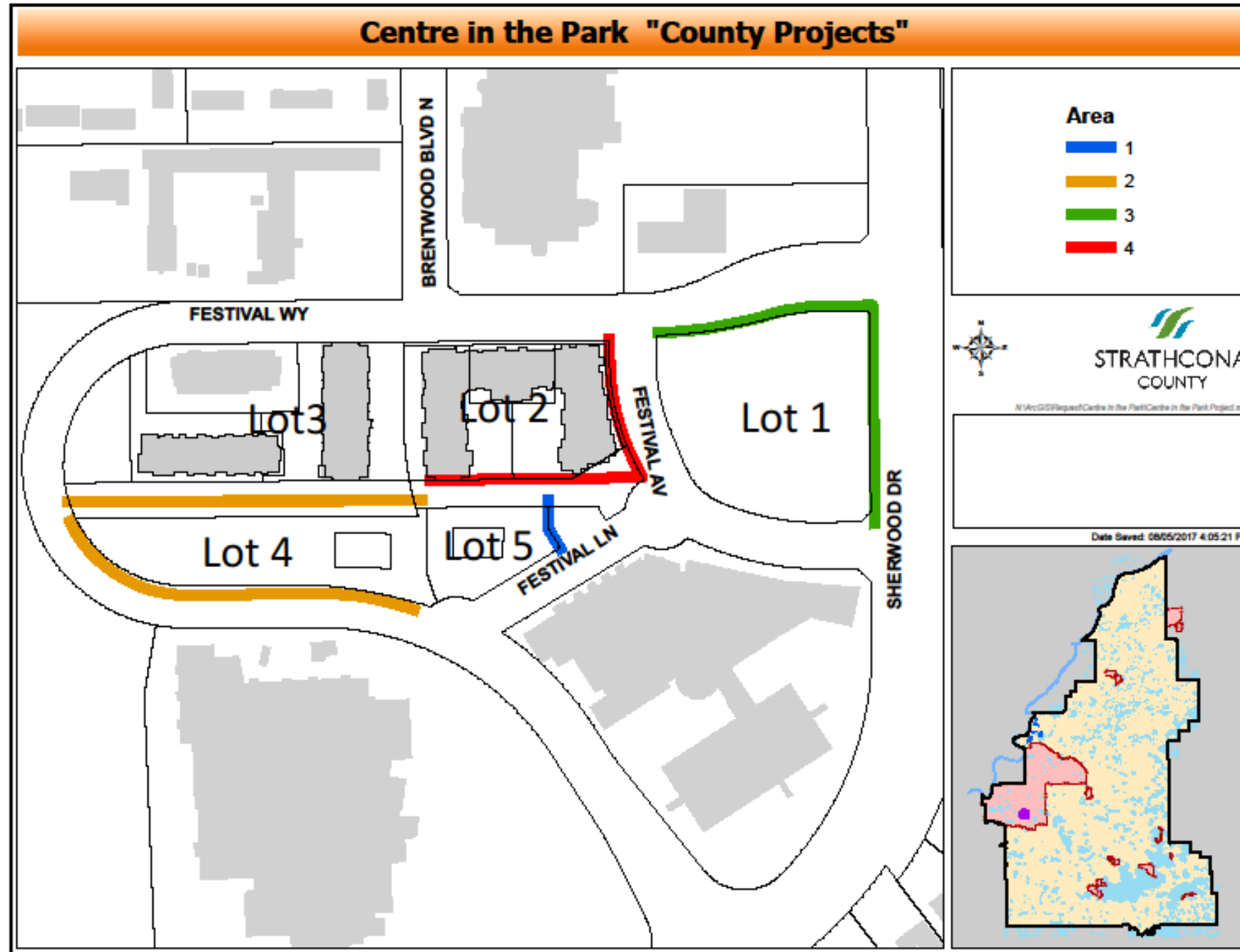
- Parkade construction/completion

April 2017 – January 2018

- Commercial building construction/completion



# Centre in the Park County Projects



**CITP Approved Projects**

	Approval Date*								Total approved budget	Remaining approved cost budget**	Remaining Funding**	
	11-Dec-01	10-Dec-02	22-Jun-04	8-Jun-10	14-Jul-10	13-Dec-11	28-Aug-12	9-Dec-14				28-Nov-16
CITP	3,590,000	3,328,000	1,188,500	6,271,659	6,225					14,384,384	2,078,591	-
CITP Phase 2 Festival Avenue						902,000	162,000			1,064,000	151,176	151,176
CITP Prairie Walk						157,500				157,500	129,271	129,271
CITP Landscaping/Sidewalks - Festival Way & Sherwood Dr (adjacent to Lot 1) Design								22,496		22,496	16,950	16,950
CITP Lot 4 (Festival Ave) Landscape Design								33,742		33,742	18,329	18,329
CITP Lot 5 Parking Lot Design and Construction								100,000		100,000	100,000	100,000
CITP Sherwood Drive & Community Center Sidewalks/Landscape Design									28,650	28,650	28,650	28,650
											2,522,967	444,376

\* All budget amendments were approved by Council except the July 14, 2010 amendment was approved by the Chief Commissioner.

\*\* As at April 30, 2017

**Municipal Policy GOV-002-036 Flag and Lighting Protocol (NEW)****Report Purpose**

To seek Council's approval of Municipal Policy GOV-002-036.

**Recommendation**

THAT Policy GOV-002-036: Flag and Lighting Protocol, as set out in Enclosure 1 to the May 23, 2017 Facility Services report, be approved.

**Strategic Plan Priority Areas**

**Economy:** N/A

**Governance:** Provides the protocol around the display of federal, provincial and municipal flags and to honor significant sense of loss by way of lowering the flags to half-mast.

**Social:** Provides for the display of community group flags for ceremonial or symbolic purposes on the community flag pole located within the Centre in the Park. Festival Place will illuminate the exterior of the building with light color displays to honor significant events to the community.

**Culture:** Honors the historical importance of the flag etiquette in Canada.

**Environment:** N/A

**Other Impacts**

**Policy:** N/A

**Legislative/Legal:** Federal guidance documents include: Canada Heritage Document: Flag Etiquette in Canada; Canada Heritage Document: Rules for Flying the Flag

**Interdepartmental:** Provides guidance on when and how flags are to be flown on municipal flag poles.

**Summary**

Flag etiquette has held a strong significance for many Canadians. Aligning the Strathcona County Flag and Lighting policy with the federal and provincial flag protocols ensures that the community flag poles consistently display the flags in accordance with those protocols.

Through this policy, direction is provided to the municipality and the community on how flags on community flag poles will be displayed and when they will be lowered to half-mast.

To honour community groups, a new community flag pole has been installed in the Centre in the Park, where community groups, upon approval from the Chief Commissioners office, will be able to display their flags for an approved period of time to celebrate their event or their group's purpose. In addition to the community flag pole, the policy addresses the use of the colored exterior lights at Festival Place that can be illuminated at night to honour major community groups or national events.

**Communication Plan**

The flag policy will be communicated through a public news release.

**Enclosure**

1 GOV-002-036 Flag and Lighting Protocol Policy

## Flag and Lighting Protocol

**References:** Canada Heritage Online Guidelines: Flag Etiquette in Canada  
Canada Heritage Online Guidelines: Rules for Flying the Flag

### Policy Statement

The flags flown at Strathcona County facilities are to be treated with respect and dignity. Proper flag etiquette is required to ensure that the presentation and cultural significance of the flags are honoured.

The flying of flags at half-mast is a strong visual statement that speaks to the sense of loss shared by all citizens, and so must be implemented only in circumstances that have exceptional importance to the County.

Strathcona County will lower flags to half-mast to commemorate solemn occasions. The lowering of flags to half-mast will be at the direction of the Chief Commissioner.

### Purpose

The purpose of this policy is to establish when flags at Strathcona County properties and facilities are to be flown at half-mast, and to ensure the use of Strathcona County's flag poles is exercised in a consistent and appropriate manner.

### Definitions

Community Group means a not-for-profit group, body, or organization established under an Alberta or Canadian statute or enactment, and that carries on activities benefitting the residents of Strathcona County;

County means Strathcona County

RCMP means the Royal Canadian Mounted Police;

### Guidelines

Flags will be raised, lowered, flown, maintained, and disposed of by Strathcona County in accordance with Canadian Heritage's guidelines on Flag Etiquette in Canada and Rules for Flying the Flag.

#### I. General Flag Protocol

1. If multiple flags are flown together in a set, all the flags must be flown at the same height (i.e. full-mast or half-mast).



2. All flags flown together in a set must be the same size.
3. Flags may be flown at night (i.e. flags do not need to be raised at sunrise and taken down at sunset, daily).

## **II. Precedence of Flags**

1. When a single flag is flown, the National Flag of Canada will be flown.
2. When two flags are flown, the National Flag of Canada and the Provincial Flag of Alberta will be flown.
3. When three flags are flown, the National Flag of Canada, the Provincial Flag of Alberta, and the Flag of Strathcona County will be flown.
4. Despite sections 1-3, Canadian Heritage's guidelines on Flag Etiquette and Rules for Flying the Flag may direct that another flag takes precedence (for example, the flag of the Sovereign). Those guidelines take precedence over anything in this Policy.
5. When dignitaries from outside of Canada are visiting County facilities, the Flag of Strathcona County may be replaced by the Flag of the dignitary's country.
6. Only one flag or banner may be flown on each flag pole. Two or more flags or banners may not be flown in a stacked position (one on top of the other).

## **III. Lowering Flags to Half-mast**

### ***Lowering flags in concert with Federal and Provincial governments***

1. Strathcona County will lower flags as directed by the Prime Minister's Office and Canada Heritage (in relation to the Canadian Flag) and the Alberta Premier's Office and Alberta Protocol (in relation to the Canadian Flag and the Alberta Provincial Flag).

### ***Lowering flags at all Strathcona County properties***

2. Strathcona County will lower flags to half-mast on all Strathcona County properties and facilities:
  - a. from the time of notification of death until sunset the day of the funeral or memorial service for:
    - i. the Sovereign;
    - ii. a member of the immediate Royal Family;
    - iii. a current or former Governor General of Canada;
    - iv. a current or former Prime Minister of Canada;
    - v. a current or former Lieutenant Governor of Alberta;
    - vi. a current or former Premier of Alberta;
    - vii. the current Mayor of Strathcona County.
  - b. from sunrise to sunset on:
    - i. April 28, the National Day of Mourning (for those who have died in the workplace);
    - ii. June 23, National Day of Remembrance for Victims of Terrorism;
    - iii. November 11, Remembrance Day, except where a Remembrance Day ceremony involves the raising or lowering of a flag or flags as part of the ceremony;
    - iv. December 6, National Day of Remembrance and Action on Violence Against Women.

- c. whenever the Prime Minister's Office or Canada Heritage have lowered the flags at all Federal properties and buildings;
- d. whenever the Alberta Premier's Office or Alberta Protocol have lowered the flags at all Provincial properties and buildings.

***Lowering Flags at Council's Direction***

- 3. Council may pass a resolution directing that Strathcona County lower flags to half-mast at any or all Strathcona County properties and facilities, for such time and under such circumstances as Council directs.

***Lowering Flags in Accordance with RCMP Service Customs***

- 4. Existing flag policies or procedures that the RCMP observes for flying flags at half-mast at the County's RCMP headquarters to honour former members on the day of a funeral or memorial service may continue to be observed.

**IV. Community Flag Poles**

- 1. Strathcona County may designate one or more flag poles on County properties as Community Flag Poles.
- 2. A Community Flag Pole may be used to display the flag or banner of community groups. Community groups interested in displaying their flag may apply to the Chief Commissioner for permission to fly their flag or banner.
- 3. Strathcona County will not display a flag or banner if:
  - a. it supports a political party or a cause associated with a political party;
  - b. the flag or banner could be unduly provocative, divisive, or disruptive in the County; or
  - c. the flag or banner promotes a commercial, for-profit enterprise, event, activity, or business.
- 4. Despite the previous section, Strathcona County may approve a flag or banner if it supports a right enshrined in the *Canadian Charter of Rights and Freedoms*.
- 5. A flag or banner flown on a Community Flag Pole need not be lowered to half-mast when flags at other County properties are lowered to half-mast. The Community Group that has provided the flag or banner may request that the flag or banner be flown at full-mast or half-mast for the duration of the display or may request that the flag or banner be flown in accordance with the County's flag-lowering guidelines.
- 6. The Chief Commissioner, in consultation with the Office of the Mayor, may direct that the County's flag be flown at half-mast on a Community Flag Pole, under exceptional circumstances including:
  - a. a significant international death or event that has international and local effect or import;
  - b. a significant national death or event that has national and local effect or import; and
  - c. a significant local death or event that affects a significant portion of the residents of Strathcona County.
- 7. Residents may also initiate a request to the Chief Commissioner to have the County's flag be flown at half-mast on a Community Flag Pole under exceptional circumstances as noted in section 6 of this policy.

8. In the event of a decision made to lower the County's flag on a Community Flag Pole, a Community Group's flag or banner may be removed and replaced with the County flag. The Community Group's flag or banner flying may then be rescheduled in consultation between the Community Group and the Chief Commissioner.

#### **V. Festival Place Lighting**

1. The exterior, coloured lights at Festival may be used to display colours related to a Community Group. Community Groups interested in having a colour or colour scheme displayed may apply to the Chief Commissioner to have their colours displayed.

#### **Policy Record**

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**Date of Approval by Council:** Month XX, 2017      **Resolution No:** 2017/XX

**Next Review Date:** May 17, 2020      **Policy No:** GOV-002-036

**Last Review Date:** May 17, 2017      **Replaces:** N/A

**Administrative Review:** Chief Commissioner



**Appointment of Elected Representative and Alternate Elected Representative to Edmonton Metropolitan Region Economic Development Entity.****Report Purpose**

To approve an Elected Representative of Strathcona County and an alternate Elected Representative of Strathcona County to the Edmonton Metropolitan Region Economic Development Entity, as per the Articles of Association.

**Recommendation**

THAT, under the Articles of Association of the Edmonton Metropolitan Region Economic Development Entity, Mayor Roxanne Carr be appointed as the Elected Representative for Strathcona County and Councillor Brian Botterill be appointed as the alternate Elected Representative for Strathcona County; and if the Elected Representative is unable to attend any meetings of the Shareholders, then the alternate Elected Representative will attend and act in her stead.

**Council History**

May 9, 2017 – Strathcona County approved the County's participation in the Regional Economic Development Initiative; the County subscribe for a share in the proposed Part 9 Company; a three year commitment for contributions to the Regional Economic Development Initiative, based upon the vote of shareholders, with the contribution for 2017 of up to a maximum of \$70,000, with the source of funds to be the Municipal Projects Reserve.

**Strategic Plan Priority Areas**

**Economy:** One of Strathcona County's strategic priorities is to promote Strathcona County locally, nationally, and internationally as a place that is open for business and investment.

**Governance:** Strathcona County, as a Specialized Municipality, works cooperatively with municipalities within the region to identify and collaborate on issues that impact the success of our community and the region.

**Social:** n/a

**Culture:** n/a

**Environment:** n/a

**Other Impacts**

**Policy:** Policy GOV-01-019 *County Representation on External Boards/Committees/Commissions* provides that Council shall appoint annually at least one elected member to each authority.

**Legislative/Legal:** Section 153 of the Municipal Government Act, RSA 2000, c M-26, requires Councillors participate in meetings of bodies to which they are appointed by Council.

**Interdepartmental:** Corporate Planning and Intergovernmental Affairs; Legislative and Legal Services

## **Summary**

On May 9, 2017, Strathcona County Council approved participation in the Edmonton Metropolitan Region Economic Development Entity. This participation confirms Strathcona County as a Shareholder in this Part 9 company.

See Enclosure 1, Articles of Association of the Edmonton Metropolitan Region Economic Development Entity, **Sections 45, 66 and 71**.

Given the forgoing sections, Council is asked to approve an Elected Representative who will have the authority to vote on behalf of the Shareholder. Additionally, Council is asked to approve an alternate Elected Representative of Strathcona County to put forward for approval by the Shareholders as an alternate method of representation in the event that the appointed Elected Representative is unable to attend any meeting of the Shareholders.

## **Enclosure**

1 Edmonton Metropolitan Region Economic Development Entity – Articles of Association

# ARTICLES OF ASSOCIATION OF [ENTITY]

[ENTITY] is a not-for-profit company established to carry out a broad range of economic development activities on behalf of the citizens and taxpayers located in the Edmonton Metropolitan Region.

The [ENTITY] has multiple Shareholders defined in Schedule "A" and the interests of the citizens and taxpayers of the Edmonton Metropolitan Region are represented by the Shareholders and the appointed directors. The Shareholders agree in principal to pursue a model of shared cost for shared benefit.



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## **INTERPRETATIONS AND DEFINITIONS**



## 1. TABLE A

The regulations contained in Table “A” in the First Schedule to the Companies Act shall not apply to this Company.

## 2. DEFINITIONS

In these Articles, unless the context otherwise requires:

- a) “Act” means the Companies Act being chapter C-20 of the Revised Statutes of Alberta, 1980;
- b) “Annual Contribution Fee” means the fee set by the Shareholders each year for the annual contribution of each of the Shareholders to be set in accordance with Funding Formula and to be approved by the Shareholders on a three year rolling basis;
- c) “Articles” means these Articles of Association as altered or added to from time to time;
- d) “Board” means the board of directors of the Company;
- e) “CEO” means the Chief Executive Officer;
- f) “Company” means [Entity] brought into existence by the issuance of a certificate of incorporation under the Act pursuant to the Memorandum and Articles;
- g) “Conflict of Interest” means any matter that a person or any member of that persons immediate family has any direct or indirect financial interest;
- h) “Director” means a person appointed to the Board by the Shareholders as a director of the Company;
- i) “Edmonton Metropolitan Region” means the region with boundaries identified in Schedule “C” as may be amended from time to time by resolution of the Shareholders;
- j) “Elected Representative” means a municipal councillor of the participating Shareholder appointed by the Shareholder as the Shareholders Elected Representative pursuant to article 68;
- k) “Funding Formula” means the formula set out in schedule “D” hereto;
- l) “Funding Model” means the three year rolling budget commitment approved annually and set by the Shareholders as set out in article 50 and in accordance with any policies of the Company;
- m) “Memorandum” means the Memorandum of Association of the Company as altered from time to time;
- n) “meeting of the Shareholders” includes the annual general meeting of the Shareholders required by the Act, a special, extraordinary or other meeting of the Shareholders;
- o) “Non-Business Day” means Saturday, Sunday and any other day that is a holiday as defined in the Interpretation Act (Canada);
- p) “Officers” means the Chair of the Board appointed by the Shareholders and the Vice-Chair, Secretary and any other officer that the Directors may appoint in accordance with these Articles and the Act;
- q) “Public Official” means an elected official from either municipal or provincial government or a city manager, county manager, or chief administrative officer;
- r) “Recorded Address” means in the case of an Elected Representative or Shareholder, the address of that Representative or Shareholder as recorded in the register of Representatives and Shareholders maintained by the Company and, in the case of a Director, Officer, auditor, member of a committee of the Board, advisor or member of an advisory body, the last address of that person as recorded in the records of the Company;
- s) “share” means a share in the capital stock of the Company;
- t) “Shareholders” means the member municipalities that each own one share of the Company and “Shareholder” means each of them;
- u) “Special resolution” means a resolution approved by at least seventy-five (75%) of the votes cast by the Elected Representatives of the Shareholders;
- v) “Transition Board” has the meaning given to it in Section 82.

## 3. INTERPRETATION

Except where stated in article 2 or where the context does not permit:

- a) words and expressions defined in the Act have the same meanings when used in the Articles;
- b) the reference in the Articles to the “Shareholders” in the context of any record, register, authority, action, meeting or resolution shall be synonymous with a reference in the Act to the Shareholders or Members;
- c) words importing the singular number include the plural and vice versa;
- d) words importing gender include the masculine, feminine and neuter genders; and
- e) words importing a person include a body corporate.

#### 4. DETERMINING AUTHORITY OF LISTED OFFICERS

Subject to any resolution of the Shareholders or the Board, where the authority or responsibility for any duty or function is prescribed to a list or series of Officers in these Articles or any Board policy, that authority or responsibility shall be discharged or undertaken by the Officers in priority of the order listed.

#### 5. LEGISLATION REFERENCES

Except where specifically limited or where specifically provided to the contrary in any legislation, the reference to any legislation shall be deemed to include all amendments thereto and regulations thereunder and all statutes, including all amendments thereto and regulations thereunder, that may be substituted for that legislation.

#### 6. INTERNAL REFERENCES

Except where otherwise stated, all references to;

- a) “appoint” includes “elect” and vice versa;
- b) “Articles” mean only these Articles and all references to article numbers refer to the numbered paragraphs in these Articles;
- c) “members” means Shareholder throughout this document;
- d) “month” means a calendar month; and
- e) “in writing” and “written” includes printing, typewriting, lithographing, telefacsimile recording, email and other methods of representing or reproducing words in visible form.

#### 7. HEADINGS

The headings to any article or group of articles are inserted for convenience of reference and do not define, enlarge or limit the terms and provisions of that article or group of articles or the Articles, generally.

#### 8. CONTINUOUS EFFECT

The Articles shall be construed as always speaking and shall be interpreted and applied to circumstances as they arise.

#### 9. SUPREMACY OF AUTHORITIES

Whether or not expressly stated in the Articles, the Act or the Memorandum, at all times the Articles are subject to the Act and the Memorandum in that order.

#### 10. METHOD OF GIVING NOTICES

Any notice (which term includes any communication or document) to be given (which term includes “sent”, “delivered” or “served”) pursuant to the Act, the Articles or otherwise to any Shareholder,, Director, Officer, Elected Representative, auditor or member of a committee of the Board, shall be sufficiently served or sent:

- a) if delivered personally to that person;
- b) if delivered to the Recorded Address of that person;
- c) if mailed by prepaid ordinary mail to the Recorded Address of that person;
- d) if the Secretary knows of no address for that person, by posting the notice in the registered office of the Company; or
- e) if transmitted prepaid to the Recorded Address of that person by any means of electronic recorded transmission.

#### 11. DEEMED RECEIPT OF NOTICE

A notice given in any of the ways provided in article 10 shall be deemed to have been received by the person to whom it is to be given:

- a) on the day of actual delivery if delivered personally to that person;
- b) on the day following the day of actual delivery, if delivered to the Recorded Address of that person;
- c) three days (excluding Non-Business Days) following the day when the notice was deposited, prepaid, in a post office or public letter box;
- d) on the day when the notice was posted-up in the registered office of the Company when the Secretary knows of no address for that person; or
- e) on the day of actual transmission, if delivered by any means of electronic recorded transmission.

#### 12. CHANGE OF RECORDED ADDRESS

The Secretary may change the Recorded Address of any Shareholder, Director, Officer, Elected Representative, auditor or member of a committee of the Board in accordance with any information believed by the Secretary to be reliable.

#### 13. COMPUTATION OF TIME

In computing the date when notice must be given under any provisions requiring a specified number of days' notice of any meeting or other event, the deemed date of receipt of the notice shall be excluded and the date of the meeting or other event shall be included.

#### 14. CERTIFICATE OF NOTICE

A certificate of the Secretary or other duly authorized officer of the Company in office at the time of the making of the certificate as to the facts in relation to the mailing or telecommunicating or delivery or posting up of any notice to any person or publication of any notice, shall be prima facie evidence thereof and shall be binding on the Company and every person affected by that notice.



## **GENERAL BUSINESS**

#### 15. COMMENCEMENT OF BUSINESS

The business of the Company may be commenced as soon after the incorporation of the Company as the Directors may see fit.

#### 16. FINANCIAL YEAR

The fiscal year of the Company shall end on December 31 in each year.

#### 17. AUTHORITY TO EXECUTE INSTRUMENTS

The Board shall specify the manner in which and the Officer or Officers by whom any particular instrument or class of instruments may or shall be signed. Except as the Board may otherwise authorize from time to time, any two of:

- a) the Chair or Vice Chair of the Board; and
- b) any Director,

shall have the authority to execute all documents or contracts on behalf of the Company and have the authority to bind the Company. Any authorization made by the Board may be general or confined to specific instances. Except as provided in this article or as otherwise authorized by the Shareholders or the Board within their respective authority, no Director, officer, agent or employee shall have any power or authority to bind the Company.

#### 18. MECHANICAL SIGNATURES

The signature of any person authorized to sign any deed, document or instrument on behalf of the Company may be engraved, lithographed or otherwise mechanically reproduced upon any negotiable instrument, bond, debenture, warrant, share certificate or notice and any negotiable instrument, bond, debenture, warrant, share certificate or notice so signed shall be deemed to have been manually signed by the person whose signature is so engraved, lithographed or otherwise mechanically reproduced and shall be as valid for all intents and purposes as if it had been manually signed.

#### 19. BANKING ARRANGEMENTS

The banking business of the Company shall be transacted with the banks, trust companies and other persons and in the manner as may be specified by the Board.

#### 20. CORPORATE SEAL

The Company shall have a corporate seal which shall be of the form and device as may be adopted by the Board, and the Board may make all provisions with respect to the custody and use of the seal and the appointment of a Director or Directors or other Officers, to attest by their signatures that the seal was duly affixed.

#### 21. OFFICIAL FACSIMILE SEAL

The Company may exercise the powers conferred by the Act and may have for use in any other province state or country, an official seal, which shall be a facsimile of the corporate seal of the Company with the addition on its face of the name of the province, state, country or jurisdiction where it is to be used. Subject to the Act,

the Board may make all provisions respecting the use of that facsimile seal and may comply with the requirements of any local law.

## 22. NO DIVIDENDS

No dividends may be declared or paid by the Company.

## 23. LIMITATION OF LIABILITY

No Director or officer shall be liable for:

- a) the acts, omissions or defaults of any other Director, officer, manager or employee of the Company or of the Company itself;
- b) any loss or damage suffered by the Company or any expense incurred through the insufficiency or deficiency of title to any property acquired for or on behalf of the Company;
- c) the insufficiency or deficiency of any security in or upon which any of the monies of the Company were invested;
- d) any loss or damage arising from the bankruptcy, insolvency or tortious acts of any person with whom any of the monies, securities or valuables of the Company shall be deposited;
- e) any loss occasioned by any error of judgment or oversight on the part of that Director or officer; or
- f) any other loss, damage or misfortune which shall happen in the execution of the duties of any office or in relation to it.

## 24. INDEMNITY OF DIRECTORS, OFFICERS, MANAGERS, EMPLOYEES

The Company shall indemnify every Director, officer, manager, employee, former Director, officer, manager, employee and person who acts or has acted at the request of the Company as a director or officer of a body corporate of which the Company is or was a Shareholder or creditor, and the heirs and legal representatives of every such person, against all costs, charges and expenses, including amounts paid to settle an action or satisfy a judgment and all expenses, reasonably incurred by that person (including legal costs and expenses on a solicitor-and-his-own-client basis) in respect of any contract entered into or act or thing done by that person or any civil, criminal or administrative action or proceeding to which that person is made a party by reason of being or having been a Director, officer, manager or employee of the Company or a director, officer, manager or employee of that body corporate, if:

- a) that person acted honestly and in good faith in discharging the duties of that person with a view to the best interests of the Company or that body corporate as the case may be; and
- b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, that person had reasonable grounds for believing that his or her conduct was lawful.

## 25. INDEMNITY OF OTHERS

The Company shall also indemnify those persons in all other circumstances as the Act permits or requires. Nothing in the Articles shall limit the right of any person entitled to be indemnified to claim indemnity apart from the provisions of the Articles. None of the provisions hereof shall be construed as a limitation upon the right of the Company to exercise its general power to enter into a contract or undertaking of indemnity with or for the benefit of any Director, director, officer, manager or employee.

## 26. INSURANCE

The Company may purchase and maintain insurance for the benefit of any person referred to in article 24 against the liabilities and in the amounts as the Board may specify.



## 27. REGISTERED OFFICE

The registered office of the Company may only be changed by the Shareholders.

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## **SHARE SUBSCRIPTIONS AND TRANSFERS**

## 28. SHARES UNDER CONTROL OF SHAREHOLDERS

Subject to the provisions of the Articles, the shares shall be under the control of the Shareholders, who may accept subscriptions, allot, issue, grant options in respect of or otherwise dispose of them to those persons on terms and conditions, at times and for such consideration as the Shareholders determine appropriate.

## 29. RECOGNITION OF TRUST AND CONTRACTS

Except as herein otherwise provided or in any trust instrument directed to the Company or in any contract to which the Company is a party, and subject to the provisions of the Act and any other relevant legislation, the Company shall be entitled to treat the registered holder of any share as the absolute owner thereof and shall not be bound to recognize any equitable or other claim to or interest in that share on the part of any other person.

## 30. NO SHARE SUBSCRIPTIONS RECEIVABLE

A share shall not be issued by the Company until the consideration for the share is fully paid.

## 31. SHARE REGISTERS

The Company shall, at its registered office, maintain one or more registers in which it records the shares issued by it, the Shareholders of the Company and all transfers of shares approved by the Shareholders.

## 32. ENTITLEMENT TO SHARE CERTIFICATES

Every Shareholder shall be entitled to one certificate evidencing, in the aggregate, the number of shares held by that Shareholder as shown on the share register.

## 33. SHARE CERTIFICATE FORM

Share certificates shall be in a form approved by the Board. To be valid, every share certificate must be signed by two Directors or Officers designated by the Board and unless otherwise permitted by the Board, must be under the corporate seal of the Company.

## 34. RECORDING TRANSFERS

All transfers of shares shall be entered and particulars of all transfers shall be recorded in the register of members and in such other registers that the Board establishes for this purpose.

## 37. TRANSFER FORMALITIES

No transfer of shares be valid until the transfer has been approved by the Shareholders, entered in the register of members and in such other registers that the Board establishes for this purpose and the certificates representing the shares to be transferred have been surrendered and cancelled.

## 35. LOST AND DESTROYED CERTIFICATES

Upon such terms and conditions as to indemnity or otherwise as the Board deems expedient, the Board may direct that a new certificate for shares be issued to replace any certificate theretofore issued by the Company that has been worn out, lost or destroyed.

### 36. PURCHASE OF SHARES

Subject to the Act, the Shareholders may authorize the Company to repurchase any of its shares on such terms and conditions as the Shareholders may determine by Special Resolution.

### 37. LIMITATION OF NUMBER OF SHAREHOLDERS

The number of Shareholders of the Company is limited to fifty not including persons who are in the employment of the Company, and persons who, having been formerly in the employment of the Company, were, while in that employment, and have continued after the determination of that employment to be Shareholders of the Company, two or more persons holding one or more shares jointly being counted as a single Shareholder.

### 38. NO INVITATION TO PUBLIC

Any invitation to the public to subscribe for any shares of the Company is prohibited.



## **SHAREHOLDERS AND SHAREHOLDER MEETINGS**

### 39. SHAREHOLDERS ELIGIBILITY, TERM, AND COMMITMENTS

Participation in the Company as a Shareholder shall be limited to municipalities in Alberta that meet the following criteria:

- a) the municipality is located within the Edmonton Metropolitan Region; and,
- b) the municipality has paid the one-time share purchase applicable at the time in exchange for the issuance of shares; and,
- c) the municipality is added to the membership by special resolution of the Shareholders; and,
- d) the municipality commits to be a Shareholder for a period of three years and to the Company's Funding Model; and
- e) the municipality agrees in principle that the Company will pursue a model of shared cost for shared benefit.
- f) the municipality must agree to a three year budget commitment to the Company

### 40. INITIAL SHAREHOLDERS

The initial Shareholders of the Company are as set out in Schedule "A" to these Articles and are deemed to have received Shareholder approval as required by article 39(c).

### 41. ADDITION OF SHAREHOLDERS

A municipality may join the Company after the initial incorporation if they meet all of the eligibility criteria set out in article 39 and pay the buy-in fee that may be set by the Shareholders from time to time. The Shareholders will have the discretion to admit a new municipality at any time that the Shareholders see fit through a special resolution and make such resolutions as necessary setting out the new municipality's contribution to the three year commitment model for any partial year of membership.

### 42. WITHDRAWAL OF SHAREHOLDER

A Shareholder may withdraw from the Company by providing written notice to the Company at least two years in advance of termination and to such termination will only be effective at the end of the Shareholders then current three year commitment to the Company (the "Notice Period"). The Shareholder shall continue to make an annual contribution to the Company during each year of the Notice Period that is fixed at the rate of the current year's Annual Contribution Fee to which the Shareholder is bound.

### 43. REMOVAL OF SHAREHOLDERS

A Shareholder shall be deemed to have been removed as a Shareholder and such Shareholders shares shall transfer back to the Company on the occurrence of any of the following events:

- a) the expiry of the termination notice period when the Shareholder voluntarily withdraws under article 42; or
- b) the Shareholder is no longer a municipality within the boundaries of the Edmonton Metropolitan Region; or
- c) the Shareholder fails to pay any Annual Contribution Fee that the Shareholders approve by special resolution; or

- d) the Shareholder is removed from membership by special resolution of the Shareholders.

Notwithstanding that a Shareholder may be removed from membership pursuant to article 43(c) and 43(d), the Shareholder shall continue to be bound by any three year funding commitment in place between the Shareholder and the Company, unless the Shareholders by special resolution have determined otherwise.

A Shareholder who is removed from the membership pursuant to this article 43 shall not be permitted to rejoin the Company for a period of at least five (5) years from the date of termination. Notwithstanding the foregoing, a Shareholder who is removed from the membership according to article 43(b) shall be permitted to rejoin the Company if and when the boundaries of the Edmonton Metropolitan Region are amended to include the municipality.

#### 44. RESTRICTIONS ON TRANSFER

No transfer of shares shall be permitted.

No right or privilege of any Shareholder shall be in any way transferable or transmissible, and all such rights and privileges shall cease upon the Shareholder ceasing to hold shares.

#### 45. SHAREHOLDER ELECTED REPRESENTATIVES

Each Shareholder of the Company shall appoint an Elected Representative as directed in article 66 and such Representative shall have the authority to vote on behalf of the Shareholder at any meeting of the Shareholders.

#### 46. SPECIFIC SHAREHOLDER AUTHORITY

In addition to all other matters which are subject to the exclusive authority of the Shareholders of a company under the Act or are subject to some approval or action of the Shareholders under the Articles, the following matters pertaining to the business and affairs of the Company are reserved exclusively to the authority and approval of the Shareholders who shall have all power to:

- a) make, amend and repeal the Memorandum and the Articles through special resolution;
- b) in addition to any qualifications prescribed in the Act, specify all eligibility and residency criteria for Directors ;
- c) elect, re-elect and remove Directors and fill vacancies in the Board;
- d) establish rules, duties, powers and provide for the accountability of Directors;
- e) approve compensation and benefit plans, if any, for Directors but in respect only to their services in those capacities and in accordance with Article 104 and any policy of the Company with respect to Conflict of Interest and Directors Compensation;
- f) appoint and remove the auditors of the Company;
- g) authorize any investigation of the business and affairs of the Company or any part thereof and appoint and remove any person or persons to conduct any investigation so authorized;
- h) approve the issuance of shares to a new Shareholder and establish rules and policies setting out shareholder eligibility criteria in addition to those set out in article 39;
- i) cause or enable the Company to enter into any merger or amalgamation with any other entity;
- j) approve the sale, lease, exchange or disposal of all or substantially all or a material portion of the property of the Company;
- k) approve all borrowing requirements of the Company within its operating and capital budgets where the borrowing exceeds one hundred thousand (\$100,000.00) dollars;

- l) approve the continuance of the Company under any other legislation including the laws of another jurisdiction;
- m) establish a committee to recommend a slate of candidates for initial Board appointments and the terms of reference for such committee;
- n) establish a skill matrix based process and selection policies for future Board appointments;
- o) appoint and reappoint the Chair of the Board and remove any person appointed or reappointed to that office provided that except for the first Chair of the Board, the Chair of the Board shall have previous experience as a director on the Board;
- p) authorize modification of Funding Formula;
- q) set the Annual Contribution Fee;
- r) allot, issue, sell, transfer, exchange or otherwise dispose of or option or agree to allot, issue, sell, exchange or otherwise dispose of any of the shares;
- s) authorize the Company to create and distribute its securities; and
- t) receives annual presentations from the Board and management team.

#### 47. SHAREHOLDER CONTRIBUTIONS

Each year, the Shareholders shall set the Annual Contribution Fee to be paid by each Shareholder using the Funding Formula. Other sources of funding will be considered when calculating membership contributions.

#### 48. CONFIDENTIALITY

Each Shareholder and Elected Representative shall maintain as confidential the business and affairs of the Company. However, such restrictions shall not restrict any Shareholder or Elected Representative in promoting the lawful objects of the Company.

#### 49. ANNUAL GENERAL MEETINGS

The annual general meeting of the Company required by the Act, shall be held in the Edmonton Metropolitan Region (or elsewhere if the Shareholders consent), in each year and at such place as the Board may specify.

#### 50. APPOINTMENT OF CHAIR

At each annual general meeting the Shareholders shall select a Chair for that meeting from the Elected Representatives in attendance at the meeting

#### 51. SECRETARY AT MEETINGS OF SHAREHOLDERS

If the Secretary of the Company is absent, the Chair of the meeting shall appoint some person, who need not be an Officer, to act as secretary of the meeting.

#### 52. BUSINESS AT ANNUAL GENERAL MEETINGS

At every annual general meeting of the Company required by the Act, the Shareholders shall consider and may pass one or more resolutions or Special Resolutions with respect to:

- a) accepting the financial statements of the Company;
- b) accepting the auditor's report;
- c) the appointment or reappointment of any person as a Director;
- d) on the expiration of the term of office of the Chair of the Board, the appointment or reappointment of any Director as Chair of the Board;



- e) the appointment or reappointment of any auditor; and
- f) all outstanding matters requiring the approval of the Shareholders.

At each annual General meeting the shareholders will approve a three year budget commitment and the Annual Contribution Fee for the current year.

#### 53. EXTRAORDINARY GENERAL MEETINGS

The Board or Shareholders holding more than 50% of the issued shares have the right to call an extraordinary general meeting of the Company.

#### 54. MID-YEAR MEETING

There shall be a mid-year information meeting of the Shareholders held in the Edmonton Metropolitan Region in each year at such place as the Board may specify.

#### 55. ADJOURNMENT

With the consent of the meeting, the Chair of a meeting of the Shareholders may adjourn that meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

#### 56. TIME OF NOTICE OF MEETINGS

Not less than seven days before the date thereof, notice of the time and place of each meeting of the Shareholders shall be given in one or more of the manners provided in article 10 to each Shareholder and Elected Representative.

#### 57. INFORMATION IN NOTICE

Notice of a meeting of the Shareholders called for any purpose other than consideration of the financial statements and auditor's report, election of Directors and reappointment of the incumbent auditor shall state the nature of the business to be brought before the meeting, in sufficient detail to permit the Shareholders or the Elected Representatives to form a reasoned judgment thereon and shall state the text of any special resolution to be submitted to the meeting.

#### 58. LIST OF PERSONS ENTITLED TO NOTICE

For every meeting of the Shareholders, a list of persons entitled to receive notice of the meeting, arranged in alphabetical order shall be prepared. The list shall be available for examination by any Director, Elected Representative, Officer or auditor during usual business hours at the registered office of the Company and at the meeting for which the list was prepared.

#### 59. MEETINGS WITHOUT NOTICE

A meeting of the Shareholders may be held without notice at any time and place permitted by the Act if all of the Shareholders or Elected Representatives of the Shareholders are present or waive notice of or otherwise consent to the meeting being held so long as a Shareholder or Elected Representative of a Shareholder present is not attending for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called.

#### 60. PERSONS ENTITLED TO BE PRESENT

The only persons entitled to be present at a meeting of the Shareholders shall be the Shareholders or the Elected Representatives of the Shareholders, the Directors and Officers and the auditors, if any, of the Company, and others who, although not entitled to vote, have been invited or permitted to attend the meeting. Any other person may be admitted only on the invitation of the Chair of the meeting or with the consent of those persons present and entitled to vote thereat. Subject to the Act and the Articles, the Chair of any meeting has the right to exclude any person from the meeting or require any person in attendance to leave the meeting.

#### 61. QUORUM

A quorum of Shareholders is present at a meeting of Shareholders, irrespective of the number of persons actually present at the meeting, if more than fifty percent (50%) of the Elected Representatives of the Shareholders are present in person.

#### 62. RIGHT TO PROCEED WITH BUSINESS

If a quorum is present at the opening of any meeting of the Shareholders, the Elected Representatives of the Shareholders present may proceed with the business of the meeting.

#### 63. CONTINUATION OF BUSINESS

If quorum is lost the meeting is automatically adjourned and any remaining business will be dealt with at a future meeting.

#### 64. ABSENCE OF QUORUM

If a quorum is not present at any meeting of the Shareholders, the Elected Representatives must not open the meeting and may not transact any business.

#### 65. RIGHT TO VOTE

On every question or resolution before any meeting of the Shareholders each Shareholder present at the meeting of the Shareholders by its appointed Elected Representative or alternative method of representation as contemplated in Article 66 shall be entitled to one vote.

#### 66. CERTIFICATE OF ELECTED REPRESENTATIVES

Each Shareholder shall appoint an Elected Representative to vote on behalf of the Shareholder as legal holder of the shares at a meeting of the Shareholders and shall provide the Company with a certificate naming the Shareholders Elected Representative for the following twelve month period. If the Elected Representative of a Shareholder is unable to attend a meeting of the Shareholders, the Company, on the request of the Shareholder, shall approve an alternative method of representation for the Shareholder at that meeting.

#### 67. APPARENT AUTHORITY OF ELECTED REPRESENTATIVES

The Company and all persons having business with the Company shall be entitled to rely upon the apparent authority conferred upon each person named as an "Elected Representative" to exercise voting rights as herein provided.

#### 68. DURATION OF AUTHORITY

A certificate from a Shareholder may confer the authority of any elected official of the shareholders to be an “Elected Representative” for a twelve month period meetings of the Shareholders unless an alternative method of representation has been granted by the Shareholders in accordance with Article 66.

#### 69. CERTIFICATE OF LOSS OF STATUS

A Shareholder may also deposit with the Secretary a certificate certifying that the status of any person previously certified to be an “Elected Representative” has been terminated and replaced.

#### 70. TIME FOR DEPOSIT OF ELECTED REPRESENTATIVE CERTIFICATES

The Board may specify in a notice calling a meeting of the Shareholders, a time, preceding the time of that meeting by not more than two days exclusive of Non-Business Days, before which certificates (as contemplated in article 66 to be used at that meeting) must be deposited.

#### 71. NO DELEGATION OF VOTING AUTHORITY

An Elected Representative of a Shareholder may not delegate any voting right or authority to vote for that Elected Representative unless a Shareholder’s request for an alternative method of representation has been approved by the Shareholders in accordance with article 66.

#### 72. VOTES TO GOVERN

Except as required pursuant to article 76, at every meeting of the Shareholders, every question shall be determined by a simple majority being fifty percent plus one or more of the votes cast on the question. In case of an equality of votes, the vote is deemed to have failed.

#### 73. VOTING PROCEDURE

Each question and resolution before a meeting of the Shareholders shall be decided by a show of hands or by any other means which clearly indicates the affirmative vote, negative vote or abstention from voting by each person voting.

#### 74. DECLARATION OF CHAIR

Whenever a vote shall have been taken upon a question or resolution, a declaration by the Chair of the meeting that the vote upon the question or resolution has or has not been carried and an entry to that effect in the minutes of the meeting shall be prima facie evidence of the determination of the question or resolution without proof of the number of the votes recorded in favour of or against that question or resolution and where a majority of the Elected Representatives present vote in favour of or against a question or resolution, the result of their vote shall be conclusively deemed to be the unanimous decision of the Shareholders upon the question or resolution.

#### 75. RESOLUTION IN LIEU

A resolution in writing signed by all of the Elected Representatives of the Shareholders is valid as if it had been duly and unanimously passed at a meeting of the Shareholders.

## 76. SPECIAL MAJORITIES

Notwithstanding anything to the contrary expressed or implied elsewhere herein, the following actions shall require a Special Resolution of the Shareholders:

- a) the altering or adding to the Articles or the Memorandum;
- b) the approval and issuance of shares to a new municipality;
- c) the removal of a Shareholder; and,
- d) the dissolution of the Company.

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## **DIRECTORS AND BOARD MEETINGS**

## 77. AUTHORITY OF THE BOARD

The Board shall have all power necessary to manage the business and affairs of the Company except only where:

- a) the Act reserves a matter to the exclusive authority of the shareholders; or
- b) the power of the Board with respect to any particular matter has been expressly limited by the Articles. For greater certainty, the power of the Board with respect to the matters listed in article 46 and with respect to any other matter which is expressed to be subject to any action or approval of the Shareholders, is hereby restricted and reserved to the Shareholders.

## 78. SOME SPECIFIC BOARD AUTHORITY

Without limiting the generality of article 77, for greater certainty, the Board shall have all power to:

- a) approve and set the operating and capital budgets in accordance with the Annual Contribution Fees set by the Shareholders ;
- b) approve the compensation to be paid to and benefit plans, if any, to be established for the Officers of the Company but in respect only to their services as officers;
- c) set and approve the strategic plan for the Company and its divisions;
- d) safeguard the assets of the Company;
- e) prepare and approve annual financial operating reports and deliver them to the Shareholders in a timely fashion;
- f) delegate authority to Officers, management or staff as necessary;
- g) recommend to the Shareholders for their approval all necessary or desirable alterations or additions to the Memorandum and the Articles to enable and better facilitate the efficient management of the Company and the pursuit of its objects;
- h) appoint a Chief Executive Officer for the Company who hires other employees according to a Board-approved plan for the proper operation of the Company;
- i) manage and monitor performance of the Chief Executive Officer;
- j) establish or revise employee compensation and benefit plans;
- k) meet regularly with and receive the reports of the auditor;
- l) delegate to committees of the Board or any one or more Officers, special powers with respect to the execution of instruments and the use of the corporate seal;
- m) approve all borrowing requirements of the Company within its operating and capital budgets provided that such borrowing does not exceed one hundred thousand (\$100,000.00) dollars;
- n) subject to the requirements of Article 17, authorize and delegate to one or more financial Officers of the Company the authority to deal directly with one or more persons designated by the Board in respect of the short term borrowing requirements of the Company;
- o) other than the Chair of the Board, appoint and reappoint all Officers of the Company and, other than the Chair of the Board, remove any person appointed or reappointed to any office.
- p) subject to the requirements of Article 17, establishes signing authorities for the Company;
- q) approve financial Statements;
- r) approve the allocation of costs;
- s) approve the economic development strategies for the Company; and
- t) provide advice and direction to the CEO on the strategic direction of the Company.

## 79. NUMBER OF DIRECTORS

The Board shall consist of a minimum of six (6) to a maximum of twelve (12) Directors with the composition and length of terms as is set forth in Schedule "B" attached hereto. The term of appointment for directors shall be a maximum of two terms of three (3) years in accordance with article 82. Directors' terms shall be staggered so that no group of Directors as set out in Schedule "B" shall be completely replaced in any given year.

#### 80. QUALIFICATIONS

No person shall be qualified for election as a Director if that person:

- a) is less than eighteen years of age;
- b) is of unsound mind and has been so found by a court in Canada or elsewhere or by a physician licensed to practice medicine in Alberta;
- c) has the status of a bankrupt;
- d) has a prior conviction of fraud
- e) is not an individual;
- f) is not a resident within the Edmonton Metropolitan Region;
- g) has a conflict of interest by virtue of being an elected official of any Shareholder or otherwise has a conflict of interest as determined by the Shareholders in accordance with any policy of the Company with respect to conflict of interest; has served as a director of the Company for two consecutive terms; or,
- h) is not a Canadian citizen.

#### 81. NO QUALIFYING SHARE

A Director shall not be a Shareholder of the Company. No Public Official may hold a Board position until two years after their term has expired.

#### 82. TERMS AND ELECTION OF INITIAL BOARD; TRANSITION BOARD

The Shareholders shall elect the initial Board, from a slate of Directors presented to the Shareholders by the Nominating Committee for the initial term of the Board, to hold office for a term of three years subject to the Shareholders being permitted to elect the first Directors of the Company to terms of one, two or three years as recommended by the Nominating Committee. At the expiration of a Director's term, that Director shall be deemed to have retired but, if the Director continues to be qualified to act as a Director as required by Article 80, the Director shall be eligible for re-election to a second three year term. If an election of Directors is not held at the proper time, then subject to article 80, the incumbent Directors shall continue in office until their successors are elected. A retiring Director shall retain office until the dissolution of the meeting at which the successor of that Director is elected. A Director shall not be permitted to serve any more than two (2) consecutive terms.

Notwithstanding Article 79 and the foregoing Article 82, the Shareholders shall be permitted to elect a transition board (the "Transition Board") to assist with the establishment of the Company, to allow the Shareholders to establish the Nominating Committee, and to allow the Nominating Committee to put forward a slate of directors for the initial Board. The Transition Board will be appointed for such period of time as the Shareholders determine but in any event such term shall not extend past the first fiscal year end. The Shareholders shall not be required to comply with Schedule "B" when appointing the Transition Board provided that each Director appointed to the Transition Board has industry, governance or professional experience.

#### 83. REMOVAL OF DIRECTORS

At any time, the Shareholders may remove any Director from office.

#### 84. VACATION OF OFFICE

Except as hereafter provided, a Director ceases to hold office:

- a) upon the death of that Director;
- b) upon the removal of that Director from office by the Shareholders;
- c) except as hereafter provided, when that Director ceases to have the qualifications for election as a Director; or
- d) when the written resignation of that Director is received by the Company, or, if a time is specified in the written resignation, at the time so specified, whichever is later.

The automatic cessation of office of a Director shall not apply merely because the Director fails to meet the qualifications of section (g) of article 80.

#### 85. VACANCIES

The Shareholders may at any time appoint a Director to a vacancy in the Board. Nothing in the foregoing shall require the Shareholders to fill a vacancy on the Board prior to the next annual general meeting.

#### 86. QUORUM

The quorum for the Board is fifty (50) percent plus one.

#### 87. ACTION BY THE BOARD

The Board may transact any business within its power at a meeting at which a quorum is present at the commencement thereof notwithstanding a loss of a quorum thereafter unless any Director present at the meeting objects to the continuance of proceedings at the time the quorum is lost.

#### 88. BOARD ACTION DESPITE VACANCY

Where there is a vacancy in the Board, the remaining Directors shall constitute and may exercise all the powers of the Board so long as a quorum remains in office.

#### 89. MEETING BY TELEPHONE

If all of the Directors or members of any committee of the Board consent, one or more Directors may participate in a meeting of the Board or a committee of the Board (as the case may be) by means of telephone or other communication facilities which permit all persons participating in the meeting to hear or communicate with each other, and a Director participating in a meeting by that means is deemed to be present at that meeting. Any consent shall be effective whether given before or after the meeting to which it relates and may be given with respect to all meetings of the Board and of committees of the Board.

#### 90. PLACE OF MEETINGS

Meetings of the Board shall ordinarily be held at any place inside the Edmonton Metropolitan Region but, with the approval of the Shareholders, may be held at any place inside Alberta.

#### 91. CALLING MEETINGS



Meetings of the Board shall be held at the times and at the places as the Chair of the Board or a majority of the Directors may specify.

#### 92. NOTICE OF MEETING

Notice of the time and place of each meeting of the Board shall be given in the manner provided in article 10 to each Director, not less than one day before the day when the meeting is to be held. A notice of a meeting of the Board need not specify the purpose of, or the business to be transacted at the meeting except where the Act requires that purpose or business to be specified.

#### 93. MEETINGS WITHOUT NOTICE

A meeting of the Directors may be held without notice at any time and place permitted by the Act if all of the Directors are present or waive notice of or otherwise consent to the meeting being held so long as a Director is not attending for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called.

#### 94. MEETING OF THE BOARD FOLLOWING SHAREHOLDERS' MEETING

Provided a quorum of Directors is present, the Board may, without notice, hold a meeting immediately following any meeting of the Shareholders.

#### 95. REGULAR MEETINGS

The Board may appoint a day or days in any month or months for regular meetings of the Board at a place and hour to be fixed or later named. Notwithstanding the foregoing, the Board shall meet at least quarterly. A copy of any resolution of the Board fixing the place and time of these regular meetings shall be sent to each Director forthwith after being passed, and no other notice shall be required for any of these regular meetings except where the Act requires the purpose of or the business to be transacted at the meeting to be specified.

#### 96. CHAIR OF A BOARD MEETING

The Chair of any meeting of the Board shall be the Chair of the Board, and in the absence of the Chair of the Board, shall be the Vice-Chair. If neither of these Officers is present, the Directors present shall choose one of their number to be the Chair of that meeting.

#### 97. MEETING AGENDA

The agenda for any meeting of the Board may be set or approved by the person who is the Chair of that meeting pursuant to article 96.

#### 98. RULES OF PROCEDURE

The Chair of any meeting of the Board may establish and rule on the rules of procedure to be followed at the meeting at which that person is the Chair.

#### 99. VOTES TO GOVERN

At all meetings of the Board, every question shall be decided on a consensus basis. When a consensus cannot be reached each of the 10 Directors may cast one vote and a majority of the votes cast on the question will decide the question. In case of an equality of votes, the vote is deemed to have failed.

#### 100. SIGNED RESOLUTION

A resolution in writing, signed by all the Directors entitled to vote on that resolution at a meeting of the Board, is as valid as if it had been passed at a meeting of the Board and a resolution so signed shall be held to relate back to any date therein stated to be the effective date thereof.

#### 101. CONFLICT OF INTEREST

A Director who has a Conflict of Interest in any matter before the Board shall declare that Conflict of Interest by written notice to the Chair or by verbal declaration before the start of a meeting of the Board of Directors and that Director shall not vote on any question pertaining to that matter ( and if such Director does vote, such vote, shall not be counted) and at the request of any other Director, that Director shall not be permitted to be present during such portion of the meeting which such matter is under discussion and during any vote on such matter.

#### 102. CONFIDENTIALITY

Each Director shall maintain as confidential the business and affairs of the Company. However, such restrictions shall not restrict any Director in promoting the lawful objects of the Company or providing reasonable information to its Shareholders.

#### 103. DUTIES OF DIRECTORS

Every Director shall act honestly and in good faith with a view to the best interests of the Company and shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

#### 104. HONORARIUM, REMUNERATION AND EXPENSES

Any honorarium for the Directors for their service on the Board shall be approved by the Shareholders in accordance with any policy of the Company approved by the Shareholders with respect to Conflict of Interest and honorariums. Directors shall be reimbursed for expenses properly incurred by them for travel or otherwise in connection with the attending of meetings of the Shareholders, the Board or other committee meetings as may be required of the Directors. Nothing contained in the Articles shall preclude any Director from serving the Company in any other capacity and receiving remuneration for those services.

#### 105. REGISTRATION AND FILING DUTIES

The Board shall duly comply with the provisions of the Act or any and all other relevant legislation with respect to the registration of mortgages and securities, and to keeping the registers of Directors and managers, and recording their addresses and occupations, and to filing with the Registrar of Corporations (Alberta) and all other competent authorities, all reports and copies of special resolutions, and of any changes in the address of the registered office of the Company or of any Director.

#### 106. MINUTES

The Board shall cause minutes to be duly entered in books provided for the purpose:

- a) of all appointments of Officers;

- b) of the names of the Directors present at each meeting of the Board and of any committee of the Board;
- c) of all resolutions made by the Board and of committees of the Board;
- d) of all resolutions and proceedings of meetings of the Shareholders and of meetings of the Board and of committees of the Board; and any of those minutes if purporting to be signed by the Chair of that meeting, or by the Chair of the next succeeding meeting, shall be receivable as prima facie evidence of the consideration of the matters stated, business conducted and resolutions considered and passed as stated therein.

#### 107. COMMITTEES OF THE BOARD

The Board may establish and thereafter appoint committees of the Board consisting of at least of one (1) Director and any other persons as the Board may determine. Each committee shall have a Director as Chair. The Board may establish the terms of reference for each committee established, delegate to the committees any of the powers of the Board that are permitted to be delegated under the Act or Articles, or dissolve a committee at any time. The Board shall annually review the terms of reference for each committee established by it and the Board may dissolve any committee at any time.

#### 108. TRANSACTION OF BUSINESS

The powers of a committee of the Board may be exercised by a meeting at which seventy-five (75%) percent of the members of that committee are present or by resolution in writing signed by all members of that committee who would have been entitled to vote on that resolution at a meeting of that committee.

#### 109. COMMITTEE PROCEDURES

Unless otherwise determined by the Board, each committee of the Board shall have power to elect its Chair, from amongst the Director(s) on the committee, and to regulate its procedure.

#### 110. REMOVAL FROM BOARD COMMITTEE

At any time, a vote by the Board through simple majority may remove any committee member from any committee of the Board.

#### 111. ADVISORS AND ADVISORY BODIES

The CEO may appoint advisors and advisory bodies, to advise the Board on any matters deemed important.

## **OFFICERS**



#### 112. REQUIRED OFFICERS AND OTHER OFFICERS

The Shareholders will appoint the Chair of the Board in accordance with article 46(m). The Board may appoint, and thereafter may reappoint, one or more Vice-Chairs and any other Officers as the Board may consider advisable.

#### 113. DUTIES OF OFFICERS

In addition to the duties and powers specified in the Articles, the Board shall specify the duties of and may delegate to the Officers, powers to manage the business and affairs of the Company.

#### 114. CONFIDENTIALITY

Each Officer shall maintain as confidential the business and affairs of the Company. However, such restrictions shall not restrict any Officer in promoting the lawful objects of the Company or providing reasonable information to its Shareholders.

#### 115. SEVERAL OFFICES

With the exception of the Chair of the Board, any person may hold more than one officer position.

#### 116. CHAIR OF THE BOARD

The Shareholders shall appoint and, thereafter, may reappoint or remove the Chair of the Board from the Directors. The Chair of the Board shall:

- a) preside as Chair of all meetings of the Board
- b) set or approve the agenda of all meetings of the Board or of the Shareholders called by the Chair of the Board;
- c) except as otherwise provided herein, call all meetings of the Board;
- d) except as otherwise provided herein, establish the rules of procedure to be followed at meetings of the Board and meetings of the Shareholders;
- e) review the performance of the Directors and take reasonable measures to ensure that all Directors are active and contributing members of the Board;
- f) plan for and make recommendations to the Shareholders with respect to the succession of Directors;
- g) recommend to the Board, the appointment of Directors to committees of the Board;
- h) together with the CEO:
  - i. advise the Board of the business and affairs of the Company;
  - ii. sign reports, recommendations and proposals of the Board to be presented to the Shareholders; and
  - iii. attend at and report to all meetings of the Shareholders and the Board.

Subject to the right of removal as hereinbefore provided, the term of office of the Chair of the Board shall be concurrent with that officer's term as a Director.

#### 117. VICE-CHAIR

The Board shall appoint and thereafter, may reappoint or remove the Vice-Chair. During the absence or disability of the Chair of the Board, the duties and powers of the Chair of the Board shall be performed and

may be exercised by the Vice-Chair. Subject to the right of removal as hereinbefore provided, the term of office of the Vice-Chair shall be concurrent with that officer's term as a Director.

#### 118. REMOVAL FROM OFFICE

With the exception of the Chair of the Board, the Board may remove any officer of the Company without prejudice to the rights of that officer under any employment contract with the Company. Until an officer is removed, resigns, or becomes ineligible to hold office, that officer shall hold office until a successor to that officer is appointed.

#### 119. CONFLICT OF INTEREST

An Officer who has a Conflict of Interest in any material contract or proposed contract with the Company or in any other matter that is of interest to the Company shall disclose such Conflict of Interest in writing to the Board.

#### 120. REMUNERATION

Any remuneration or honorarium to be paid to the Officers of the Company shall be fixed, from time to time by the Board. For greater certainty, except for in the case of the Chief Executive Officer, where an Officer is also an employee of the Company the Board shall delegate to the Chief Executive Officer or management the authority to set the salary remuneration for such Officer's service to the Company as an employee.

## **FINANCIAL MATTERS**

#### 121. RESERVES

From time to time the Board may create a reserve or reserves to provide for the maintenance of the property of the Company, replacing the wasting assets, meeting contingencies, forming an insurance fund or for any other purpose whatsoever.

#### 122. FUNDS

The Board may create a fund or funds out of the assets of the Company not greater in amount than the reserve or reserves contemplated in article 121 and may apply the fund or funds either by employing them in the business of the Company or by investing them in the manner (not being the purchase of, or by way of loan, upon the shares of the Company) as the Board determines, and the income arising from that fund or funds shall be treated as part of the profits of the Company for the year in which that income arose. That fund or funds may be applied for the purpose of maintaining the property of the Company, replacing the wasting assets, meeting contingencies, forming an insurance fund or for any other purpose for which the profits of the Company may be lawfully used.

The Board may create policies for the management of the fund or funds and policies that set out any funding models for the Company.

#### 123. DUTY TO KEEP ACCOUNTS

The Board shall cause the Company to keep proper books of account and accounting records as and where required by the Act.

#### 124. INSPECTION OF BOOKS AND RECORDS

Unless the Board determines otherwise, the books of account and accounting records of the Company shall be kept at the registered office of the Company and those books and records shall always be open to the inspection of any Shareholder or Director in accordance with the Act.

#### 125. FINANCIAL STATEMENTS

At every annual general meeting, the Board shall lay before the Company the financial statements and other reports pertaining thereto, including the report of the auditors, as required by the Act.

#### 126. FORWARDING FINANCIAL STATEMENTS

At least seven days prior to every annual general meeting the Secretary shall send a copy of the financial statements and the auditors' report to each of the Shareholders and each of the Elected Representatives, in the manner in which notices are to be served.

#### 127. APPOINTMENT OF AUDITORS BY SHAREHOLDERS

At each annual general meeting, the Shareholders shall appoint the auditors to hold office until the close of the next annual general meeting. If the Shareholders do not appoint the auditors at any annual general meeting, the auditor or auditors in office shall continue in office until a successor is appointed. The first auditors shall be appointed by the Board.

#### 128. REMOVAL OF AUDITORS

The Shareholders may remove any auditor before the expiration of the appointed term of office of that auditor and may appoint another auditor for the remainder of that appointed term.

#### 129. REMUNERATION OF AUDITORS

The remuneration of the auditors shall be fixed by the Board.

#### 130. DEPOSITS

The funds of the Company may be deposited to the credit of the Company with those financial institutions authorized to receive and hold deposits as the Board may approve.

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The foregoing Articles hereto annexed shall be the Articles of Association of the [ENTITY].

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Name

Address

City, province

Postal Code

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**Schedule “A”  
Shareholders**

List of participating municipalities

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**Schedule “B”**  
**Composition of Board**

1. The Board shall consist of six (6) to twelve (12) Directors selected by the Shareholders in accordance with the articles.
2. The Board will consist of :
  - a. Five (5) appointees who have business or professional experience aligned with the Skill Based Matrix AND personal or business residency in:
    - i. One (1), the Leduc sub-region
    - ii. One (1), the Strathcona sub-region
    - iii. One (1), the Sturgeon sub-region
    - iv. One (1), Parkland sub-region
    - v. One (1), the City of Edmonton
  - b. Five (5) appointees who have business or professional experience aligned with the Skill Based Matrix AND are industry leaders with subject matter expertise.

In the event that none of the Shareholders of the Company are located in one of the sub-regions set out in section 2(a) of this Schedule “B” or one of the sub-regions is no longer part of the Edmonton Metropolitan Region due to a change in boundaries as contemplated by the Articles, the director seat for that region shall become an additional industry leader seat in accordance with section 2(b) of this Schedule “B”.

## **Schedule “C”**

### **Edmonton Metropolitan Region Economic Development Board Boundaries**

To be determined by the Shareholders

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## Schedule "D"

### Funding Formula

Source Data for year 2013:		<b>Formula Variables</b>						
Municipal Affairs		Total Project Cost	\$	500,000	A			
Population								
Equalized Assessment								
		<b>Part 1: Core Fee Calculation</b>						
		Total Core Fee % Project Cost		10.00%	B			
Instructions: Insert the project amount in to cell A		Maximum Total Core Fee \$ to be Allocated (A x B)	\$	50,000	C			
The spreadsheet will automatically calculate		Divided by the number of municipalities		13	D			
each municipal share per project.		Core Fee per municipality (C/D)	\$	3,846	E			
		Municipality with lowest Operating Expenses		Morinville				
		This Municipality's 2017 Operating Expenses	\$	21,536,194	F			
		Core Fee - 1% of Operating Expenses	\$	0.01	G			
		Total Core Fee - \$ of Operating Expenses (FXG)	\$	215,362	H			
		Core Fee per municipality for this project (H/D)	\$	16,566	I			
			\$	284,638	J			
		<b>Part 2: Weighting</b>						
		50% - Population	\$	142,319	K			
		50% - Total Equalized Assessment	\$	142,319	L			
		Total	\$	500,000				
							</	



**Rescind Policy SER-008-018 - New Development Major Entrance Features****Report Purpose**

To rescind Policy SER-008-018 for New Development Major Entrance Features.

**Recommendation**

THAT Policy SER-008-018 New Development Major Entrance Features be rescinded.

**Council History**

December 8, 1998 – Council approved Policy SER-008-018

**Strategic Plan Priority Areas**

**Economy:** n/a

**Governance:** Replacing the existing policy with a directive will maintain appropriate control and process for developer design and installation of municipal major entrance features.

**Social:** n/a

**Culture:** n/a

**Environment:** n/a

**Other Impacts**

**Policy:** Rescinding this policy does not impact any other policies.

**Legislative/Legal:** n/a

**Interdepartmental:** n/a

**Summary**

The contents of Policy SER-008-018 are administrative in nature (i.e. they do not provide a broad, high-level policy guidance). For this reason, Administration proposes to address this matter by way of an Administrative Directive. This approach would be appropriate and ensure that Administration is able to provide the correct oversight for administrative processes and functions. The Directive will set out the process and requirements for developers who wish to incorporate major entrance features in their planned communities pursuant to their Area Structure Plan. A draft Directive has been circulated to all internal departments for review and support and will be finalized pending Council's approval of rescinding the current policy.

**Enclosure**

1 Policy SER-008-018

SER-008-018

Strathcona County  
Municipal Policy Handbook

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## New Development Major Entrance Features

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**Date of Approval by Council:** 12/08/98**Resolution No:** 729/98**Lead Role:** Chief Commissioner**Replaces:** n/a**Last Review Date:** 12/08/98**Next Review Date:** 12/2001**Administrative Responsibility:** Planning and Development Services

### Policy Statement

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Major entrance features are not a mandatory requirement, however it is recognized that developers generally desire entrance feature identification, and new communities prefer that these features be preserved and maintained. The installation and maintenance of Major Entrance Features at entrances to new developments will be incorporated in each development agreement for purposes of administration and approval to ensure Major Entrance Features are attractive, tasteful, safe and maintainable at minimal cost.

### Definitions

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Major Entrance Features are any sign, logo, symbol, object or vegetation planting, or any modification to a fence that is intended to mark the entrance to a subdivision.

### Procedures

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The Manager of Planning and Development Review Services is responsible for setting and approving the Administrative Procedures.

Review and approval of proposed design is the responsibility of the Coordinator, Real Estate and Land Development Services.

**Procedures (Administrative)****1. Locational Criteria**

Major entrance features shall, whenever possible, be located on added dedication to the required road right-of-way. Required dedication shall be defined at the time the plan of subdivision for the development is submitted for approval. Any major entrance features located on private property shall require the registration of a maintenance easement to provide for maintenance access to the feature. The easement shall be to the satisfaction of the County.

**2. Design And Approvals Process**

a) All applicants are required to apply to the Coordinator, Real Estate and Land Development Services for approval of Major Entrance Features at the same time as the design drawings for municipal improvements as required under the Development Agreement, are submitted for approval. The Coordinator, Real Estate and Land Development shall refer the application to Engineering and Environmental Planning and Recreation, Parks and Culture as a part of the referral of detailed design drawings.

b) Engineering and Environmental Planning checks for:

- i) conflicts with surface improvements and underground services;
- ii) traffic safety concerns
- iii) design of Major Entrance Features to ensure acceptable aesthetics and maintenance free design.

When the location proposed is unacceptable due to conflicts, the developer will be advised of the shortcomings. Resolution of shortcomings may include the need for additional dedication of land to eliminate conflict or ensure safe sight lines.

c) If a Major Entrance Features proposal is approved then the Coordinator, Real Estate and Land Development Services, will approve the design drawings for construction and ensure adequate securities are posted by the developer, prior to construction.

d) The Development Agreement process for construction completion and final acceptance will be followed. Final acceptance may be issued no sooner than 2 years after completion of the development area, or at least 90% of the development is built out, whichever occurs later.

e) Names utilized on Entrance Features shall be in accordance with approved names pursuant to the County's Naming Policy.

**3. Maintenance and Removal**

Until a Final Acceptance Certificate is issued, developers shall be fully responsible to maintain the Major Entrance Feature, including full responsibility for all costs and expenses associated with the upkeep of landscaping repairs, and maintenance of the feature and immediately adjacent property. The developer shall not alter, add to, or replace the feature, other than for the purpose of repair or maintenance, except upon receiving the prior consent of the County.

The County shall have the authority and right to order the developer, upon thirty (30) days notice in writing, to perform such repair and maintenance of the Entrance Feature as is necessary in the

opinion of the Coordinator, Real Estate and Land Development Services, to remove the Entrance Feature from the right-of-way herein before described and to rehabilitate the site to the County, and the developer shall be solely responsible for all costs and expenses necessarily associated with such repair and maintenance or removal and rehabilitation. In the event the developer fails to comply with such notice in writing, the County may undertake such repairs and maintenance or removal and rehabilitation and the developer shall reimburse the County for all costs and expenses incurred by the County in performing such repair and maintenance or removal and rehabilitation.

5. Security

The developer shall provide the County with Security in the amount of \$5,000 per Entrance Feature which Security shall secure the performance of that requirement. Security shall be in the form prescribed in the Development Agreement. The said Security shall be released to the applicant within ninety (90) days from the date of the Final Acceptance Certificate.

6. Insurance

The developer shall indemnify and save harmless the County from and against all claims, damages, debts, dues, suits, actions and causes of actions, costs or sums of money that the County may suffer by reason of the placement, location or existence of the Entrance Feature, or anything done or omitted to be done by the developer in the operation, repair and maintenance or removal of the Entrance Feature and rehabilitation of the site, until the issuance of the Final Acceptance Certificate.

**Bylaw 32-2017 Surface Drainage and Site Grading Bylaw (Replaces Bylaw 16-2009)****Report Purpose**

To give three readings to a bylaw that regulates and controls surface drainage and site grading on private and public lands within Strathcona County, and repeals Bylaw 16-2009.

**Recommendations**

1. THAT Bylaw 32-2017, a bylaw that regulates and controls surface drainage and site grading on lands within Strathcona County, be given first reading.
2. THAT Bylaw 32-2017 be given second reading.
3. THAT Bylaw 32-2017 be considered for third reading.
4. THAT Bylaw 32-2017 be given third reading.

**Council History**

March 31, 2009 – Council approved the Surface Drainage Bylaw, Bylaw 16-2009 and repealed Bylaw 21-2005.

April 19, 2005 – Council approved the Surface Drainage Bylaw, Bylaw 21-2005 and repealed Bylaw 17-2001.

June 12, 2001 – Council approved the Surface Drainage Bylaw, Bylaw 17-2001 and repealed Bylaw 62-90.

July 10, 1990 – Council approved the Property Drainage Bylaw, Bylaw 62-90 and repealed Bylaw 10-87.

March 3, 1987 – Council approved the Property Drainage Bylaw, Bylaw 10-87 and repealed Bylaw 45-86.

September 16, 1986 – Council approved the Property Drainage Bylaw, Bylaw 45-86.

**Strategic Plan Priority Areas**

**Economy:** n/a

**Governance:** The *Municipal Government Act*, RSA 2000, c. M-26, provides that a Municipal Council may establish bylaws respecting the safety, health, and welfare of people and the protection of people and property; and that a Municipal Council may establish bylaws respecting public utilities, including systems to provide drainage.

**Social:** Properly regulated surface drainage and site grading on private and public lands provides for the social well-being of all residents.

**Culture:** n/a

**Environment:** Properly regulated surface drainage and site grading provides for enhanced environmental sustainability.



**Other Impacts**

**Policy:** n/a

**Legislative/Legal:** Legislative and Legal Services' input has been obtained

**Interdepartmental:** Planning and Development Services and RCMP and Enforcement Services

**Summary**

Strathcona County is an advocate of responsible development that incorporates sustainability and environmental principles. This proposed Surface Drainage and Site Grading Bylaw introduces changes to ensure such principles are appropriately and consistently applied to single and multi-family urban residential lots, country residential lots, commercial lots and industrial lots.

Administrative changes have also been made to update format, definitions, numbering, terminology and titles, improve clarity, align with current procedures and bylaws and increase penalty amounts to reflect severity of offences in current dollar value.

**Communication Plan**

The Canadian Homebuilder Association by way of email correspondence.

**Enclosures**

- 1 Summary of Changes to Bylaw 16-2009
- 2 Bylaw 32-2017

# Summary of Changes to Surface Drainage Bylaw

## Bylaw 16-2009

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### Part 1: TITLE

Revised the title of Surface Drainage Bylaw to “Surface Drainage and Site Grading Bylaw” to more accurately reflect the context of the Bylaw.

### Part 2: DEFINITIONS

- removed definitions of “*Approved Final Grade Certificate*”, “*Approved Rough Grade Certificate*” and “*Approved Surface Drainage Plan*” “*County Bylaw Enforcement Officer*” as they were deemed unnecessary
- added definition for “*Act*” to reference the *Municipal Government Act*
- updated definition for “*Commercial Lot*” to include industrial and multi-family sites
- updated definition of “*Commissioner*” to “*Chief Commissioner*”
- removed definitions of “*County Residential Lot*”, “*County Residential Subdivision*”, “*County Lands*”, “*Land Use Bylaw*”, “*Lot Grading Inspection*”, “*Person*”, “*Plan of Certification of As-Built Surface Drainage Plan*”, “*Slope*”, “*Surface Elevation*” and “*Surface Grade*” as terms are no longer referenced within the Bylaw
- updated definition of “*Engineering Standards*” to “*Design and Construction Standards*”
- added definition for “*Drainage Easement*”
- updated definition of “*Fees and Charges Bylaw*” to “*Fees, Rates and Charges Bylaw*”
- updated definition for “*Final Grading*” to reflect our current process
- removed definitions of “*Final Grade Certificate*” and “*Rough Grade Certificate*” and replaced them with one definition for “*Grading Certificate*”; separate definitions were redundant with Final Grade and Rough Grade already defined
- updated definition for “*Lot Grading*” to reflect permitted scope
- updated definition for “*Lot Grading Guidelines*” to reflect differences between Commercial Lot and Single Family Lot
- removed the definitions of “*Lot Grading Inspector*”, “*Manager*” and “*Manager, Engineering and Environment Planning Services*” as titles are no longer referenced within the Bylaw
- updated definition for “*Owner*” to align with definition in Land Use Bylaw
- added definition for “*Project Completion Certificate*” to reflect new process for private sites without municipal infrastructure
- updated definition of “*Residential Lot*” to “*Single Family Lot*” to align with Land Use Bylaw
- updated definition for “*Rough Grading*”
- added definition for “*Site Grading Plan*” to reflect current terminology
- updated definition for “*Surface Drainage Plan*” to reflect current terminology
- removed definitions of “*Violation Tag*” and “*Violation Ticket*” as both are explained in detail within the Bylaw

### Part 3: SITE GRADING PLANS

This part now includes and replaces Part 4 of the current Bylaw which referenced Commercial Lots and Country Residential Lots together. A Site Grading Plan focuses strictly on Commercial Lots as per the new definition. A Country Residential Lot is now classified as a Single Family Lot and is discussed in Part 4.

### Part 4: RESIDENTIAL SURFACE DRAINAGE PLANS

This part replaces portions of Part 3 of the current Bylaw which referenced Commercial Lots and Country Residential Lots together. A Surface Drainage Plan focuses strictly on Single Family Lots as per the updated definition.

### Part 5: SITE GRADING APPROVAL

- updated to better reflect the current grading approval process
- updated terminology and remove titles no longer used
- updated to improve and clarify the County's approval process
- updated to clarify differences between Commercial Lot and Single Family Lot approval processes

### Part 6: SURFACE DRAINAGE RESTRICTIONS

- updated to include and replace portions of Part 7 of the current Bylaw
- Section 10 was reworded to improve clarity and remove ineffective language
- Section 11 (1) (c) was revised from 0.3m to 2.0m to allow runoff space to disperse or infiltrate prior to flowing onto a County right-of-way
- updated terminology and bylaw references

### Part 7: AUTHORITY OF THE CHIEF COMMISSIONER (previously ADMINISTRATION)

This part was revised to more clearly describe the duties, inspection process and requirements.

### Part 8: OFFENCES AND ENFORCEMENT

This part was revised to align with current procedures and bylaws.

### Part 9: GENERAL

This part was revised to reflect current terminology, titles and requirements.

### SCHEDULE "A"

Offenses have been updated for clarity, realigned with corresponding section numbering and some fine amounts have been increased.

## BYLAW 32-2017

A BYLAW OF STRATHCONA COUNTY TO REGULATE AND CONTROL SURFACE DRAINAGE AND SITE GRADING WITHIN STRATHCONA COUNTY.

WHEREAS the *Municipal Government Act*, RSA 2000, c. M-26, provides that a Municipal Council may establish bylaws respecting the safety, health and welfare of people and the protection of people and property; and

WHEREAS the *Municipal Government Act*, RSA 2000, c. M-26, provides that a Municipal Council may establish bylaws respecting public utilities, including systems to provide drainage; and

WHEREAS the Council of Strathcona County wishes to regulate the surface drainage and site grading on private and public lands within Strathcona County;

NOW THEREFORE THE COUNCIL OF STRATHCONA COUNTY, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

## **PART 1**

### **TITLE**

- 1** This Bylaw may be referred to as the "Surface Drainage and Site Grading Bylaw".

## **PART 2**

### **DEFINITIONS**

- 2** In this Bylaw,
  - (a)** "Act" means the *Municipal Government Act*, RSA 2000, c. M-26, as amended or replaced from time to time;
  - (b)** "Chief Commissioner" means the chief administrative officer of Strathcona County;
  - (c)** "Commercial Lot" means a lot that is zoned for, or contains, or is proposed to contain a commercial, industrial or multi-family building;
  - (d)** "County" means Strathcona County;
  - (e)** "Design and Construction Standards" means the standards and requirements as specified by the County in the latest version of the "Strathcona County Design and Construction Standards" which identify minimum requirements for the design, preparation, and best

management practices for the design, preparation, and submission of plans and specifications for the construction of roads, water distribution systems, wastewater systems, surface drainage, stormwater management systems, open space, trails, and landscaping;

- (f)** "Drainage Easement" means an easement registered in favor of the County protecting drainage facilities such as pipes, catch basins, ditches, sumps, swales, detention ponds, or ancillary structures;
- (g)** "*Fees, Rates, and Charges Bylaw*" means Strathcona County Bylaw 45-2016, as amended or replaced;
- (h)** "Final Grading" means the establishment of surface grades and elevations in preparation for, or including, finished landscaping, in accordance with the County's Design and Construction Standards and the Lot Grading Guidelines;
- (i)** "Grading Certificate" means a ground elevation survey of a single family lot, stamped and signed by an Alberta Land Surveyor or an engineering professional accredited by ASET or APEGGA to practice Civil Engineering within their scope of practice;
- (j)** "Lot Grading" means any work, operation, or activity that results in a disturbance of the earth, which has the effect of changing the surface elevation or slope of the lot, other than for building purposes, but does not include aggregate extraction, commercial logging, tree clearing, or dugouts;
- (k)** "Lot Grading Guidelines" means the County's *Lot Grading Guidelines for Commercial, Industrial and Multi-Family Lots* and the County's *Lot Grading Guidelines for Single Family Lots*;
- (l)** "Owner" means any person who is registered under the *Land Titles Act*, RSA 2000, c. L-4, as the owner of a property, any person who is lawful possession of a property, or any person who occupies any buildings situated on a property;
- (m)** "Project Completion Certificate" means the certificate issued upon final review and acceptance of all construction requirements as required by the terms of a Development Permit;
- (n)** "Rough Grading" means the establishment of clay surface grades and elevations preceding the final grading, in accordance with the Design and Construction Standards and Lot Grading Guidelines;



- (o)** "Single Family Lot" means a subdivided lot that is zoned to contain a single dwelling unit;
- (p)** "Site Grading Plan" means a plan approved by the County for a Commercial Lot showing property line elevations and detailed on-site design of surface elevations and stormwater management; and
- (q)** "Surface Drainage Plan" means a plan approved by the County for a subdivision or neighborhood containing multiple lots, showing the detailed design of all property line elevations to function in an overall scheme for the plan area and in conjunction with the adjacent lands.

### **PART 3**

#### **SITE GRADING PLANS**

- 3** **(1)** The owner of a Commercial Lot seeking to develop, build, or construct must submit a Site Grading Plan to the County for approval.
- (2)** The Site Grading Plan must:
  - (a)** establish the surface drainage design of the lot, including the preservation and protection of any watercourses or natural areas;
  - (b)** incorporate a stormwater management system; and
  - (c)** comply with the County's Design and Construction Standards.
- (3)** The Site Grading Plan must be approved by the Chief Commissioner prior to any on-site construction.

### **PART 4**

#### **RESIDENTIAL SURFACE DRAINAGE PLANS**

- 4** The owner of a Single Family Lot that does not have a Surface Drainage Plan must establish and maintain surface grades and elevations in such a way that:
  - (a)** water drains away from any buildings;
  - (b)** water drains towards a County right-of-way, a common property line, or another receiving area approved by the Chief Commissioner; and
  - (c)** property line elevations are not impacted without prior written authorization of all affected parties.

- 5** Where a Surface Drainage Plan exists, the owner of a property must establish and maintain surface grades and elevations on the property in compliance with the applicable Surface Drainage Plan.

## **PART 5**

### **SITE GRADING APPROVAL**

- 6** Where a Surface Drainage Plan exists, the owner of a property must pay the surface drainage inspection fee as set out in the County's *Fees and Charges Bylaw* prior to obtaining a building permit.
- 7** A person applying for grading approval must submit to the Chief Commissioner:
- (a)** A Grading Certificate (for Single Family Lots) or;
  - (b)** A plan of certification of as-built grades stamped and signed by an engineering professional acceptable to the County (for Commercial Lots).
- 8** **(1)** The owner of a Single Family Lot shall ensure that:
- (a)** Rough Grading of the premises is approved by the Chief Commissioner within 18 months of the issuance of the building permit; and
  - (b)** Final Grading of the premises is approved by the Chief Commissioner within 12 months of the Rough Grading approval.
- (2)** Rough Grading and Final Grading approvals shall not be granted without an inspection by the County.
- (3)** In the event a grading approval is refused, the deficiencies must be corrected and a re-inspection must be arranged within 60 days of the previous inspection.
- (4)** The Chief Commissioner may, at his sole discretion, waive the requirement for Rough Grading approval under this section provided the owner submits a letter from the contractor certifying that the clay grades were established within the tolerances for Rough Grading, as set out in the Lot Grading Guidelines.
- 9** **(1)** The owner of a Commercial Lot seeking a Project Completion Certificate must obtain grading approval of the final grading within 24 months of the issuance of the building permit.

**(2)** Prior to the start of construction, the owner of a Commercial Lot is not required to comply with the Surface Drainage Plan, except as otherwise required by law, including, but not limited to:

- (a)** Part 6 of this bylaw;
- (b)** the County's *Land Use Bylaw*;
- (c)** any other County bylaw or Policy, or any Provincial or Federal enactment.

**(3)** The owner of a Commercial Lot shall not permit water to pond or build up on the Commercial Lot other than as approved in the Surface Grading Plan, which may cause, or have the potential to cause, a nuisance, a hazard, or damage to the public, adjacent lots or County right-of-ways.

## **PART 6**

### **SURFACE DRAINAGE RESTRICTIONS**

- 10** The owner of a property where a sump pump is installed must ensure each sump pump discharges according to the Surface Drainage Plan (where applicable), the County's Design and Construction Standards and the Alberta Building Code.
- 11** **(1)** The owner of a property shall not permit a roof drain or sump pump to discharge:
- (a)** directly onto a pervious ground surface within 1.0m of a building;
  - (b)** within 0.30m of any adjacent lot;
  - (c)** within 2.0m of any County right-of-way (where possible);
  - (d)** into or towards an environmentally sensitive area;
  - (e)** into or towards an area with an unstable slope;
  - (f)** into or towards a ravine; or
  - (g)** into or towards a location or in such a manner that the discharge causes or has the potential to cause a nuisance, hazard, or damage to property or to a County right-of-way.
- (2)** The owner of a Commercial Lot shall ensure each roof drain discharge flows towards:
- (h)** an internal catchment system;

- (i) a County right-of-way; or
  - (j) a receiving area that has been approved in writing by the Chief Commissioner.
- 12** No person shall alter any surface elevations of any Commercial Lot or Single Family Lot such that the alteration may;
  - (a) cause or have the potential to cause a nuisance, a hazard, or damage;
  - (b) have the potential to adversely affect the stability of an adjacent slope;
  - (c) alter the on-site stormwater management system without prior written consent of the Chief Commissioner; or
  - (d) alter property line elevations of any adjacent lot.
- 13** No person shall alter surface elevations, grades, or drainage features on any County owned lands without written authorization from the Chief Commissioner.
- 14** The owner of a property shall not direct stormwater or groundwater into the sanitary sewer system, unless permitted pursuant to the County's *Sewage System Bylaw, 21-2011*, as amended and replaced.
- 15** No person shall fill, drain, redirect, or otherwise alter any naturally occurring feature, watercourse, or wetland area without written authorization from:
  - (a) the Chief Commissioner; and
  - (b) the Province of Alberta, pursuant to the *Water Act*, RSA 2000, c. W-3, as amended or replaced.
- 16** No person shall encroach upon or allow work to happen within an area covered by a Drainage Easement without prior written authorization from the Chief Commissioner.

## **PART 7**

### **AUTHORITY OF THE CHIEF COMMISSIONER**

- 17** The Chief Commissioner has the authority to carry out any inspection reasonably required to ensure compliance with this Bylaw, including but not limited to:
  - (a) inspecting, observing, sampling, and measuring:

- (i) grades and materials;
  - (ii) roof drains, foundation drains, and sump pump discharges; and
  - (iii) surface drainage features.
- (b) inspecting and copying documents related to a matter under this Bylaw, including removing documents from a premises in order to make copies; and
- (c) requesting information from a person concerning a matter under this section.
- 18** No person shall interfere with the Chief Commissioner while the Chief Commissioner is engaged in carrying out duties under this Bylaw.

## **PART 8**

### **OFFENCES AND ENFORCEMENT**

- 19** Any person who contravenes a provision of this Bylaw is guilty of an offence and is liable to a penalty not less than that set out in Schedule "A" of this Bylaw.
- 20** A person who is guilty of an offence under this Bylaw for which a penalty is not otherwise provided is liable to a fine of not less than one hundred dollars (\$100.00) and not more than ten thousand dollars (\$10,000.00).
- 21** Notwithstanding section 19, any person who commits a second or subsequent offence within one year of committing an offence under this Bylaw is liable to a fine not less than that set out as "Subsequent" in Schedule "A" of this Bylaw.
- 22** A person contravening any provision of this Bylaw shall not be subject to imprisonment as a penalty for that offence.
- 23** Nothing in this Bylaw will be construed as curtailing or abridging the right of the County to obtain compensation for, or to maintain an action for, loss of or damage to property from or against the person or persons responsible.

### **VIOLATION TAG**

- 24** The Chief Commissioner or a Bylaw Enforcement Officer is hereby authorized to issue a violation tag to any person who the Chief Commissioner or Bylaw Enforcement Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- 25** A violation tag may be issued either personally or by mailing a copy to the last known address.



- 26** A violation tag shall be in the form approved by the County and shall state
- (a)** the name of the person;
  - (b)** the offence;
  - (c)** the date of the offence;
  - (d)** the penalty, as set out in Schedule "A";
  - (e)** that the penalty must be paid within 30 days of the issuance of the violation tag; and
  - (f)** any other information as may be required by the County.
- 27** No more than one violation tag may be issued to a person each day for the same offence.
- 28** Where a violation tag is issued pursuant to this Bylaw, the Person to whom the violation tag is issued may, in lieu of being prosecuted for the offence, pay to the County the penalty specified on the violation tag.

#### **VIOLATION TICKET**

- 29** In those cases where a violation tag has been issued, and the penalty specified on the violation tag has not been paid within the prescribed time, the Chief Commissioner or a Bylaw Enforcement Officer is hereby authorized to issue a violation ticket pursuant to Part II of the *Provincial Offences Procedure Act*, RSA 2000, c. P-34, as amended or repealed and replaced from time to time.
- 30** Notwithstanding section 28, the Chief Commissioner or a Bylaw Enforcement Officer is hereby authorized to immediately issue a violation ticket to any person who the Chief Commissioner or the Bylaw Enforcement Officer has reasonable grounds to believe has contravened any provision of this Bylaw.
- 31** Where a violation ticket has been issued to a person pursuant to this Bylaw that person may plead guilty to the offence by submitting to the Clerk of the Provincial Court, prior to the appearance date specified on the violation ticket, the specified penalty set out on the violation ticket.
- 32** The Chief Commissioner or a Bylaw Enforcement Officer has the discretion to require a mandatory court appearance by a person who has committed an offence for which no penalty is specified in Schedule "A".
- 33** **(1)** Where a person has committed an offence under this Bylaw the Chief Commissioner may take enforcement action to ensure compliance with this

bylaw by issuing an order under sections 545 or 546 of the Act, including, but not limited to:

- (a) ordering the removal of fill;
- (b) ordering the return of a site to its original state;
- (c) ordering the site be improved to the state required in the Surface Drainage Plan or Site Grading Plan, as applicable.

(2) Where a person refuses or is unable to comply with an order issued under this section the Chief Commissioner may contract a third party to implement the order.

(3) Where an order is issued under this section the expenses incurred by the County, including contracted expenses under subsection 2, shall constitute a debt to, and amount owing to the County by the person to whom the order was issued.

**34** Any debt remaining unpaid under this Bylaw will constitute a debt owing to the County and is recoverable by:

- (a) action in a court of competent jurisdiction; and
- (b) collecting in a like manner such as through municipal rates and taxes.

**35** The Chief Commissioner shall not be compelled to enforce the provisions of this Bylaw if, in the Chief Commissioner's sole discretion, enforcement is not warranted due to the degree or nature of the non-compliance, and if non-enforcement would not materially interfere with or affect the use, enjoyment, or value of neighbouring parcels of land.

## **PART 9**

### **GENERAL**

**36** The rates and charges to be charged for surface drainage inspections shall be set out from time to time in the *Fees, Rates, and Charges Bylaw*.

**37** All deadlines and timelines established by this Bylaw shall apply to existing building permits and development permits, and the deadlines and timelines shall commence upon the date this Bylaw comes into effect.

**38** Nothing in this Bylaw shall operate to relieve any person from complying with any Federal, Provincial, or other County law, order, regulation, or Bylaw.

**39** Bylaw 16-2009 is hereby repealed.

- 40** This Bylaw shall come into force and effect after third reading and upon being signed.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2017.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2017.

Read a third time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2017 and finally passed.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Director, Legislative & Legal Services

Date Signed: \_\_\_\_\_

**SCHEDULE “A”**  
**Schedule of Penalty Amounts**

<b>Offence</b>	<b>Section</b>	<b>First</b>	<b>Subsequent</b>
Failure to obtain an approved Site Grading Plan prior commencement of construction	3(3)	\$750	\$1,500
Failure to establish or maintain surface grades and elevations in conformance with the approved Surface Drainage Plan or Site Grading Plan	5 & 9(3)	\$500	\$750
Failure to obtain Rough Grade or Final Grade approval within the required timelines for a Single Family Lot	8(1)	\$300	\$500
Discharge of roof or foundation drainage within the minimum specified distance of an adjacent property or County right-of-way	11(1)(b) & (c)	\$500	\$1,000
Discharge of roof or foundation drainage that adversely affects the stability of an adjacent slope	11(1)(e)	\$500	\$1,500
Discharge of roof or foundation drainage that detrimentally affects a ravine or environmentally sensitive area	11(1)(d) & (f)	\$500	\$1,500
Discharge of roof or foundation drainage that causes a nuisance, hazard or damage	11(1)(g)	\$500	\$1,000
Surface elevation or surface grade alterations that cause a nuisance, hazard or damage	4 & 12(a)	\$500	\$1,000
Surface elevation or surface grade alterations that adversely affect the stability of an adjacent slope	12(b)	\$750	\$1,500
Altering or failing to maintain an approved on-site stormwater management system on a Commercial Lot	12(c)	\$1,000	\$2,500
Unauthorized surface elevation or surface grade alterations within County lands or right-of-ways	13	\$1,000	\$2,500
Failure of a Commercial Lot to discharge roof drainage towards an internal catchment system, a County right-of-way, or an approved receiving area.	11(2)	\$1,000	\$2,500
Obstruct, remove, re-grade, or alter a drainage swale or other drainage feature or facility	13	\$750	\$1,500
Unauthorized discharge of stormwater or groundwater into the County’s sanitary sewer system	14	\$1,000	\$2,500
Fill, drain, or otherwise alter any natural feature, waterbody, watercourse, or wetland area without the written approval of the Province of Alberta and Strathcona County	15	\$1,000	\$2,500
Non-compliance with terms of a drainage easement document, caveat or restrictive covenant.	16	\$750	\$1,500
Hinder or prevent the Chief Commissioner from accessing a Single Family or Commercial Lot	17	\$300	\$500

**2017 Capital Budget Amendment – Strategic Land Acquisition****Report Purpose**

To amend the 2017 Capital Budget to complete a Strategic Land Acquisition.

**Recommendation**

THAT an amendment to the 2017 Capital Budget to allow for the purchase of Strategic Lands in the amount of \$1,700,000 with funding from the General Land Reserve (1.3803) be approved.

**Council History**

November 28, 2016 Council approved the 2016 Capital Budget.

**Strategic Plan Priority Areas**

**Economy:** The strategic land acquisition contributes towards effective and efficient municipal infrastructure to meet the needs of our growing community.

**Governance:** n/a

**Social:** n/a

**Culture:** n/a

**Environment:** n/a

**Other Impacts**

**Policy:** FIN-001-024: Financial Reserves; FIN-001-027: Tangible Capital Assets Financial Reporting Policy; SER-012-001 Land Acquisition.

**Legislative/Legal:** n/a

**Interdepartmental:** Recreation, Parks and Culture, Transportation Planning and Engineering

**Summary**

Strathcona County has been provided the opportunity to acquire lands within a strategic location that will support both the short and long-term requirements for future municipal services.

The projected cash flows for this project start and finish in 2017.

Year	2017	2018	2019	Total
Expenditure by Year	\$1,700,000	\$0	\$0	\$1,700,000

**Development Agreement for Ardrossan Heights Stage 3 (Ward 5)****Report Purpose**

To authorize the execution of a Development Agreement negotiated between County Administration and Ardrossan Land Corporation, subject to third reading of Bylaw 12-2017.

**Recommendation**

THAT a Development Agreement between Strathcona County and Ardrossan Land Corporation, on the terms and conditions in the County's Standard form Development Agreement with the additional provisions set out in Enclosure 2 to the June 6, 2017, Planning and Development Services Council report, be approved, subject to third reading of Bylaw 12-2017.

**Strategic Plan Priority Areas**

**Economy:** The Development Agreement will result in effective and efficient municipal infrastructure as the development will connect existing services and build new infrastructure to support the continued growth of Strathcona County.

**Governance:** n/a

**Social:** The proposed amendment contributes to neighbourhood diversity by providing a mix of housing types with safe pedestrian connections.

**Culture:** n/a

**Environment:** n/a

**Other Impacts**

**Policy:** SER-008-002 "Redistricting Bylaws"

**Legislative/Legal:** n/a

**Interdepartmental:** n/a

**Summary**

The developer will be responsible for the design, construction and installation of all necessary onsite municipal improvements to facilitate development. The developer will be responsible for contributing its proportionate share of offsite infrastructure necessary to service the development. The developer has provided the required approval and inspection fees in the amount of \$7,014 to the County.

**Communication Plan**

Letter to landowner

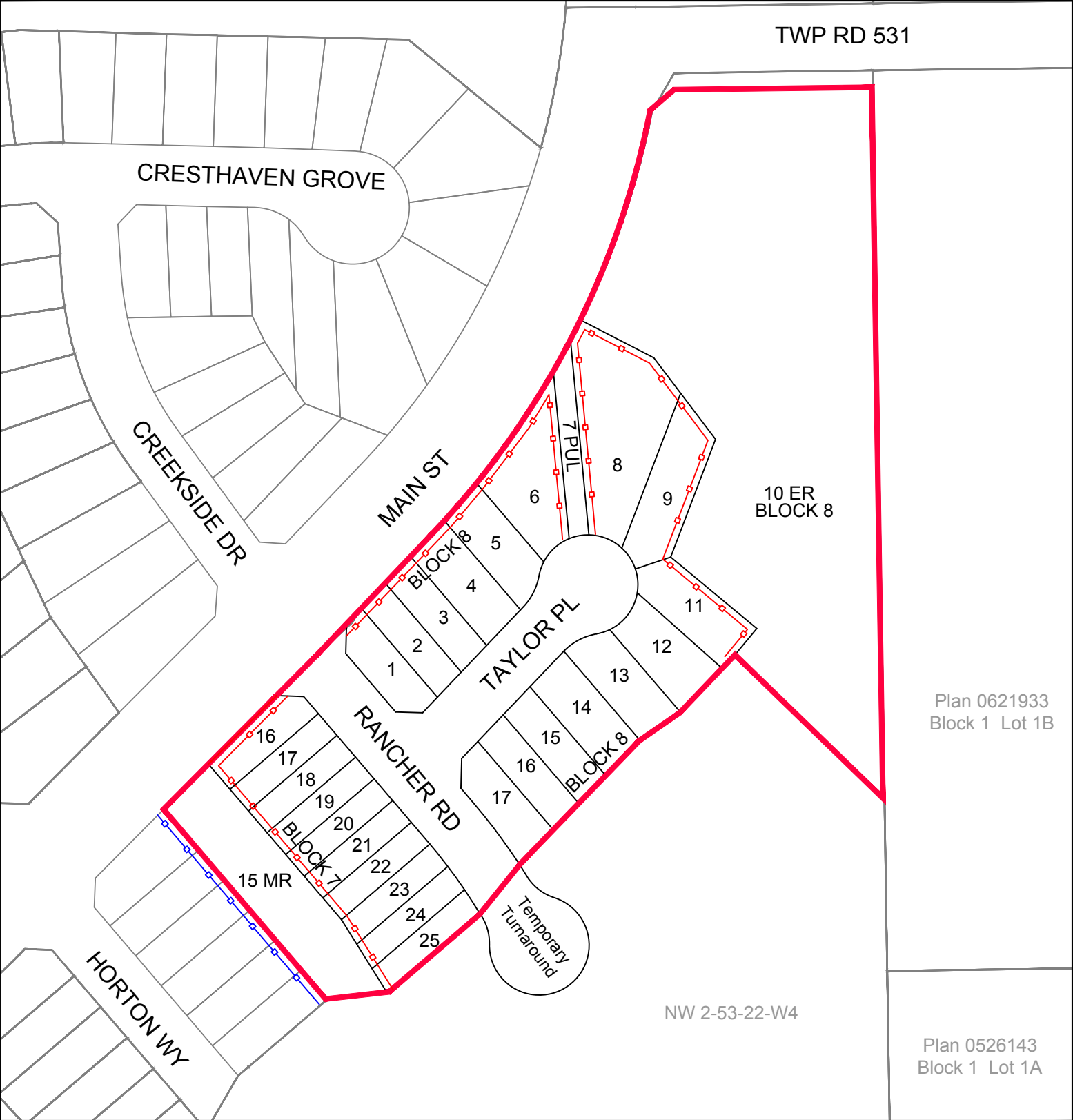
**Enclosures**

- 1 Schedule "B" – Ardrossan Heights Stage 3 Development Area
- 2 Schedule "D" – Additional Provisions – Ardrossan Heights Stage 3



# **SCHEDULE "B" Page 1 of 1** **Development Area - Ardrossan Heights Stage 3**

ENCLOSURE 1




**ARDROSSAN HEIGHTS STAGE 3**  
**NW 2-53-22-W4**

**Total Area = 2.85 ha (7.04 ac) ±**  
**Gross Developable Area = 1.67 ha (4.13 ac) ±**

**Lot Yield - 25 Residential lots - 1.15 ha (2.84 ac)**

- 1 MR lot - 0.15 ha (0.37 ac)
- 1 PUL lot - 0.03 ha (0.07 ac)
- 1 ER lot - 1.18 ha (2.92 ac)

**Fencing**      **Existing Fencing**

Drawn By: J. Cavers		
Date Drawn: May 10, 2017	Scale: Not to Scale	File No.: 4050-2017S005
Revision Date:	Revision No.	Dwg. No.:
<b>PLANNING &amp; DEVELOPMENT SERVICES</b> 		

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**SCHEDULE "D" - ADDITIONAL PROVISIONS****GENERAL**

1. Pursuant to Paragraph 3.7, the Developer shall provide detailed construction and development schedules for all Municipal Improvements (including landscaping, fencing and amenities), prior to commencing construction of any Municipal Improvements. The form of schedule shall be satisfactory to the County.
2. The development must proceed in strict compliance with *Environmental Protection and Enhancement Act*, the *Water Act*, the *Public Lands Act*, the *Occupational Health and Safety Act* and County requirements. The Developer and the Developer's Consultant are responsible for securing approvals required under these Acts and any other applicable regulations, codes, standards and guidelines. Submissions to Alberta Environment and Parks shall be through the County. Construction cannot proceed until all required approvals are in place with the County and the Province.

**STORMWATER**

3. The Developer covenants and agrees to design and construct, at its own cost, a municipal stormwater management facility to service the Development Area, to the satisfaction of the County.

**WATER**

4. The Developer covenants and agrees to design and construct, at its own cost, a municipal water system to service the Development Area, to the satisfaction of the County.
5. The Developer covenants and agrees to design and construct, at its own cost, water looping to service the Development Area within one year from the issuance of Construction Completion Certificate for underground (water) improvements for the Development Area, to the satisfaction of the County.
6. The Developer acknowledges and agrees that release of building permits shall be withheld until the potable water reservoir, permanent offsite water transmission main and related facilities are deemed operational by the County, pursuant to clauses 7 and 8 within Schedule D of the Development Agreement dated June 7, 2012 for the Ardrossan Wastewater Project, and clause 7 within Schedule D of the Ardrossan Heights Stage 1D Development Agreement dated April 17, 2014.

**WASTEWATER**

7. The Developer covenants and agrees to design and construct, at its own cost, a sanitary sewer system of sufficient size and capacity to service the Development Area, to the satisfaction of the County.
-

8. The Developer covenants and agrees that a Construction Completion Certificate for underground (sanitary) improvements shall not be granted nor deemed to be issued for the Development Area until Ardrossan Estates Stage 2 has received a Construction Completion Certificate for underground (sanitary) improvements to the satisfaction of the County.

## **TRANSPORTATION**

9. The Developer shall provide for the County's review and approval, a plan showing the access and egress routes for construction traffic, both for home building and construction of Municipal Improvements for the Development Area. The Developer will provide street sweeping and clean-up of access routes designated by the Developer for residential construction traffic, and will be responsible for any damage which may occur to the roads as a result of construction traffic.
  10. The Developer covenants and agrees that a Construction Completion Certificate for aboveground improvements shall not be granted nor deemed to be issued for the Development Area until Main Street and all associated municipal improvements within the Ardrossan Estates Stage 2 agreement have received a Construction Completion Certificate to the satisfaction of the County.
  11. The Developer shall design and construct a temporary turnaround, as shown on Schedule "B", prior to the issuance of a Construction Completion Certificate for aboveground improvements for the Development Area. Construction of the temporary turnaround will not be required if development of the lands abutting the Development Area has commenced prior to, and/or the requirement for the turnaround is waived by the County at the time of, or before, application for the aboveground Construction Completion Certificate for the Development Area. Construction of the temporary turnaround shall require the following conditions:
    - 11.1 The turnaround shall remain in place until development commences on the abutting lands lying east of the Development Area and the County advises the Developer, in writing, that the turnaround is no longer required;
    - 11.2 For as long as the turnaround is required by the County, the Developer shall be responsible, at its own cost and expense, for the maintenance of the turnaround, to the satisfaction of the County;
    - 11.3 The Developer shall register an easement in a form satisfactory to the County, for County access to the turnaround, and such easement shall only be discharged by the County when the turnaround is no longer required by the County;
    - 11.4 In the event that development has not commenced on the abutting land lying east of the Development Area at the time the Developer requests a Final Acceptance Certificate for the paved roadway within the Development Area, the Developer shall:
-

- a) deposit with the County security in a form and amount satisfactory to the County, for the purposes of maintaining the temporary turnaround for a further period of time specified by the County to ensure that the Developer continues with the obligation to maintain the temporary turnaround in accordance with Provision 11.2; or
- b) upgrade the turn-around to a permanent standard, to the satisfaction of the County, whereby the provisions of this Agreement will apply; or
- c) both (a) and (b), as may be required by the County at its discretion.

### **OPEN SPACE CRITERIA**

- 12. If the Developer fails to maintain a Development Area in the manner and style consistent with the intent of this Agreement, the Developer will be contacted to rectify the outstanding item(s) within 72 hours. If after 72 hours the item is not remedied, the County will complete the work and charge the Developer for the cost of such work at commercial rates.
- 13. Lots 15MR and 7PUL shall be developed in accordance with the County Design and Construction Standards to the satisfaction of the County.
- 14. In addition to the requirements under Section 14 (FENCING);
  - 14.1 The Developer shall install marker posts on the east boundary of Lot 10ER, Block 8 in accordance with the County Design and Construction Standards.
  - 14.2 The Developer shall install a 1.84 meter closed board fence in accordance with the County Design and Construction Standards and to the satisfaction of the County, as follows:
    - a) along the northwest boundary of Lots 1 through 6, Block 8; and
    - b) along the northwest boundary of Lot 8, Block 8.
  - 14.3 The Developer shall install a 1.84 metre closed board flankage fence in accordance with the County Design and Construction Standards, as follows:
    - a) along the east flank of Lot 6, Block 8.
    - b) along the west flank of Lot 8, Block 8
    - c) along the northwest flank of Lot 16, Block 7.

All flankage fencing is to be constructed from the rear of the property line to the utility easement line in the front of the property. The fence shall be evenly

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stepped down from 1.84m in height from the back of the property line to 1.0 m in height at the utility easement.

- 14.4 The Developer shall install a 1.5 meter chain link fence, in accordance with Strathcona County Design and Construction Standards, and to the satisfaction of the County, as follows:
- a) along the southwest boundary of Lots 16 through 25, Block 7;
  - b) along the northeast boundary of Lots 8 and 9, Block 8;
  - c) along the east flank of Lots 9 and 11, Block 8; and
  - d) along the southeast boundary of Lot 11, Block 8.
15. The Developer shall ensure that the equivalent of one tree per residential lot is provided in accordance with the County Design and Construction Standards.

**Bylaw 12-2017 Map Amendment to Land Use Bylaw 6-2015 (Ward 5)**

**Applicant:** Al-Terra Engineering Ltd.  
**Owner:** Ardrossan Land Corporation  
**Legal Description:** Part of NW 2-53-22-W4  
**Location:** South of Township Road 531 and East of Main Street in Ardrossan  
**From:** AD-Agriculture: Future Development  
**To:** R1B-Single Detached Residential B  
R1C-Single Detached Residential C  
R2A-Semi-Detached Residential  
PU-Public Utilities  
PC-Conservation  
PR-Recreation

**Report Purpose**

To give third reading to a bylaw that proposes to rezone approximately 2.91 hectares (7.20 acres) of land from AD-Agriculture/Future Development to R1B-Single Detached Residential B, R1C-Single Detached Residential C, R2A-Semi-Detached Residential, PU-Public Utilities, PC-Conservation and PR-Recreation in support of future residential development in Ardrossan Heights Stage 3 within the Hamlet of Ardrossan Area Structure Plan (ASP) area.

**Recommendation**

THAT Bylaw 12-2017, a bylaw that proposes to rezone approximately 2.91 hectares (7.20 acres) of land from AD-Agriculture/Future Development to R1B-Single Detached Residential B, R1C-Single Detached Residential C, R2A-Semi-Detached Residential, PU-Public Utilities, PC-Conservation and PR-Recreation within the Hamlet of Ardrossan ASP area, be given third reading.

**Council History**

April 25, 2017 – Council gave first and second readings to Bylaw 12-2017.

March 10, 2015 - Council adopted Land Use Bylaw 6-2015 with an effective date of May 11, 2015.

June 24, 2014 - Council adopted the Hamlet of Ardrossan ASP Bylaw 10-2014.

**Strategic Plan Priority Areas**

**Economy:** The proposal supports the strategic priority area of effective and efficient municipal infrastructure.

**Governance:** n/a

**Social:** The proposed amendment contributes to neighbourhood diversity by providing a mix of housing types with safe pedestrian connections.

**Culture:** The proposal addresses the strategic goal to build strong neighbourhoods/communities to support the diverse needs of the residents.

**Environment:** n/a



**Other Impacts**

**Policy:** SER-008-022 Redistricting (Map Amendment) Bylaws.

**Legislative/Legal:** The *Municipal Government Act* provides that Council may, by bylaw, amend the Land Use Bylaw.

**Interdepartmental:** The proposed amendment has been circulated to internal departments and external agencies.

**Summary**

In support of Ardrossan Heights Stage 3, the proposed rezoning would create 25 residential lots for single and semi-detached dwellings as well as one Public Utilities lot, one Public Recreation lot, and one Public Conservation lot for a natural area. The proposed development conforms to the Municipal Development Plan and the residential policies of the Hamlet of Ardrossan ASP.

The developer has entered into a Development Agreement to address the financial obligations of the proposed development, including the completion of Main Street.

**Communication Plan**

Letter

**Enclosures**

- 1 Bylaw 12-2017
- 2 Rural Location Map
- 3 Location Map
- 4 Air Photo

## BYLAW 12-2017

A BYLAW OF STRATHCONA COUNTY IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF AMENDING BYLAW NO. 6-2015, AS AMENDED, BEING THE LAND USE BYLAW.

WHEREAS it is deemed advisable to amend the Land Use Bylaw;

NOW THEREFORE, the Council of Strathcona County, duly assembled, pursuant to the authority conferred upon it by the *Municipal Government Act, R.S.A. 2000, c. M-26*, and amendments thereto, enacts as follows:

That Bylaw 6-2015, as amended, be amended as follows:

1. That approximately 2.91 hectares (7.20 acres) of land in Pt. of NW 2-53-22-W4 be rezoned from AD Agriculture/Future Development to R1B-Single Detached Residential B, R1C-Single Detached Residential C, R2A-Semi-Detached Residential, PU-Public Utilities, PC-Conservation and PR-Recreation as outlined on Schedule "A" attached hereto.
2. That Hamlet Map H6 and Rural Area Map R16 be amended to reflect the change set out in section 1 of this bylaw.
3. This bylaw comes into effect after third reading and upon being signed.

Read a first time this 25 day of April, 2017.

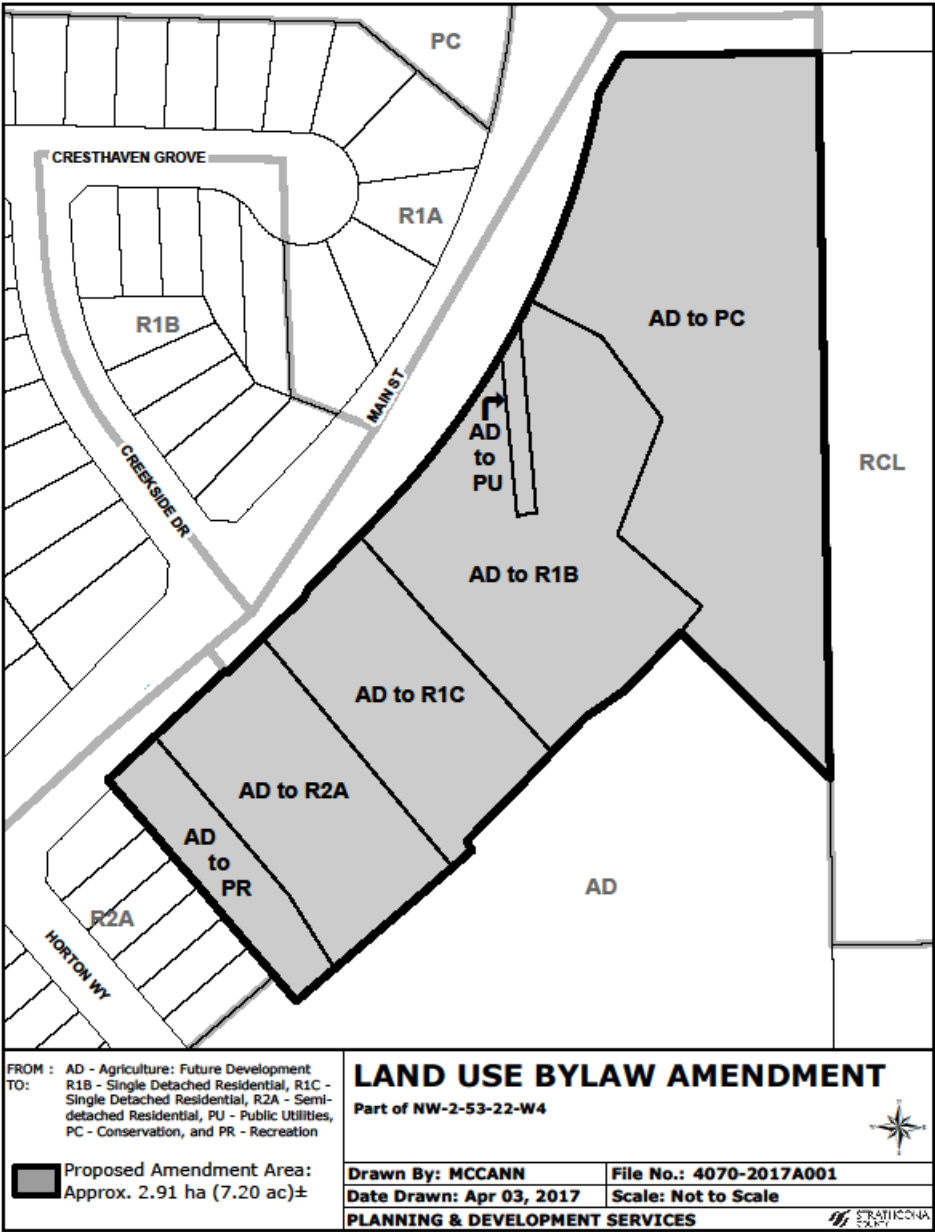
Read a second time this 25 day of April, 2017.

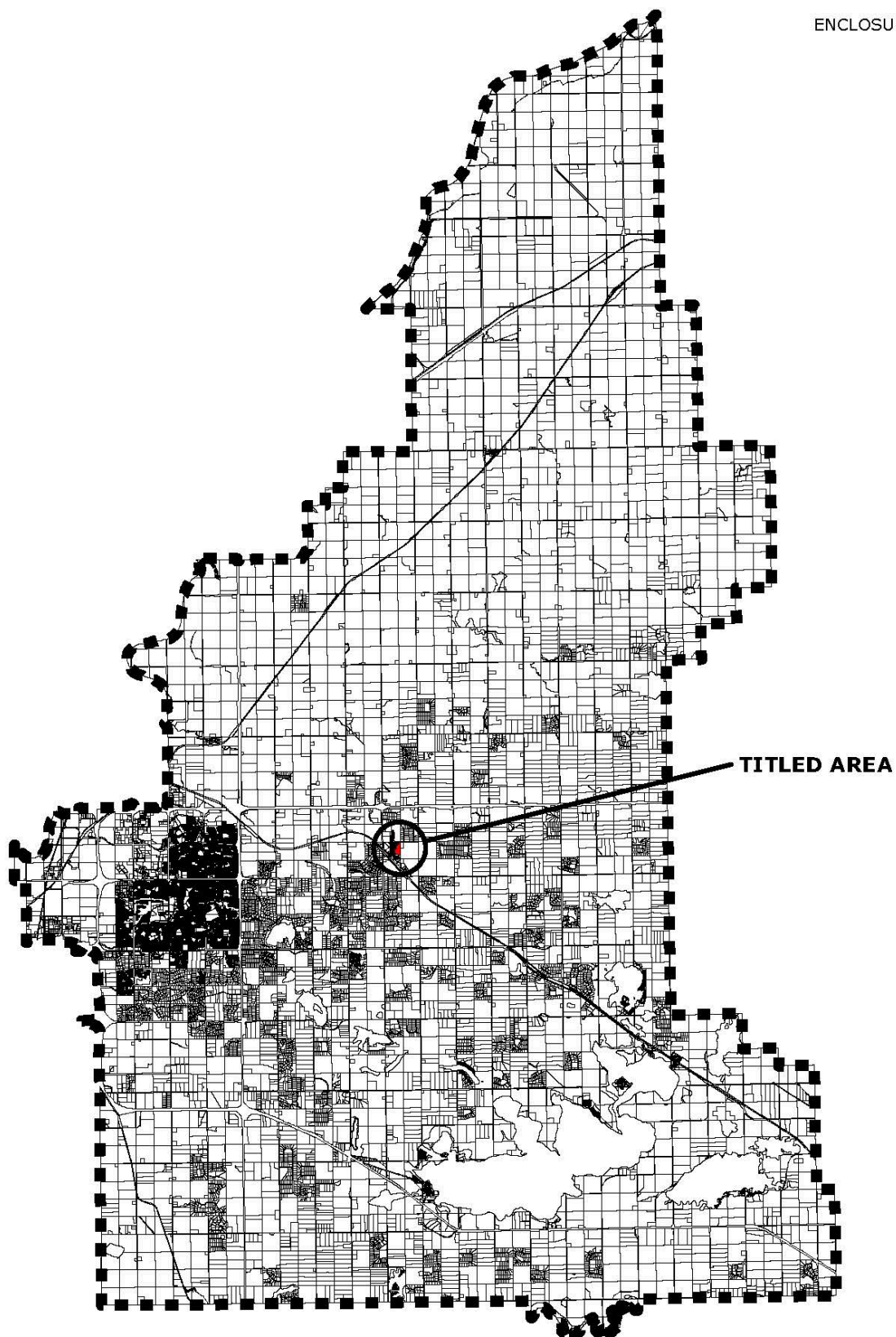
Read a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Director, Legislative and Legal Services

Date Signed: \_\_\_\_\_





## RURAL LOCATION MAP

Pt. of NW-2-53-22-W4

 Titled Area

## PLANNING & DEVELOPMENT SERVICES



Drawn By: MCCANN

File No.: 4070-2017A001

Date Drawn: Apr 05, 2017

N:\PDS Admin\4000 - 4499 Land Use Services\4070 Land Use Bylaw -  
Zoning Amendments - Rural, Urban\2017\2017A001 Ardrossan Heights  
Stage 3

Scale: Not to Scale

TWP RD 531

MAIN ST

HORTON  
WY

THIRD AVE

RNG RD 221A

KING ST

**LOCATION MAP**

Pt. of NW-2-53-22-W4

 Area of Proposed Rezoning


Titled Area

**PLANNING & DEVELOPMENT SERVICES**

Drawn By: MCCANN

File No.: 4070-2017A001

Date Drawn: Apr 05, 2017

 N:\PDS Admin\4000 - 4499 Land Use Services\4070 Land Use Bylaw -  
 Zoning Amendments - Rural, Urban\2017\2017A001 Ardrossan Heights  
 Stage 3

Scale: Not to Scale





## AIRPHOTO MAP

Pt. of NW-2-53-22-W4



**Area of Proposed Rezoning**

## PLANNING & DEVELOPMENT SERVICES



Drawn By: MCCANN

File No.: 4070-2017A001

Date Drawn: Apr 05, 2017

N:\PDS Admin\4000 - 4499 Land Use Services\4070 Land Use Bylaw -  
Zoning Amendments - Rural, Urban\2017\2017A001 Ardrossan Heights  
Stage 3

Scale: Not to Scale



#	Elected Official Name	Subject	Req type	Meeting date	Due date	Resp Dept	2nd Dept	Request	Reponse date	Reponse	Status
130	DELAINEY Linton	Bremner Query	Information	2017-04-25	2017-05-11	IPS		<p>Referencing page 26 of the "DRAFT Bremner Growth Management Strategy", please answer the following:</p> <p>1. Is \$491,000,000 the amount of long-term debt that can be added to our current long-term of \$166,100,000 for a total of \$657,100,000?</p> <p>2. If \$657,100,000 is not the projected long term debt for Bremner Off-site road costs, what is projected to be when the ACP is completed and presented to the next Council in approximately 18 months?</p> <p>Referencing page 31 of "Bremner &amp; Colchester: FIA of Recommended Community Design Concepts – FINAL REPORT" please answer the following:</p> <p>1. Who prepared page 31?</p> <p>2. Why was it authorized to be prepared?</p> <p>3. Was page 31 presented to Council? If so, when?</p> <p>4. Did Council approve its acceptance of page 31? If so, when?</p> <p>5. Does Council have legal agreements of acceptance with developers and the Government of Alberta for the Bremner off-site roads costs?</p> <p>6. Have the residents been told the County's share of off-site road costs for Bremner will be \$0 dollars?</p> <p>7. What is the estimated long-term debt costs Council is using to inform tax payers of their expected liabilities for the future cost of Bremner?</p>	2017-05-10	An email was provided to Council with the response to this request. Please see attached.	Complete

**Rural Internet Access Program update:** To date, 16 new towers are up and operational; one tower is under construction; three tower applications are under review; 2-3 additional tower sites are being actively sought by the Internet Service Providers; and, the majority of the towers that existed prior to the program have been upgraded. Improved and "open and secure" internet access in all rural Community Halls is underway and is scheduled to be completed this year. The Rural Internet Access Program is set to be completed by the end of 2017 and is still on target. Due to improved technology and diligence of the Internet Service Providers (ISPs) with their continuous upgrades to their infrastructure, the number of towers originally planned to service rural Strathcona County has been reduced substantially, as a result, this program will come in under budget.

Please provide an update on the progress of the Rural High Speed Internet Program as well as information on whether the CRTC or Service Alberta have released any broadband funding opportunities.

**CRTC Funding:** The ITS department is actively working with the CPIA department for external grants relating to the exciting world of internet services. Federally, under the Connect to Innovate Program, two towers in Strathcona County were identified as eligible for fibre upgrades; Half Moon Lake and Collingwood Cove. Strathcona County has endorsed MCSNet's application to the CRTC for grants to implement these upgrades. The Canadian Radio-television and Telecommunications Commission (CRTC) has opened consultations on the design of its upcoming \$750 million fund for the enhancement of rural broadband across Canada. The fund is being created as a component of the CRTC's decision to designate broadband as a basic telecommunications service. While no formal announcement on the Government of Alberta's position has been released, Strathcona County, along with the AAMDC and other municipalities are keeping a close eye on this. We are meeting with other regional municipalities later this month (May) and we will determine whether we will be submitting our own position or a joint recommendation on this matter to the CRTC by their June 28 deadline.

#	Elected Official Name	Subject	Req type	Meeting date	Due date	Resp Dept	2nd Dept	Request	Reponse date	Reponse	Status
133	SMITH Paul	Anticipation of Increased Degradation of Rural Roads	Information	2017-05-09	2017-05-24	TAS	TPE	Due to the climate conditions in the fall of 2016 and spring of 2017 please provide information on the following: - anticipated increase in rural road maintenance - preliminary anticipated budget - anticipated date for an action plan for 2017 to be presented to Council.	2017-05-25	An email was provided to Council with the response to this request. Please see attached.	Complete
134	BIDZINSKI Victor	Residential Street Cleaning	Information	2017-05-23	2017-06-06	TAS		Please provide information on signage and enforcement of signage for vehicles to be moved before the spring street cleaning.			

# Councillor Request Inquiry

## # 130

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2017

Please find below the response to your April 25, 2017 Councillor Request regarding Bremner.

**Referencing page 26 of the "Draft Bremner Growth Management Strategy, please answer the following:**

**Questions 1:**

Is \$491,000,000 the amount of long-term debt that can be added to our current long-range term of \$166,100,000 for a total of \$657,100,000?

**Response:**

We believe that you are working off a *draft* Bremner Growth Management Strategy as noted in your April 25<sup>th</sup> Bremner query. Based on the comparison matrix presented to Council on March 22, 2016 and the **final** Bremner Growth Management Strategy and supplemental FIA, the cost of offsite infrastructure for Bremner is in the amount of \$642.10M which includes \$45M for water, \$24M for wastewater and \$573.1M for arterial roads. As presented to Council on March 22, 2016, the effect on the financial requirements on future capital plan projects and financing have not been considered at this time. This will be assessed at the Area Concept Plan stage.

**Question 2:**

If \$657,100,000 is not the projected long term debt for Bremner off-site road costs, what is projected to be when the ACP is completed and presented to the next Council in approximately 18 months?

**Response:**

As noted above, the effect on the financial requirements on future capital plan projects and financing have not been considered at this time. This will be assessed as part of the Bremner Area Concept Plan project. We anticipate the completion of the Bremner ACP and associated studies within 18 months.

**Referencing page 31 of the "Bremner & Cochester" FIA of Recommended Community Design Concepts – Final Report" please answer the following:**

**Questions 1:**

Who prepared the page 31?

**Response:**

Applications Management Consulting Ltd. prepared the report (including page 31) as the consultant retained by the County.

**Question 2:**

Why was it authorized to be prepared?

**Response:**

A Fiscal Impact Assessment was a requirement as part of the Bremner Request For Proposal process.

**Question 3:**

Was page 31 presented to Council, if so when?

**Response:**

On June 10, 2014 Council was provided a status update specifically to present the results to the fiscal impact analysis of the three community design concepts for Bremner. In addition, the FIA results were again highlighted as part of the comparison matrix to Council on March 22, 2016. In addition, the FIA was posted prior to presenting to Council and still remains posted on the County's website for public access at <http://www.strathcona.ca/departments/planning-development-services/special-projects-initiatives/growth-management/document-library/>

**Question 4:**

Did Council approve its acceptance of page 31? If so when?

**Response:**

As noted above, the FIA of the three community design concepts was reviewed by Council on June 10, 2014 and the FIA final assumptions were accepted and endorsed by Council on March 22, 2016.

**Question 5:**

Does Council have legal agreements of acceptance with developers and the Government of Alberta for the Bremner off-site road costs?

**Response:**

No legal agreements are in place. Council has not yet approved a statutory plan however the Bremner Area Concept Plan project is underway.

**Question 6:**

Have the residents been told the County's share of the offsite road costs for Bremner will be \$0 dollars?

**Response:**

As indicated in the March 22, 2016 matrix presented to Council, it was clearly identified in Appendix H that "The final FIA assumes that developers would front end all hard infrastructure. A feasibility analysis would be required to review the reasonability of this assumption including alternative funding scenarios and their impacts."

**Question 7:**

What is the estimated long-term debt costs Council is using to inform tax payers of their expected liabilities for the future cost of Bremner.

**Response:**

This information is not known at this time. As noted above and as reflected on Appendix H of the March 22, 2016 Matrix, the effect on the financial requirements on future capital plan projects and financing have not been considered at this time. This will be assessed as part of the Bremner Area Concept Plan project. We anticipate the completion of the Bremner ACP and associated studies within 18 months. Prior to approval and as part of the Area Concept Plan project for Bremner, Council will review and consider the financial requirements based on more detailed information compiled through the ACP process.

# Councillor Request Inquiry

## #133

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2017

The thaw created some challenges this spring, although these challenges are not new for us it has been a few years since we have seen the thaw affect rural roads like this.

As you can see in the attached map, the majority of challenges were isolated to Class 3 and 4 rural gravel roadways. These roadways experienced heavy amounts of clay coming to the surface and made travel difficult for our residents. The roads have been addressed with grading and additional aggregate.






We have experienced early degradation on some Class 2 cold mix roadways but as the road base dried, the roads firmed up again. These roads will be addressed through regular maintenance during the summer construction season.

The Annual Rural Road Program is driven by condition ratings of the rural road asset. Roads are rehabilitated and overlaid as conditions warrant. The roads identified in the 2017 Construction Program are in the poorest condition and include the challenges identified through spring thaw as we would expect to see. The Annual Maintenance Program, including the Re-gravelling Program, addressed all roadway safety hazards to ensure safe mobility of traffic. Both these programs are fully funded and have been able to address the concerns of our rural roads without the requirement for increased dollars as this time. To find out more about our 2017 projects, please go to [County Works](#).

As we proceed through 2017 and 2018, the Sustainable Rural Roads Master Plan will be reviewed and updated, during this update, maintenance programs and principles will be reviewed to ensure efficiency and effectiveness of the programs including level of service and budget levels.

# Spring Thaw 2017 Road Issues

## Strathcona County

-  Roads With Issues
-  Asphalt
-  Cold Mix
-  Gravel/Unpaved
-  Dust Control
-  Hamlet Boundary
-  Highway

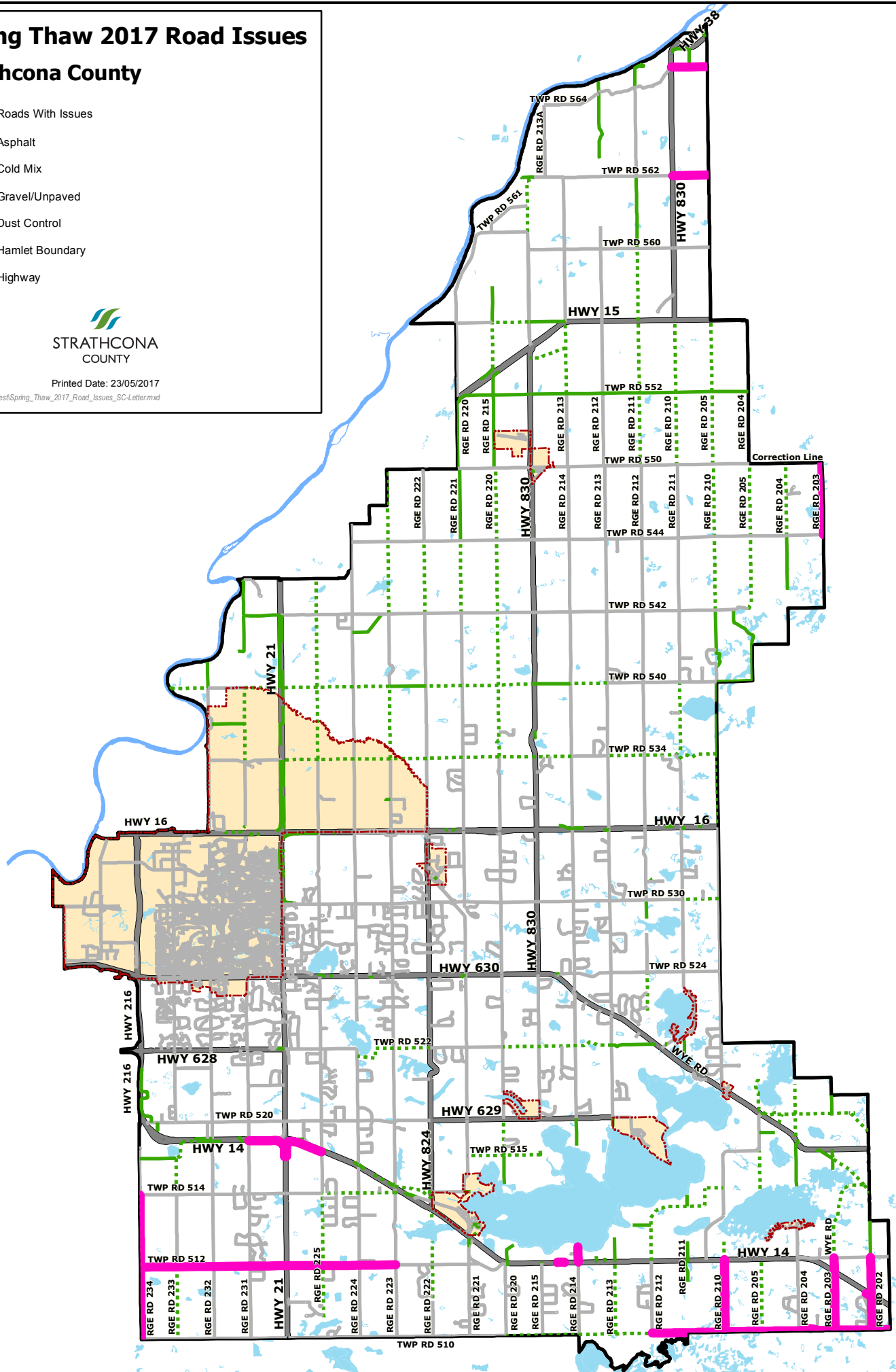


1:230,000

**STRATHCONA**  
COUNTY

Printed Date: 23/05/2017

N:\ArcGIS\RequestSpring\_Thaw\_2017\_Road\_Issues\_SC-Letter.mxd





**Expenditure of Council Priority Funds Report**

Strathcona Synatics Council Priority Fund Application

**Recommendation**

THAT an expenditure of \$991.54 from Council Priority Funds as follows:

Mayor Carr	\$170.77
Councillor Bidzinski	\$170.77
Councillor Anderson	\$150.00
Councillor Howatt	\$500.00

for the purpose of providing funds to Strathcona Synatics for costs associated with a Canada Day parade float, be approved.

**Enclosure**

1 Strathcona Synatics Council Priority Fund Application

Cheque Payable to:

Vendor: 26974

PO Box 57005 RPO Eastgate, Sherwood Park, AB T8A 5L7



May 5, 2017  
Office of the Elected Officials  
2001 Sherwood Drive  
Sherwood Park, AB T8A 3W7

## **RE: COUNCIL PRIORITY FUNDS REQUEST**

The Strathcona Synatics is Strathcona County's only synchronized swimming club, for swimmers between the ages of 6 to 18 out of Millennium Place. Our swimmers participate in either the recreational or competitive program (competing at a tri-provincial level). Our club values inclusivity, teamwork, appreciation for different abilities, and a sense of belonging. Our swimmers develop incredible strength, endurance, and grace as part of synchronized swimming. Many of our swimmers have been invited to join the National program.

Each year, our club participates in the Strathcona County Canada Day parade. Our entries have been simple as we work with a small budget (\$100.00).

For the Canada 150 parade, the Strathcona Synatics would like our float to best celebrate 150 years of our nation, our people, our cultures and our values. In addition to celebrating Canada, we would also like the parade to accomplish the following objectives:

- To create a positive image and promote awareness and exposure of our club to county residents, new swimmers, and potential sponsors.
- To encourage new swimmers to join our club.
- To be "brand ambassadors" of our club and of synchronized swimming.
- Support the Strathcona County Canada Day parade as a valued community initiative that benefits Strathcona County and its residents.

The Strathcona Synatics are requesting Council for priority funds to assist in funding a better parade entry to best represent our club and our community in the Strathcona County Canada Day parade.

- Club members will actively engage young swimmers along the parade route, asking them if they like to swim and to join our club.





- Club members will distribute club logo stickers and information pamphlets to interested parade attendees.
- Club will carry humorous signs to promote how fun the club is to join and encourage participants to remember the club.
- Members to distribute information and club stickers to young children.
- A "Hawaiian" theme will be used to grab attention and make the float more enjoyable to attendees.

The required parade supplies are as detailed in the below budget. We intend to re-use the supplies and signage at water show events, competitions, and for the parade in subsequent years.

Trailer Float Decoration Kit (440.40 plus GST) .....	462.42
(30' x 36" wide Floral Sheeting, 4 - 30" x 12' Fringe, 2 - 4" x 25' lengths of Twist, 4 - 12" Wheel Cover Pom Poms, 50 - 4" Pom Poms, 10 Tassels)	
Shipping Costs of Parade Supplies.....	\$28.00
10 signs - 18 x 27 - plastic signs (\$180 plus GST).....	\$189.00
40 sheets of 24 stickers (38 mm) (\$140 plus GST) .....	\$147.00
500 1/4 page pamphlets, double sided (\$62.98 plus GST) .....	\$66.13
Shipping costs of signs, stickers, and pamphlets .....	\$14.99
Hawaiian/Hula inspired costume accessories (21 club members x \$4 each) .....	\$84.00
<b>TOTAL PRIORITIES FUND REQUEST.....</b>	<b>\$991.54</b>

On behalf of the Strathcona Synatics synchronized swim club, its swimmers, coaches, parents, and volunteers, we thank you for your consideration.

  
Sandra Hodgson, President



**Expenditure of Council Priority Funds Report**

South Cooking Lake Council Priority Fund Application

**Recommendation**

THAT an expenditure of \$898.96 from Council Priority Funds as follows:

Councillor Bonnie Riddell     \$ 898.96

for the purpose of providing funds to South Cooking Lake Seniors Association for costs associated with a replacement barbeque, be approved.

**Enclosure**

1       South Cooking Lake Council Priorities Fund Application

Cheque Payable to:

Vendor: 37630

102, 22106 South Cooking Lake Road



## **South Cooking Lake Seniors Association**

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May 5, 2017

102 – 22106 South Cooking Lake Road  
South Cooking Lake, Alberta  
T8E 1J1

Dear Councillor Riddell,

The South Cooking Lake Seniors Association currently hosts weekly barbeque get together for seniors in the community. The association currently owns an extremely large and cumbersome industrial barbeque that is difficult to set up and sue for these get-togethers. The SCL Community League has a need for this large industrial barbeque, if the association could have a barbeque that better suits their needs the industrial barbeque would be given to the SCL Community League.

We are requesting funds to cover the costs of a small easy to use and move replacement barbeque for the use of our Seniors association. The amount requested would also cover the cost of a propane tank and cover for the barbeque.

Lowe's will be able to delivery and assemble the barbeque we have chosen as well as assemble it for us! This made our choice pretty clear. We hope this barbeque will bring years of community building to the South cooking Lake Seniors Association, as well that the Community League can benefit from the industrial barbeque that has served us well.

We look forward to hearing your decision on this matter.

All the best!

South Cooking Lake Seniors Association



**Broil King Baron™ 440 4-Burner (40,000 BTU) Liquid Propane Gas Grill with Side Burner (922164)**

Brand Name: Broil King

Lowe's Item #: 503210

SKU: 11445213 Model: 922167

**Assembly for Broil King Baron™ 440 4-Burner (40,000 BTU) Liquid Propane Gas Grill with Side Burner (922164) (Lowe's Item Number: 872727 Cost: Add to Cart to See Price)**

☐ Parcel Shipping

☒ Store Pickup (Sherwood Park)

☐ Lowe's Truck Delivery

**Shipping Details:**

An associate will contact you within 24 hours to schedule a delivery.

Lowe's delivers within 100km of our stores.

Your delivery location is **t8e1j1** ([Update](#))



**Broil King 58-in Gas Grill Cover for Broil King Grills**

Brand Name: Broil King

Lowe's Item #: 422497

SKU: 10262425 Model: 68487

☒ Parcel Shipping

☐ Store Pickup (Sherwood Park)

☐ Lowe's Truck Delivery

Your delivery location is **t8e1j1** ([Update](#))



**Bernzomatic 20-lb Propane Tank**

Brand Name: Worthington Pro Grade

Lowe's Item #: 28271

SKU: 8782087 Model: 327243

☐ Parcel Shipping

☒ Store Pickup (Sherwood Park)

☐ Lowe's Truck Delivery

Your delivery location is **t8e1j1** ([Update](#))

**We accept:**

**Item Total**      \$818.98

Parcel Shipping:      N/A

Truck Delivery      \$79.98

**Subtotal**      \$898.96

**Continue Shopping**

**Expenditure of Council Priority Funds Report**

Committee to Honour Dr. Herb Belcourt

**Recommendation**

THAT an expenditure of \$2,500.00 from Council Priority Funds as follows:

Councillor Vic Bidzinski	\$1,250.00
Councillor Linton Delaine	\$1,250.00

for the purpose of providing funds to the Committee to Honour Dr. Herb Belcourt for costs associated with a stone monument to be placed in Herb Belcourt Park, be approved.

**Enclosure**

1 Committee to Honour Dr. Herb Belcourt Council Priority Fund Application

Herb Belcourt has spent his life enriching communities and individuals he has lived and worked with since 1975. His entrepreneurial and philanthropic spirit has impacted thousands of people in Alberta and across Canada. Herb has humbly and most deservedly, received many honours throughout his amazing lifetime. Herb has excelled professionally and chose to give back to his community through significant contributions to education and access to affordable housing.

Strathcona County declared January 24 as "Herb Belcourt Day" in Strathcona County. Herb Belcourt Park has been named in his honour along Sherwood Drive, in Sherwood Park, Alberta.

In December 2016, Herb was diagnosed with a terminal illness and was given 30 days to look after his estate. He has outlived that somewhat and is still getting around on his own but is preparing for palliative care.

A group of his friends and colleagues have undertaken to provide a lasting memorial, for a man who impacted the lives of so many Albertans and Canadians.

We endeavour to place a large stone bearing a plaque with his photograph and a suitable quote, so future generations are aware of the impact Mr. Belcourt made on our World. We would also like to install a picnic table, so visitors have a place to sit and reflect on Herb's many contributions to our community.

Such an undertaking has some costs associated with it. For this reason, we are approaching individuals and organizations to ask for assistance in making this memorial a reality. Our goal is to raise the approximately \$5000.00 by May 30, 2017. If we exceed the funds needed to launch this Memorial Project, those funds will be donated to Belcourt Brosseau Metis Awards Scholarship Fund.

We ask you consider a donation to help keep the legacy of Dr. Herb Belcourt, in the hearts and minds of fellow Canadians. Cheques can be made out to the Kiwanis Club of Sherwood Park indicating clearly that this is for the Herb Belcourt Memorial. We thank the Kiwanis Club for stepping forward to assist us in this worthy cause.

Thank you Sincerely,

**Subject:** Herb Belcourt Memorial

Please see breakdown of costs for the Herb Belcourt project for required.

application. I can provide invoices if

Rock & Delivery to Sherwood Park:	\$972.68
2' x2' aluminum plaque:	\$3,304.96

<b>TOTAL(not including gst):</b>	<b>\$4277.64</b>
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Thanks,