

## **COUNCIL MEETING AGENDA**

Date: **June 20, 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 Electoral Boundaries Review Update  
FOIP Section 21, harmful to intergovernmental relations  
FOIP Section 24, advice from officials
  - 4.3 Treaty Six Acknowledgement  
FOIP Section 21, harmful to intergovernmental relations  
FOIP Section 24, advice from officials
  - 4.4 Strathcona Youth Justice Committee Update  
FOIP Section 17, harmful to personal privacy  
FOIP Section 24, advice from officials
  - 4.5 Annual CAO Evaluation - Continued  
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)**
- 7. CONFIRMATION OF MINUTES**
  - 7.1 June 6, 2017 Council Meeting Minutes

## 8. PROCLAMATIONS

## 9. COUNCIL PRIORITIES

- |     |  |         |
|-----|--|---------|
| 9.1 | Teleconferencing Options for Council Chamber<br>To provide Council with options for teleconferencing in Council Chamber and to seek approval for the recommended option. | 14 - 20 |
| 9.2 | GOV-001-026 Elected Officials Expense Policy (Revised)<br>To seek approval on amendments to the Elected Officials Expense Policy.  | 21 - 37 |

## 10. TIME SPECIFIC AGENDA ITEMS

- |        |  |         |
|--------|--|---------|
| 10.1   | [2:10 p.m.] Canadian Association of Municipal Administrators (CAMA) 2017 Professional Development Award<br>To present Strathcona County with the 2017 Professional Development Award which recognizes the county's priority-based budgeting approach to business planning and budgeting.<br><br><b>External Presenter:</b><br>Tony Kulbisky, Alberta CAMA Board representative |         |
| 10.2   | [3:00 p.m.] Addition to the Commemorative Names Registry and Park Field Naming (Ward 1)<br>To approve the proposed addition to the Commemorative Names Registry: "Jim Skitsko" and the proposed name of a field within Kinsmen/Westboro Park as "Jim Skitsko Field at Kinsmen/Westboro Park."  | 38 - 44 |
| 10.3   | [5:00 p.m.] PUBLIC HEARINGS  |         |
| 10.3.1 | Bylaw 31-2017 Map Amendment to Land Use Bylaw 6-2015 (Ward 6)<br>To give two readings to a bylaw that proposes to rezone Lot 1, Block 2, Plan 872 1745 consisting of approximately 2.37 hectares (5.86 acres) from AG - Agriculture: General to RE - Estate Residential in accordance with the Balmoral Heights Area Structure Plan (ASP).                                     | 45 - 54 |
| 10.3.2 | Adoption of a Conceptual Scheme (Ward 7)<br>To adopt a Conceptual Scheme for the SE-14-52-22-W4 to support the future rezoning and subdivision of a total of eight rural residential lots.   | 55 - 75 |
| 10.3.3 | Adoption of a Conceptual Scheme (Ward 6)<br>To adopt a Conceptual Scheme for the SE 23-51-23-W4 to support the future rezoning and subdivision of a total of four rural residential lots.  | 76 - 94 |



- 10.3.4 Bylaw 30-2017 Map Amendment to Land Use Bylaw 6-2015 (Ward 5) 95 - 102  
To provide information for Council to make a decision on a bylaw that proposes to rezone approximately 1.87 hectares (4.62 acres) within part of Lot 2, Block 1, Plan 022 5574 from RA - Rural Residential/Agriculture to IM - Medium Industrial to address unauthorized indoor storage and outdoor storage operations on the subject land; Administration does not support this Bylaw.

10.4 [7:00 p.m.] PUBLIC HEARINGS

- 10.4.1 Bylaw 35-2017 Durham Town Square Area Structure Plan (Ward 2) 103 - 147  
To give three readings to an updated Durham Town Square Area Structure Plan (ASP) Bylaw for the purpose of a proposed six storey, 165 unit seniors' congregate care housing facility within Lot G, Plan 2736RS. The updated ASP will provide a framework for subsequent subdivision and development within the plan area by describing land uses, population density, sequencing of development and the location of transportation routes and public utilities.
- 10.4.2 Bylaw 36-2017 Map and Text Amendment to Land Use Bylaw 6-2015 (Ward 2) 148 - 159  
To give three readings to a bylaw that proposes to update the text of DC 7 Direct Control District and rezone approximately 0.21 hectares (0.52 acres) of land in Lot G, Plan 2736 RS from DC 7 Direct Control District and PS Public Services to DC 7 Direct Control District and PS Public Services in support of the updated Durham Town Square Area Structure Plan.

**11. RECREATION PARKS AND CULTURE**

- 11.1 2016 Capital Budget Amendment – River Valley Alliance Trail Phase Three 160 - 161  
To amend 2016 Capital Budget to construct the River Valley Alliance Trail Phase Three to reflect a larger contribution from the Trans Canada Trail organization.

**12. CORPORATE PLANNING AND INTERGOVERNMENTAL AFFAIRS**

- 12.1 Federation of Canadian Municipal (FCM) Legal Defense Fund 162 - 167  
To update Council on a request from the Federation of Canadian Municipalities for a voluntary contribution to the FCM legal defense fund.

**13. BOARDS AND COMMITTEES**

- 13.1 Policy GOV-001-019 County Representation on External Boards/Committees/Commissions (Review) 168 - 172  
To provide Council with recommended changes to Policy GOV-001-019 County Representation on External Boards/Committees/Commissions for consideration.

- 13.2 Policy GOV-001-027 – Recognition of Public Service (Review) 173 - 176  
To provide Council with recommended changes to Policy GOV-001-027 –  
Recognition of Public Service for consideration.

**14. COUNCILLOR REQUESTS (INFORMATION REQUESTS AND NOTICES OF MOTION)**

- 14.1 Councillor Request Report 177  
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.
- 14.2 Expenditure of Council Priority Funds 178 - 181  
Wes Hosford Elementary School Parent Fundraising Society

**15. ADJOURNMENT**

## **COUNCIL MEETING MINUTES**

June 6, 2017

9:00 a.m. Call to Order

9:05 In Camera

2:00 p.m. 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  
Linton Delainey, Councillor Ward 6  
Bonnie Riddell, Councillor Ward 7  
Fiona Beland-Quest, Councillor Ward 8

Members Absent: Paul Smith, Councillor Ward 5

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

**1. CALL TO ORDER**

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

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

The Chair called for additions/deletions/changes to the agenda.  
There were no changes to the agenda.

**3. ADOPT AGENDA**

**2017/ 225**

**Moved by:** C. Howatt

THAT the agenda be adopted as presented.

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

**Carried**

#### **4. IN CAMERA SESSION**

**2017/ 226**

**Moved by:** B. Botterill

THAT Council meet in private to discuss matters protected from disclosure under the Freedom of Information and Protection of Privacy (FOIP) Act at 9:03 a.m.

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

**Carried**

- 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 21, harmful to intergovernmental relations  
FOIP Section 24, advice from officials  
FOIP Section 25, economic interests of the municipality
- 4.5 Annual CAO Evaluation – Discussion  
FOIP Section 17, harmful to personal privacy  
FOIP Section 24, advice from officials

**2017/ 227**

**Moved by:** B. Botterill

THAT Council revert to the regular session at 2:02 p.m.

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

**Carried**

#### **5. MOTIONS ARISING OUT OF IN CAMERA SESSION**

**2017/ 228**

**Moved by:** B. Botterill

THAT item 5.1, Enclosure 1 be added to the June 6, 2017 Council Agenda; and  
THAT Administration take the actions set out in Enclosure 1; and  
THAT Enclosure 1 to item 5.1 remain private pursuant to sections 21, 25 and 29 of FOIP.

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

**Carried**

## **6. CONSENT AGENDA**

**2017/ 229**

**Moved by:** B. Riddell

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

### **7.1**

#### **May 23, 2017 Council Meeting minutes**

THAT the minutes from the May 23, 2017 Council Meeting be approved.

### **11.1**

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

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

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.

### **14.1**

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

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

### **14.3**

#### **2017 Capital Budget Amendment – Strategic Land Acquisition**

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.

### **14.4**

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

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.

### **15.2**

#### **Expenditure of Council Priority Funds - Strathcona Synatics Council Priority Fund Application**

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.

### **15.3**

#### **Expenditure of Council Priority Funds -**

##### **South Cooking Lake Council Priority Fund Application**

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.

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

**Carried**

## **8. PROCLAMATIONS**

Built Green Day	June 7, 2017
World Elder Abuse Awareness Day	June 15, 2017
Business Retention and Expansion Week	June 19-23, 2017

## **9. COUNCIL PRIORITIES**

- 9.1 Motion following Notice of Motion  
County Residential Sewage Handling Technologies

**2017/ 230**

**Moved by:** B. Botterill

THAT Administration prepare a report by the end of the first quarter of 2018, 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.

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

Opposed (1): B. Riddell

**Carried**

**ACTION: Utilities**

**DUE: by end of Q1 2018**

## 10. TIME SPECIFIC AGENDA ITEMS

### 10.1 Annual Art Acquisition - 2017

**2017/ 231**

**Moved by:** B. Botterill

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

Title	Media	Artist
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

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

**Carried**

**2017/ 232**

**Moved by:** V. Bidzinski

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
Unknown	Photography	Raeleigh Anderson
Freckled Girl	Graphite	Sarah Richards
"If your heart is broken, make art with the pieces"	Acrylic//mixed media	Taylor Franz

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

**Carried**

## **9. COUNCIL PRIORITIES**

9.2 Bylaw 33-2017 A Bylaw to Amend Bylaw 45-2016: 2017 Fees, Rates and Charges

**2017/ 233**

**Moved by:** V. Bidzinski

THAT Bylaw 33-2017, a bylaw to amend Bylaw 45-2016: 2017 Fees, Rates and Charges, be given first reading.

In Favour (5): R. Carr, V. Bidzinski, D. Anderson, C. Howatt, and L. Delainey

Opposed (3): B. Botterill, B. Riddell, and F. Beland-Quest

**Carried**



**2017/ 234**

**Moved by:** C. Howatt

THAT Bylaw 33-2017 be given second reading with the following amendment:  
That Schedule B be amended to change the Commercial and Light Industrial Private Hydrant Inspection - Per Year column "2017 FEE before GST" column from \$80.00 to N/A.

In Favour (4): V. Bidzinski, D. Anderson, C. Howatt, and L. Delainey

Opposed (4): R. Carr, B. Botterill, B. Riddell, and F. Beland-Quest

**Defeated**

**2017/ 235**

**Moved by:** V. Bidzinski

THAT Bylaw 33-2017 be given second reading.

In Favour (4): R. Carr, V. Bidzinski, D. Anderson, and L. Delainey

Opposed (4): B. Botterill, C. Howatt, B. Riddell, and F. Beland-Quest

**Defeated**

**12. FACILITY SERVICES**

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

**2017/ 236**

**Moved by:** D. Anderson

THAT Policy GOV-002-036: Flag and Lighting Protocol, as set out in Enclosure 1 to the June 6, 2017 Facility Services report, be referred back to administration to address matters raised by Council during discussion.

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

**Carried**

**ACTION: Facility Services/ Legislative and Legal Services**

**DUE: TBD**

**13. CORPORATE PLANNING AND INTERGOVERNMENTAL AFFAIRS**

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

**2017/ 237**

**Moved by:** B. Riddell

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.

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

**Carried**

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

##### **14.2 Bylaw 32-2017 Surface Drainage and Site Grading Bylaw (Replaces Bylaw 16-2009)**

**2017/ 238**

**Moved by:** B. Riddell

THAT Bylaw 32-2017, a bylaw that regulates and controls surface drainage and site grading on lands within Strathcona County, be given first reading.

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

**Carried**

**2017/ 239**

**Moved by:** D. Anderson

THAT Bylaw 32-2017 be given second reading.

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

**Carried**

**2017/ 240**

**Moved by:** B. Botterill

THAT Bylaw 32-2017 be considered for third reading.

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

**Carried**

**2017/ 241**

**Moved by:** L. Delaine

THAT Bylaw 32-2017 be given third reading.

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

**Carried**

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

**2017/ 242**

**Moved by:** B. Botterill

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.

In Favour (6): R. Carr, V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, and L. Delaine  
Abstain (2): B. Riddell, and F. Beland-Quest

**Carried**

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

### 15.1 Councillor Request Report

Ward	Category	Request	Department	Due Date
2 D. Anderson	Information Request	<b>Weed Control</b> Please provide information on the efforts to control the excess of dandelions throughout the County.	<b>ACTION:</b> Transportation and Agriculture Services	<b>DUE:</b> June 20, 2017

### 15.4 Expenditure of Council Priority Funds Report

#### 2017/ 243

**Moved by:** L. Delainey

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

Councillor Vic Bidzinski      \$1,250.00

Councillor Linton Delainey    \$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.

#### 2017/ 244

**Moved by:** B. Riddell

THAT item 15.4 be referred back to Councillor Bidzinski to provide further information and documentation to ensure that the funding is for the monument and is within the parameters of Policy GOV-001-032.

In Favour (7): R. Carr, D. Anderson, B. Botterill, C. Howatt, L. Delainey, B. Riddell, and F. Beland-Quest

Opposed (1): V. Bidzinski

**Carried**

**ACTION:** Office of the Elected Officials (V. Bidzinski)

**DUE:** TBD

## 16. ADJOURNMENT

The Mayor declared the meeting adjourned at 5:18 p.m.

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Mayor

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Director, Legislative & Legal Services

**Teleconferencing Options for Council Chamber****Report Purpose**

To provide Council with options for teleconferencing in Council Chamber and to seek approval for the recommended option.

**Recommendation**

THAT Option One as described in the June 20, 2017, Legislative and Legal Services report, *Teleconferencing Options for Council Chamber*, be approved.

**Council History**

February 7, 2017 – THAT Administration provide a report before the end of the second quarter of 2017 that addresses the issues with participation in Council meetings by telephone, including identification of any more effective methods that may be available to allow for Councillor participation in meetings by electronic means.

**Strategic Plan Priority Areas**

**Economy:** The recommendation relates to improved use of County resources.

**Governance:** N/A

**Social:** N/A

**Culture:** N/A

**Environment:** N/A

**Other Impacts**

**Policy:** N/A

**Legislative/Legal:** This option would be compliant with the meeting requirements outlined in the Municipal Government Act.

**Interdepartmental:** Facility Services, Information Technology Services, and Legislative Services worked together to explore options for teleconference options.

**Summary**

Currently, if Councillors wish to participate in a Council or Priorities Committee meeting remotely, a staff member takes responsibility for monitoring the phone and managing any requests to speak. If more than one Councillor wishes to participate by phone, then the staff member will use a conference line and manage both Councillors' requests to speak. The current process require staff to manage the calls at all times and is cumbersome since it is not integrated into the existing Council Chamber sound system (i.e. phone participant is only heard via the microphone which is placed by the phone's speaker).

Council directed Administration to explore options for improved teleconferencing that are more effective and efficient than the current practice. Administration has provided analysis of two options (see below), but option one is Administration's recommended solution since it is the least complex, most cost effective, does not require additional staff time, and will comply with a unified communications system for Council Chamber.

**Option One: Conference Call Set-up (Clear One)**

This conference calling option integrates with the current Crestron and sound system and can be operated by the Clerk or Legislative Officers (i.e. a call can be muted, volume adjusted, or call ended).

**Cost:** This option would cost \$5000.00 for the required hardware and programming. In addition, each teleconference call would generate a fee (approximately \$26.00 for one 8-hour call). Fees are based on duration and number of callers. This option can be addressed within the existing operating budget.

**Process:** This option requires Administration to provide any Councillor participating by phone with a conference number and code. The codes would be changed frequently to ensure security. The Councillor who is participating remotely would call into the conference number to be added to the meeting.

### **Option Two: Microsoft Lync or Go To Meeting**

Similar to Option One, these software solutions allow for a unified communications system in Council Chamber. The Councillor(s) who are participating remotely would need to have a device with the appropriate software installed (i.e. either Lync or Go To Meeting). Council Chamber would also need a dedicated computer with the software installed. This system has the advantage of allowing the Councillor participating remotely to have video as well as audio, but there is increased risk since it would be difficult for staff to assist any Councillor experiencing difficulty with the software remotely.

**Cost:** This option would cost \$7500.00 for the additional computer in the Council Chamber AV rack and for the AV bridge required to connect the computer to the microphone system. In terms of staffing resources, this option could still require additional staffing resources since it is more complex and could mean logistical challenges for the Clerk and Legislative Officers.

**Process:** This option would mean that a Councillor wishing to participate in a meeting remotely would need to use the Lync or Go To Meeting software from a computer or tablet that is equipped with such software (i.e. a device in addition to the iPad used for agenda access and voting). Once logged in, the Councillor would have access to video and audio. The Municipality of Wood Buffalo has this system in place but Councillors have opted not to use it since they find it too complex.

### **Enclosure**

1. Teleconference Options presentation

# Teleconference Options

June 20, 2017

# Council History

On February 7, 2017, Council approved the following:

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

# Option 1

## **Conference Call Set-up (Clear One)**

- Integrates with the current Crestron and sound system
- Operated by the Clerk or Legislative Officers
- Within current budget
- Secure





# Option 2

## **Microsoft Lync or Go To Meeting**

- Enables a unified communications system
- Requires software to be installed on the users' computer or tablet
- Requires a dedicated computer in Council Chamber
- Enables the user to access both audio and video
- Cost is significantly higher
- More involved from a user perspective

# Questions?



**GOV-001-026 Elected Officials Expense Policy (Revised)****Report Purpose**

To seek approval on amendments to the Elected Officials Expense Policy.

**Recommendation**

THAT the revised Policy GOV-001-026 – Elected Officials Expense, as set out in Enclosure 2 of the June 20, 2017 Legislative and Legal Services report, be approved.

**Council History**

April 25, 2017 – Council approved: THAT Administration prepare an amendment to GOV-001-026 Elected Officials Expense Policy that ensures that whenever more than one elected official commits funds to a joint expense, the commitment is recorded in writing; and that the proposed amendment to GOV-001-026 Elected Officials Expense Policy be brought back to Council for consideration by the end of Q2 2017.

**Strategic Plan Priority Areas**

**Economy:** N/A

**Governance:** Elected Officials Expense Policy is an important governance policy and the proposed amendment intends to add clarity for the sharing of expenses amongst elected officials.

**Social:** N/A

**Culture:** N/A

**Environment:** N/A

**Other Impacts**

**Policy:** amends existing policy GOV-001-026

**Legislative/Legal:** N/A

**Interdepartmental:** Legislative and Legal Services worked with the Office of the Elected Official and Financial Services.

**Summary**

As directed by Council, Administration has prepared a proposed amendment to the Elected Officials Expense Policy in order to provide greater clarity on Councillor joint expenses. Further, Administration has also updated the date in section 7 of this policy so that it is consistent with the GOV-001-031 Election Campaign Policy. The amended policy is set out in enclosure 1 (see highlighted section).

**Communication Plan**

If approved, the updated policy will be added to the Municipal Policy Handbook which is available on the County's public website.

**Enclosure**

- 1 GOV-001-026 Elected Officials Expense Policy **(Revised with highlights)**
- 2 GOV-001-026 Elected Officials Expense Policy **(Revised)**

## Elected Officials Business Expense Policy

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**Cross-reference:** GOV-001-013 Elected Officials' Remuneration

### Policy Statement

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In order to address matters affecting Strathcona County, it is necessary for the County's Elected Officials (the Mayor and Councillors) to network, to meet with residents, and to support community, committee, regional, national and other events.

It is recognized that the official duties of the Elected Officials often occur outside regular work hours and take them away from family and personal responsibilities.

The Business Expense Policy is intended to provide clarity in determining what expenses will be covered by the municipality and what expenses are considered to be personal expenses. Events listed are for guidance only, and are not intended to be an exhaustive list of covered events. Expenses categorized as Public Relations, Professional Development or Out of Pocket are recoverable, subject to conditions set out below. Personal Expenses are not recoverable from the County. The Public Relations, Professional Development and Out of Pocket expenses for Elected Officials shall be paid from the individual operating budgets of the Elected Officials.

The reimbursement of expenses is guided by the following principles:

- Taxpayer dollars are to be used prudently and responsibly with a focus on accountability and transparency.
- Expenses for travel, meals and hospitality support County business objectives.
- Plans for travel, meals, accommodation and hospitality are necessary and economical with due regard for health and safety.
- Only legitimate authorized expenses incurred during the course of undertaking County business are reimbursed.

### Purpose

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The purpose of the public disclosure of Elected Officials business expenses is to enhance accountability and transparency through routine disclosure of information on expenses reimbursed to County Elected Officials and to enhance public confidence in the oversight of expenses incurred by County Elected Officials.

### Definitions

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Elected Officials - Strathcona County's Mayor and Councillors.

Hospitality Event - an event or function where the provision of food, beverage, accommodations, transportation and other amenities are provided, at public expense, to people who are not engaged in work for Strathcona County.

Resident Meeting - a meeting of a small, focused group of Ward residents the purpose of which is to inform or discuss a specific issue of interest or concern to those residents rather than to the Ward as a whole. A Resident Meeting may be initiated by an Elected Official or by Administration. A Resident Meeting is generally held at a County facility or within a facility in a Ward. County staff may be expected to attend a Resident Meeting where appropriate.

Ward Goodwill Function - an event primarily targeted to residents within a specific Ward and which is not endorsed or approved by Council or contained within a Council-approved budget. Examples of a Ward Goodwill Function include Elected Official-hosted Christmas parties, barbeques or similar gatherings. Functions such as County park or facility openings (irrespective of location) are not Ward Goodwill Functions but are rather County-endorsed events. A Ward Goodwill Function may not be charged to a Public Relations Budget; any expenses for Ward Goodwill Functions shall be an Elected Official Personal Expense.

Ward Open House - an informal gathering of Ward residents the purpose of which is to provide an opportunity for residents to meet their Ward Councillor and to learn about issues of general interest to the Ward or the County as a whole. A Ward Open House is generally held at a County facility or within a facility in the Ward. County staff are not expected to attend a Ward Open House.

Working Session - a function where food, beverage, accommodation, transportation and other amenities are provided only for people who work for Strathcona County.

## **Guidelines**

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### **1. Boards and Committees Functions**

Elected Officials can charge the ticket or registration fee for a function related to any Council Committee to their Public Relations Budget.

### **2. Community Events, Charitable and Non-Profit Fundraisers**

#### **a. Tickets and registration fees:**

Elected Officials invited to a regional charitable event or non-profit fundraiser by the charitable organization can charge the ticket or registration fee to their Public Relations Budget.

#### **b. Donations**

Elected Officials may donate door prizes or auction items for community events, charitable and non-profit fundraisers.

### **3. Federal Political Events**

The Federal *Canada Elections Act*, SC 2000, c. C-9, as amended, provides that no person or entity other than an individual who is a citizen or permanent resident shall make a contribution to a registered party, a registered association, a candidate, a leadership contestant or a nomination contestant. A municipality, being a corporation, is an ineligible contributor and cannot make contributions. Accordingly, any tickets, registration fees or donations to any federal registered party, registered association, a candidate, a leadership contestant or a nomination contestant are Personal Expenses of an Elected Official.

#### 4. Provincial Political Events

The Provincial *Election Finances and Contributions Act Disclosure Act*, RSA 2000, c. E-2 ("the Act") provides that a municipality is a prohibited corporation and may not make any contributions to a registered party, registered constituency association or registered candidate. Any ticket purchases or contributions, including items for door prizes, auctions, and the costs of attending political conventions, shall be Personal Expenses. An Elected Official attending a fundraiser, if attendance has been approved by County Council, may claim a meal expense as set out in Schedule "A" hereto.

#### 5. Mayor's Representative

If a Councillor is designated by the Mayor to represent the Mayor in an official capacity, the cost of the tickets for that Councillor and his or her spouse or partner, where applicable, pursuant to subsection 6 (b), will be charged to the Mayor's Public Relations Budget.

#### 6. Spouses/Partners

- a. If a spouse/partner accompanies an Elected Official to an out-of-town conference/ convention, the expenses of the spouse/partner for travel, meals, registration is considered a personal expense except where the spouse/partner is invited to accompany the Elected Official to banquets/receptions, their tickets may be charged to the Elected Official's Professional Development budget.
- b. When an Elected Official is invited to a social or fund-raising function in an official capacity, the ticket for the spouse/partner may be paid from the Elected Official's Public Relations Budget.

#### 7. Resident Meetings/Ward Open Houses

- a. A Councillor may hold up to twelve (12) Ward Open Houses per year and charge expenses for newspaper advertising, facility rental and light refreshments to his or her Public Relations Budget. Any additional Ward Open Houses will be considered a Councillor Personal Expense.

Note: No Ward Open Houses will be held during the six months prior to an election after March 31 in an election year and until after the organizational Meeting immediately following an election. [Policy GOV-001-031]

- b. Elected Official-initiated Resident Meetings may be held at the discretion of the Elected Official and expenses for facility rental and light refreshments may be charged to their Public Relations budgets. Expenses incurred for resident meetings initiated by Administration will be the responsibility of Administration.
- c. An Elected Official may book space at a County facility for meetings of any committee upon which the Elected Official serves in their capacity as an Elected Official. There will be no rental charges for rooms booked in a County Facility. In the event space in a community hall is booked for a meeting, the rental cost, if any, will be reimbursed. After hours security costs for events before or after normal business hours and the costs of any refreshments if required, will be charged to the hosting Elected Official's Public Relations Budget or to the committee holding the meeting.

- d. County Hall/Community Centre conference rooms may be booked by Elected Officials for community meetings only if they will be in attendance. There will be no rental charges for conference rooms booked in County Hall/Community Centre, provided the Elected Official is present at the meeting.

## 8. Business Expenses

Business expenses must remain within the individual operating budget of an Elected Official. Any expenses which will exceed an Elected Official's total annual budget must be authorized by Council resolution prior to the expenditure being made. If expenses exceed an Elected Official's total annual budget and have not been authorized by Council prior to the expenditure, then an Elected Official may not use funds from any other ward budget to cover the excess, which becomes an Elected Official Personal Expense.

## 9. Cell Phones, iPads and Personal Digital Assistants (PDA's)

- a. Cell phones, iPads and PDA's are provided to Elected Officials in order to conduct County business. All fees and charges will be charged to individual Elected Officials operating budgets, however, discretion shall be used and all personal long distance calls will be reimbursed by the individual Elected Official.
- b. While travelling on County business, business related long distance calls may be made at the Elected Official's discretion and where possible cell phones should be used to avoid excessive charges levied through hotels.
- c. The Elected Official should ensure that the cell phone plan covers the location to avoid excessive roaming charges.
- d. Elected Officials who use their personal cell phone for County business will be reimbursed based on a reasonable allowance approved by the County Treasurer.

## 10. Criteria for Reimbursement of Expenses

### a. Mandatory Requirements - General

- i. Alcohol cannot be claimed and will not be reimbursed as part of Travel or Meal expense except for Hospitality Events.
- ii. Hospitality is only provided when the event involves participants from outside the County. Functions involving only people who work for the County are not considered Hospitality Events; they are considered Working Sessions.

### b. Elected Official's Responsibilities

- i. Identify and review required business expenses to ensure cost effective options for travel, accommodation, etc. are selected.
- ii. Submit a completed Councillor Professional Development, Convention and Conference Expense Report (FIN 12018-T) to the County Treasurer for each event attended.
- iii. Submit Councillor Expense Reports (FIN 12018-T) accompanied by all necessary receipts and/or documentation on a monthly basis. Receipts must be detailed and show the GST amount and GST registration number. A Visa/Mastercard slip is not a receipt for business expense purposes.

c. Reimbursement of Expenses

- i. Travel: The most direct, economical and time efficient mode of transportation shall be utilized or, if an Elected Official chooses an alternate method, then reimbursement shall be limited to an amount equal to the cost of the most direct, economical and time efficient mode. With respect to airfare, economy class is the booking class for all flights of less than four (4) hours actual air time. Business class may be booked for flights of more than four (4) hours actual air time. With respect to ground transportation, taxis are the preferred method of ground transportation. In a situation where a rental car is practical, an intermediate or smaller car is preferred; however, the size and type of rental car should be appropriate for the number of people in the car, road conditions, and nature of need.
- ii. Accommodations: an Elected Official is required to travel on County business and accommodation away from the Elected Official's regular place of domicile is necessary, the Elected Official may claim the actual cost of accommodation for a single room rate or a per diem for stays in a private residence in an amount set out in Schedule "A".
- iii. Meals: While conducting County business, a an Elected Official may claim for meals in accordance with Schedule "A", and in the event of meal expenses exceeding the Schedule rates due to location of stay or economics of the location, reimbursement will be based on actual receipted expenses including gratuities. If more than one meal is purchased, provide name(s) of guests including the company represented and the nature of the business meal. Gratuities are a reimbursable expense and should be appropriate to the location, service level and local protocol and are never to exceed 20% of the total bill.
- iv. Transportation and Communication: An Elected Official may claim the following expenses with a receipt: bus fare, railway fare, limousine/taxi fare, parking charges, economy air fare, economy automobile rental, facsimile or e-mail charges.
- v. Kilometer Rates: An Elected Official who uses their personal vehicle for County business shall provide a driver's abstract if required by Human Resources. Elected Officials using personal vehicles for County business purposes shall be reimbursed for travel as per Schedule "A". All Elected Officials claiming kilometer rate reimbursement may be required to provide a statement from an insurance agent indicating if business insurance is or is not required when using a personal vehicle on County business (minimum \$1,000,000 liability insurance). The cost of additional automobile insurance will be reimbursed based on a receipt or letter from the insurance agent.
- vi. Medical Insurance: An Elected Official authorized to travel outside of Canada, who is not covered by Extended Health Care, shall arrange for and may claim for the cost of medical insurance to cover the period of authorized travel. The cost of passports for travel out of Canada and the cost of immunization for travel outside North America will be reimbursed.
- vii. The Miscellaneous category of expenses is to provide for personal items as set out in Schedule A.
- viii. Special Provisions: If an Elected Official incurs business expenses not specifically authorized by this Policy, the Chief Commissioner may, subject to availability of funds in an appropriate budget, authorize payment of such a business expense claim.
- ix. A receipt is not required for a reimbursement of an expense for which an allowance can be claimed. This includes expenses such as meal allowances, mileage claims and meter parking.



## 11. Mayor's Expenses

- a. In addition to those expenses authorized elsewhere herein for Elected Officials, the Mayor may have additional business expenses arising from the promotion of the interests of Strathcona County which, subject to availability of budget funds, and subject to normal administration approvals, shall be treated as Public Relations expenses.
- b. Hospitality Business Expenses: The Mayor and/or designate engaged in authorized County business may claim for alcoholic and other beverages purchased at special events for consumption while promoting the interests of Strathcona County. Functions or events of this nature are considered Hospitality Events. A detailed expense claim stating the names of all individuals involved and the purpose of the Hospitality Event shall be included with any such claim.

## 12. Administration

The administration of the regulations set out in this Policy is the responsibility of each individual Elected Official in cooperation with the County Treasurer. The County Treasurer must approve each expense claim prior to payment.

## 13. Public Disclosure of Elected Official's Business Expense

Elected Officials' expense reports will be posted online, on the Strathcona County website. Reports for reimbursed expenses will be made available online on a quarterly basis. Elected Officials not submitting an expense report will be noted.

Expense reports must, at a minimum, include the following components:

- name of Elected Official who incurred the expense;
- date of transaction(s);
- transaction amount(s);
- expense category (travel, including transportation, accommodation, meals and incidentals; and hospitality).

Information that would normally be withheld under the Freedom of Information and Protection of Privacy Act, such as personal information, must be redacted from supporting documentation and will not be publicly disclosed.

A receipt is not required for a reimbursement of an expense for which an allowance can be claimed (reference section 10 ix).

## 14. Recording of Joint Elected Officials' Expenses

In the event that two (2) or more Elected Officials agree to contribute funds towards a joint expense, such as, but not limited to, promotional items for a Ward event, the financial commitment will be recorded in writing using an administrative form and a copy of the form will be retained.

## Policy Record

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**Date of Approval by Council:** 01/20/2015  
07/02/2003; 07/06/2004; 04/21/2009;  
01/26/2010; 08/30/2011; 06/25/2013

**Resolution No:** 14/2015  
577/2003; 612/2004; 253/2009;  
24/2010; 563/2011; 370/2013

**Next Review Date:** June 2018

**Policy No:** GOV-001-026

**Last Review Date:** June 2015

**Replaces:** N/A

**Lead Role:** *Governance Advisory Committee*

**Administrative Review:** Financial Services

**SCHEDULE "A"**  
**Councillor Business Expense**  
**Fee Schedule**

**Section 1      Mileage**

Reimbursement for business travel outside Strathcona County at 1 cent below CRA Canada Revenue Agency Rate;

Reimbursement for business-related mileage within Strathcona County at a rate of ~~16.5 cents per kilometre~~<sup>1</sup> 30.5 percent of CRA rate.

**Section 2      Meals**

Up to \$50.00 /day as required:

- Breakfast      \$10.00 (including gratuities and GST)
- Lunch            \$15.00 (including gratuities and GST)
- Dinner          \$25.00 (including gratuities and GST)

**Section 3      Miscellaneous Reimbursable Expenses**

- Laundry and dry cleaning when travel is longer than four consecutive nights.
- Internet connectivity in hotel, airplanes or other public places.
- Personal items such as tips and the purchase of small items such as tooth brushes, etc.

**Section 4      Conventions**

- Registration
- Transportation
- Meals
- Receipted Hotel Charge or \$40.00 /night in private accommodations (No receipt required)

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<sup>1</sup> Clerical change as per Policy GOV-002-021

## Elected Officials Business Expense Policy

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**Cross-reference:** GOV-001-013 Elected Officials' Remuneration

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- i. Identify and review required business expenses to ensure cost effective options for travel, accommodation, etc. are selected.
- ii. Submit a completed Councillor Professional Development, Convention and Conference Expense Report (FIN 12018-T) to the County Treasurer for each event attended.
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- iii. Meals: While conducting County business, a an Elected Official may claim for meals in accordance with Schedule "A", and in the event of meal expenses exceeding the Schedule rates due to location of stay or economics of the location, reimbursement will be based on actual receipted expenses including gratuities. If more than one meal is purchased, provide name(s) of guests including the company represented and the nature of the business meal. Gratuities are a reimbursable expense and should be appropriate to the location, service level and local protocol and are never to exceed 20% of the total bill.
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- vii. The Miscellaneous category of expenses is to provide for personal items as set out in Schedule A.
- viii. Special Provisions: If an Elected Official incurs business expenses not specifically authorized by this Policy, the Chief Commissioner may, subject to availability of funds in an appropriate budget, authorize payment of such a business expense claim.
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- b. Hospitality Business Expenses: The Mayor and/or designate engaged in authorized County business may claim for alcoholic and other beverages purchased at special events for consumption while promoting the interests of Strathcona County. Functions or events of this nature are considered Hospitality Events. A detailed expense claim stating the names of all individuals involved and the purpose of the Hospitality Event shall be included with any such claim.

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- name of Elected Official who incurred the expense;
- date of transaction(s);
- transaction amount(s);
- expense category (travel, including transportation, accommodation, meals and incidentals; and hospitality).

Information that would normally be withheld under the Freedom of Information and Protection of Privacy Act, such as personal information, must be redacted from supporting documentation and will not be publicly disclosed.

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In the event that two (2) or more Elected Officials agree to contribute funds towards a joint expense, such as, but not limited to, promotional items for a Ward event, the financial commitment will be recorded in writing using the an administrative form and a copy of the form will be retained.

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07/02/2003; 07/06/2004; 04/21/2009;  
01/26/2010; 08/30/2011; 06/25/2013

**Resolution No:** 14/2015  
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**Next Review Date:** June 2018

**Policy No:** GOV-001-026

**Last Review Date:** June 2015

**Replaces:** N/A

**Lead Role:** *Governance Advisory Committee*

**Administrative Review:** Financial Services

**SCHEDULE "A"**  
**Councillor Business Expense**  
**Fee Schedule**

**Section 1      Mileage**

Reimbursement for business travel outside Strathcona County at 1 cent below CRA Canada Revenue Agency Rate;

Reimbursement for business-related mileage within Strathcona County at a rate of ~~16.5 cents per kilometre~~<sup>1</sup> 30.5 percent of CRA rate.

**Section 2      Meals**

Up to \$50.00 /day as required:

- Breakfast      \$10.00 (including gratuities and GST)
- Lunch            \$15.00 (including gratuities and GST)
- Dinner          \$25.00 (including gratuities and GST)

**Section 3      Miscellaneous Reimbursable Expenses**

- Laundry and dry cleaning when travel is longer than four consecutive nights.
- Internet connectivity in hotel, airplanes or other public places.
- Personal items such as tips and the purchase of small items such as tooth brushes, etc.

**Section 4      Conventions**

- Registration
- Transportation
- Meals
- Receipted Hotel Charge or \$40.00 /night in private accommodations (No receipt required)

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<sup>1</sup> Clerical change as per Policy GOV-002-021

**Addition to the Commemorative Names Registry and Park Field Naming (Ward 1)****Report Purpose**

To approve the proposed addition to the Commemorative Names Registry: "Jim Skitsko" and the proposed name of a field within Kinsmen/Westboro Park as "Jim Skitsko Field at Kinsmen/Westboro Park."

**Recommendations**

1. THAT the addition of "Jim Skitsko" to the Commemorative Names Registry, be approved.
2. THAT the name "Jim Skitsko Field at Kinsmen/Westboro Park" be approved for the field area set out in Enclosures 3 – 5 of the June 20, 2017, Planning and Development Services report.

**Strategic Plan Priority Areas**

**Economy:** n/a

**Governance:** n/a

**Social:** n/a

**Culture:** The addition of the proposed name would provide an opportunity for recognition and the appreciation of Strathcona County's heritage.

**Environment:** n/a

**Other Impacts**

**Policy:** Policy SER-008-011 – Naming of Development Areas, Roads, Parks & Public Facilities. The proposed name meets the guidelines as set out in the Policy Handbook.

**Legislative/Legal:** n/a

**Interdepartmental:** The proposed Commemorative Names Registry and park field naming application have been reviewed through the circulation process.

**Summary**

Jim Skitsko has been the head coach for the Sherwood Park Rams Bantam Football Program for 20 consecutive years. He has been an ambassador to the children that he has coached for putting education first and football second. In addition, he developed a bursary program for post-secondary education for former players of the Rams. He is the first football coach to originate a bursary program at the Bantam level within Canada.

Mr. Skitsko's family has requested in addition to his name being added to the Commemorative Names Registry, that the field within Kinsmen/Westboro Park, where the Rams practice, be named "Jim Skitsko Field at Kinsmen/Westboro Park." The family has expressed that, due to his career with the Rams, the naming of this specific field would have the most significance. A number of letters of support for the naming of this field have been provided by people positively impacted by their dealings with Mr. Skitsko.

**Communication Plan**

Letter

**Enclosures**

- 1 List of Accomplishments
- 2 Urban Location Map
- 3 Location Map
- 4 Field Naming Map
- 5 Air Photo Map

### **Jim Skitsko's Accomplishments**

Jim just completed his 20<sup>th</sup> consecutive year as head coach for the Sherwood Park Rams bantam football program. Jim has not only been a football coach to nearly a 1000 kids in his career but has also been an ambassador for putting education first and football second.

"Football is fun, but Education is forever" had been Jim's motto from day 1 with the Rams and has been going strong ever since. Jim has developed a bursary program whereby all former players from 1996 to the current year are eligible for funding that will go towards his or her post-secondary schooling or studies for an apprenticeship. So far roughly 135 bursaries have been awarded to individuals choosing to live by coach Skitsko's motto. Knowing from personal experience by being a former Ram and choosing to attend university, the bursary definitely helped me pay for the very high tuition cost. It is important to note that Jim is also the first football coach to originate a bursary program at the bantam level in all of Canada. Simply an outstanding accomplishment.

- Adam Skitsko

**Subject Area**



## URBAN LOCATION MAP

Part of Plan 1961RS,  
Block 105, Lot 21R



**Subject Area**

## PLANNING & DEVELOPMENT SERVICES



Drawn By: FUELKELL

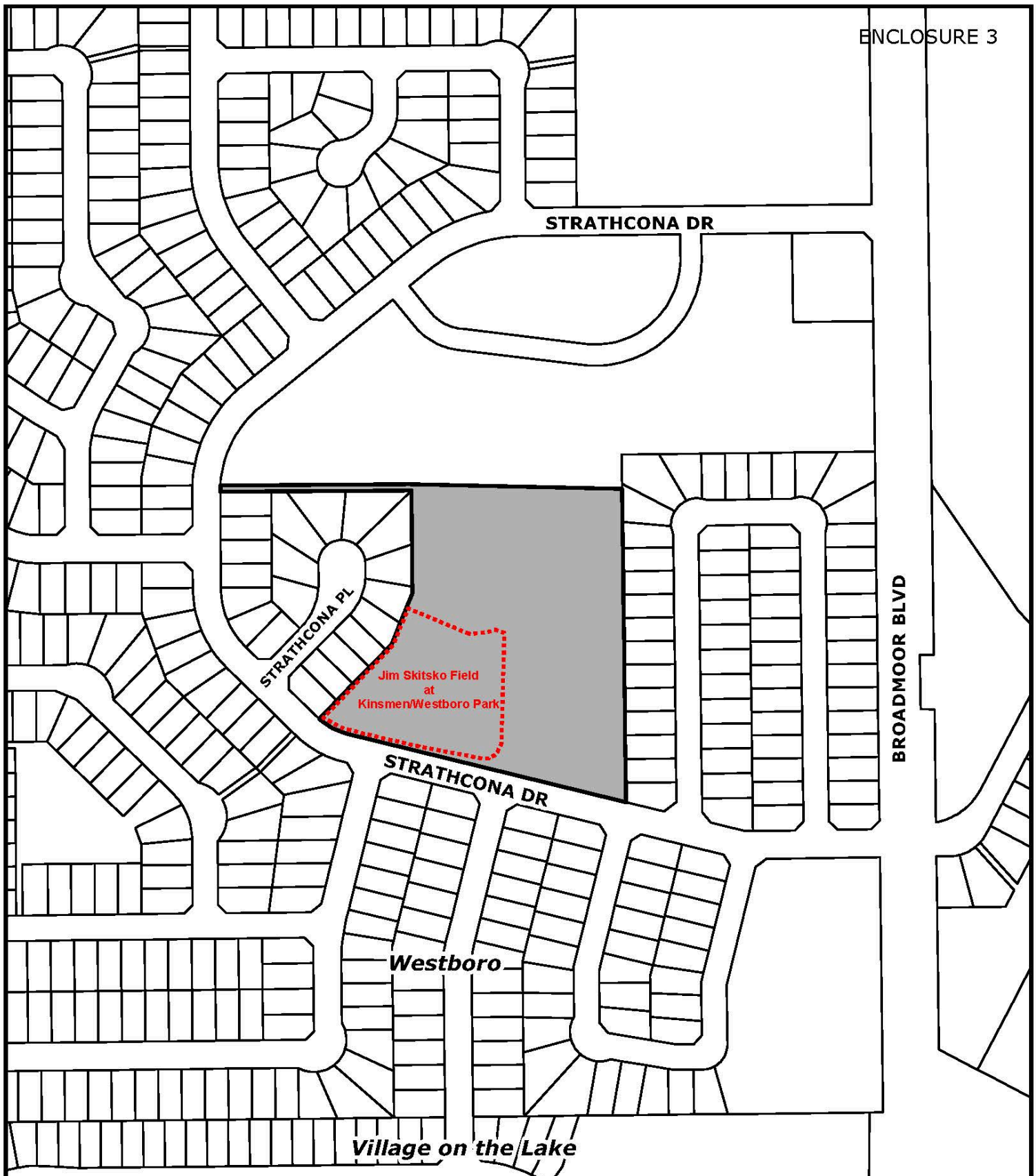
Date Drawn: Feb 14, 2017

Scale: Not to Scale

File No.: 4350-2017F001

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Naming\2017\2017F001-Jim Skitsko





## LOCATION MAP

Part of Plan 1961RS, Block 105, Lot 21R

 Subject Area

 Proposed 'Jim Skitsko Field at Kinsmen/Westboro Park'

## PLANNING & DEVELOPMENT SERVICES



Drawn By: FUELKELL

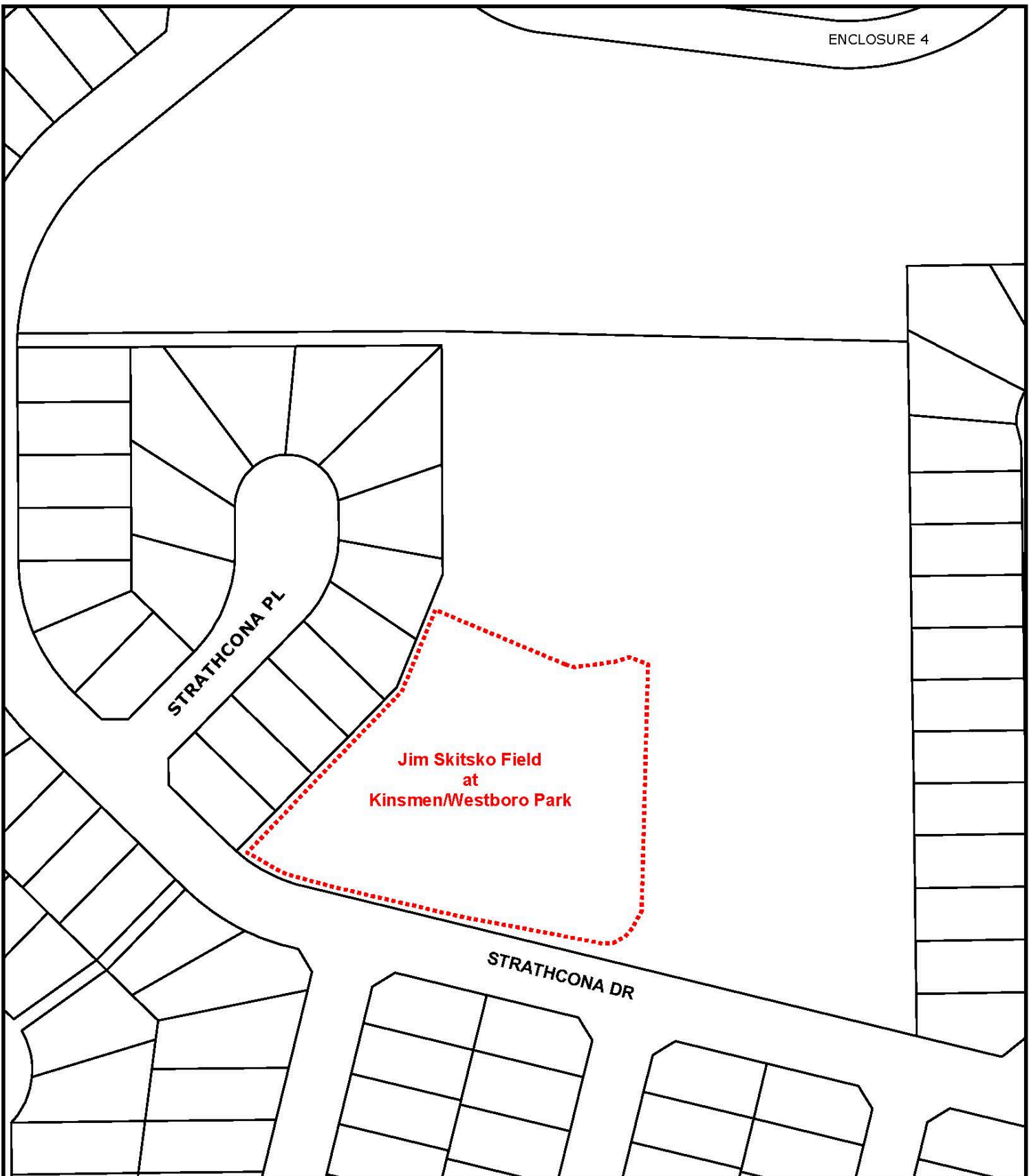
Date Drawn: Feb 14, 2017

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File No.: 4050-2017F001

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## FIELD NAMING MAP

Part of Plan 1961RS, Block 105, Lot 21R



**Subject Area**



**Proposed 'Jim Skitsko Field  
at Kinsmen/Westboro Park'**

## PLANNING & DEVELOPMENT SERVICES



**STRATHCONA  
COUNTY**



**Drawn By: FUELKELL**

**Date Drawn: Jun 01, 2017**

**Scale: Not to Scale**

**File No.: 4050-2017F001**

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Naming\2017\2017F001-Jim Skitsko





**AIRPHOTO MAP**

Part of Plan 1961RS, Block 105, Lot 21R



**Subject Area**



**Proposed 'Jim Skitsko Field  
at Kinsmen/Westboro Park'**

**PLANNING & DEVELOPMENT SERVICES**



**Drawn By: FUELKELL**

**File No.: 4050-2017F001**

**Date Drawn: Feb 14, 2017**

**Scale: Not to Scale**

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\2017\2017F001-Jim Skitsko



**Bylaw 31-2017 Map Amendment to Land Use Bylaw 6-2015 (Ward 6)**

**Owners:** Balmoral Lands Ltd.  
**Applicant:** Greg Mackenzie & Associates Consulting Ltd.  
**Legal:** Lot 1, Block 2, Plan 872 1745; SE 21-52-23-W4  
**Location:** South of Wye Road and West of Range Road 233  
**From:** AG - Agriculture: General  
**To:** RE - Estate Residential

**Report Purpose**

To give two readings to a bylaw that proposes to rezone Lot 1, Block 2, Plan 872 1745 consisting of approximately 2.37 hectares (5.86 acres) from AG - Agriculture: General to RE - Estate Residential in accordance with the Balmoral Heights Area Structure Plan (ASP).

**Recommendations**

1. THAT Bylaw 31-2017, a bylaw that proposes to rezone Lot 1, Block 2, Plan 872 1745 from AG - Agriculture: General to RE - Estate Residential in accordance with the Balmoral Heights ASP, be given first reading.
2. THAT Bylaw 31-2017, be given second reading.

**Council History**

May 23, 2017 – Council postponed proposed Bylaw 31-2017 and the public hearing to the June 20, 2017 Council Meeting.

April 21, 2015 – Council adopted Land Use Bylaw 6-2015 with an effective date of May 11, 2015.

March 10, 2015 – Council gave two readings to Bylaw 12-2015, which proposed to amend Land Use Bylaw 8-2001 to rezone Lot 1, Block 2, Plan 872 1745 consisting of approximately 2.37 hectares (5.86 acres) of land from AG - Agriculture: General to RE - Estate Residential in accordance with the Balmoral Heights ASP.

May 29, 2012 – Council adopted the Country Residential Area Concept Plan Bylaw 58-2011.

May 29, 2007 – Council adopted Municipal Development Plan (MDP) Bylaw 1-2007.

July 2, 2004 – Council adopted the Balmoral Heights Area Structure Plan Bylaw 27-2004.

July 10, 2001 – Council adopted Land Use Bylaw 8-2001.

**Strategic Plan Priority Areas**

**Economy:** The proposed amendment would facilitate additional residential development that would effectively and efficiently utilize existing infrastructure within the plan area.

**Governance:** The Public Hearing provides an opportunity for residents of Strathcona County to engage with Council by enabling the ability for residents to provide comment on the proposed rezoning bylaw prior to Council making a decision.

**Social:** The proposed amendment will help to build strong neighbourhoods and communities, as this amendment will provide the framework to develop additional residential options for County residents.

**Culture:** n/a

**Environment:** n/a

### **Other Impacts**

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

**Legislative/Legal:** The *Municipal Government Act (MGA)* provides that Council may, by bylaw, amend the Land Use Bylaw. This bylaw requires a public hearing.

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

### **Summary**

The proposed amendment conforms to the Council adopted Balmoral Heights ASP and is in accordance with County regulations and policies. This site was identified within the staging concept of the ASP as the final stage. The proposed development will be accessed from Balmoral Point within Balmoral Heights. The concurrent proposed subdivision application is also in conformance with the ASP. Road right-of-way dedication requirements have been identified for the subject parcel to accommodate future Range Road 233 upgrades. Further, the development will be serviced by municipal water and sewer.

On March 10, 2015, Council gave two readings to Bylaw 12-2015, which proposed rezoning the same area as proposed Bylaw 31-2017 for the same intent. However, Section 188 (a) of the *MGA* specifies that previous readings of a proposed bylaw are rescinded if the proposed bylaw does not receive third reading within two years after first reading. Consequently, as third reading was not given to Bylaw 12-2015 by March 10, 2017 first and second readings of Bylaw 12-2015 have been rescinded.

The new Bylaw 31-2017 is proposed to replace expired Bylaw 12-2015 and will restart the mandated two-year timeframe for the bylaw to receive third reading. The landowner will be required to enter into a development agreement to address financial obligations prior to recommendation of third reading.

### **Communication Plan**

Newspaper Ad, Letter

### **Enclosures**

- 1 Bylaw 31-2017
- 2 Rural Location Map
- 3 Location Map
- 4 Air Photo
- 5 Rescinded Bylaw 12-2015
- 6 Notification Map

**Bylaw 31-2017**

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 2.37 hectares (5.86 acres) in Lot 1, Block 2, Plan 872 1745 be rezoned from AG – Agriculture: General to RE – Estate Residential as outlined on Schedule “A” attached hereto.
2. That Rural Area Map R13 and Urban Service Area Map U1 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 \_\_\_\_\_ 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 and Legal Services

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



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**TITLED AREA**

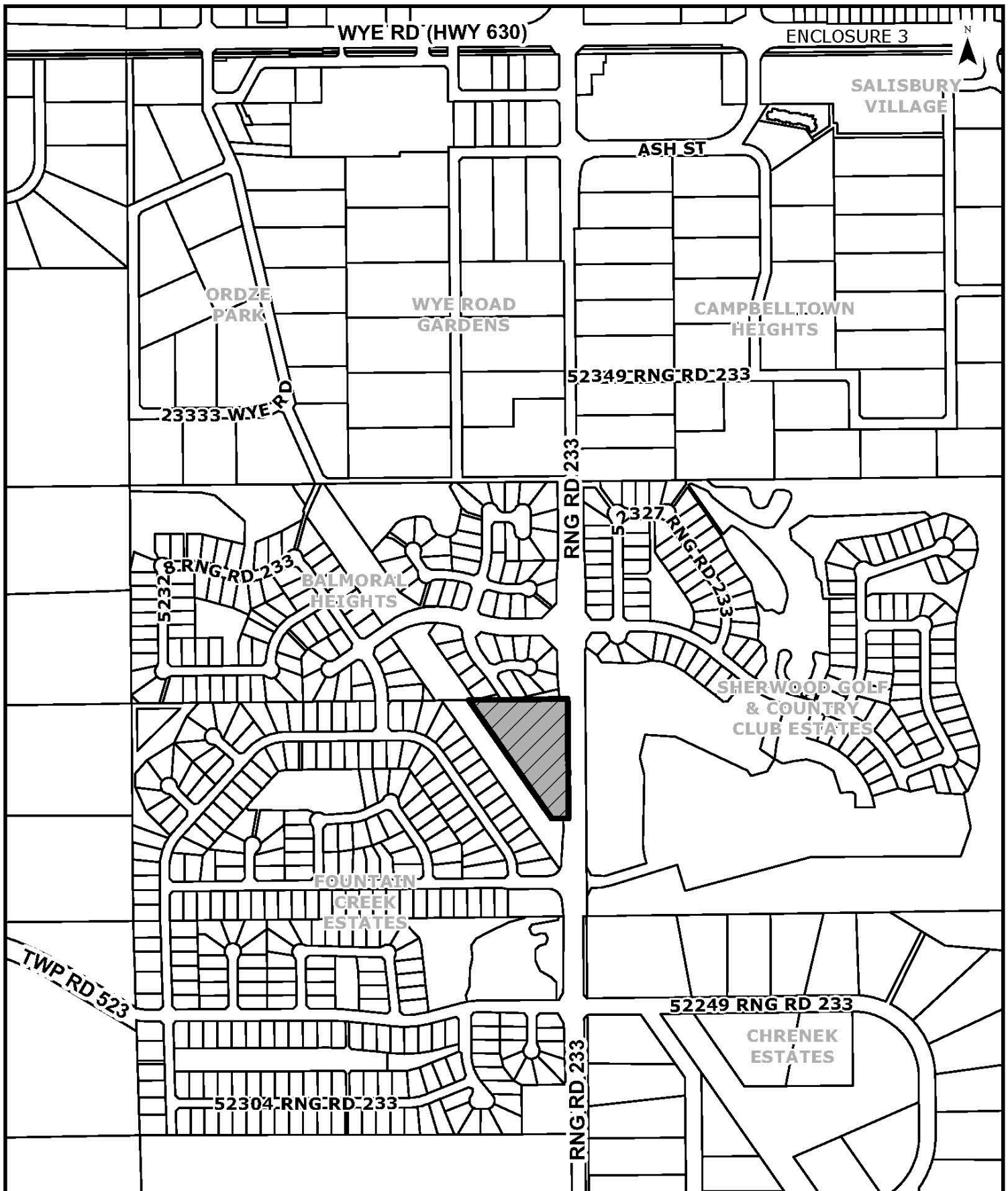
## RURAL LOCATION MAP

LOT 1, BLOCK 2, PLAN 872 1745  
( Pt of SE 21-52-23-W4)

 **TITLED AREA**

**FILE NUMBER: 4070-2015A001**

 **STRATHCONA  
COUNTY**  
DATE DRAWN: Apr 28, 2017



## LOCATION MAP

LOT 1, BLOCK 2, PLAN 872 1745  
( Pt of SE 21-52-23-W4)

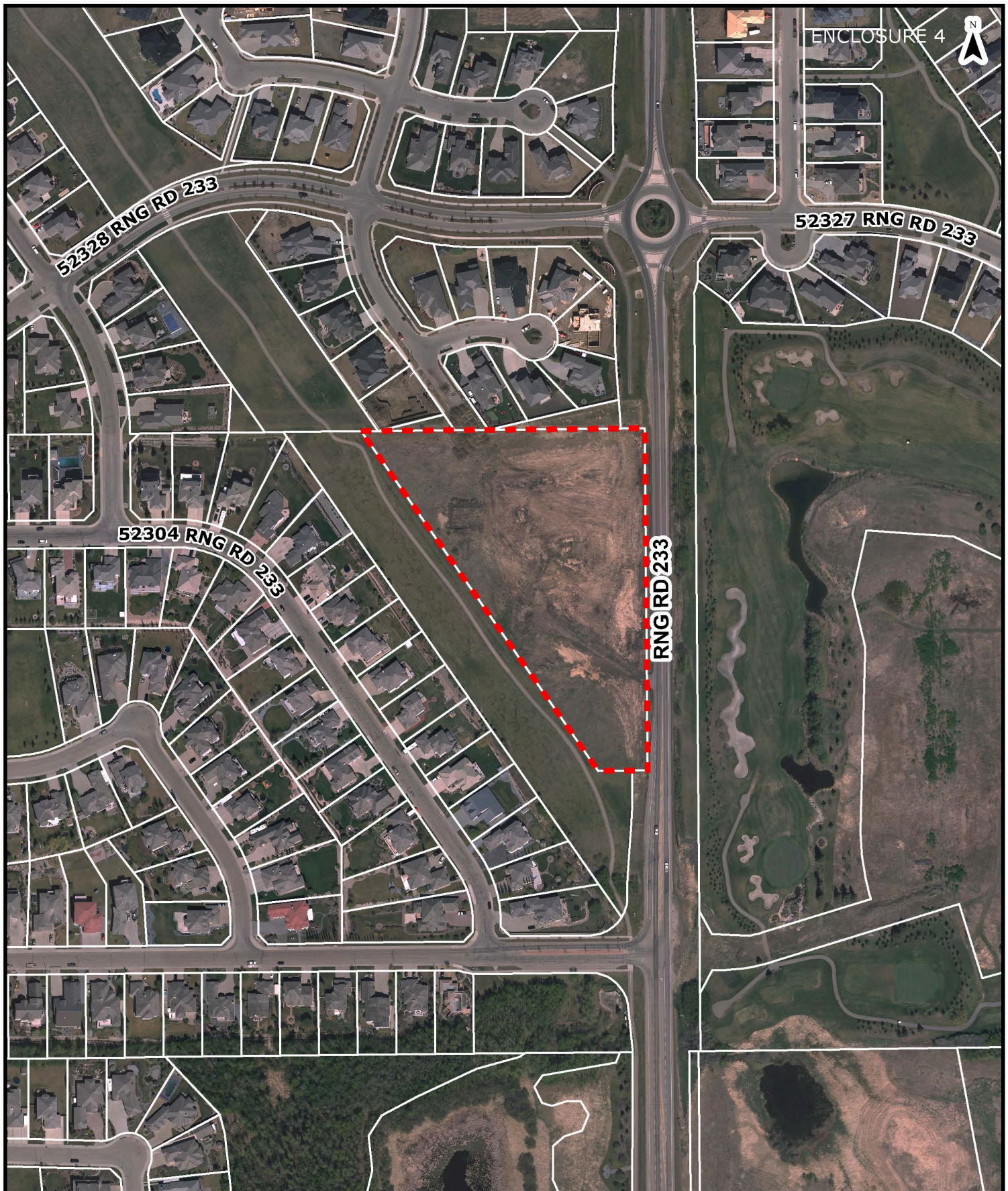
 TITLED AREA

 AREA OF PROPOSED REZONING

FILE NUMBER: 4070-2015A001

 STRATHCONA  
COUNTY  
DATE DRAWN: Apr 28, 2017





## AIRPHOTO MAP

LOT 1, BLOCK 2, PLAN 872 1745  
( Pt of SE 21-52-23-W4)

 AREA OF PROPOSED REZONING

FILE NUMBER: 4070-2015A001

 STRATHCONA  
COUNTY  
DATE DRAWN: May 04, 2017



## BYLAW 12-2015

A BYLAW OF STRATHCONA COUNTY IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF, *AMENDING BYLAW NO. 8-2001, 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 8-2001, as amended, be amended as follows:

1. That approximately 2.37 hectares (5.86 acres) in Lot 1, Block 2, Plan 872 1745 be redistricted from AG Agriculture: General to RE Estate Residential District as outlined on Schedule "A" attached hereto.
2. This bylaw comes into effect after third reading and upon being signed.

Read a first time this 10<sup>th</sup> day of March, 2015.

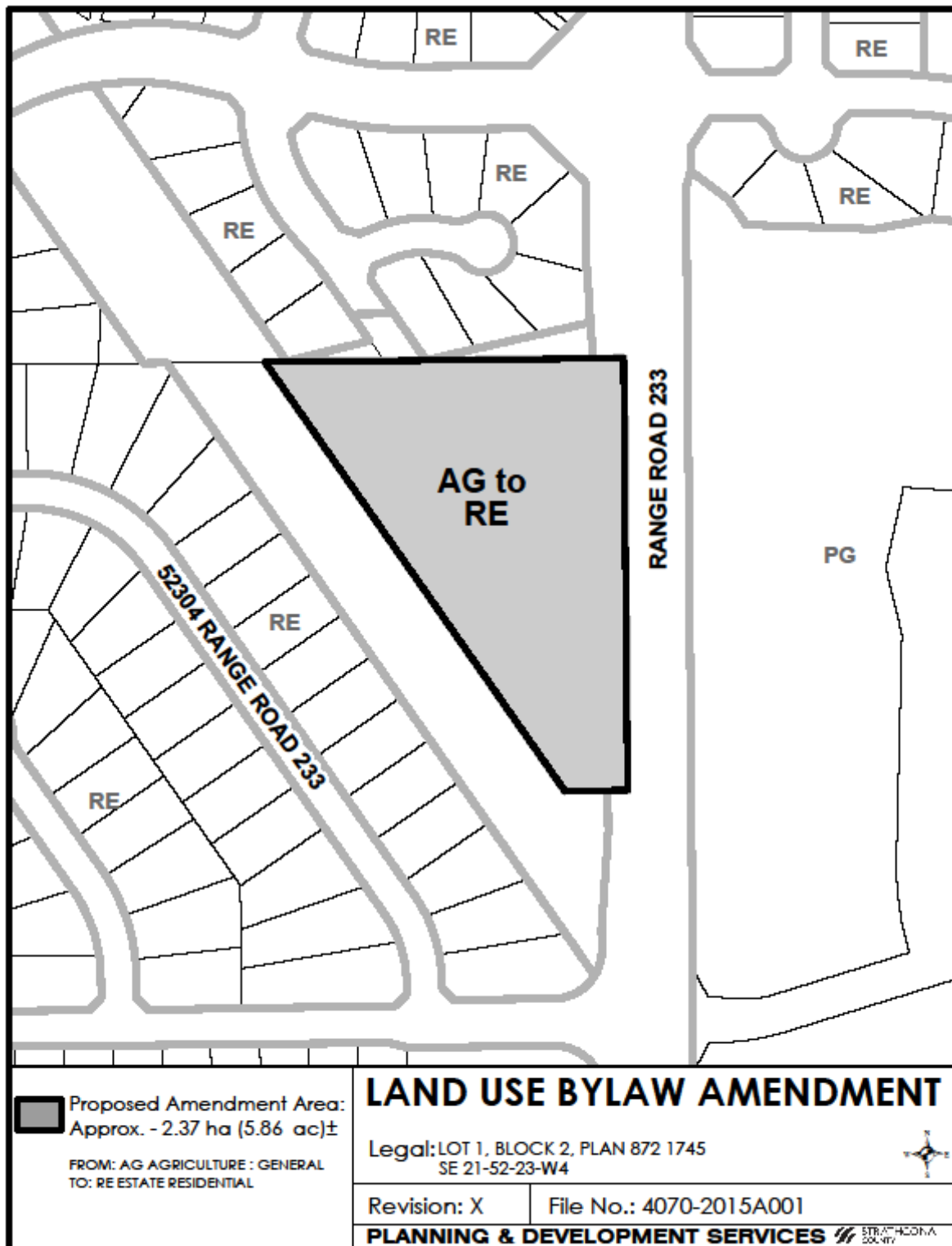
Read a second time this 10<sup>th</sup> day of March, 2015.

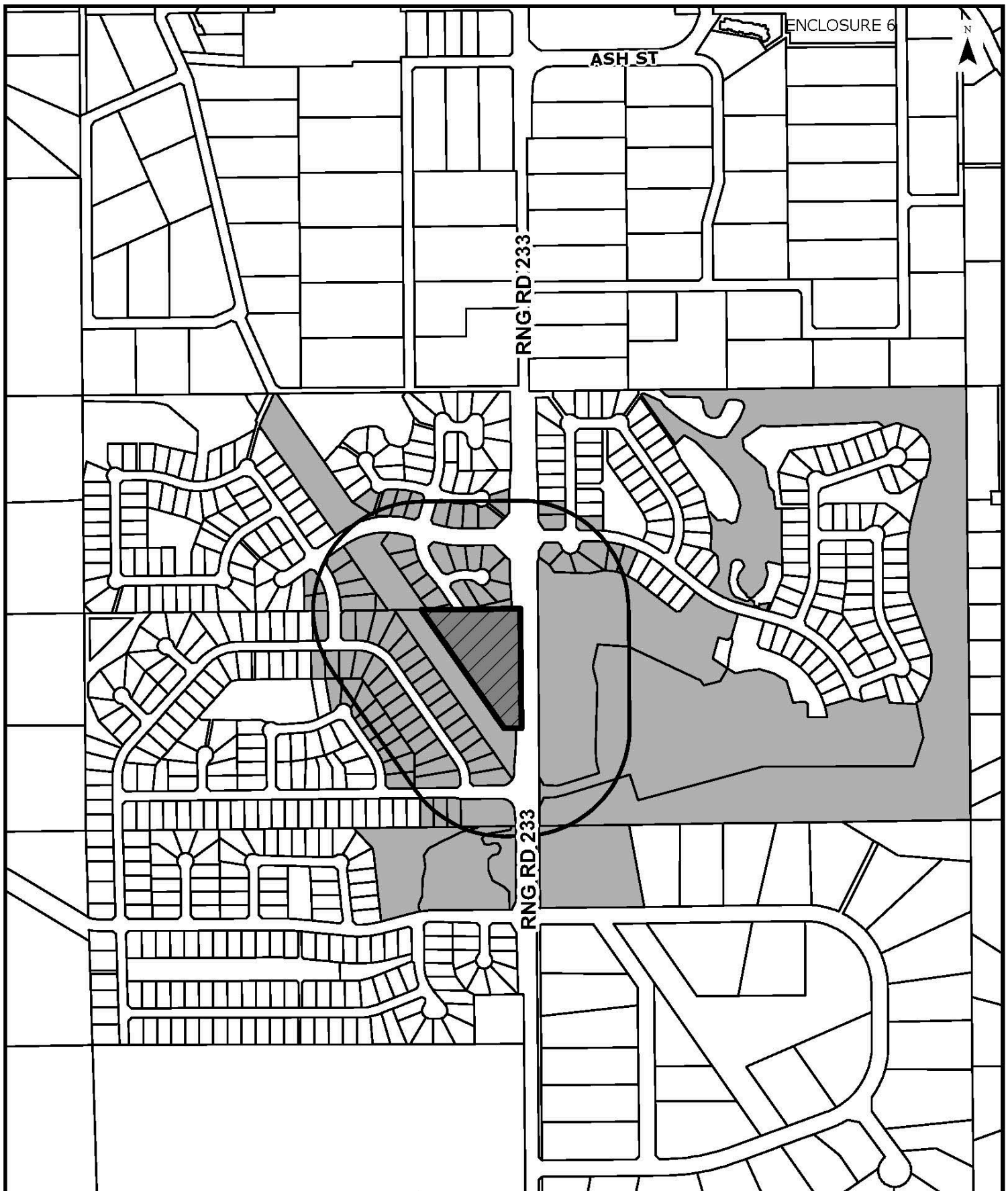
Read a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Mayor

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

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





# **NOTIFICATION MAP**

**LOT 1, BLOCK 2, PLAN 872 1745  
( Pt of SE 21-52-23-W4)**

 **TITLED AREA**

 **NOTIFICATION AREA**

 **AREA OF PROPOSED REZONING**

 **200M NOTIFICATION AREA**

**FILE NUMBER: 4070-2015A001**

 **STRATHCONA  
COUNTY**  
DATE DRAWN: Apr 28, 2017

**Adoption of a Conceptual Scheme (Ward 7)**

**Applicant:** Diane Thomlinson  
**Owners:** Diane Thomlinson and Edward Busenius  
**Legal Description:** SE-14-52-22-W4  
**Location:** North of Township Road 522, west of Range Road 221

**Report Purpose**

To adopt a Conceptual Scheme for the SE-14-52-22-W4 to support the future rezoning and subdivision of a total of eight rural residential lots.

**Recommendation**

THAT the Conceptual scheme for the SE 14-52-22-W4, as set out in Enclosure 1 to the May 23, 2017, Planning and Development Services report, be adopted.

**Council History**

May 23, 2017 – Council postponed the public hearing and report on the Adoption of Conceptual Scheme to the June 20, 2017 Council Meeting.

April 21, 2015 – Council adopted Land Use Bylaw 6-2015 with an effective date of May 11, 2015.

May 29, 2007 – Council adopted Municipal Development Plan (MDP) Bylaw 1-2007.

**Strategic Plan Priority Areas**

**Economy:** The proposal supports the strategic priority area of effective and efficient municipal infrastructure as the concept does not propose to add to the existing infrastructure.

**Governance:** To meet the strategic goal of public involvement and communicating with the community on issues affecting the County's future, a public information meeting was held on April 24, 2017 for adjacent landowners to provide input into the plan. Further, the public hearing provides Council with the opportunity to receive public input prior to making a decision on the proposed Conceptual Scheme.

**Social:** n/a

**Culture:** n/a

**Environment:** The proposed concept meets the strategic priority to protect our environment and preserve biodiversity by planning future boundaries around significant environmental features in order to protect their natural functions.

**Other Impacts**

**Policy:** The subject parcel is located within the Agriculture Small Holdings Policy Area of MDP Bylaw 1-2007. The Conceptual Scheme has been prepared in accordance with Conceptual Scheme Policy SER-008-019.

**Legislative/Legal:** The *Municipal Government Act* and the Subdivision and Development Regulation provide the County the ability to adopt Conceptual Schemes.

**Interdepartmental:** The proposed proposals have been circulated to internal departments and external agencies. No objections were received.

**Summary**

The subject property is located within the Agriculture Small Holdings Policy Area of the MDP. In accordance with MDP policy, a Conceptual Scheme must be prepared prior to rezoning and subdivision. The purpose of a Conceptual Scheme is to provide a framework for the subsequent rezoning, subdivision, and/or development of a specific area of land based on conservation design principles.

The Conceptual Scheme will establish a plan of future subdivision that applies to the existing titled areas within the plan area and ensures that a proposed rezoning and/or subdivision does not prohibit the ability of remnant or adjacent lots to be further subdivided in the future. The proposed Conceptual Scheme allows for the consideration of rezoning and subdivision of the subject lands into a total of eight rural residential lots as well as municipal and environmental reserve lots and environmental reserve easements.

A public information meeting was held on April 24, 2017 for affected and adjacent landowners. No objections to the Conceptual Scheme were received.

**Communication Plan**

Letter, Advertisement

**Enclosures**

- 1 Conceptual Scheme
- 2 Rural Location Map
- 3 Location Map
- 4 Air Photo
- 5 Notification Map

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# Conceptual Scheme SE 14-52-22-W4

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## April 2017

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Revision: #

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# Conceptual Scheme

## SE 14-52-22-W4

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### 1. PURPOSE

- 1.1. The purpose of a Conceptual Scheme (CS) is as follows:
- a) To provide a framework for the subsequent subdivision and/or development of land within the Country Residential Policy Area and the Agricultural Small Holdings Policy Area of the Municipal Development Plan (MDP);
  - b) To establish a potential plan of future subdivision or development that applies to a specific lot of land; and
  - c) To ensure that the subdivision under review does not prohibit the ability of remnant lots, or adjacent lots, to be further subdivided in the future. This can be achieved through improved subdivision design and the protection of land for future road dedication to provide access to remnant lands owned by the applicant or adjoining lands.
- 1.2. As per Strathcona County Council Policy statement SER-008-019, the proposed Conceptual Scheme is necessary in this case as:
- a) The land being proposed for redistricting or subdivision is within the Agriculture Small Holdings Policy Area of the MDP;
  - b) The proposed subdivision would result in more than two lots on the quarter section; and
  - c) There is a need to coordinate development planning or servicing of adjoining lands.

### 2. OVERVIEW

- 2.1. **Legal Descriptions:** (see **Figure 2 – Location Plan** and **Figure 3 – Air Photo**)
- a) SE 14-52-22-W4 (48.56 ha)
  - b) Pt. SE 14-52-22-W4 (16.19 ha)
- 2.2. **Existing Land Uses:** (see **Figure 3 – Air Photo**)
- a) SE 14-52-22-W4 (48.56 ha): two single detached dwellings with accessory buildings.
  - b) Pt. SE 14-52-22-W4 (16.19 ha): cultivated.
- 2.3. **Adjacent Land Uses:**
- a) North: Two lots zoned AG Agriculture General District consisting of 16.19 ha each, and the country residential subdivision of Dasmarinas Estates;
  - b) East: Range Road 221 beyond lies five AG Agriculture General District consisting of three 16.0 ha lots and two lots, one of 3.24 ha and 12.46 ha;
  - c) South: Township Road 522 and the country residential subdivision of Century Estates.
  - d) West: Two AG Agriculture General District lots consisting of 16.0 ha and 7.0 ha; and two RA Rural Residential/Agriculture District consisting of 16.0 ha and 25.65 ha.
- 2.4. **Canada Land Inventory Soil Rating:** The subject property consists of Class 4 soils. The lot is used for a residence and for haying, the MDP policy area will allow for consideration of further fragmentation of the subject lands.
- 2.5. **Eligibility of subdivision:** The quarter section has been previously subdivided for a 40 acre first lot out, and based on equitable distribution of subdivision allows for consideration of up to six lots within the SE 14-52-22-W4 and two lots within the Pt. SE 14-52-22-W4.



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# Conceptual Scheme

## SE 14-52-22-W4

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- 2.6. **Municipal Development Plan:** The subject lands are located within the Agriculture Small Holdings Policy Area of the Municipal Development Plan (Bylaw 1-2007). This policy area allows for the subdivision of land in accordance with the requirements for an approved Conceptual Scheme.
- 2.7. **Land Use Bylaw:** The subject lands are currently districted AG Agriculture: General. Pursuant to Land Use Bylaw 6-2015, redistricting to an appropriate land use district will be required prior to subdivision approval.
- 2.8. **Public Engagement:** A Public Information Meeting was held on April 24, 2017 and was attended by nine residents. No objections were received at the meeting.

### 3. CONCEPTUAL SCHEME (DESIGN CONCEPT)

- 3.1. The goal of the Conceptual Scheme is to establish a framework for development of the land that compliments and enhances the traditional rural residential lifestyle found in the area, while ensuring that the policies and guidelines within the applicable statutory plans and bylaws are addressed. The objective of the Conceptual Scheme is to illustrate the potential developable area, lot yield, reserve dedications and access/road locations.
- 3.2. This Conceptual Scheme contemplates the potential subdivision of the quarter section into a total of eight (8) lots.
- 3.3. The phased development concept shown in Figures 5 through 8 is conceptual and may be subject to modification at the time of subdivision if further investigation warrants the change (see **Section 8 – Development Criteria**). Final lot sizes and dimensions will be determined at time of subdivision and rezoning.

### 4. ENVIRONMENTAL CONSIDERATIONS

- 4.1. A Biophysical Assessment was prepared by Strathcona County in October of 2011 for the SE 14-52-22-W4. The Assessment consisted of a field reconnaissance and air photo analysis to identify landscape features, vegetation and wildlife. The information was used to make recommendations for Environmental and Municipal Reserve dedications. An update to the biophysical may be required based on the proposed plan.

#### 4.1.1. Landscape Overview

Overall, the landscape was undulating with a change in elevation from the east (746 m) to west (740 m). Several small ephemeral wetlands exist across the property. Narrow shelterbelts border the property on all four sides. A remnant of a poplar forest surrounds the two residences on the south side of the property. A relatively large, degraded wetland exists in the far southeast corner of the quarter section.

The most significant landscape features are the intermittent stream that runs from the northeast corner southwest towards the adjacent quarter section and the remnant poplar stand that surrounds the residences.

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# Conceptual Scheme

## SE 14-52-22-W4

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### 4.1.2. Vegetation and Wildlife

Approximately 90% of the subject property has been cleared of upland vegetation and has been under agricultural management for at least four decades. Oats were the main crop being cultivated on the subject property at the time of the site investigation. Sheep are also being raised on the property and are kept in fenced areas just to the north and west of the residences.

The uncleared aspen poplar forest that remains around the residences is in decline but still provides a wide diversity of species including aspen, balsam poplar, willow, a shrub layer and herbaceous ground cover. Several wildlife species were observed directly or indirectly during the site reconnaissance.

The shelterbelt areas mostly consist of aspen poplar with some balsam poplar and willow. A shrub layer exists within the shelterbelt that includes prickly rose, red osier dogwood and beaked hazelnut. The stands are mostly evenly aged and starting to decline with the exception of the part of the south shelterbelt. The width of the shelterbelts varies from about 3 meters to over 10 meters. Several deer beds were observed along the length of the west shelterbelt.

The ephemeral wetland areas associated with this landscape fluctuate seasonally and provide a water storage function. Typical wetland vegetation, which indicates wet soils and water at or below surface, are present. The wet areas are distinguished by abundant growth of water loving plant species that include cattails, horsetail, rushes and other graminoids. Many of the ephemeral wetlands on the subject property are connected via the unnamed intermittent stream that runs from the northeast corner of the site southwest. Several other ephemeral wetlands and the permanent wetland, in the far southeast corner, are independent of the intermittent stream and likely serve as localized groundwater recharge.

The permanent wetland in the far southeast corner of the property appears to have been degraded by agricultural and pipelining activities. This wetland possesses native wetland species and a willow zone. No open water was observed during the site visit.

Overall, the diversity of landscape and plant communities across the subject property is relatively low. Those areas that have not been previously altered for agriculture should be conserved. The intermittent stream should also be considered for conservation as it provides a valuable function for both drainage and wildlife habitat.

## 5. MUNICIPAL AND ENVIRONMENTAL RESERVES

- 5.1. Environmental Reserve (ER) shall be dedicated to conserve the wetland in the southeast corner of the SE 14-52-22-W4 for its direct access from the road right of way.
- 5.2. Alternative methods of protection shall be used to protect drainage where access is limited using Environmental Reserve Easements (ERE) and drainage easements.

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# Conceptual Scheme

## SE 14-52-22-W4

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- 5.3. Municipal Reserve (MR) may be dedicated to create a protective buffer around the wetland in the southeast corner of the quarter section. MR will be based on 10% of the land area less that area owing as ER and ERE.
- 5.4. The remainder of Municipal Reserves shall be dedicated as cash in-lieu to address deficiencies in the physical land dedication.
- 5.5. Reserves shall be fenced or delineated using marker posts in accordance with County Design and Construction Standards, boundaries of the reserves shall be determined by the County at the time of final survey.
- 5.6. The following recommendations refer to activities that should be undertaken to facilitate development of a rural residential area in a way that incorporates, and therefore conserves, the biophysical resources.
  - 5.6.1. Retain the significant wetland features, including a minimum buffer of 10 m, to maintain the hydrological functions (surface water storage, water quality improvement, wildlife habitat, recreation potential, aesthetics) as ER;
  - 5.6.2. Retain upland forest stands, to maintain habitat diversity and connectivity, as MR;
  - 5.6.3. Investigate the applicability of Conservation Easements, Environmental Reserve Easements and Drainage easements to conserve wetland, drainage and upland forest features that have accessibility limitations;
  - 5.6.4. Work with the existing topography to the maximum extent as a means of conserving the existing drainage features and landscape character; and
  - 5.6.5. Consult with Alberta Environment and Strathcona County regarding any changes to topography which may influence drainage.

## 6. TRANSPORTATION

- 6.1 Range Road 221 adjacent to this quarter section is currently recognized as a Class II unimproved roadway and has an existing right-of-way of 20 meters. In accordance with Strathcona County policy SER-012-004, a 10 meter strip of land is required along the length of the subject quarter section adjacent to Range Road 221. Land dedication by survey will be required at time of the subdivision. Dedication is subject to change and will be dedicated in accordance with the most current Road Dedication Policy.
- 6.2 Township Road 522 adjacent to this quarter section is currently recognized as a Class II unimproved roadway and has an existing right-of-way of 20 meters. In accordance with Strathcona County policy SER-012-004, a 10 meter strip of land is required along the length of the subject quarter section adjacent to Township Road 522. Land dedication by survey will be required at time of the subdivision. Dedication is subject to change and will be dedicated in accordance with the most current Road Dedication Policy.

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# Conceptual Scheme

## SE 14-52-22-W4

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- 6.3 A 10x10 meter corner cut will be required at the intersection of Township Road 522 and Range Road 221. Land dedication by survey will be required at time of the subdivision. Dedication is subject to change and will be dedicated in accordance with the most current Road Dedication Policy.
- 6.4 Access is to be provided to the proposed lots by way of single or shared access approaches to each of the proposed lots in accordance with the County Design and Construction Standards.
- 6.5 All accesses are to be constructed and/or upgraded in accordance with Strathcona County Design and Construction Standards.
- 6.6 Any newly created lots will be subject to payment of the rural road levy. The levy will be charged at the current rate at time of subdivision endorsement.

### **7. SERVICING AND UTILITIES**

- 7.1. Prior to acceptance of a subdivision application, geotechnical testing shall be conducted on the proposed undeveloped lots by a qualified professional so that suitable locations can be chosen for building sites and private sewage disposal systems. The report is to include a development area plan showing the suitable building site locations in accordance with Alberta Environment and Parks, and Strathcona County criteria.
- 7.2. Drainage easements and/or public utility lots may be required for overland drainage that exists, needs to be relocated and/or is required for stormwater management. The applicant will be required to contact Alberta Environment and Parks regarding any potential drainage licenses and/or approvals for the conveyance of drainage from either onsite or offsite lands.
- 7.3. Existing and proposed private sewage system discharge locations shall comply with Provincial set-back requirements set out by Alberta Municipal Affairs at the time of subdivision.
- 7.4. At time of subdivision, the applicant may be required to provide a surface drainage assessment to address pre- and post-development drainage and recommendations to eliminate any negative impacts on adjacent or downstream areas. The assessment is to be completed to the satisfaction of the County.
- 7.5. At time of subdivision, the applicant may be required to provide information prepared by a qualified professional regarding groundwater availability for domestic purposes in accordance with the Water Act
- 7.6. At time of subdivision the applicant will be responsible for confirming and coordinating the provision of shallow utilities with the appropriate companies.

### **8. DEVELOPMENT CRITERIA**

- 8.1. The applicant/landowner will be required to rezone the subject lands to an appropriate land use district prior to endorsement of any subdivision.

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# Conceptual Scheme

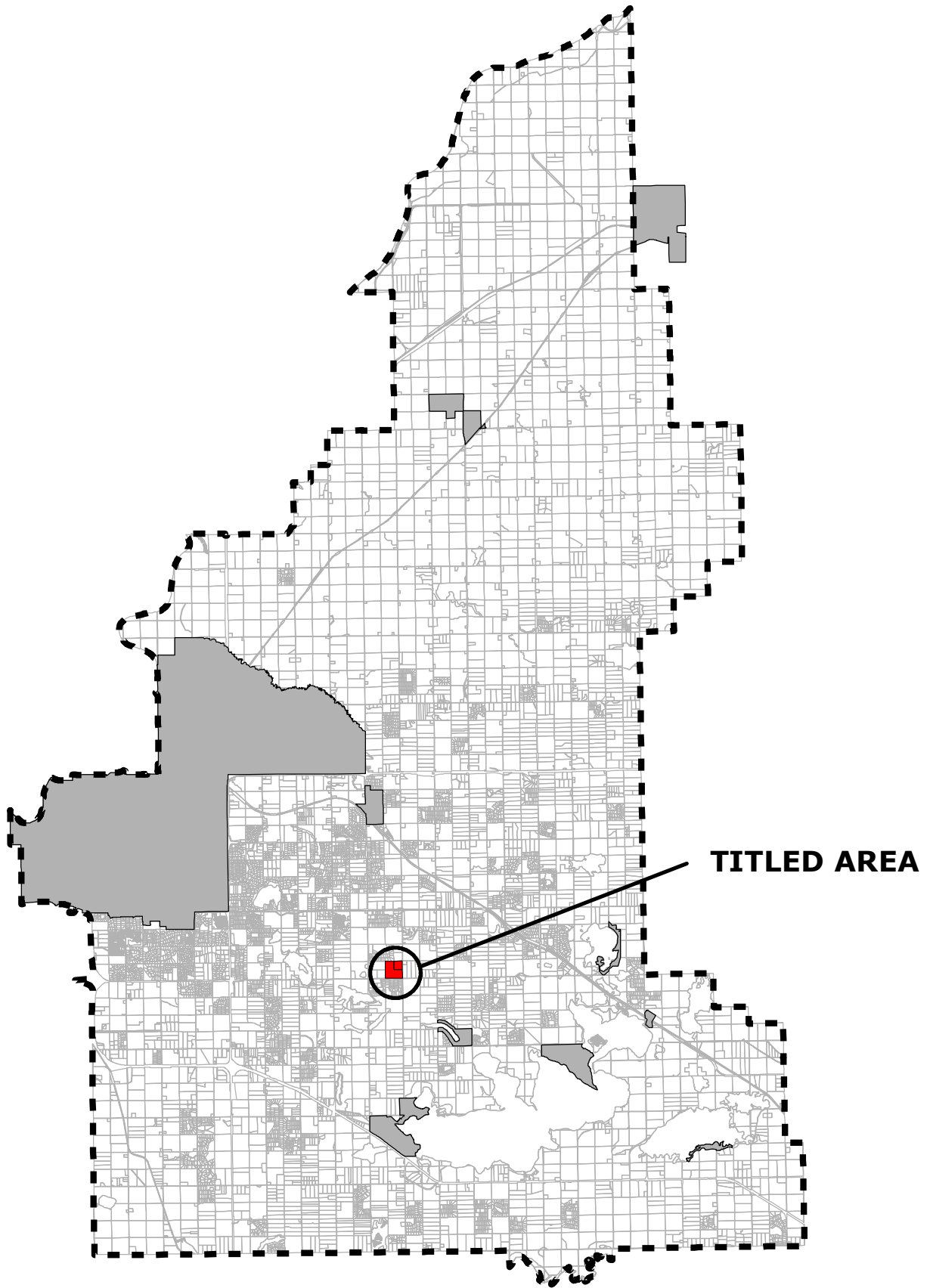
## SE 14-52-22-W4

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- 8.2. The concept is contemplated to be developed in two phases and the requirements within the conceptual scheme document are applicable to each phase regardless of their order of development.
- 8.3. Any application to subdivide must be in accordance with the County Council approved Conceptual Scheme and cannot preclude any further subdivision considered within the plan area. Any proposed changes to the plan may require an application to amend the Conceptual Scheme.
- 8.4. The applicant/landowner may, through the rezoning and/or subdivision application process, be required to address the provision of private sewage systems, the construction of required accesses, internal road layout, rural road levies, approval and inspection fees and any other matter deemed applicable, to the satisfaction of Strathcona County.
- 8.5. Technical considerations, including a geotechnical assessment, traffic impact assessment, stormwater management report, noise attenuation assessment and any other studies deemed appropriate by Strathcona County, shall be addressed to the satisfaction of Strathcona County at the time of rezoning and/or subdivision application. Strathcona County standards at the time of rezoning and subdivision shall be adhered to.
- 8.6. The design and development of future lots should protect and develop amenities to take advantage of natural topography and other environmental features such as unique tree stands and water courses. Alberta Environment and Parks, and Strathcona County shall be consulted regarding any changes to topography which may influence drainage. No alterations to drainage courses, waterbodies, water courses or wetlands are permitted without the prior approval of Alberta Environment and Parks, Sustainable Resource Development and Strathcona County.
- 8.7. Development adjacent to slopes, wetlands and water courses shall conform to environmental setbacks contained within the Land Use Bylaw and any other regulatory document.
- 8.8. Where the proposal requires the owner/developer to construct or upgrade municipal infrastructure, a development agreement with Strathcona County is required. All development construction costs will be borne by the owner/developer.
- 8.9. Final location of property lines and lot areas shall be determined as time of subdivision. All proposed lots shall comply with the regulations of the Land Use Bylaw.
- 8.10. Any proposal to alter the boundaries of the subdivision within the quarter section will require an amendment to this Conceptual Scheme or must be in conformance with the Conceptual Scheme Policy SER-008-019.

### **9. COMPLIANCE WITH OTHER LEGISLATION**

- 9.1. Nothing in this Conceptual Scheme shall be interpreted as relieving a person from complying with federal, provincial or municipal statutes or bylaws. In the event of a conflict between any of the provisions of this Conceptual Scheme and the provisions of any statute or bylaw, the provisions of the statute or bylaw shall prevail.



## RURAL LOCATION MAP

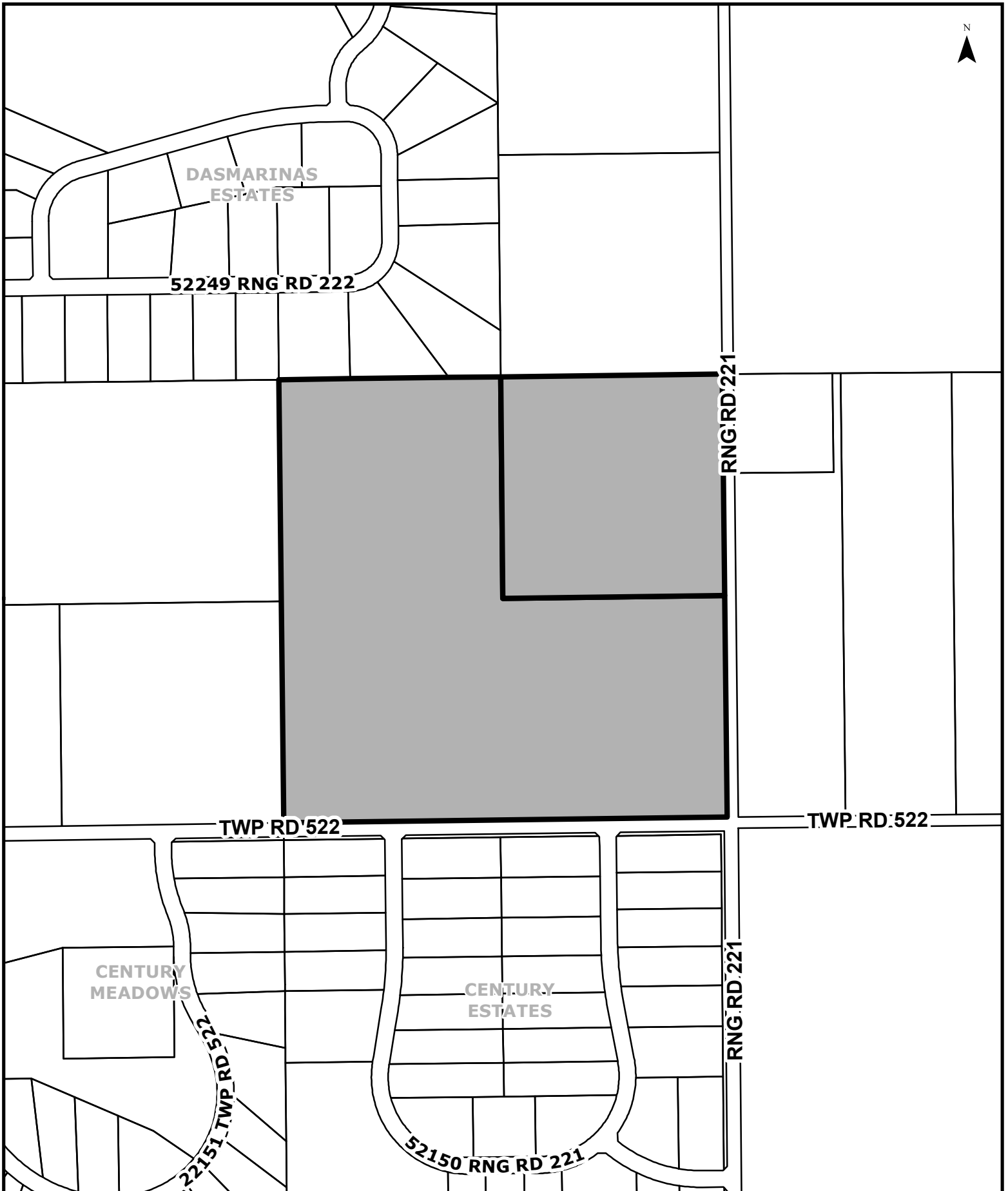
SE 14-52-22-W4

FIGURE 1

 TITLED AREA

FILE NUMBER: 4090-2016CS006

 STRATHCONA  
COUNTY 64  
DATE DRAWN: Apr 25, 2017



**LOCATION MAP**  
**SE 14-52-22-W4**

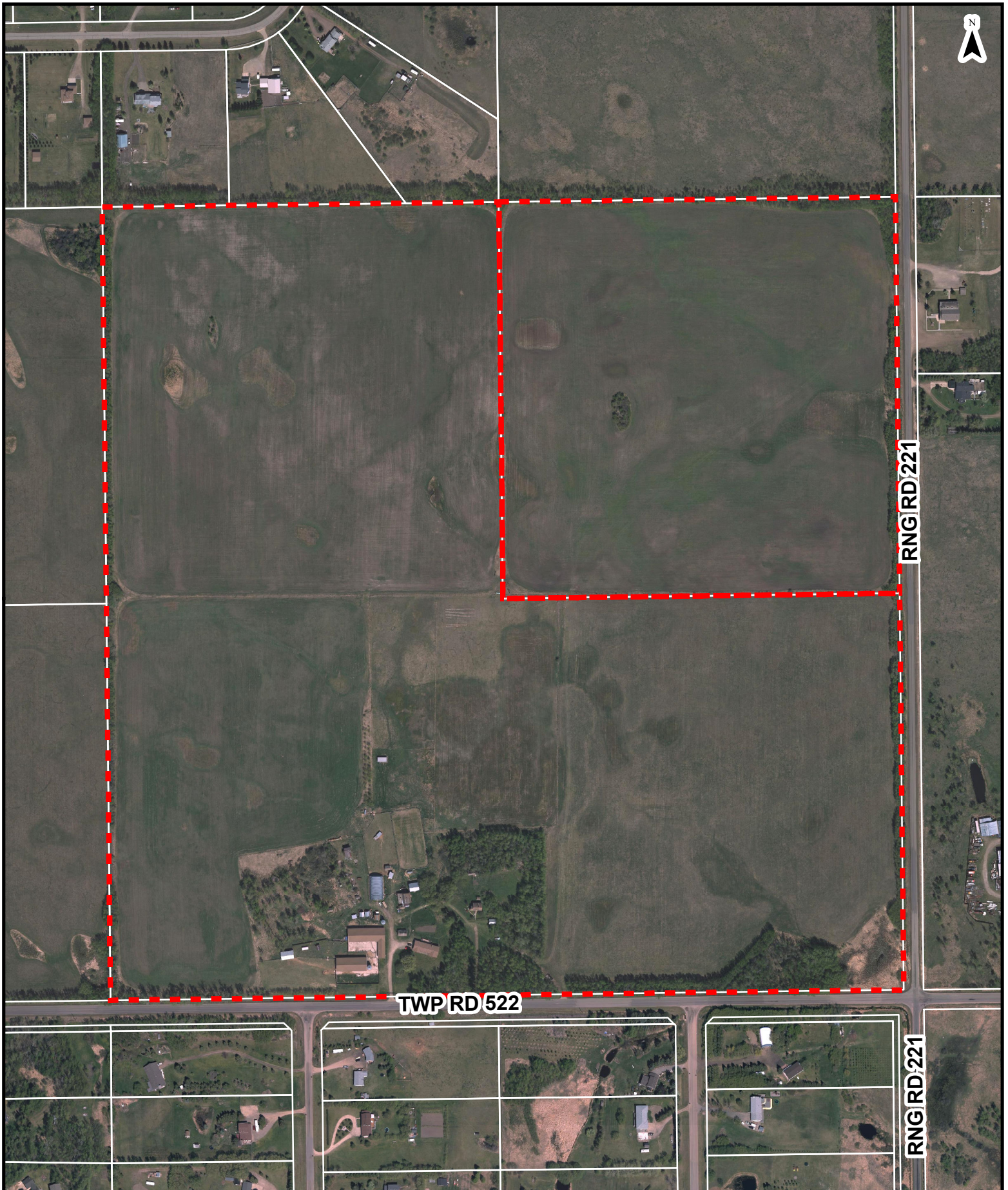
**FIGURE 2**

 **TITLED AREA**

**FILE NUMBER: 4090-2016CS006**

 **STRATHCONA**  
**COUNTY 65**  
DATE DRAWN: Apr 25, 2017





**AIRPHOTO MAP**  
SE 14-52-22-W4

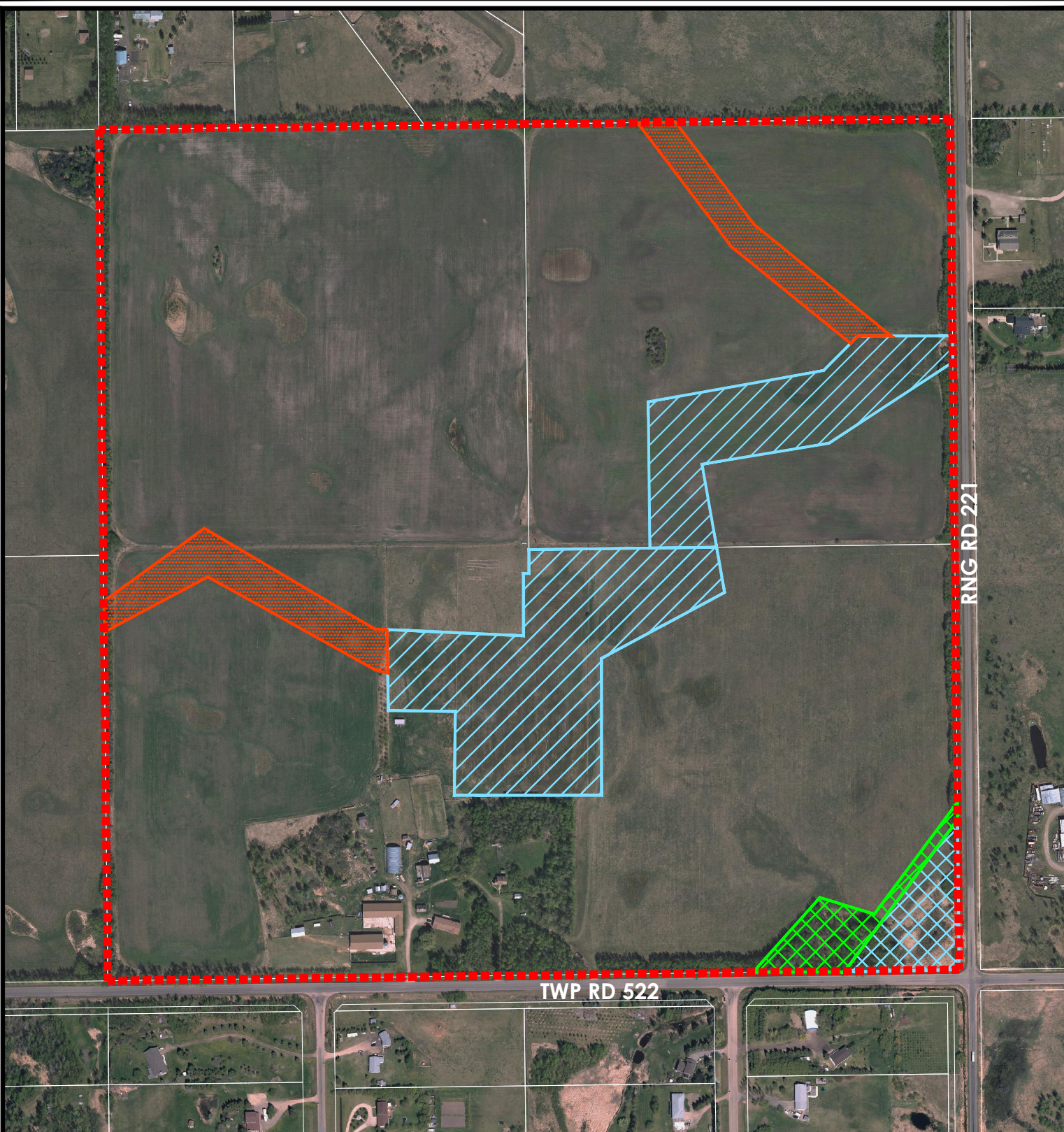
**FIGURE 3**

 TITLED AREA

**FILE NUMBER: 4090-2016CS006**

 **STRATHCONA**  
COUNTY 66  
DATE DRAWN: Apr 21, 2017





# **CONCEPTUAL SCHEME - BIOPHYSICAL** **SE 14-52-22-W4** **FIGURE 4**

- Conceptual Scheme =  
Approx. 64.9 ha (160 ac) ±
- Proposed Drainage Easement  
Approx. 1.93 ha (4.77 ac) ±
- Proposed Municipal Reserve  
Approx. 0.62 ha (1.54 ac) ±
- Proposed Environmental Reserve  
Easement Approx. 6.31 ha (15.59 ac) ±

## **PLANNING & DEVELOPMENT SERVICES**



Drawn by: S. McCann

File No.: 4090-2016CS006

Date Drawn: Jan 04, 2017

Revision Date:

Scale: Not to scale

Dwg No.:

N:\PDS Admin\4000 - 4499 Land Use Services\  
 4090 Land Use Bylaw -Conceptual Plans\  
 2016\2016CS002\MAPS



# PHASE I

**PROPOSED  
LOT 1**  
26.059 ha  
64.365 ac

**PROPOSED  
LOT 6**  
4.230 ha  
10.447 ac

**PROPOSED  
LOT 5**  
4.164 ha  
10.285 ac

**PROPOSED  
LOT 2**  
4.482 ha  
11.072 ac

**PROPOSED  
LOT 3**  
4.530 ha  
11.188 ac

**PROPOSED  
LOT 4**  
3.758 ha  
9.282 ac









RNG RD 221

TWP RD 522

## CONCEPTUAL SCHEME - PHASE 1

SE 14-52-22-W4

## FIGURE 5

-  Conceptual Scheme = Approx. 64.9 ha (160 ac) ±
-  Proposed Drainage Easement Approx. 1.93 ha (4.77 ac) ±
-  Proposed Municipal Reserve Approx. 0.62 ha (1.54 ac) ±
-  Proposed Environmental Reserve Easement Approx. 6.31 ha (15.59 ac) ±
-  Existing Access
-  Proposed Access
-  Joint Access
-  Proposed Environmental Reserve Approx. 0.77 ha (1.91 ac) ±

## PLANNING & DEVELOPMENT SERVICES



Drawn by: S. McCann

File No.: 4090-2016CS006

Date Drawn: Jan 04, 2017

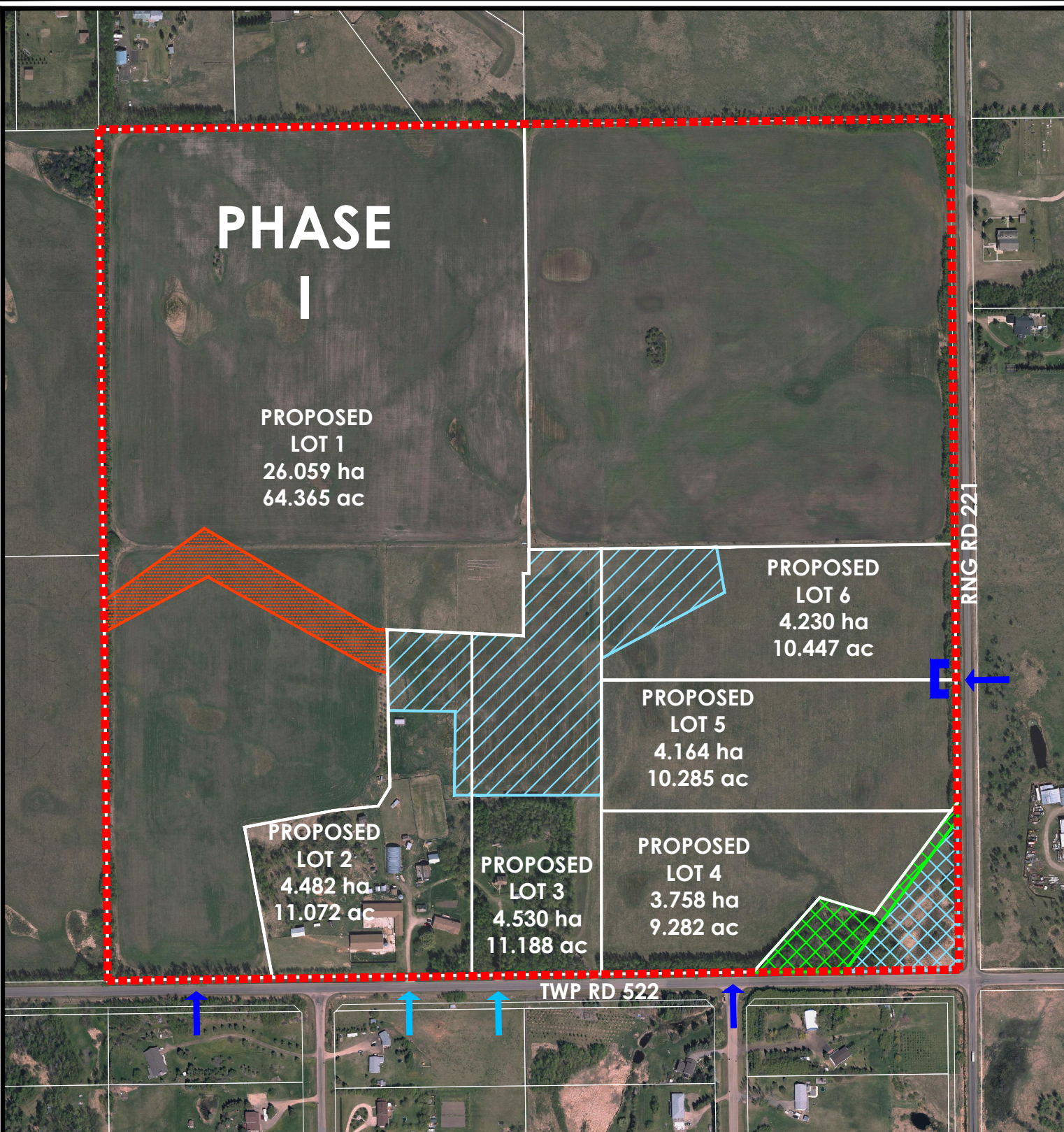
Revision Date:

Scale: Not to scale

Dwg No.:

N:\PDS Admin\4000 - 4499 Land Use Services\  
4090 Land Use Bylaw -Conceptual Plans\  
2016\2016CS006\MAPS





## CONCEPTUAL SCHEME - PHASE 1

SE 14-52-22-W4

FIGURE 6

- Conceptual Scheme = Approx. 64.9 ha (160 ac) ±
- Proposed Drainage Easement Approx. 1.08 ha (2.67 ac) ±
- Proposed Municipal Reserve Approx. 0.62 ha (1.54 ac) ±
- Proposed Environmental Reserve Easement Approx. 4.01 ha (9.91 ac) ±
- Existing Access
- Proposed Access
- Joint Access

## PLANNING & DEVELOPMENT SERVICES



Drawn by: S. McCann

File No.: 4090-2016CS006

Date Drawn: Jan 04, 2017

Revision Date:

Scale: Not to scale

Dwg No.:

N:\PDS Admin\4000 - 4499 Land Use Services\4090 Land Use Bylaw -Conceptual Plans\2016\2016CS002\IMAPS



# PHASE I

PROPOSED  
LOT 1  
26.059 ha  
64.365 ac

PROPOSED  
LOT 2  
4.482 ha  
11.072 ac

PROPOSED  
LOT 3  
4.530 ha  
11.188 ac

PROPOSED  
LOT 8  
13.625 ha  
33.654 ac

PROPOSED  
LOT 5  
4.164 ha  
10.285 ac

PROPOSED  
LOT 4  
3.758 ha  
9.282 ac

# PHASE II

PROPOSED  
LOT 7  
2.592 ha  
6.401 ac

PROPOSED  
LOT 6  
4.230 ha  
10.447 ac

RNG RD 221

TWP RD 522

## CONCEPTUAL SCHEME - PHASE 2

SE 14-52-22-W4

## FIGURE 7

- Conceptual Scheme = Approx. 64.9 ha (160 ac) ±
- Proposed Drainage Easement Approx. 1.93 ha (4.77 ac) ±
- Proposed Municipal Reserve Approx. 0.62 ha (1.54 ac) ±
- Proposed Environmental Reserve Easement Approx. 6.31 ha (15.59 ac) ±
- Proposed Environmental Reserve Approx. 0.77 ha (1.91 ac) ±
- Existing Access
- Proposed Access
- Joint Access

## PLANNING & DEVELOPMENT SERVICES



Drawn by: S. McCann

Date Drawn: Jan 04, 2017

Revision Date:

Scale: Not to scale

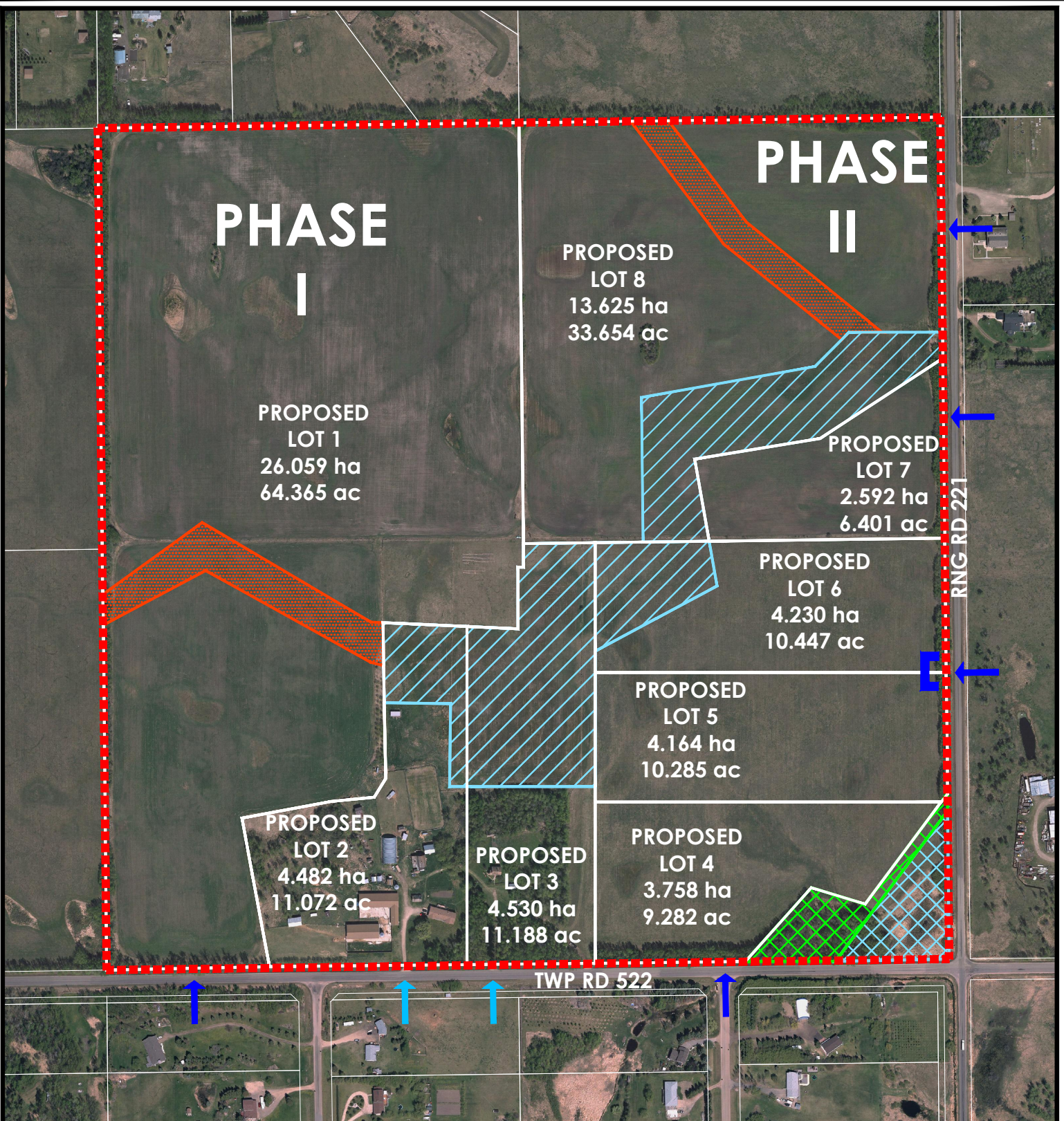
File No.: 4090-2016CS006

Dwg No.:

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4090 Land Use Bylaw -Conceptual Plans\  
2016\2016CS006\MAPS







## CONCEPTUAL SCHEME - PHASE 2

SE 14-52-22-W4

## FIGURE 8

- - - Conceptual Scheme = Approx. 64.9 ha (160 ac) ±
- Proposed Drainage Easement Approx. 1.93 ha (4.77 ac) ±
- Proposed Municipal Reserve Approx. 0.62 ha (1.54 ac) ±
- Proposed Environmental Reserve Easement Approx. 6.31 ha (15.59 ac) ±
- Existing Access
- Proposed Access
- Joint Access
- Proposed Environmental Reserve Approx. 0.77 ha (1.91 ac) ±

## PLANNING & DEVELOPMENT SERVICES



Drawn by: S. McCann

Date Drawn: Jan 04, 2017

Revision Date:

Scale: Not to scale

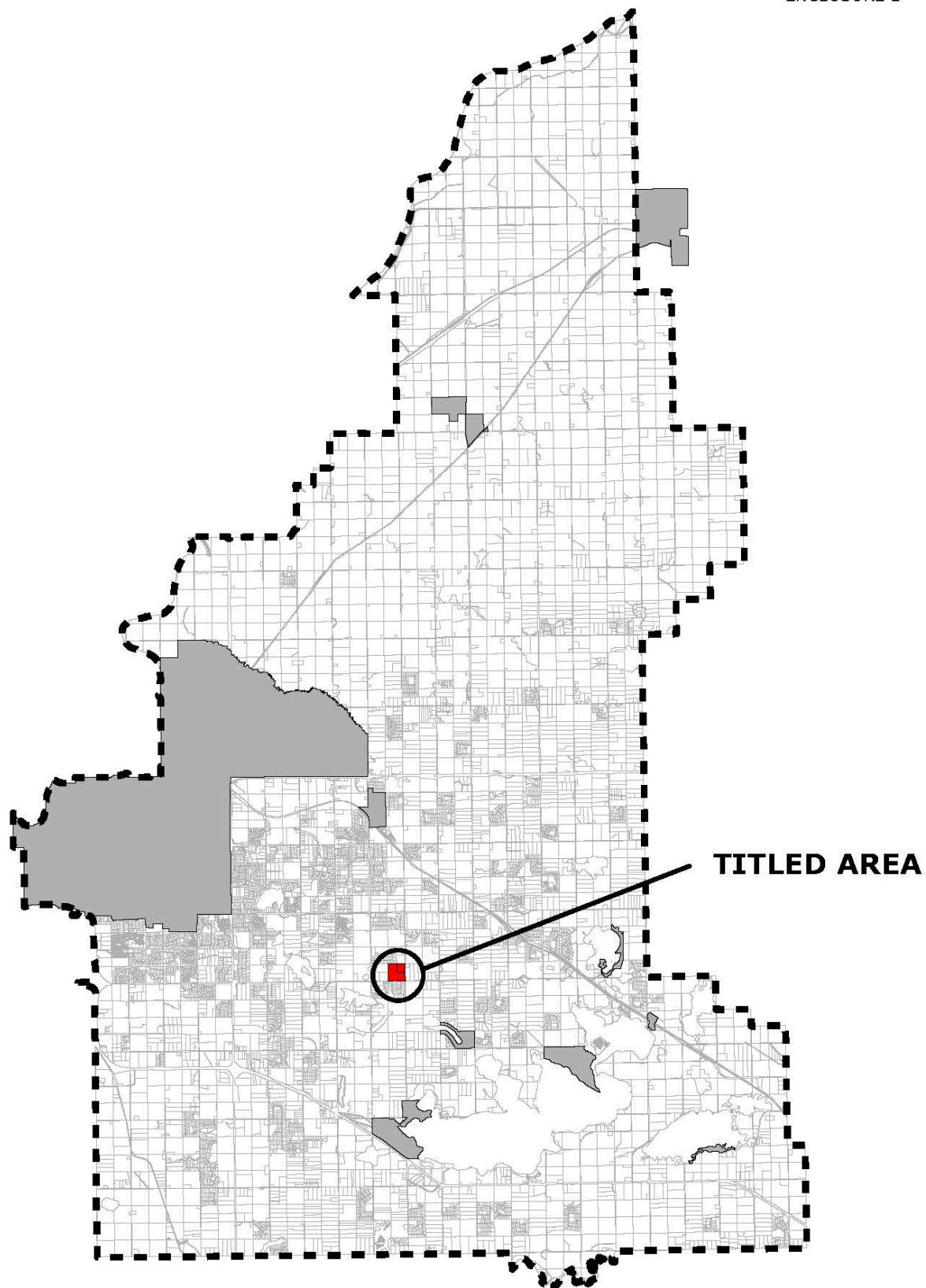
File No.: 4090-2016CS006

Dwg No.:

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4090 Land Use Bylaw -Conceptual Plans\  
2016\2016CS002\MAPS

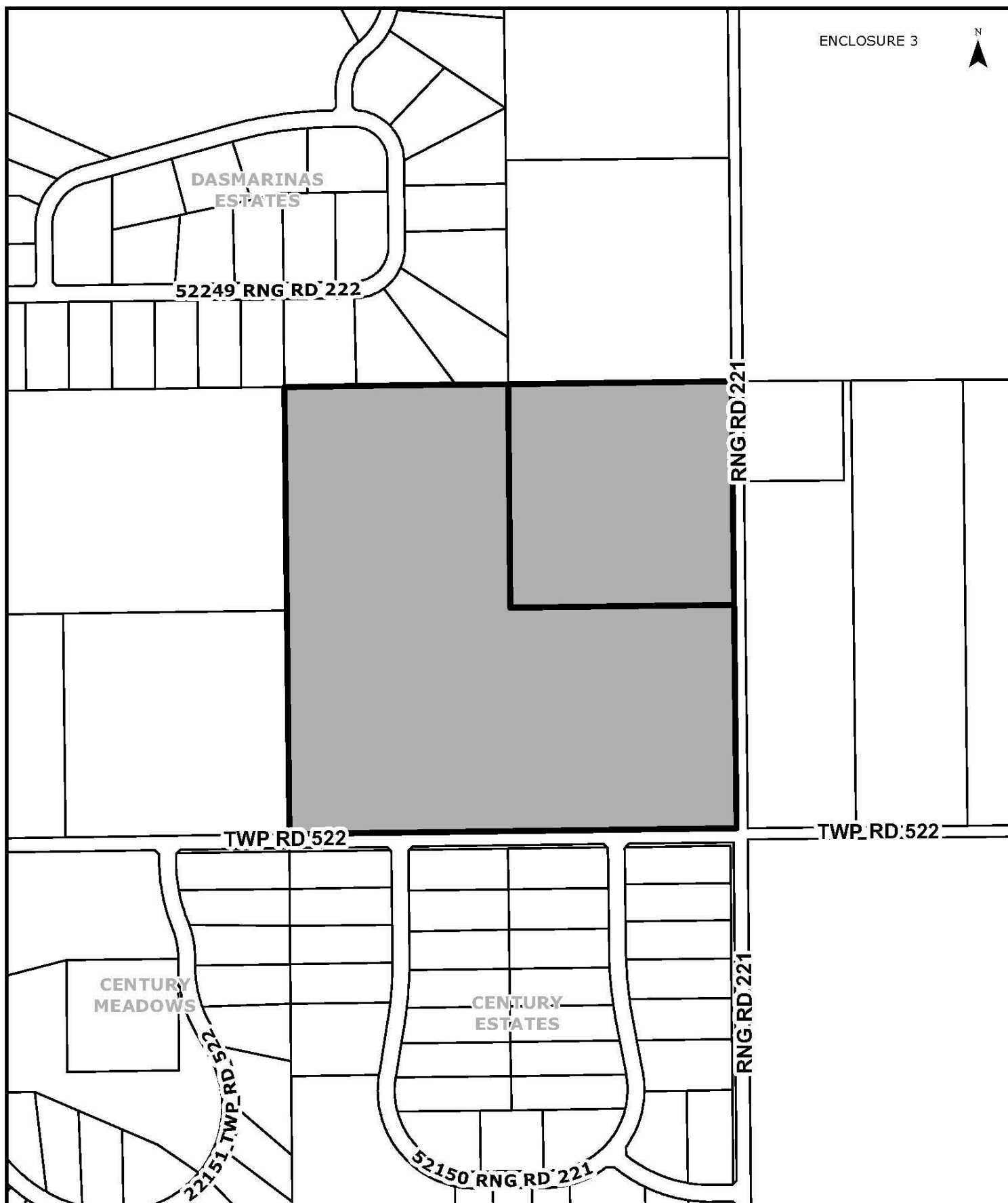




**RURAL LOCATION MAP**

SE 14-52-22-W4

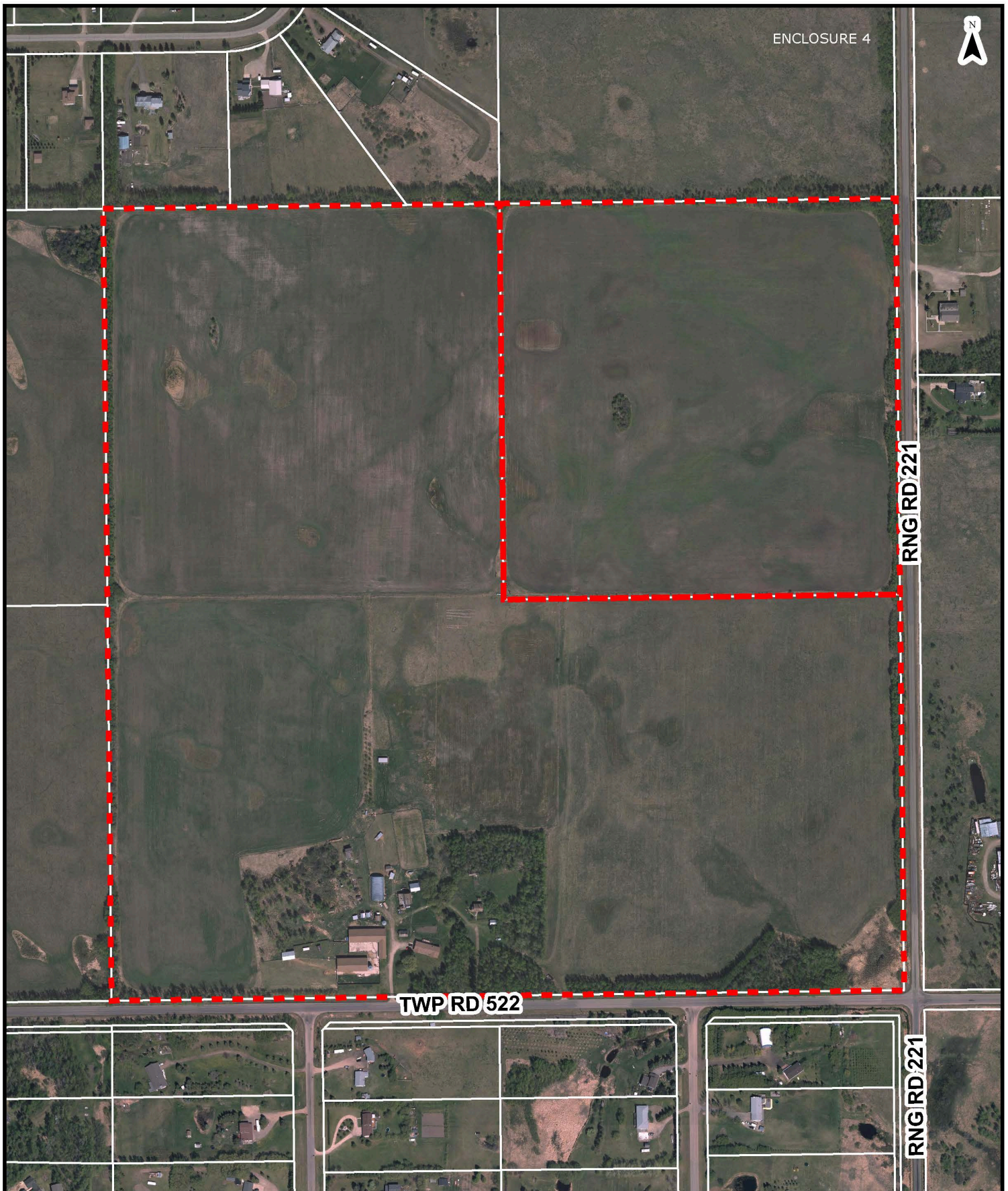
**FIGURE 1****TITLED AREA****FILE NUMBER: 4090-2016CS006** **STRATHCONA  
COUNTY**  
DATE DRAWN: Apr 25, 2017

**LOCATION MAP**

SE 14-52-22-W4

**FIGURE 2**
 **TITLED AREA**
**FILE NUMBER: 4090-2016CS006**
 **STRATHCONA  
COUNTY**  
DATE DRAWN: Apr 25, 2017





**AIRPHOTO MAP**  
SE 14-52-22-W4

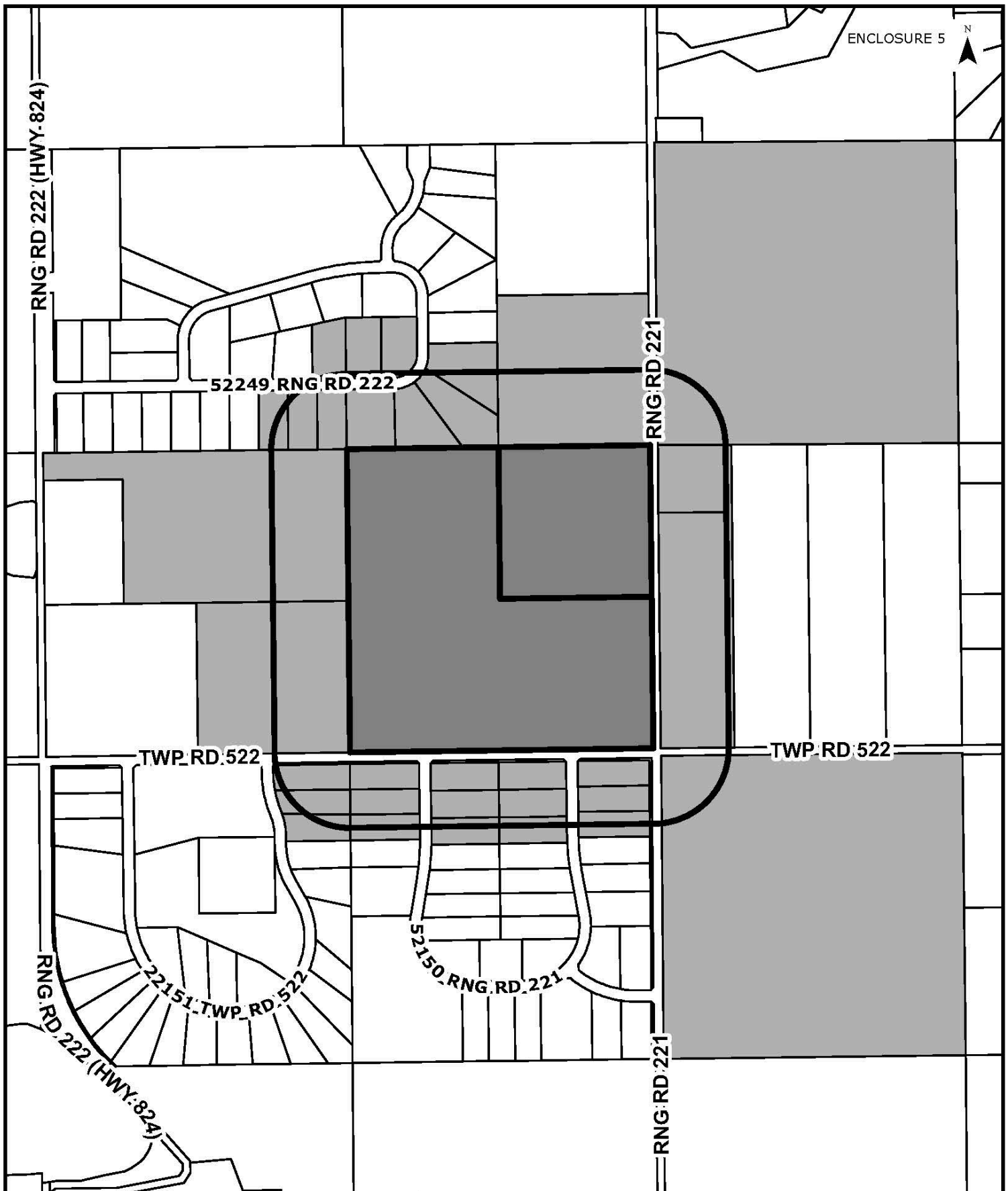
**FIGURE 3**

 **TITLED AREA**

**FILE NUMBER: 4090-2016CS006**

 **STRATHCONA  
COUNTY**  
DATE DRAWN: Apr 21, 2017





**NOTIFICATION MAP**  
SE 14-52-22-W4

- |  |   |
|--|---|
|  <b>TITLED AREA</b>       |  <b>200M NOTIFICATION AREA</b> |
|  <b>NOTIFICATION AREA</b> |   |

**FILE NUMBER: 4090-2016CS006**

 **STRATHCONA COUNTY**  
DATE DRAWN: Apr 25, 2017

**Adoption of a Conceptual Scheme (Ward 6)**

**Applicant:** Archie and Leslie Hurst  
**Owners:** Archie and Leslie Hurst  
**Legal Description:** SE 23-51-23-W4  
**Location:** South of Township Road 514, west of Range Road 231

**Report Purpose**

To adopt a Conceptual Scheme for the SE 23-51-23-W4 to support the future rezoning and subdivision of a total of four rural residential lots.

**Recommendation**

THAT the Conceptual Scheme for the SE 23-51-23-W4, as set out in Enclosure 1 to the June 20, 2017, Planning and Development Services report, be adopted.

**Council History**

April 21, 2015 – Council adopted Land Use Bylaw 6-2015 with an effective date of May 11, 2015.

May 29, 2007 – Council adopted Municipal Development Plan (MDP) Bylaw 1-2007.

**Strategic Plan Priority Areas**

**Economy:** The proposal supports the strategic priority area of effective and efficient municipal infrastructure as the concept does not propose to add to the existing infrastructure.

**Governance:** To meet the strategic goal of public involvement and communicating with the community on issues affecting the County's future, a public information meeting was held on May 11, 2017 for adjacent landowners to provide input into the plan. Further, the public hearing provides Council with the opportunity to receive public input prior to making a decision on the proposed Conceptual Scheme.

**Social:** n/a

**Culture:** n/a

**Environment:** The proposed concept meets the strategic priority to protect our environment and preserve biodiversity by planning future boundaries around significant environmental features in order to protect their natural functions.

**Other Impacts**

**Policy:** The subject parcel is located within the Agriculture Small Holdings Policy Area of MDP Bylaw 1-2007. The Conceptual Scheme has been prepared in accordance with Conceptual Scheme Policy SER-008-019.

**Legislative/Legal:** The *Municipal Government Act* and the Subdivision and Development Regulation provide the County the ability to adopt Conceptual Schemes.

**Interdepartmental:** The proposed proposal has been circulated to internal departments and external agencies. No objections were received.

**Summary**

The subject property is located within the Agriculture Small Holdings Policy Area of the MDP. In accordance with MDP policy, a Conceptual Scheme must be prepared prior to rezoning and subdivision. The purpose of a Conceptual Scheme is to provide a framework for the

subsequent rezoning, subdivision, and/or development of a specific area of land based on conservation design principles.

The Conceptual Scheme will establish a plan of future subdivision that applies to the existing titled areas within the plan area and ensures that a proposed rezoning and/or subdivision does not prohibit the ability of remnant or adjacent lots to be further subdivided in the future. The proposed Conceptual Scheme allows for the consideration of rezoning and subdivision of the subject lands into a total of four rural-residential lots, as well as municipal and environmental reserve lots and environmental reserve easements.

A public information meeting was held on May 11, 2017, for affected and adjacent landowners. There was one letter of objection to the Conceptual Scheme received.

### **Communication Plan**

Letter, Advertisement

### **Enclosures**

- 1 Conceptual Scheme
- 2 Rural Location Map
- 3 Location Map
- 4 Airphoto
- 5 Notification Map

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# Conceptual Scheme

## SE 23-51-23-W4

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## June 2017

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# Conceptual Scheme

## SE 23-51-23-W4

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### 1. PURPOSE

- 1.1. The purpose of a Conceptual Scheme (CS) is to:
- a) provide a framework for the subsequent subdivision, rezoning and/or development of a specific area of land based on conservation design principles; and
  - b) establish a potential plan of future subdivision that applies to the existing titled area(s) within the plan area; and
  - c) ensure that a proposed rezoning and/or subdivision does not prohibit the ability of remnant or adjacent lots to be further subdivided in the future.
- 1.2. As per Strathcona County Council Policy statement SER-008-019, the proposed Conceptual scheme is necessary in this case as:
- a) The policies of the Agricultural Small Holdings Policy Area of the Municipal Development Plan require that a conceptual scheme is prepared for the quarter section; and
  - b) according to the regulations of Service Policy SER-008-019, the land being proposed for rezoning or subdivision has the potential to be subdivided as part of more than one subdivision application;

### 2. OVERVIEW

- 2.1. **Plan Area:** The plan area for this conceptual scheme includes the SE 23-51-23-W4 with the exception of a previously subdivided first parcel out. The first parcel out has been excluded from the conceptual scheme area as no further subdivision potential exists for this lot pursuant to Section 6 of the Strathcona County conceptual scheme Policy.
- 2.2. **Legal Descriptions:** (see *Figure 2 – Location Plan* and *Figure 3 – Air Photo*)
- a) SE 23-51-23-W4 (62.8 ha)
- 2.3. **Existing Land Uses:** (see *Figure 3 – Air Photo*)
- a) SE 23-51-23-W4: existing equestrian centre
- 2.4. **Canada Land Inventory Soil Rating:** 100% of the property is made up of Class 4 Soil.
- 2.5. **Adjacent Land Uses:**
- a) North: Belvedere Heights West country residential development zoned as RCL Low Density Country Residential;
  - b) East: Range Road 231, beyond which lies Glenwood Parks Estates country residential development zoned as RCL Low Density Country Residential;
  - c) South: Woodland Downs country residential development zoned as RCL Low Density Country Residential;
  - d) West: two lots zoned AG Agriculture: General.
- 2.6. **Encumbrances:**
- a) **Caveat** (registration # 5495JC, 1515JF, 2093KP): Inter Pipeline Ltd. has a easement registered on a portion of the subject lands

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# Conceptual Scheme

## SE 23-51-23-W4

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- b) **Utility Right of Way** (registration # 762046528, 792065628): ATCO Gas and Pipelines Ltd. has a utility right of way registered on a portion of the subject lands.
- c) **Caveat** (registration # 782218999) ATCO Gas and Pipelines Ltd. has a right of way agreement registered on a portion of the subject lands.

- 2.7. **Municipal Development Plan:** The subject lands are located within the Agriculture Small Holdings Policy Area of the Municipal Development Plan. This policy area allows for the subdivision of land in accordance with the requirements of an approved Conceptual Scheme.
- 2.8. **Land Use Bylaw:** The subject lands are currently districted AG Agriculture: General. Pursuant to Land Use Bylaw 6-2015, rezoning to an appropriate land use district will be required prior to subdivision approval.
- 2.9. **Public Engagement:** A Public Information Meeting was held on May 11, 2017 and was attended by four residents. No objections were received at the meeting. One written submission was received that objected the plan.

### 3. CONCEPTUAL SCHEME (DESIGN CONCEPT)

- 3.1. The goal of this Conceptual Scheme is to establish a framework for development of the land that compliments and enhances the traditional rural residential lifestyle found in the area, while ensuring that the policies and guidelines within the applicable statutory plans and bylaws are addressed. The objective of this Conceptual Scheme is to illustrate the lot size and distribution, reserve dedications and access/road locations.
- 3.2. Adjacent residents have been provided opportunity to provide input as part of the preparation of this plan.
- 3.3. This Conceptual Scheme contemplates the potential subdivision of the quarter section into a total of five rural residential (5) lots. As there is already one (1) rural residential lot on the quarter section, a total of four (4) additional rural residential lots may be accommodated under this plan.
- 3.4. The development concept shown in Figures 5 & 6 is conceptual and may be subject to modification at the time of subdivision if further investigation warrants the change (see **Section 8 – Development Criteria**).

### 4. ENVIRONMENTAL CONSIDERATIONS

- 4.1. A Biophysical Assessment was prepared by Strathcona County in June of 2016. The Assessment consisted of a field reconnaissance and air photo analysis to identify landscape features, vegetation and wildlife. The information was used to make recommendations for Environmental and Municipal Reserve dedications.

#### 4.1.1. Landscape Overview

Overall, the landscape was hummocky, knob and kettle terrain with a change in elevation from 764 meters in the south east to 747 meters in the north west corner of the subject

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# Conceptual Scheme

## SE 23-51-23-W4

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property. The most significant landscape features were the small bog and large wetland on the south half of the property and its associated drainage and wetland.

### 4.1.2. **Vegetation & Wildlife**

Approximately 90% of the subject property is remnant of forest and wetlands that used to be part of a larger forest prior to agriculture clearing in the region.

Overall, the diversity of landscape and plant communities across the subject property is relatively high. The entire property could be considered priority habitat primarily but the most important habitat occurs on the south half of the subject property including the large seasonal wetland and small bogs.

### 4.1.3. **Wetlands**

The temporary, seasonal and semi-permanent wetlands on the subject property fluctuate seasonally and provide important habitat for wildlife and various plant species. During the time of site investigation, the temporary and seasonal wetlands were relatively dry and the semi-permanent wetlands had small areas of open water. Typical wetland vegetation, which indicates wet soils and water at or below surface, was present. The temporary and seasonal wetlands are distinguished by abundant growth of grass species and willows; these wetlands provide both a localized groundwater recharge and a water storage function. Small temporary wetlands are scattered across the subject property and did not appear to have distinct drainage corridors connecting them to other wetland features and likely serve as localized groundwater recharge points.

## 5. RESERVES

- 5.1. Municipal reserves shall be dedicated in accordance with the Municipal Government Act and County Policy in effect at the time of subdivision. Municipal reserve shall be dedicated as a combination of land and cash-in-lieu to the satisfaction of Strathcona County.
- 5.2. Multiple wetland features have been identified within the west area of the plan area that do not have direct physical access to a municipal road. In this regard, environmental reserve easements will be utilized to protect these features as illustrated in Figures 5 & 6.
- 5.3. The large wetland feature located in the south area of the plan area can be accessed from an existing municipal reserve parcel that was previously dedicated as part of the country residential subdivision of Woodland Downs. Environmental reserve will be dedicated to encompass this feature as illustrated in Figures 5 & 6.
- 5.4. The small wetland feature along the north east corner of the plan area that abuts Range Road 231 will be dedicated as environmental reserve as illustrated in Figures 5 & 6.
- 5.5. Environmental reserves and environmental reserve easements shall be dedicated at the time of subdivision and final determination of the exact boundaries is to be confirmed on site by the County Biologist and an Alberta Land Surveyor.



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# Conceptual Scheme

## SE 23-51-23-W4

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- 5.6. The landowner will be required to provide marker posts to delineate the boundaries of the municipal reserve and environmental reserve lot(s) as well as the environmental reserve easement at the time of subdivision in accordance with Strathcona County policy and standards.

### 6. TRANSPORTATION

- 6.1. Range Road 231 adjacent to the east boundary of this quarter section is currently recognized as a Class II unimproved roadway. Land dedication along the entire length of the subject parcel adjacent to Range Road 231, excluding the previously subdivided first parcel out, for the purpose of future road widening shall be provided in accordance with Strathcona County Policy. Land dedication by way of survey shall be required at time of the subdivision.
- 6.2. Existing and proposed access locations shall be provided in general accordance with Figures 5 & 6 but exact locations are to be approved by Strathcona County at time of subdivision.
- 6.3. The construction of shared access may be required at the shared property line of proposed Lot 1 and proposed Lot 2 in general accordance with Figures 5 & 6.
- 6.4. All accesses are to be constructed and/or upgraded in accordance with Strathcona County Design and Construction Standards at the time of subdivision.
- 6.5. Any newly created lots will be subject to payment of the rural road levy. The levy will be charged at the rate in effect at time of subdivision endorsement.

### 7. SERVICING AND UTILITIES

- 7.1. A geotechnical report shall be required as part of an application for subdivision. Geotechnical testing shall be conducted by a qualified professional on the proposed lots that are undeveloped so that suitable locations can be chosen for building sites and private sewage disposal systems. The proposed undeveloped lots may be consolidated to accommodate development areas based on the findings of the geotechnical report.
- 7.2. As part of the subdivision application, the applicant may be required to provide a surface drainage plan to identify existing surface drainage patterns and suitable building sites (Suitable Development Areas) within the proposed lots, to ensure that the future development will not be negatively impacted by existing stormwater runoff and surface drainage patterns. The surface drainage plan must identify existing topography of the site, the direction of overland drainage and the extent of any proposed grading activities (if applicable). The surface drainage plan must be completed by a qualified professional.
- 7.3. Further to paragraph 7.1 and 7.2, a development area plan showing the suitable building site locations in accordance with the requirements of Alberta Environment and Parks as well as the Strathcona County Design and Construction Standards shall be required as part of an application for subdivision.

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# Conceptual Scheme

## SE 23-51-23-W4

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- 7.4. Drainage easements and/or public utility lots may be required at the time of subdivision for overland drainage that exists, needs to be relocated and/or is required for stormwater management. The applicant may be required to apply for and receive drainage licenses and/or approvals from Alberta Environment and Parks for any necessary conveyance of drainage from either onsite or offsite lands.
- 7.5. As part of a subdivision application, the applicant may be required to provide information prepared by qualified professional regarding groundwater availability for domestic purposes in accordance with the Water Act.
- 7.6. At time of subdivision the applicant will be responsible for confirming and coordinating the provision of shallow utilities with the appropriate companies.
- 7.7. Alterations to or obstruction of existing drainage courses, wetlands, or other bodies of water will not be permitted without prior approval from Alberta Environment and Parks and Strathcona County.

### **8. DEVELOPMENT CRITERIA**

- 8.1. To ensure the protection of the priority environment management area the proposed lots have been concentrated towards the east side of the subject property, along the Range Road. The configuration of proposed Lots 1, 2 and 4 will ensure that rural residential development will have a reduced impact to the landscape.
- 8.2. Proposed Lot 3 has been left as a large parcel to accommodate the existing equestrian centre. The accommodation of one large parcel will reduce the potential of disturbance to the existing landscape of the subject property.
- 8.3. The applicant/landowner must rezone the subject lands to an appropriate land use district prior to endorsement of any subdivision.
- 8.4. Any application to subdivide must be in accordance with the approved Conceptual Scheme. Any proposed changes to the plan may require an application to amend the Conceptual Scheme.
- 8.5. As a condition of subdivision, the applicant/developer may be required to address the provision of private sewage systems, the construction of required accesses, surface drainage, rural road levies and any other applicable obligations, to the satisfaction of Strathcona County.
- 8.6. As part of subdivision application, supporting technical studies, including further geotechnical assessment, traffic impact assessment, stormwater management report, noise attenuation assessment and any other studies deemed necessary by Strathcona County, may be required to ensure the proposed subdivision is suitable for the purpose to which the subdivision is intended.

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# Conceptual Scheme

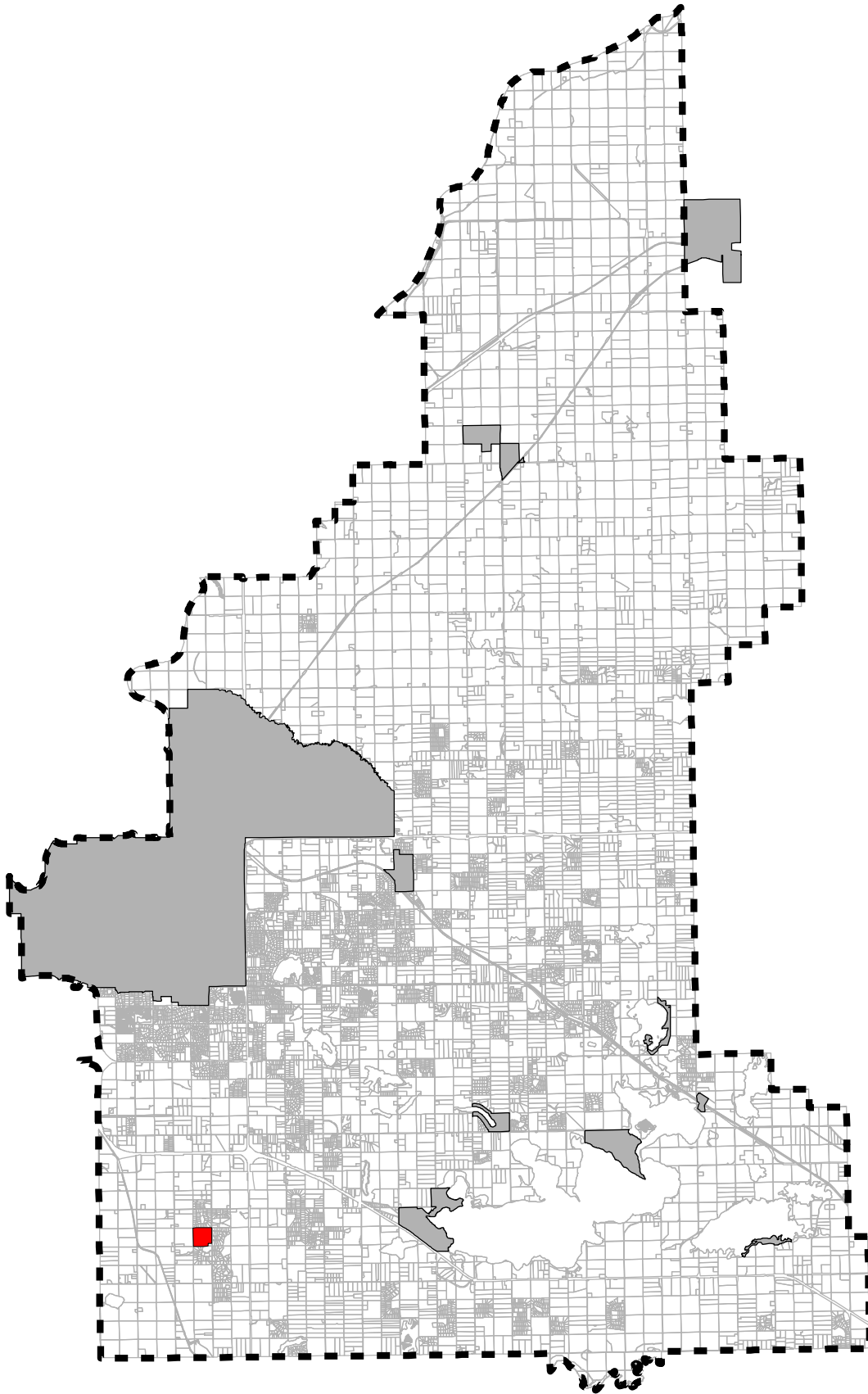
## SE 23-51-23-W4

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- 8.7. The design and development of future lots should protect and develop amenities to take advantage of natural topography and other environmental features such as unique tree stands and water courses. Alberta Environment and Parks and Strathcona County shall be consulted regarding any changes to topography which may influence drainage. No alterations to drainage courses, waterbodies, water courses or wetlands are permitted without the prior approval of Alberta Environment Parks and Strathcona County.
- 8.8. Development adjacent to slopes, wetlands and water courses shall conform to environmental setbacks contained within the Land Use Bylaw and any other regulatory document.
- 8.9. Exact location of property lines and lot areas shall be determined at time of subdivision. All proposed lots shall comply with the regulations of the Land Use Bylaw.
- 8.10. A subdivision application will be subject to the municipal policies, standards or regulations in effect at the time of the subdivision and/or rezoning application, should the said policies differ from those outlined within this plan it shall be at the discretion of the Director of Planning and Development Services as to which policies, standards or regulations will be applied.
- 8.11. Where any changes are proposed to the Council adopted Conceptual scheme it will be at the discretion of the Director of Planning and Development Services to determine if an amendment to the adopted Conceptual scheme is required.

### **9. COMPLIANCE WITH OTHER LEGISLATION**

- 9.1. Nothing in this Conceptual Scheme shall be interpreted as relieving a person from complying with federal and/or provincial statutes or municipal bylaws and/or policy. In the event of a conflict between any of the provisions of this Conceptual Scheme and the provisions of any statute, bylaw and/or policy, the provisions of the statute, bylaw and/or policy shall prevail.



## RURAL LOCATION MAP

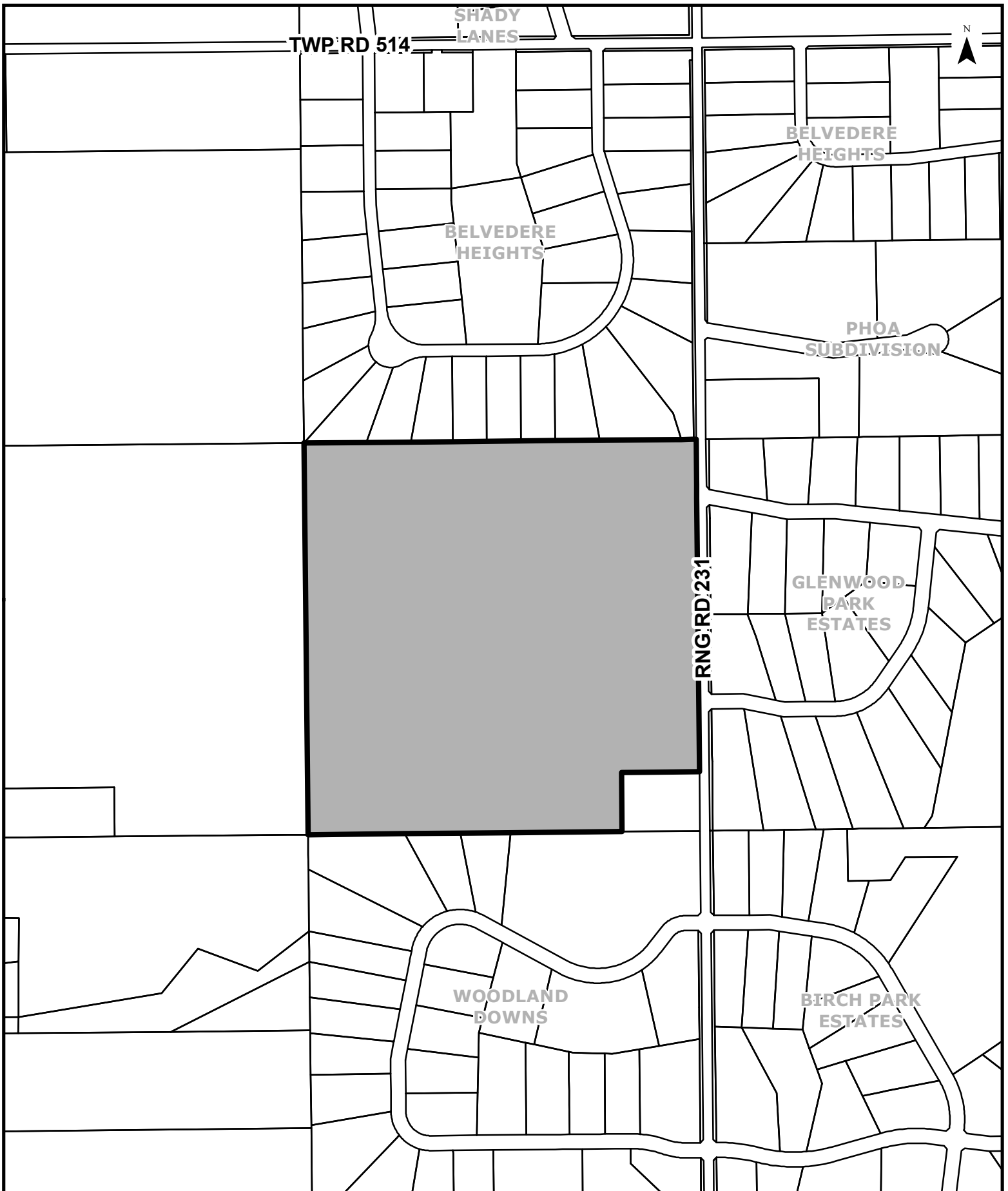
SE 23-51-23-W4

FIGURE 1



TITLED AREA

FILE NUMBER: 4090-2017CS001



## LOCATION MAP

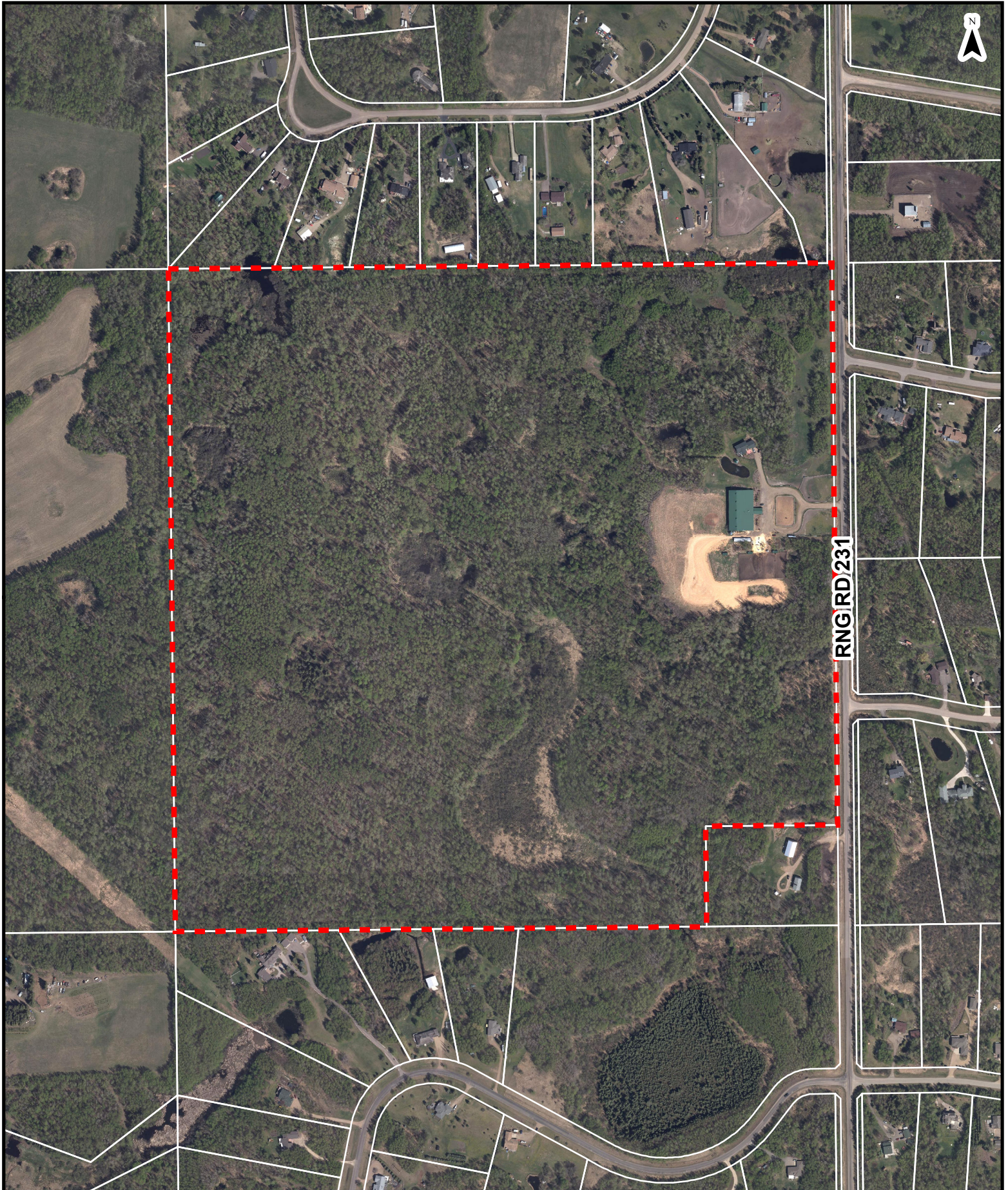
SE 23-51-23-W4

FIGURE 2

 TITLED AREA

FILE NUMBER: 4090-2017CS001





# **AIRPHOTO MAP**

**SE 23-51-23-W4**

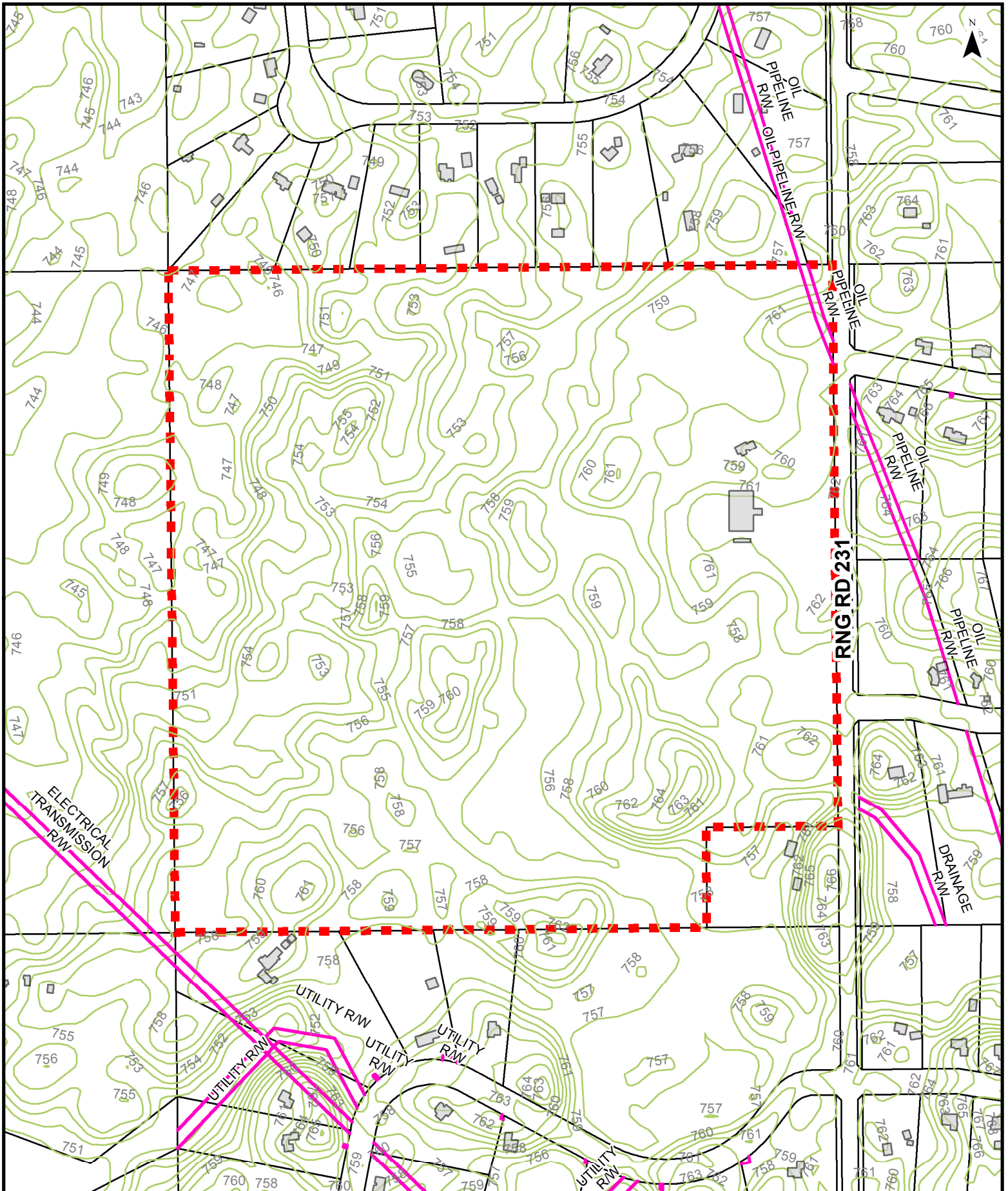
**FIGURE 3**



**TITLED AREA**

**FILE NUMBER: 4090-2017CS001**





## SITE FEATURES

SE 23-51-23-W4

FIGURE 4



CONCEPTUAL SCHEME =  
APPROX. 62.79 HA (155.15 AC)



2m Contours

FILE NUMBER: 4090-2017CS001



Buildings

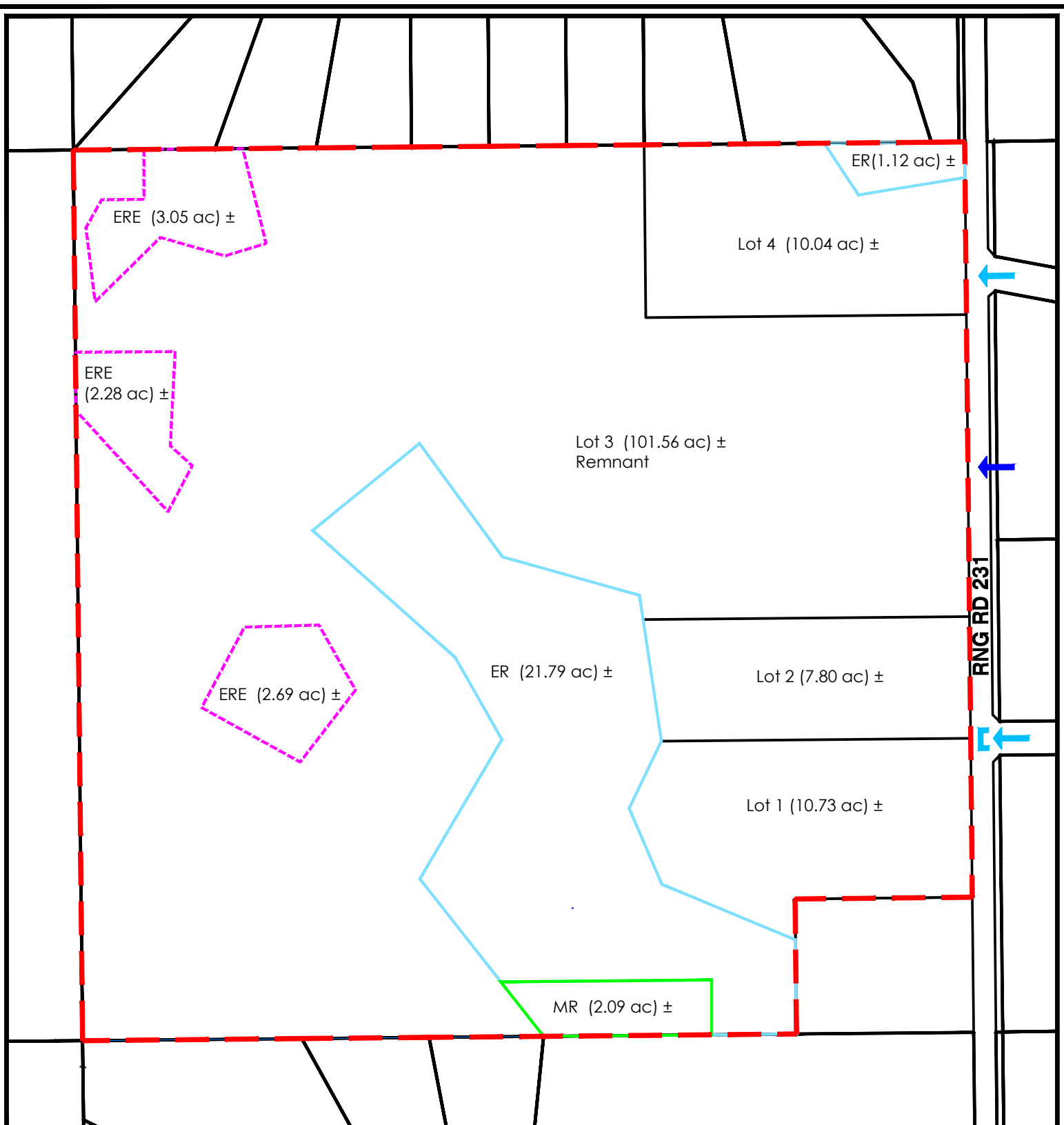


Right of Way

STRATHCONA  
COUNTY 88

DATE DRAWN: May 23, 2017





## CONCEPTUAL SCHEME - FIGURE 5

### SE 23-51-23-W4

- Conceptual Scheme = Approx 155.15 ac ±
- Proposed Environmental Reserve = Approx 22.91 ac ±
- Environmental Reserve Easement = Approx 8.02 ac ±
- Proposed Municipal Reserve = Approx 2.09 ac ±
- Proposed Access
- Proposed Joint Access
- Existing Access

## PLANNING & DEVELOPMENT SERVICES

**STRATHCONA COUNTY**

Drawn by: J. Cavers

Date Drawn: Jan 04, 2017

Revision Date:

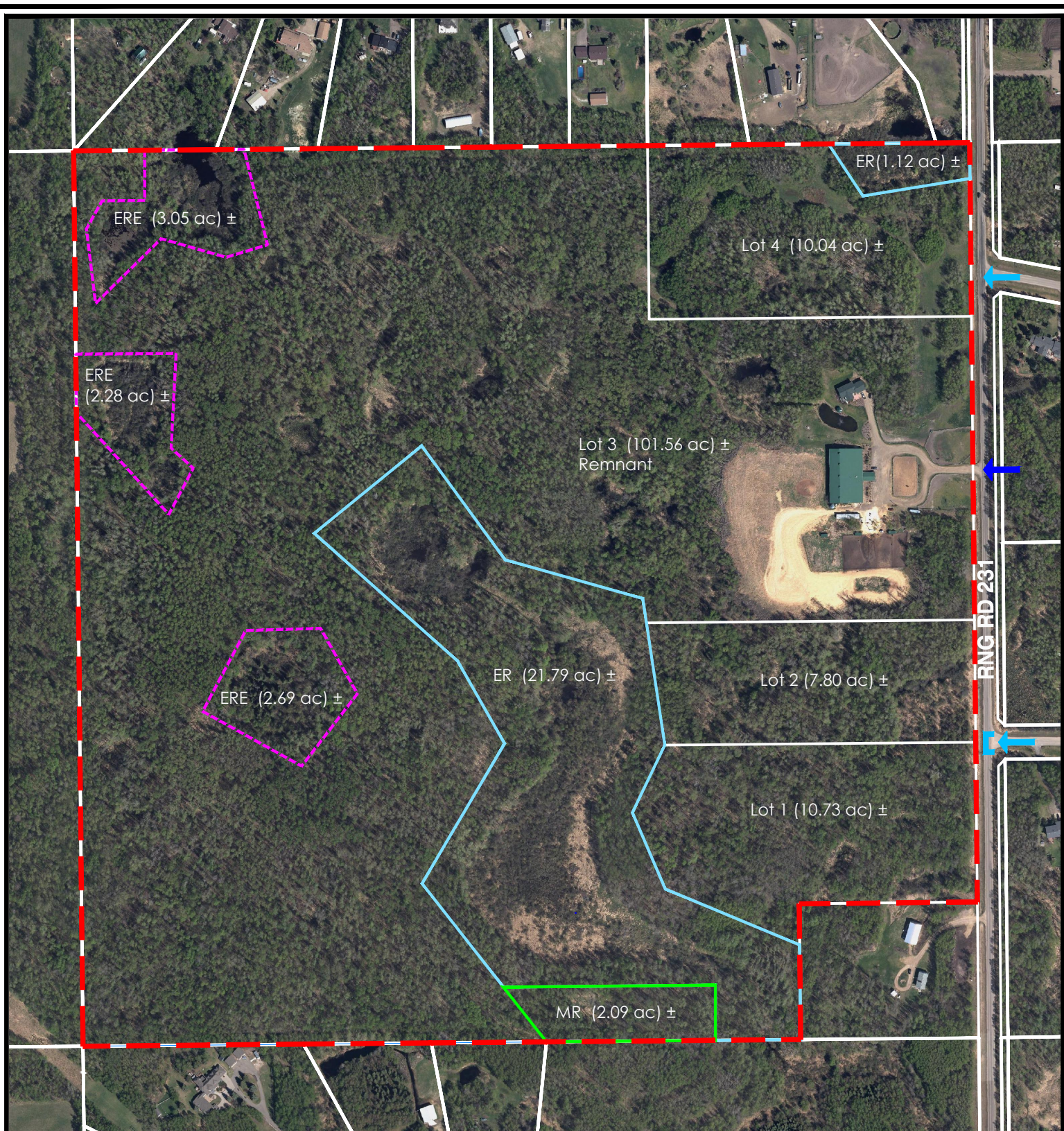
Scale: Not to scale

File No.: 4090-2017CS001

N:\PDS Admin\4000 - 4499 Land Use Services\4090 Land Use-Conceptual Scheme\2017\2017CS001 - Hurst\MAPS







## CONCEPTUAL SCHEME - FIGURE 6

### SE 23-51-23-W4

- - - Conceptual Scheme = Approx 155.15 ac ±
- \_ \_ \_ Proposed Environmental Reserve = Approx 22.91 ac ±
- - - Environmental Reserve Easement = Approx 8.02 ac ±
- \_ \_ \_ Proposed Municipal Reserve = Approx 2.09 ac ±
- ➡ Proposed Access
- ➡ Proposed Joint Access
- ➡ Existing Access

## PLANNING & DEVELOPMENT SERVICES

**STRATHCONA COUNTY**

Drawn by: J. Cavers

Date Drawn: Jan 04, 2017

Revision Date:

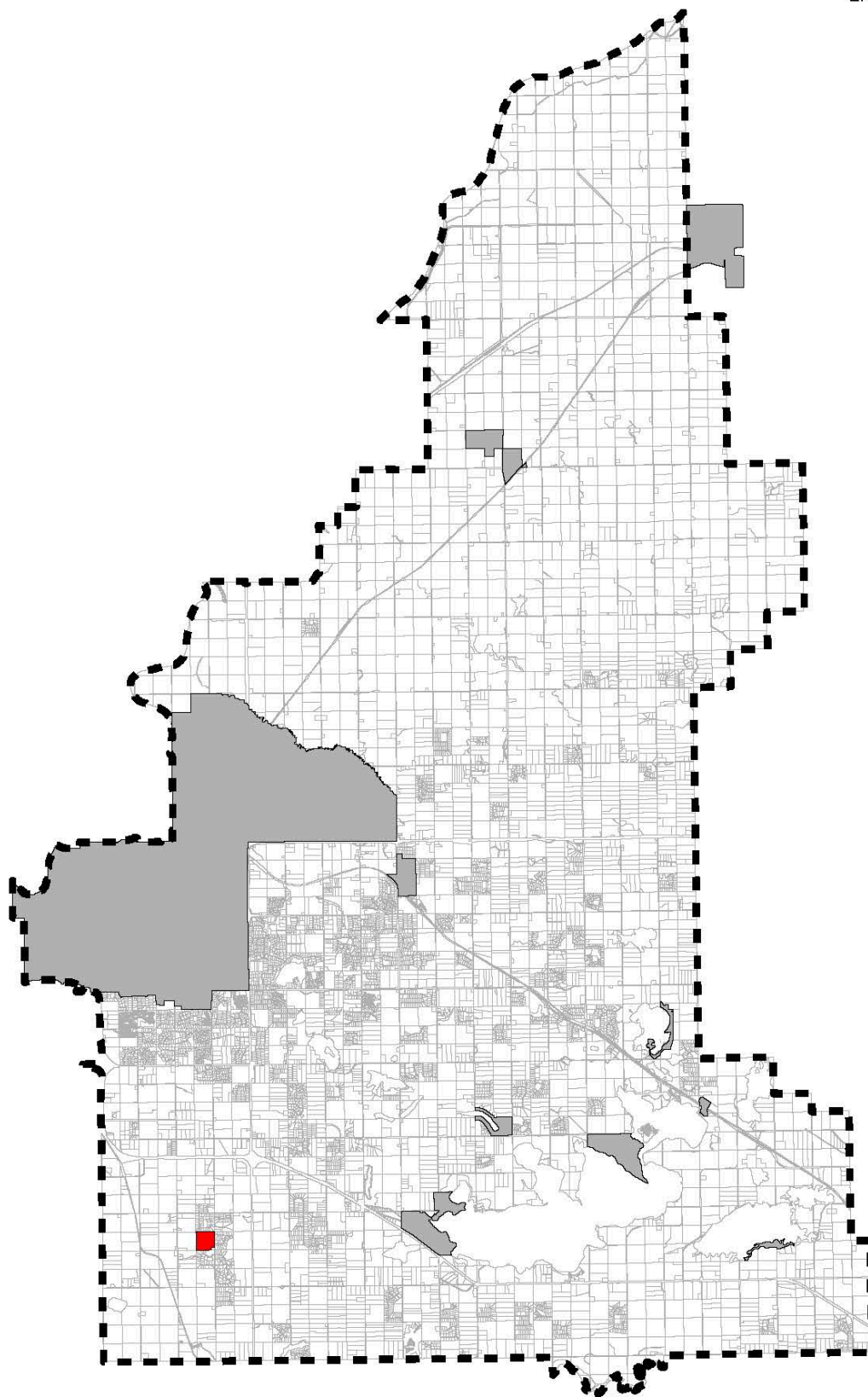
Scale: Not to scale

File No.: 4090-2017CS001

N:\PDS Admin\4000 - 4499 Land Use Services\4090 Land Use-Conceptual Scheme\2017\2017CS001 - Hurst\MAPS







## RURAL LOCATION MAP

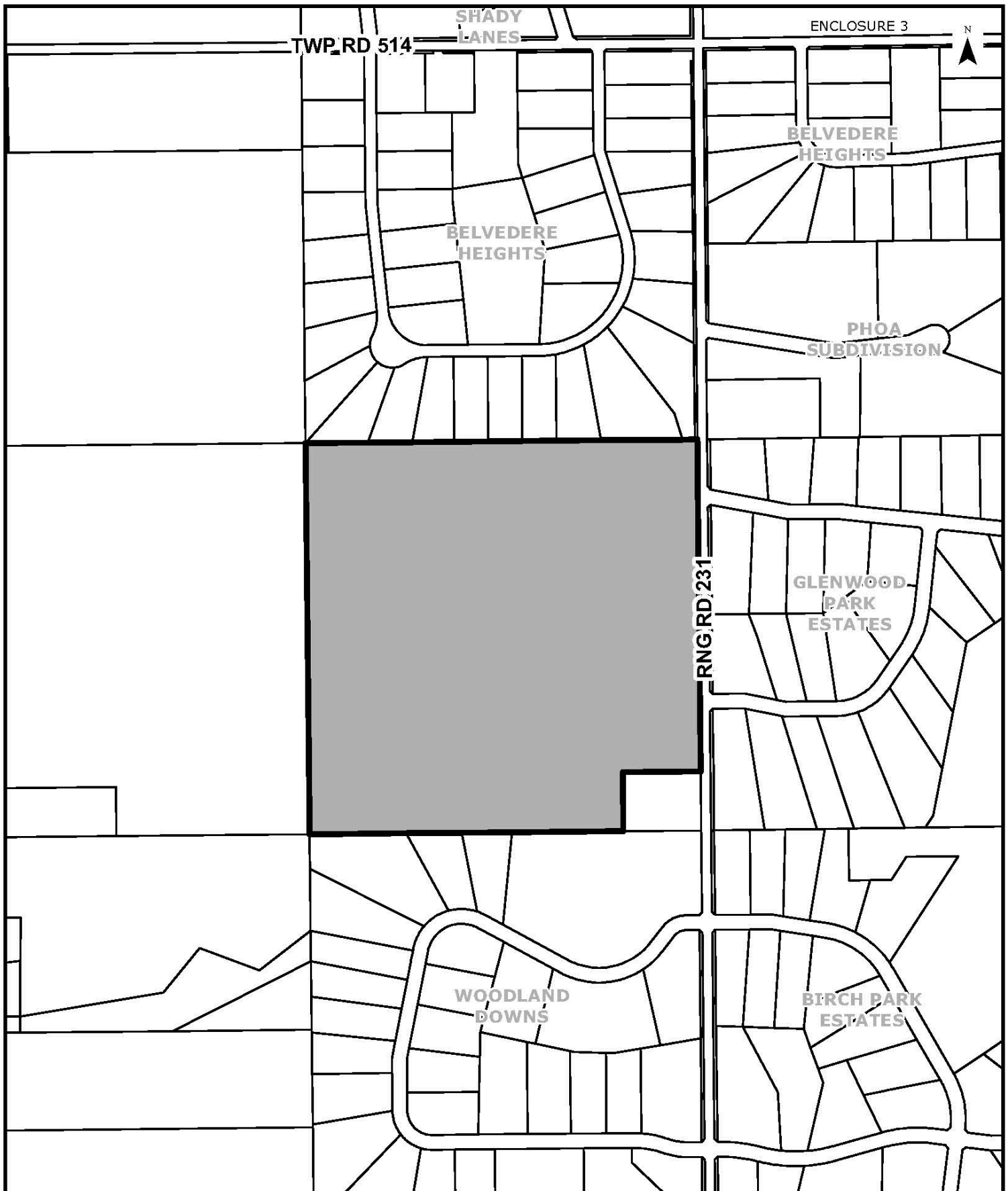
SE 23-51-23-W4

FIGURE 1

 TITLED AREA

FILE NUMBER: 4090-2017CS001

 STRATHCONA  
COUNTY  
DATE DRAWN: May 23, 2017



## LOCATION MAP

SE 23-51-23-W4

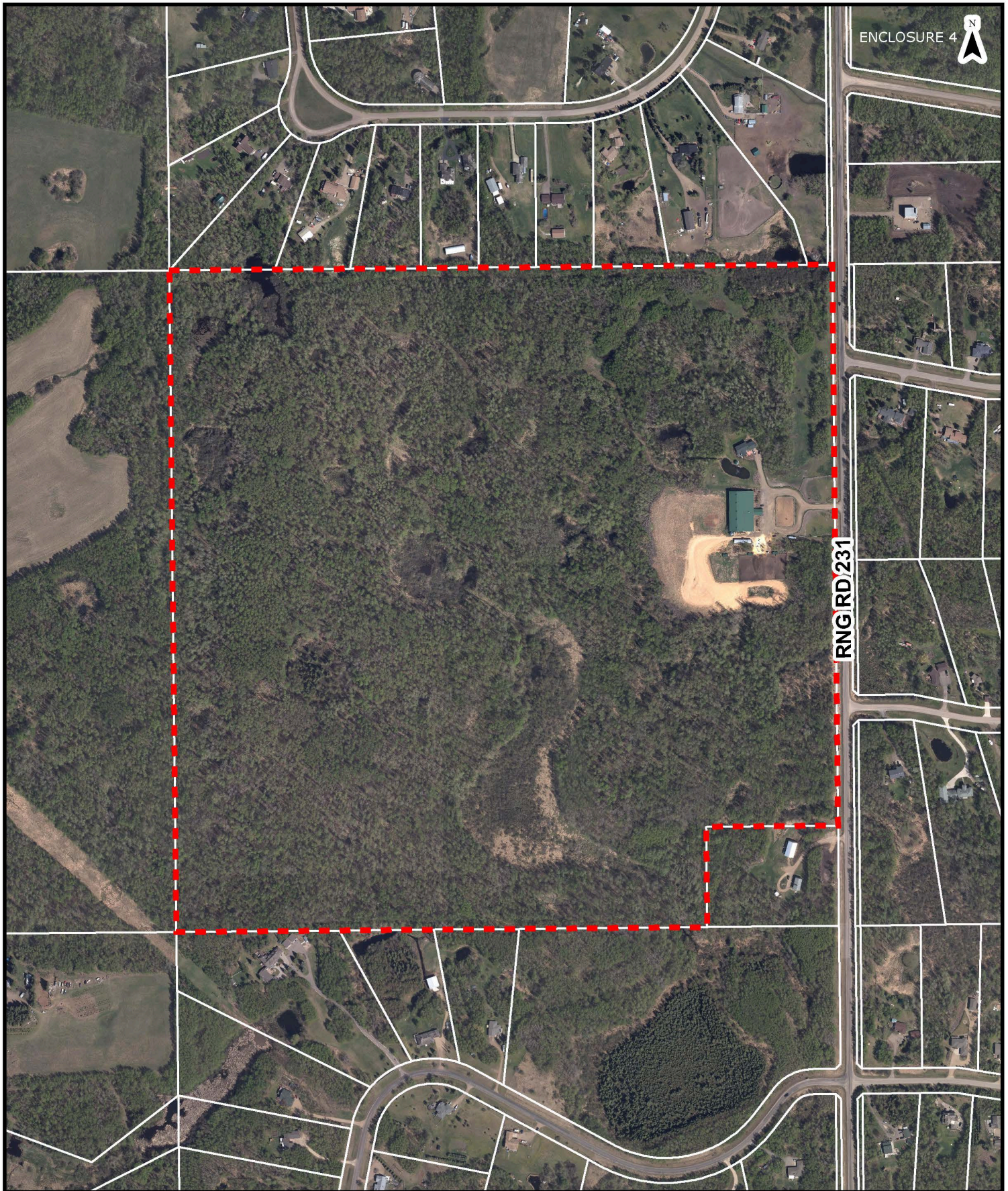
FIGURE 2

 TITLED AREA

FILE NUMBER: 4090-2017CS001

 STRATHCONA  
COUNTY  
DATE DRAWN: May 26, 2017





# **AIRPHOTO MAP**

**SE 23-51-23-W4**

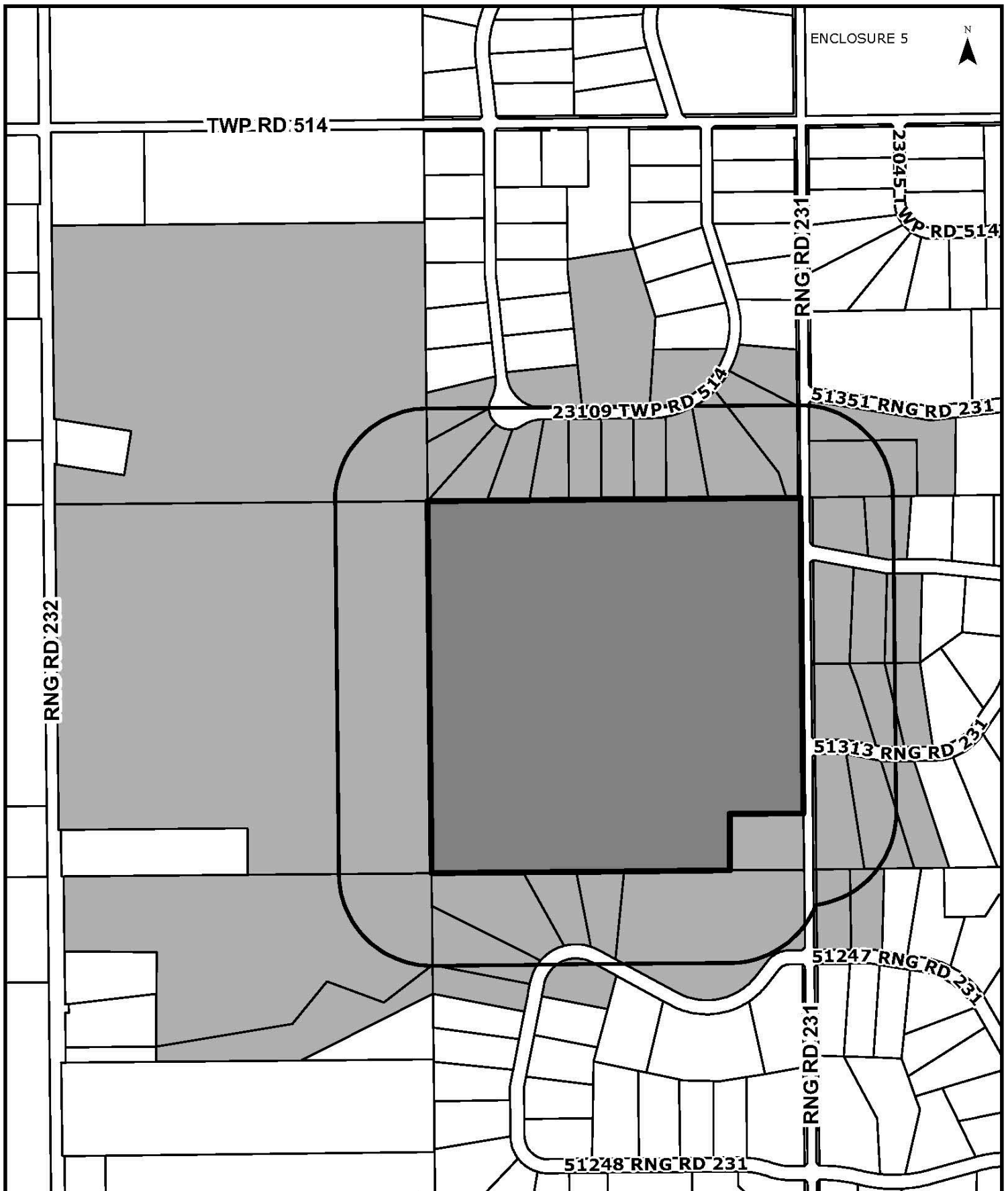
**FIGURE 3**

 **TITLED AREA**

**FILE NUMBER: 4090-2017CS001**

 **STRATHCONA  
COUNTY**  
DATE DRAWN: May 23, 2017





**NOTIFICATION MAP**  
SE 23-51-23-W4

- TITLED AREA
- NOTIFICATION AREA
- 200M NOTIFICATION AREA

**FILE NUMBER: 4090-2017CS001**

**STRATHCONA COUNTY**  
DATE DRAWN: May 23, 2017

**Bylaw 30-2017 Map Amendment to Land Use Bylaw 6-2015 (Ward 5)**

**Applicant:** Fillmore Holdings Inc.  
**Owner:** Brent Fillmore  
**Legal Description:** Lot 2, Block 1, Plan 022 5574  
Pt. NE 11-53-21-W4 (16.19 hectares)  
**Location:** South of Highway 16, West of Range Road 211  
**From:** RA-Rural Residential/Agriculture  
**To:** IM-Medium Industrial

**Report Purpose**

To provide information for Council to make a decision on a bylaw that proposes to rezone approximately 1.87 hectares (4.62 acres) within part of Lot 2, Block 1, Plan 022 5574 from RA - Rural Residential/Agriculture to IM - Medium Industrial to address unauthorized indoor storage and outdoor storage operations on the subject land; Administration does not support this Bylaw.

**Applicant Request\***

1. THAT Bylaw 30-2017, a bylaw that proposes to rezone approximately 1.87 hectares (4.62 acres) within part of Lot 2, Block 1, Plan 022 5574 from RA - Rural Residential/Agriculture to IM - Medium Industrial, be given first reading.
2. THAT Bylaw 30-2017 be given second reading.
3. THAT Bylaw 30-2017 be considered for third reading.
4. THAT Bylaw 30-2017 be given third reading.

**\*Administration Position**

The proposal does not meet the intent of the Beaver Hills Moraine Policy Area and the policies of the Strathcona County Municipal Development Plan; therefore Administration does not support the proposed bylaw.

**Council History**

May 23, 2017 – Council postponed proposed Bylaw 30-2017 and the public hearing to the Council Meeting on June 20, 2017.

April 21, 2015 – Council adopted Land Use Bylaw 6-2015 with an effective date of May 11, 2015.

May 29, 2007 – Council adopted Municipal Development Plan (MDP) Bylaw 1-2007.

**Strategic Plan Priority Areas**

**Economy:** n/a

**Governance:** The Public Hearing provides Council with the opportunity to receive public input prior to making a decision on the proposed bylaw.

**Social:** n/a

**Culture:** n/a

**Environment:** n/a



### **Other Impacts**

**Policy:** SER-008-022 Redistricting (Map Amendment) Bylaws. This policy ensures that Council has the opportunity to consider and address the social, financial and/or environmental impacts of a redistricting bylaw and whether the bylaw conforms to the Municipal Development Plan.

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

**Interdepartmental:** The proposal has been circulated to internal departments and external agencies. Land Development Planning, Development Permitting and Environmental Planning do not support the proposed rezoning.

### **Summary**

The applicant is proposing to rezone approximately 1.87 hectares (4.62 acres) within part of Lot 2, Block 1, Plan 022 5574 from RA-Rural Residential/Agriculture to IM-Medium Industrial to address existing unauthorized indoor storage and outdoor storage operations on the subject land.

The subject property is located within the Beaver Hills Moraine Policy Area of MDP Bylaw 1-2007. The MDP defines the Beaver Hills Moraine Policy Area as:

"An area that accommodates agriculture, residences tied to agriculture and low impact recreational uses. The primary intent of the Beaver Hills Moraine Policy Area is to preserve the Beaver Hills Moraine ecosystem and landscape."

Policy 7.31 of the MDP directs light/medium industrial development within the Rural Service Area to locate adjacent to heavy industrial uses. In this regard, the subject property is not adjacent to any type of industrial land use. The only area identified as industrial light/medium policy area within the rural area is adjacent to the Industrial Heavy Policy area in the Heartland area.

Policy 13.19 of the MDP states that the County will ensure that home businesses which are beyond the intent and purpose of a home business, re-locate to appropriate commercial or industrial zoned lands. In this regard, as this operation has exceeded the intent and purpose of a home business it should re-located to an appropriate existing industrial area.

Within the Land Use Bylaw (LUB), the purpose of the IM-Medium Industrial district is:

"To provide for a broad range of compatible commercial and industrial uses, some of which have outdoor storage or activities. This Zoning District is generally not located adjacent to residential areas because of potential nuisance factors."

The purpose of the proposed IM-Medium Industrial zoning is not consistent with the intent of the Beaver Hills Moraine Policy area or the noted MDP policies. Further, the proposed zoning has a number of permitted and discretionary uses which would also not be appropriate in the Beaver Hills Moraine Policy Area.

Given the above, Administration's position is that the proposal does not conform to the County's MDP and therefore do not support the proposed bylaw. The applicant has been provided in writing Administration's position.

### **Communication Plan**

Letter, Advertisement

### **Enclosures**

- 1 Bylaw 30-2017
- 2 Rural Location Map
- 3 Location Map
- 4 Air Photo
- 5 Notification Map

BYLAW 30-2017

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 1.869 hectares (4.619 acres) of land within Lot 2, Block 1, Plan 0225574 be rezoned from RA – Rural Residential/Agriculture to IM – Medium Industrial as outlined on Schedule “A” attached hereto.
2. That Rural Area Map R14 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 \_\_\_\_\_ 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 and Legal Services

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

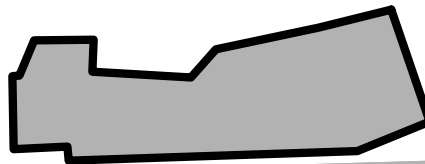


AG

HWY 16

RA

RNG RD 211



AG

## AMENDMENT MAP

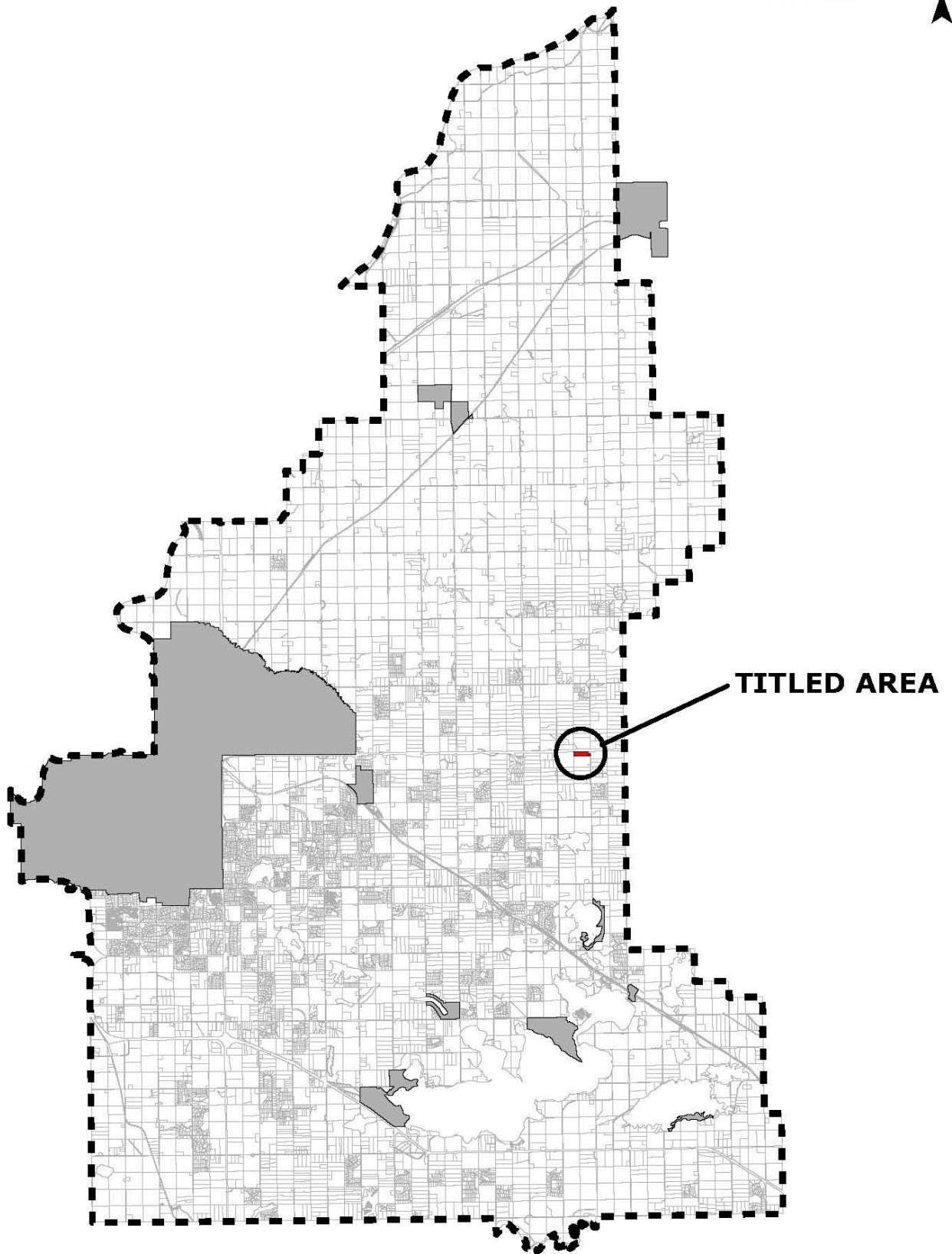
**LOT 2, BLOCK 1, PLAN 022 5574  
(Pt. of NE 11-53-21-W4)**

FROM : RA – Rural Residential/Agriculture  
TO: IM – Medium Industrial



AREA OF PROPOSED REZONING  
APPROX. 1.869 HA (4.619 AC)

**FILE NUMBER: 4070-2016A018**

**RURAL LOCATION MAP**

**LOT 2, BLOCK 1, PLAN 022 5574**  
**(Pt. of NE 11-53-21-W4)**

 **TITLED AREA****FILE NUMBER: 4070-2016A018** **STRATHCONA**  
COUNTY  
DATE DRAWN: Apr 25, 2017

HWY 16

RNG RD 211

LISTON  
DRIVE  
ESTATES

53127 RNG RD 211

**LOCATION MAP**

**LOT 2, BLOCK 1, PLAN 022 5574**  
**(Pt. of NE 11-53-21-W4)**

 **TITLED AREA**
 **AREA OF PROPOSED REZONING**
**FILE NUMBER: 4070-2016A018**
 **STRATHCONA  
COUNTY**  
 DATE DRAWN: Apr 25, 2017





## AIRPHOTO MAP

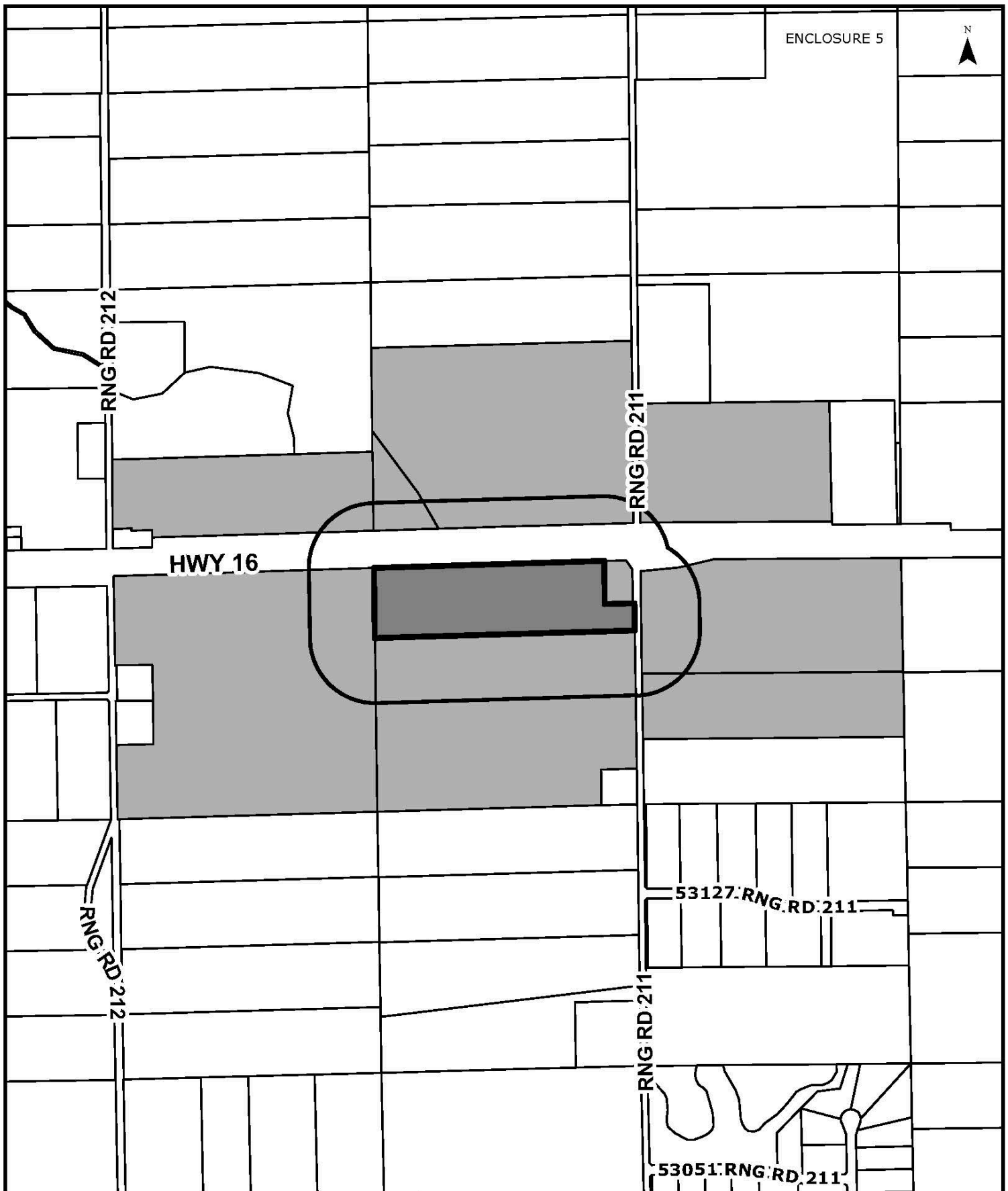
LOT 2, BLOCK 1, PLAN 022 5574  
(Pt. of NE 11-53-21-W4)

 AREA OF PROPOSED REZONING

FILE NUMBER: 4070-2016A018

 STRATHCONA  
COUNTY  
DATE DRAWN: Apr 25, 2017





**NOTIFICATION MAP**  
**LOT 2, BLOCK 1, PLAN 022 5574**  
**(Pt. of NE 11-53-21-W4)**

 <b>TITLED AREA</b>	 <b>AREA OF PROPOSED REZONING</b>
 <b>NOTIFICATION AREA</b>	 <b>200M NOTIFICATION DISTANCE</b>

**FILE NUMBER: 4070-2016A018**

 **STRATHCONA COUNTY**  
 DATE DRAWN: Apr 27, 2017



**Bylaw 35-2017 Durham Town Square Area Structure Plan (Ward 2)**

**Applicant:** Al-Terra Engineering Ltd.  
**Owner:** The Park Pentecostal Church  
**Legal Description:** Lot G, Plan 2736RS  
**Location:** North of Baseline Road and East of Brower Drive

**Report Purpose**

To give three readings to an updated Durham Town Square Area Structure Plan (ASP) Bylaw for the purpose of a proposed six storey, 165 unit seniors' congregate care housing facility within Lot G, Plan 2736RS. The updated ASP will provide a framework for subsequent subdivision and development within the plan area by describing land uses, population density, sequencing of development and the location of transportation routes and public utilities.

**Recommendations**

1. THAT Bylaw 35-2017, a bylaw that provides a framework for subsequent subdivision and development of the lands within the Durham Town Square ASP by describing land uses, population density, sequencing of development and the location of transportation routes and public utilities, be given first reading.
2. That Bylaw 35-2017 be given second reading.
3. That Bylaw 35-2017 be considered for third reading.
4. That Bylaw 35-2017 be given third reading.

**Council History**

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

May 22, 2007 – Council adopted Municipal Development Plan (MDP) Bylaw 1-2007.

April 11, 2006 - Council amended the Durham Town Square ASP Bylaw 27-2006.

January 10, 2006 – Council adopted the Consolidated Durham Town Square Area Structure Plan Bylaw 99-2005.

**Strategic Plan Priority Areas**

**Economy:** The proposal supports the strategic priority area of effective and efficient municipal infrastructure as the concept proposes to utilize the existing infrastructure capacity.

**Governance:** To meet the strategic goal of public involvement and communicating with the community on issues affecting the County's future, two public information meetings were held on November 21, 2016 and May 29, 2017 for the public to provide input into the plan. Further, the Public Hearing provides Council with the opportunity to receive public input prior to making a decision on the proposed bylaw.

**Social:** The proposal addresses the strategic goal to build strong neighbourhoods/communities to support the diverse needs of the residents by providing the opportunity for livable and inclusive neighbourhoods.

**Culture:** n/a

**Environment:** n/a

### **Other Impacts**

**Policy:** The ASP has been prepared in accordance with ASP Policy SER-008-007.

**Legislative/Legal:** The *Municipal Government Act* provides that Council may, by bylaw, adopt an ASP.

**Interdepartmental:** The proposal has been circulated to internal County departments and external agencies. No objections were received.

### **Summary**

The proposed updated Durham Town Square ASP provides a framework for subdivision and development within the SW 2-53-23-W4. The proposed ASP update has been triggered by a proposed increase to the currently allocated 24 units of seniors' housing to 165 units within Lot G, Plan 2736RS. The proposed updated ASP describes the land uses, population density, sequencing of development and the location of transportation routes and public utilities. A concurrent Land Use Bylaw amendment has been made in support of the proposed ASP amendment.

The proposed ASP would replace the existing Durham Town Square ASP Bylaw 99-2005 and amending Bylaw 27-2006 that are currently in effect for the ASP area.

The main changes proposed by the updated ASP are:

- Revised Map 5 with a proposed density of 165 seniors' housing units for Lot G, Plan 2736RS (Park Pentecostal Church site);
- Section 3.0 reflects the public engagement conducted in association with proposed Bylaw 35-2017;
- Section 5.4 includes updated language and rationale to support the proposed seniors' housing density increase;
- Placing background information from the original 1986 Durham Town Square ASP in Appendix A; and
- Updating the language throughout the document to make it more current.

Feedback from County staff, external agencies, affected landowners and the public helped to form the basis of the proposed change to the seniors' housing density shown on Map 5 of the ASP.

In support of the proposed seniors' housing density increase for the ASP, two engineering studies were submitted with the proposal. The studies were reviewed and accepted by County departments:

- An Engineering Technical Memorandum in support of site servicing including water, sanitary and stormwater management; and
- A Traffic Brief and Parking Brief assessing the current traffic and possible impacts, including on-site parking generated by a seniors' housing facility. The developer has proposed a transportation strategy that includes having dedicated shuttles from the facility to ensure: access, inclusion and transportation choice for onsite residents.

The population of seniors, those aged 65+, in Strathcona County is expected to double by 2031 from the 2015 Census reported population of 11,618. Building new residential facilities for seniors helps to ensure that there is housing choice in the community for all stages of life. The proposed facility will encourage aging in place and will provide a range of care

Author: Shannyn Morphy, Planning and Development Services

Director: Stacy Fedechko, Planning and Development Services

Associate Commissioner: Kevin Glebe, Infrastructure and Planning Services

Lead Department: Planning and Development Services

Page 2 of 3

options for seniors (singles and couples) to support their needs. It will also provide a housing option to help meet the economic and lifestyle needs of seniors, and an option for seniors' housing in a higher density form in an appropriate location in proximity to existing services and amenities.

**Communication Plan**

Newspaper advertisement, letter to landowner, applicant and adjacent landowners.

**Enclosures**

- 1 Bylaw 35-2017
- 2 Urban Location Map
- 3 Location Map
- 4 Air Photo
- 5 Notification Map

## BYLAW 35-2017

A BYLAW OF STRATHCONA COUNTY IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ADOPTING THE DURHAM TOWN SQUARE AREA STRUCTURE PLAN.

WHEREAS it is deemed advisable to adopt the Durham Town Square Area Structure Plan;

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:

1. That Bylaw 35-2017 is to be cited as the "Durham Town Square Area Structure Plan."
2. That Schedule "A" attached hereto is hereby adopted as part of this Bylaw.
3. This Bylaw comes into effect after third reading and upon being signed.
4. Bylaw 27-2006 is repealed.
5. Bylaw 99-2005 is repealed.

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 and Legal Services

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

# Durham Town Square Area Structure Plan



May 2017



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- Map 3** – Topography
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- Map 8** – Sanitary Network
- Map 9** – Storm Water Network

## APPENDICES

### Appendix A - Background

## **1.0 Introduction**

---

### **1.1 Overview**

An Area Structure Plan (ASP) is a statutory planning document which describes general development patterns within the plan area by describing land uses, population density, sequencing of development and the general location of transportation routes and public utilities. The original Durham Town Square Area Structure Plan (ASP) was adopted by Strathcona County as Bylaw 38-86 on July 8, 1986. The ASP provided a framework for development of the SW ¼ Section 2-53-23-W4M, located to the northeast of Baseline Road and Sherwood Drive.

Since the adoption of the original bylaw in 1986 there have been seven amendments to the Durham Town Square ASP. The purpose of this bylaw is to amend the Durham Town Square ASP and repeal bylaws 99-2005 and 27-2006 into a single reference document ASP. Furthermore, the document recognizes existing development within Durham Town Square and reflects the built form and future development opportunities.

### **1.2 Purpose**

The purpose of the Durham Town Square Area Structure Plan is to provide a statutory framework to allow for the orderly and efficient use of land, supporting infrastructure, staging of development, and future development within the Plan area and is prepared in accordance with the Municipal Government Act.

## 2.0 Plan Area

---

### 2.1 Location

The Plan area is shown on Map 1 and encompasses all of the lands within the SW ¼-2-53-23-W4M. The quarter section is located at the north east corner of the Baseline Road and Sherwood Drive intersection and comprises 64.67 hectares (159.81 acres). This ASP is part of a larger planning area and affects adjoining lands to the north and east. Durham Town Square has been designed to ensure a suitable transition of land uses and alignments of transportation routes and required services with the areas to the north, east, west and south.

The adjacent Area Structure Plans adjoining the Durham Town Square ASP include: Clover Bar Ranch to the north, Strathcona Centre to the west, and Lakeland Ridge to the east. The area to the south is primarily single family residential and is not contained within an Area Structure Plan.

### 2.2 Ownership

The Plan area has been extensively subdivided and developed since the adoption of the initial Area Structure Plan in 1986. Land ownership is currently distributed over 703 residential units, multiple commercial operations, health care providers and two religious assembly facilities.

### **3.0 Public Consultation**

---

Public engagement was conducted for the 2017 ASP amendment to increase the Park Pentecostal site density from 24 to 165, and the following public engagement events were held as part of the consultation process:

#### **Public Information Meeting 1**

An Open House was held on November 21, 2016 at the Park Church, inviting the public to view and discuss the proposed increase in density and height for a proposed seniors congregate care facility north of the Park Church. The event was advertised in the Sherwood Park / Strathcona County News on Friday November 18, 2016 and November 11, 2016 and notification to adjacent landowners. Approximately 75 people attended the open house.

#### **Public Information Meeting 2**

An Open House was held on May 29, 2017 at the Park Church, inviting the public to view and discuss the draft ASP. The event was advertised in the Sherwood Park /Strathcona County News on Friday May 19, 2017 and May 26, 2017 and notification to adjacent landowners. Approximately 105 people attended the open house.



## 4.0 Land Use Concept

### 4.1 Land Use Concept Background

The initial development concept on which the Durham Town Square Area Structure Plan is based is the result of a comprehensive integration of ideas by the initial Durham Owners Group, Markborough Properties Limited, Strathcona County Council and administration and through consultation with the population of the County at large.

The submission of the Draft Area Structure Plan by the Durham Owners Group (SW-2-53-23-W4M) and by Markborough Properties Limited (SE-3-53-23-W4M) and the public information programs associated with the Draft Plans and the recommendations resulting from the Commercial & Institutional Land Development Study by the County Planning Department in 1985 resulted in administrative recommendations for commercial and institutional land development for Sherwood Park being considered by Council and approved, on November 26, 1985 and established the framework and objectives for commercial and institutional development throughout Sherwood Park.

The approved recommendations which specifically affect the Durham Town Square area state in part:

*" That in order to provide the County with regional identity, centralized community focus, civic pride, investment opportunity, linkage between existing and future community centers, and successful competition with present and future commercial areas in Edmonton, a Twin Complimentary Town Centers concept is recommended for the future commercial and institutional land developments in Sherwood Park. This concept includes the following elements:*

- 1. The location for the proposed town centers should be:  
a) A new center north of Baseline Road at Sherwood Drive  
b) The existing Eastgate Center*
- 2. The New Center north of Baseline Road shall include both SW 2 and SE 3-53-23-W4M and the proposed Area Structure Plans for those lands be revised.*

Future land uses for Durham Town Square were confirmed in principle by Council through the approval of the amended Outline Plan. The approval of the amended Outline Plan identified certain areas that may be acquired by the County for specific public uses.

The required 10% municipal reserve dedication for the gross land area of the entire quarter section was provided under Plan 620RS.

The land use concept integrates Durham Town Square with adjoining areas. This concept shows future land uses which have been designed to complement and form

a smooth transition between Durham Town Square and Strathcona Center and Durham Town Square and the approved Clover Bar Ranch Area Structure Plan.

#### **4.2 Land Use Concept Description and Statistics - 2017**

Map 4 shows the land use concept for Durham Town Square. The concept reflects the current built form within the Plan area, as well as any approved land uses that are not currently developed. Access to the Plan area is via Brower Drive and Cranford way from the south, Jim Common Drive and Cranford Way to the west, and Jim Common Drive North/Crystal Lane to the north. All access points are all-directional accesses.

Nine land uses have been developed throughout Durham Town Square. Single Detached Residential, Semi-Detached Multiple Residential, Low Density Multiple Residential, Medium Density Multiple Residential, Neighbourhood Commercial, Professional Commercial/Health Care Site, Town Center Commercial, Multi Health Care Facility, and Religious Assembly/Community Housing.

Residential uses are located in the north, west and central portions of the Plan area. The densities of the residential areas generally are higher in the central and west portion of the site, decreasing in density towards the north. The residential areas are linked via internal roadways and walkways. Four parks are located within the Plan area and are shown on Map 4.

A community commercial area is located south of Jim Common Drive adjacent to Sherwood Drive. The remainder of commercial development is located in the south-west portion of the Plan area adjacent to Sherwood Drive and Baseline Road.

The lands in the south-east portion of the site are institutional uses. Professional commercial/health care facilities are located east of Cranford Way. West of Brower Drive are multi-health care facilities, and the areas east of Brower Drive are Religious Assembly/Community Housing. Both Religious Assembly sites are contemplated for the development of community housing, including congregate and senior housing. The Religious Assembly Sites are bounded by Jim Common Drive to the north, Baseline Road to the south, and existing residential development to the east.

**4.2.1 Durham Town Square Development Statistics****Table 1: Land Use Allocation**

<b>Durham Town Square Land Use Allocation</b>			
	Hectares	Acres	% of GDA
Gross Developable Area (GDA)	<b>64.67</b>	<b>159.81</b>	<b>100.00</b>
Storm Water Facility and Parks	<b>1.42</b>	<b>3.26</b>	<b>2.21</b>
Circulation	<b>8.66</b>	<b>21.40</b>	<b>13.40</b>
Commercial (Total)	<b>6.62</b>	<b>16.36</b>	<b>10.24</b>
Town Center Commercial	6.31	15.60	9.76
Neighbourhood Commercial	0.31	0.76	0.48
Residential (Total)	<b>33.31</b>	<b>82.29</b>	<b>51.51</b>
Single Detached	18.57	45.87	28.72
Semi-Detached Multiple	10.65	26.31	16.47
Low Density Multiple	1.59	3.93	2.46
Medium Density Multiple	2.50	6.18	3.87
Professional Commercial/Health Care	<b>1.32</b>	<b>3.26</b>	<b>2.01</b>
Multi Health Care Site/Religious Assembly/Community Housing	<b>13.34</b>	<b>33.00</b>	<b>20.63</b>

**Table 2: Distribution of Residential Uses**

<b>Durham Town Square Distribution of Residential Uses</b>			
	Hectares	Acres	% of GDA
Single Detached	<b>18.57</b>	<b>45.87</b>	<b>28.72</b>
Semi-Detached Multiple	<b>10.65</b>	<b>26.31</b>	<b>16.47</b>
Low Density Multiple	<b>1.59</b>	<b>3.93</b>	<b>2.46</b>
Medium Density Multiple	<b>2.50</b>	<b>6.18</b>	<b>3.87</b>
<b>Total</b>	<b>33.31</b>	<b>82.29</b>	<b>100.00</b>

**Table 3: Distribution of Dwelling Units**

<b>Durham Town Square Distribution of Dwelling Units</b>		
	Units	% of Total
Single Detached	<b>250</b>	<b>28.03</b>
Semi-Detached Multiple	<b>213</b>	<b>23.88</b>
Low Density Multiple	<b>57</b>	<b>6.39</b>
Medium Density Multiple	<b>183</b>	<b>20.51</b>
Community Housing	<b>189</b>	<b>21.19</b>
<b>Total</b>	<b>892</b>	<b>100.00</b>

**Table 4: Population and Density**

<b>Durham Town Square Population and Density</b>			
	Persons/Unit*	Units	Persons
Single Detached	<b>2.79</b>	<b>250</b>	<b>698</b>
Semi-Detached Multiple	<b>1.75</b>	<b>213</b>	<b>373</b>
Low Density Multiple	<b>2.09</b>	<b>57</b>	<b>119</b>
Medium Density Multiple	<b>1.52</b>	<b>183</b>	<b>278</b>
Community Housing	<b>1.52</b>	<b>189</b>	<b>287</b>
<b>Total</b>		<b>892</b>	<b>1755</b>



## 5.0 Development Concept

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### 5.1 Urban Design Concept

The quarter section which constitutes Durham Town Square contains 64.67 hectares (159.81 acres). Of this area:

- 51.51% is designated for residential use
- 15.61% is designated for circulation, parks and public utility
- 10.24% is designated for commercial use
- 20.63% is designated for Religious Assembly/Community Housing including seniors/congregate housing and multi-health care facilities
- 2.01% is designated for professional offices/health care specialists

The urban design philosophy for the community is based on creating identity and place. Identity is considered to embrace not only the quality of recognition, but also the sense of relationship or organization in the environment. Also, it is the sense of association with the functional, symbolic and social life of the community. These qualities are highly subjective and are difficult to assess. However, there are techniques that enhance community identity depending on the context and scale of the area considered. Three geographic scales are identified: community wide, district/sector, and development area. The Durham Town Square ASP is considered a development area and which combined with the adjacent areas constitute the local district and community.

#### 5.1.1 Town Center

Durham Town Square has been designated as a Town Center in Sherwood Park. This identification requires that the commercial and higher density residential areas along Sherwood Drive receive special design consideration and integration with other Town Center uses to realize a desirable and identifiable Town Center in Sherwood Park.

Appropriate urban design, architectural, and landscaping techniques have been and shall continue to be employed to create a sense of enclosure and feeling of arrival focused on this portion of Sherwood Drive. Sherwood Drive should be developed as the main road in the town center area. Vehicular and pedestrian linkages shall be provided as an integral component of urban design.

The Town Center major commercial area should be developed with due consideration for functional compatibility with the nearby residential and other commercial uses, and the major institutional uses to the east. The proposed uses in this Plan provide functional integration and context sensitive siting of various land uses. The design of Durham Town Square will be based on a transition of land uses from town center commercial to institutional and higher density residential to low density residential. The design of the town center is controlled through the Land Use Bylaw.

Development in the town center commercial area and along Sherwood Drive shall be designed to facilitate functional integration and to create a mutually complementary relationship with development in the Durham Town Square ASP area. Appropriate urban design, architectural, and landscaping techniques should be employed to create a sense of enclosure and feeling of arrival focused on this portion of Sherwood Drive. The measure may include the location of buildings close to Sherwood Drive. Vehicular and pedestrian linkages east and west of Sherwood Drive shall be provided as an integral component of the urban design concept.

The proposed land uses defined in this Area Structure Plan provide for functional integration and complementary activities for the designated Town Centre area.

### **5.1.2 Open Space**

Roads have been designed to follow site topography. Site surface water drainage is managed through a storm water system. Preservation and sensitive integration of remaining environmental features (landforms and vegetation) will remain a priority.

Park space is provided throughout the Plan area and linkages to adjacent communities provide additional recreation opportunities. An extensively landscaped open space has been provided, integrated with the Multi-Health Care Facility site. Boulevards are grassed and treated with strong and consistent tree planting. Pathways are lighted, with refuse bins and benches provided along the pathways. Wayfinding is enhanced with proper signage and use of landmarks and design transitions provide a distinctive theme.

### **5.1.3 Entries and Edges**

Clearly identifiable edges of Durham Town Square are Baseline Road and Sherwood Drive. Treatment of perimeter space will be a combination of landscaping, berming, tree planting, grassing and fencing without blocking the view of the commercial and residential developments. All urban design features shall be developed in accordance with the County's Design and Construction Standards.

The entry points to Durham Town Square offer key opportunities where distinctive identity statements can be created. Durham Town Square will use special landscaping, signing, lighting, siting of special uses or particularly distinctive architecture at all entry points.

Clearly identifiable edges of Durham Town Square are Baseline Road and Sherwood Drive. Treatment of the perimeter space will be a combination of landscaping, berming, tree planting, grassing and fencing without blocking the view of the proposed commercial and residential developments.

The northern boundary of Durham Town Square is defined by a TransAlta right of way. This right of way should be integrated into the open space system through suitable landscaping by the adjoining owner to the north.

All Urban Design features will be developed in accordance with the County's Design and Construction Standards.

## 5.2 Residential

The total number of 892 dwelling units will accommodate a projected population of 1808. This includes all forms of housing within the Plan area. The housing density is 30.22 dwelling units per net residential hectare of residential lands with an average population of 54 persons per net residential hectare. The housing mix developed and proposed for Durham Town Square relates to expected demand in Sherwood Park and housing types are consistent with usual types near major commercial centers.

The range of housing forms includes single detached, semi-detached multiple, low density multiple, and medium density multiple including congregate and seniors housing facilities within the Religious Assembly/Community Housing sites which are described below, and in **section 5.5**. Congregate and seniors citizen housing within the institutional areas are encouraged types of community housing development.

Single Detached Residential represents 18.57 hectares and is located within the north portion of the Plan area. It includes a compatible mix of lane and lane-less lots ranging from 12m to 15m in width. These areas have been located to provide a transition between Durham Town Square and the approved Clover Bar Ranch Area Structure Plan to the north.

The semi-detached multiple residential areas comprise of 10.65 hectares and provides semi-detached or town housing planned sites possibly with internal roadways. The intent of the semi-detached multiple residential land use is to provide a stepped transition from the single detached development in the north and north east parts of the plan area to the high density development adjacent to Sherwood Drive to the west and the Town Center commercial to the south.

The low density multiple residential land use comprises of 1.59 hectares and provides land primarily for the development of low rise apartment buildings within the plan area.

The medium density multiple residential land use comprises 2.50 hectares and supports the development of higher density housing products including low rise apartment buildings within the plan area.

Community housing for seniors is encouraged in the religious assembly/community housing areas in the south east portion of the site facing onto Brower Drive. The total number of dwellings proposed for housing has been incorporated into the plan and is supported by available servicing capacity in the area.

The distribution of dwelling units within the Plan area shall be as shown on the Unit Allocation Map (Map 5).

All municipal reserve dedications have been made for the Plan area. Refer to Appendix A for background information.

Any proposed increase in residential unit allocation must be done with due regard to compatibility of land use, servicing considerations and suitability of the land to accommodate such development.

Projected school enrolment figures are shown below. Neither the public elementary school population nor the separate school population generated by Durham Town Square is adequate to require enough classrooms to warrant a school within the Plan area.

**Table 5: School Requirements by Housing Type**

<b>Durham Town Square School Requirements by Housing Type*</b>			
	<b>Pupils Per Unit/Enrolment</b>		
	Elementary	Junior High	Senior High
Single Detached	<b>0.43/108</b>	<b>0.20/50</b>	<b>0.16/40</b>
Semi-Detached Multiple	<b>0.25/67</b>	<b>0.08/22</b>	<b>0.08/22</b>
Low Density Multiple	<b>0.43/25</b>	<b>0.12/17</b>	<b>0.12/7</b>
Medium Density Multiple	<b>0.25/46</b>	<b>0.08/15</b>	<b>0.08/15</b>
(*Edmonton Public School Board)	<b>246</b>	<b>94</b>	<b>84</b>

**Table 6: Public/Separate School Enrolment**

<b>Durham Town Square Public/Separate School Enrolment*</b>		
	Public	Separate
Elementary	<b>184</b>	<b>62</b>
Junior High	<b>70</b>	<b>24</b>
Senior High	<b>63</b>	<b>21</b>
(*2005 Municipal Census)	<b>317</b>	<b>107</b>

### 5.3 Commercial

The commercial uses integrate Town Center Commercial, Arterial Commercial, Professional Commercial, Institutional and Recreational uses adjacent to the existing major road systems, specifically Baseline Road and Sherwood Drive. The commercial areas have been previously developed and include retail, grocery, convenience, gas stations, restaurants, and professional/health care services. These commercial properties serve residents of the Plan area, as well as residents further afield in Sherwood Park.

A small community commercial area is designated at the south-east corner of Sherwood Drive and proposed major east-west residential collector to serve the

residential area, specifically the higher density residential area, with day to day needs.

#### **5.4 Religious Assembly/Community Housing and Multi-Health Care**

There are 13.34 hectares of land zoned for institutional uses consisting of the The Park Pentecostal Church and Our Lady of Perpetual Help Catholic Church and Multi Health Care Facility sites.

The existing church sites are located east of Brower Drive are established uses and have been identified to accommodate seniors' housing development within the institutional land areas. The use of a portion of these sites for seniors' housing is recommended because of the optimal location near shopping, health and care facilities as well as recreational, social, and worship activities. The permitted number of units is 165 for the Park Pentecostal Church site and 24 for the Catholic Church. The form and character of the community housing facilities that may be developed within these sites will be controlled through Direct Control districts in the Land Use Bylaw.

The rationale for providing opportunities for community housing in these locations are:

- a. Direct access to public transit and an established pedestrian network;
- b. Direct access to social and worship opportunities;
- c. Close proximity to health care services; and
- d. Availability of serviced land with minimal conflicts between adjacent uses.

Providing opportunities for development of community housing is essential to the long term social sustainability of the County. Incorporating community housing within established urban areas will allow residents to stay in their communities and social networks. For these reasons, opportunities for community housing projects are supported within the ASP area.

The Multi Health Care Facilities are located west of Brower Drive include the Strathcona County Health Center and CapitalCare Strathcona. These facilities provide a range of care and nursing home services to the local community and the greater Sherwood Park and County area.

#### **5.5 Open Space and Recreation**

Four park/open spaces have been developed within the Plan area for a total area of 1.42 hectares. These areas are accessible to the public and are connected via sidewalks, pathways and the roadway network of the community. No further formal park spaces are identified within the ASP, however a number of significant tree stands have been retained in the south and east portions of the Plan area and are recommended to be protected from development.

The three smaller park spaces have been developed with playground equipment for use by children. The larger central park space is grasses with tree plantings and is part of the stormwater management infrastructure of the community.



Landscaping is provided along roadways to create pleasing environments for residents. Also, along the north edge of the Plan area, contained within the Clover Bar Ranch Area Structure Plan area, is a long landscaped pedestrian corridor with a multi-use trail that links the community to extensive park and recreation amenities located to the east and west.

## 6.0 Transportation

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A Strathcona County Transportation Study, in support of Sherwood Park North Area Structure Plans, by Barton-Aschman Associates Ltd., was undertaken jointly by Markborough Properties Ltd. and the Durham Owners group in December 1985 to define access and roadway requirements for the Town Center area (SE 2 & SE 3-53-23-W4M). The transportation study was submitted as an addendum to the original Area Structure Plan.

The road right of way dedicated for the major east-west collector (Jim Common Drive) through the Plan area was of sufficient width to allow for the development of landscape boulevards on both sides on the road with tree plantings on the north side of the road and on some portions of the south side. Brower Drive, Cranford Way, and Jim Common Drive North are also collector roadways and have boulevards located on both sides on the road. The remaining local roads contain a mix of boulevard and monolithic sidewalks and contain sidewalks on both sides of all roads, excepting private strata roads. The road network is shown on Map 6.

Access to the Plan area is provided via Jim Common Drive, Cranford Way, Jim Common Drive North, and Brower Drive. The Durham Town Square road network is fully developed and provides access to all parcels within the Plan area. Any new developments proposals shall demonstrate acceptable roadway operation in the form of a transportation study, and if required a Traffic Impact Analysis may be required by the County.

In addition to sidewalks provided within road rights-of-way, pedestrian trails are provided along Sherwood Drive and Baseline Road. A long pedestrian trail is provided along the north edge of the Plan area, directly linking Durham Town Square pedestrians with adjacent communities to the north and west. Pedestrian permeability through the Health Care and commercial areas of the Plan is high, allowing pedestrians many options for connection between the different uses in the Plan area. Additional connections include crossings of Sherwood Drive to the west, and across Baseline Road to the south located at signalized intersections.

## **7.0 Utilities**

The Durham Owners Group engaged Al-Terra Engineering Ltd. to define required municipal services for Durham Town Square and to coordinate such proposed servicing with adjoining development areas. The Durham Town Square Municipal Servicing Report, January 1986, was submitted as an addendum to the initial Area Structure Plan.

Appropriate services exist within the Plan area to support the current level of development. Any future applications for development shall demonstrate available servicing capacity for the proposed developments to the satisfaction of Strathcona County. This may include the need to construct additional infrastructure to support a new development at the cost of the applicant/developer.

All storm drainage, water supply and sanitary sewer systems shall be designed and provided in compliance with County guidelines and subject to County review and approval. Any deviation from County design standards shall require approval from Strathcona County prior to construction approval.

### **7.1 Water Supply**

Water service for the Plan area is provided via existing water mains. The current water network is shown on Map 7. Any future development may require water main expansion or improvements, design and construction must be completed as per the County Design and Construction Standards to the satisfaction of the County.

### **7.2 Sanitary Sewer**

Sanitary servicing will utilize conventional gravity sewers, and maintain consistency with the overall sanitary concept of the Sherwood Park Area Master Plan. The sanitary sewer concept for the Plan area is shown on Map 8. Any future development may require sanitary sewer expansion or improvements, design and construction must be completed as per the County Design and Construction Standards to the satisfaction of the County.

### **7.3 Storm Water Management**

Current stormwater management infrastructure within the Plan has been designed to manage stormwater runoff within the plan area. These existing facilities are shown on Map 9 are expected to operate to a satisfactorily level of service in the foreseeable future.

### **7.4 Franchise Utilities**

Franchise utilities including power, lighting, natural gas, telephone and cable services are all currently installed and service the Plan area. Any further development or redevelopment in the area will require coordination with the service providers to ensure proper levels of service are maintained.

## 8.0 Implementation

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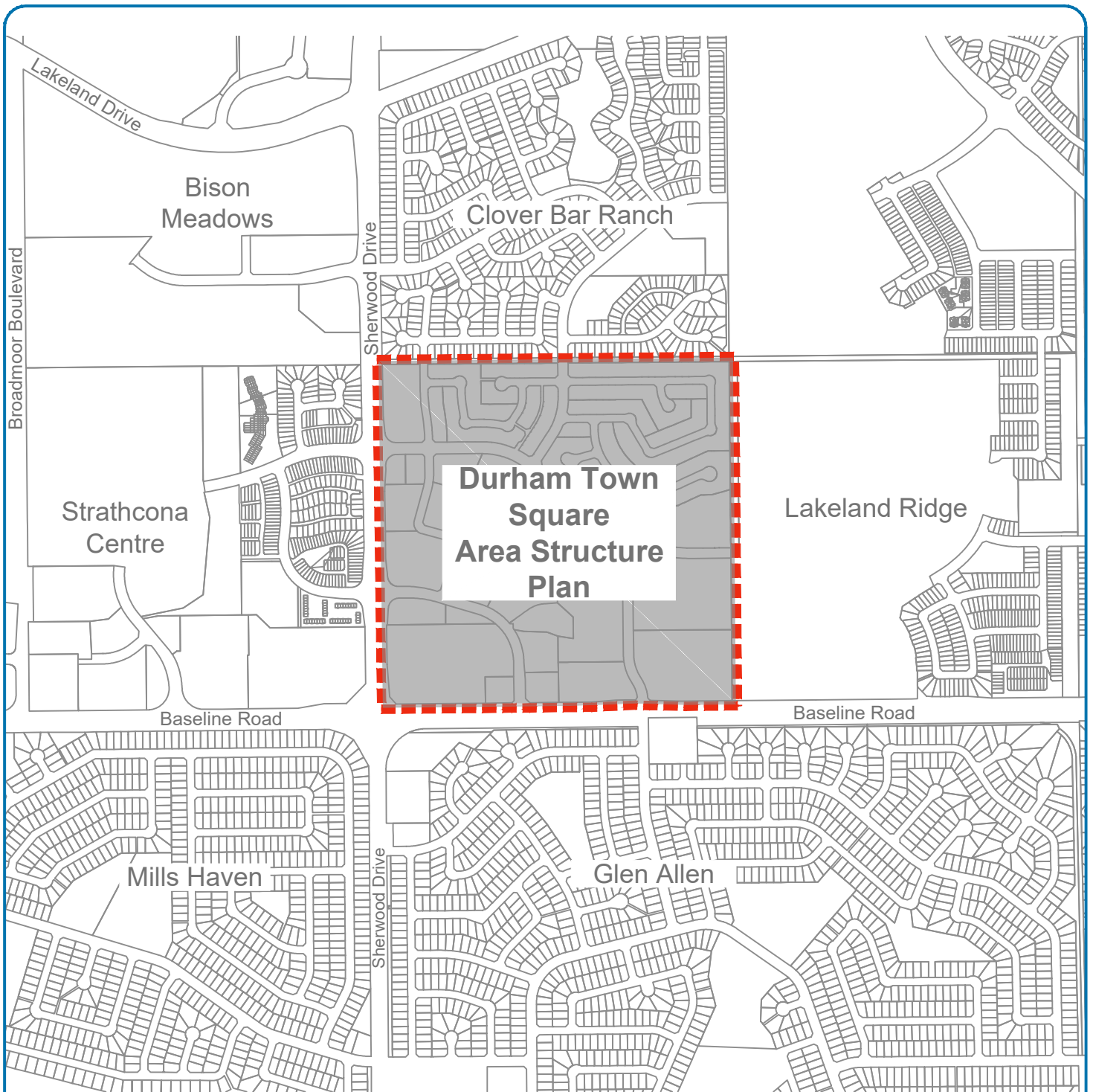
The major stages of development have been implemented within the Plan area since the initial adoption of the Area Structure Plan in 1986.

As a mature community, further opportunities for implementation of policies outlined in this Plan are primarily in regards to development.

To realize the Town Center concept and any other policies in this Plan, certain areas within Durham Town Square have been and may be designated under provisions of Direct Control districts within the Land Use Bylaw. Direct Control designation requires submission of detailed development plans including site concepts and building massing as part of an application for area structure plan amendments, rezoning and/or subdivision.

# Figures





Scale 1:12,500 

Project

Legend

 Area Structure Plan Location

Durham Town Square  
Area Structure Plan  
Consolidation

Title  
Location

Map  
1

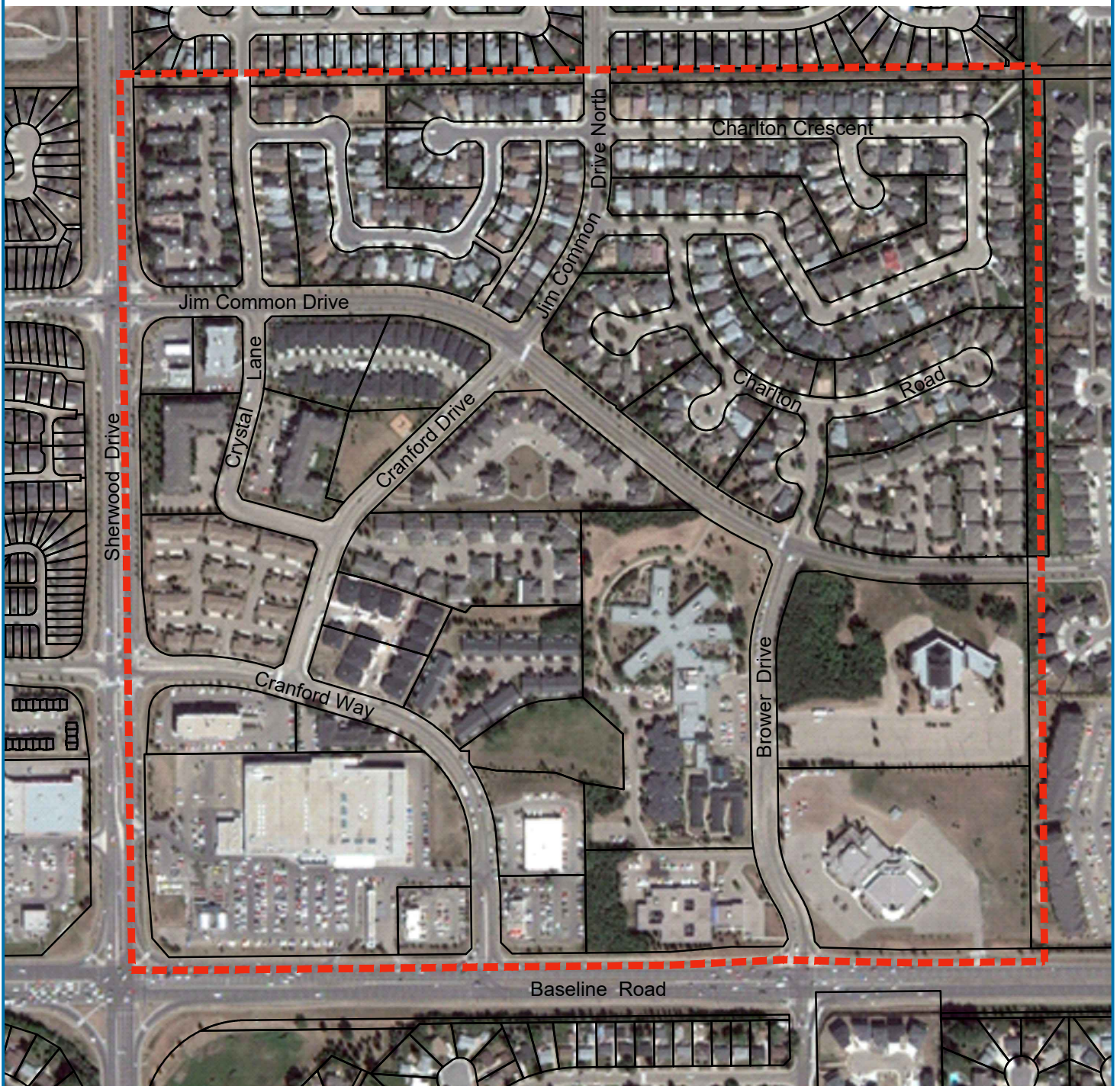


Photo Data: 2015

Scale 1:5,000



Legend

--- Area Structure Plan Boundary

Project

Durham Town Square  
Area Structure Plan  
Consolidation

Title

Aerial Photo

Map

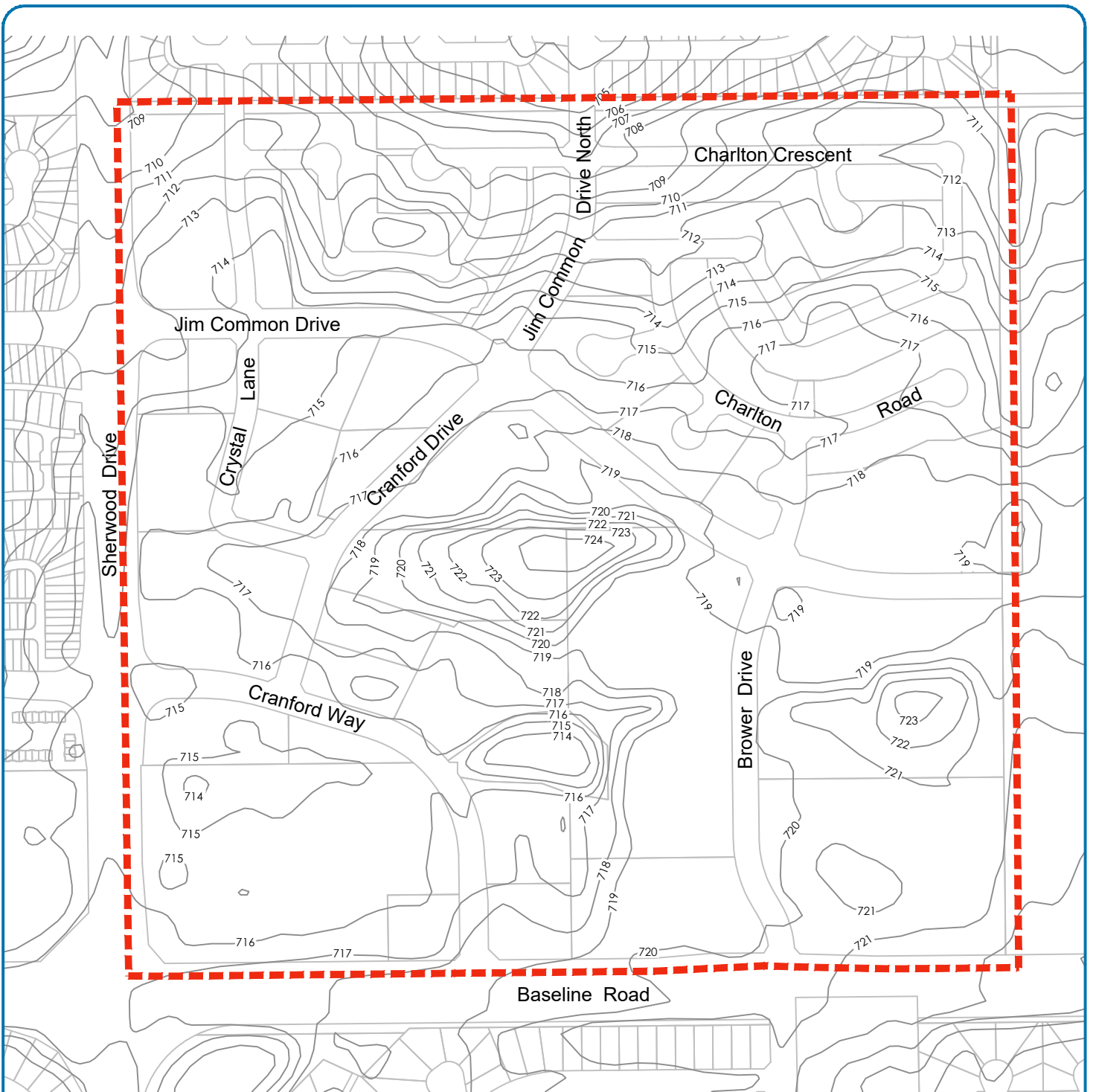
2

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Scale 1:5,000



#### Legend

--- Area Structure Plan Boundary

—717— Contours (1.0m interval)

Project

## Durham Town Square Area Structure Plan Consolidation

Title

## Topography

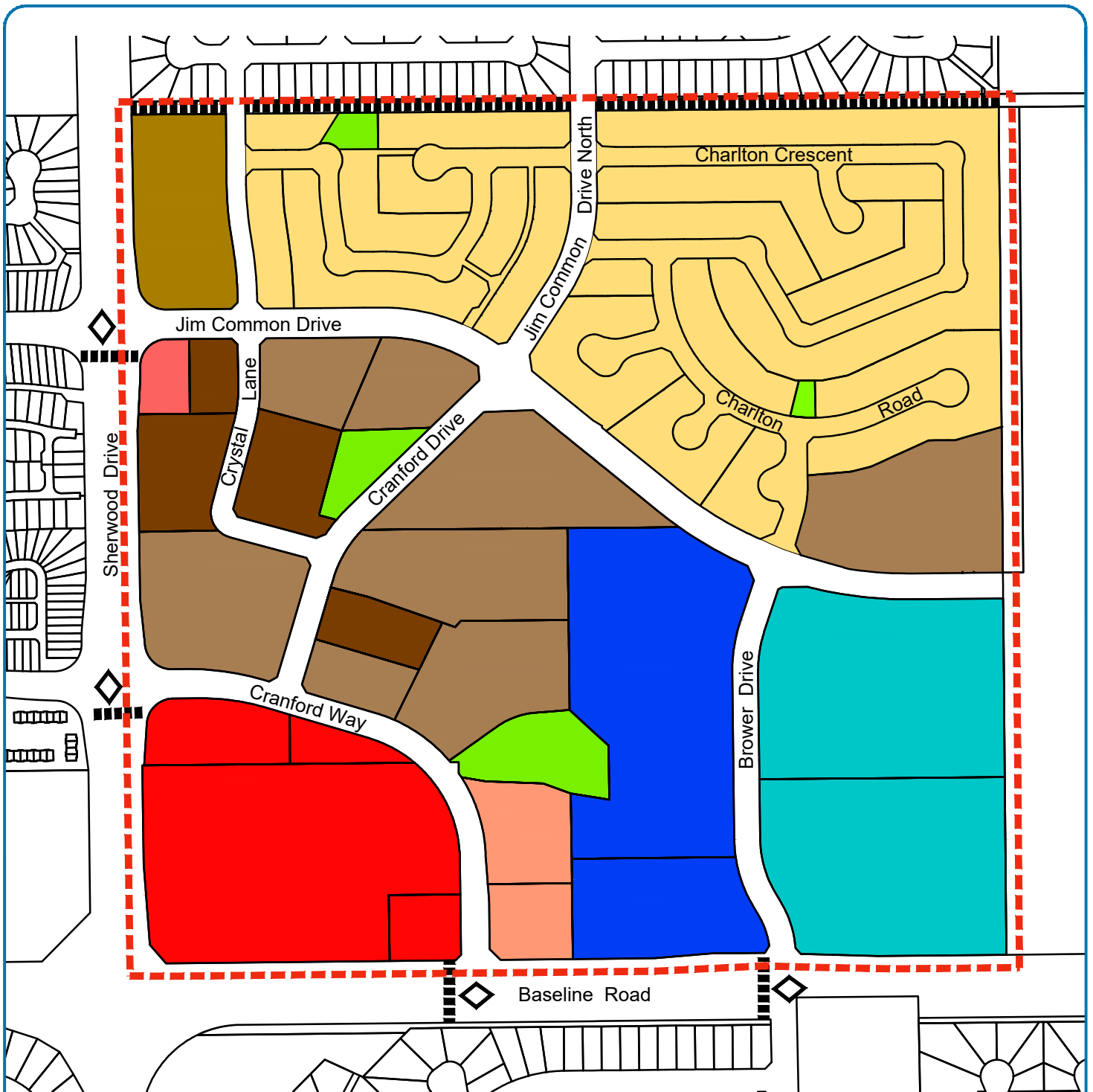
Map

3

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Scale 1:5,000



#### Legend

- |  |  |
|--|--|
| <span style="border-bottom: 2px dashed red; width: 50px; display: inline-block;"></span> Area Structure Plan Boundary  | <span style="display: inline-block; width: 20px; height: 10px; background-color: red; border: 1px solid black;"></span> Town Centre Commercial   |
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| <span style="display: inline-block; width: 20px; height: 10px; background-color: brown; border: 1px solid black;"></span> Semi-Detached Multiple Residential             | <span style="display: inline-block; width: 20px; height: 10px; background-color: cyan; border: 1px solid black;"></span> Religious Assembly / Institutional  |
| <span style="display: inline-block; width: 20px; height: 10px; background-color: olive; border: 1px solid black;"></span> Low Density Multiple Residential               | <span style="display: inline-block; width: 20px; height: 10px; background-color: green; border: 1px solid black;"></span> SWMF / Passive Park Area   |
| <span style="display: inline-block; width: 20px; height: 10px; background-color: darkbrown; border: 1px solid black;"></span> Medium Density Multiple Residential        | <span style="display: inline-block; width: 20px; height: 10px; border: 1px solid black; position: relative;"><div style="position: absolute; top: -5px; left: 5px;">◇</div></span> All Direction Access              |
| <span style="display: inline-block; width: 20px; height: 10px; background-color: pink; border: 1px solid black;"></span> Neighbourhood Commercial                        | <span style="display: inline-block; width: 20px; height: 10px; border-bottom: 2px dashed black; position: relative;"><div style="position: absolute; top: -5px; left: 5px;">◇</div></span> Pedestrian Walkway System |
| <span style="display: inline-block; width: 20px; height: 10px; background-color: peachpuff; border: 1px solid black;"></span> Professional Commercial / Health Care Site |  |

Project

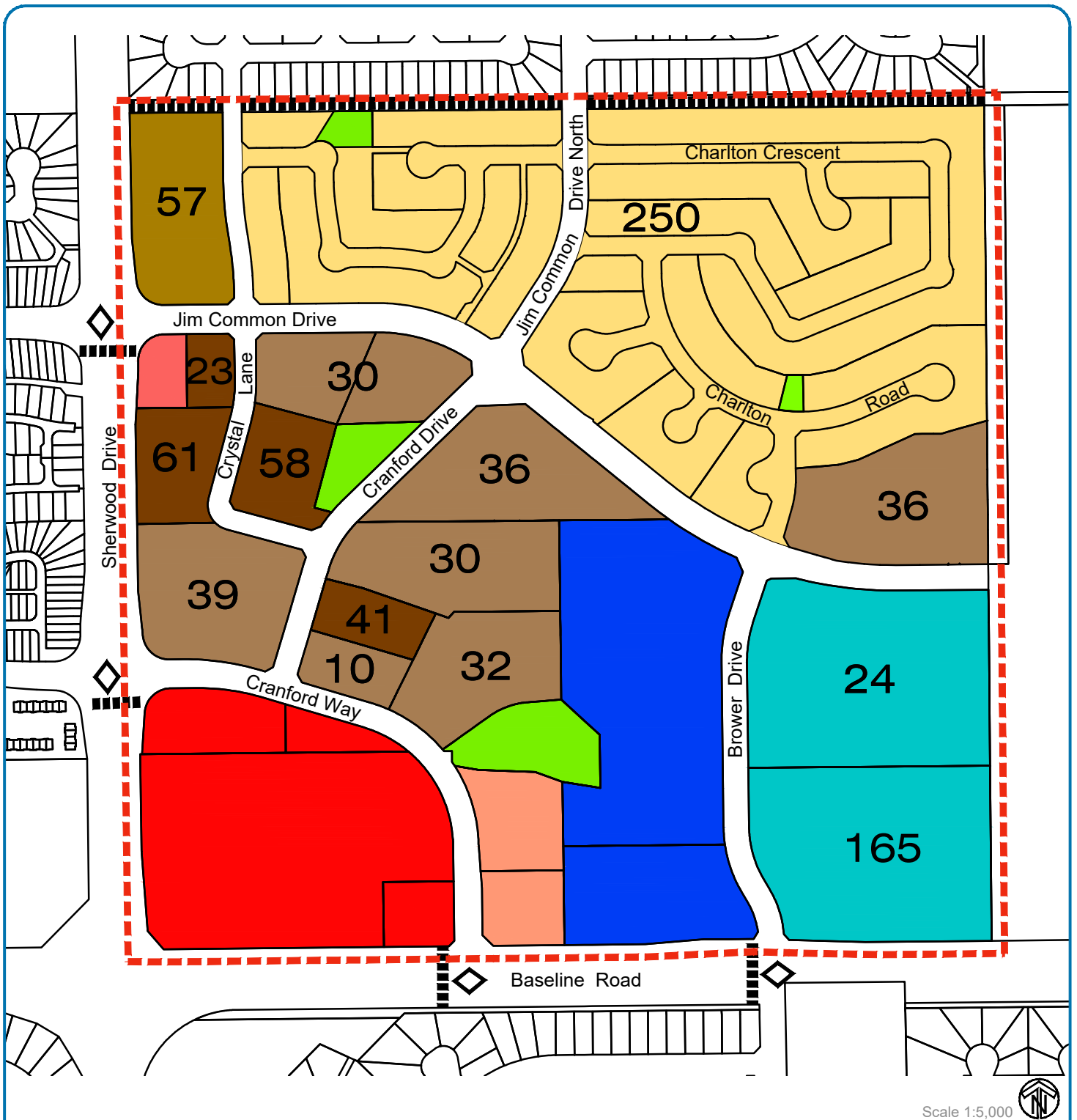
## Durham Town Square Area Structure Plan Consolidation

Title

## Land Use Concept

Map

4



#### Legend

- |   |  |  |
|---|--|--|
| <span style="border-top: 2px dashed red; width: 20px; display: inline-block;"></span> Area Structure Plan Boundary  | <span style="display: inline-block; width: 15px; height: 10px; background-color: #f9d71c; border: 1px solid black;"></span> Single Detached Residential        | <span style="display: inline-block; width: 15px; height: 10px; background-color: #f9d71c; border: 1px solid black;"></span> Professional Commercial / Health Care Site |
| <span style="display: inline-block; width: 15px; height: 10px; background-color: #c49a6b; border: 1px solid black;"></span> Semi-Detached Multiple Residential  | <span style="display: inline-block; width: 15px; height: 10px; background-color: #ff0000; border: 1px solid black;"></span> Town Centre Commercial             | <span style="display: inline-block; width: 15px; height: 10px; background-color: #0000ff; border: 1px solid black;"></span> Multi Health Care Facility                 |
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## Durham Town Square Area Structure Plan Consolidation

### Unit Allocation

Map

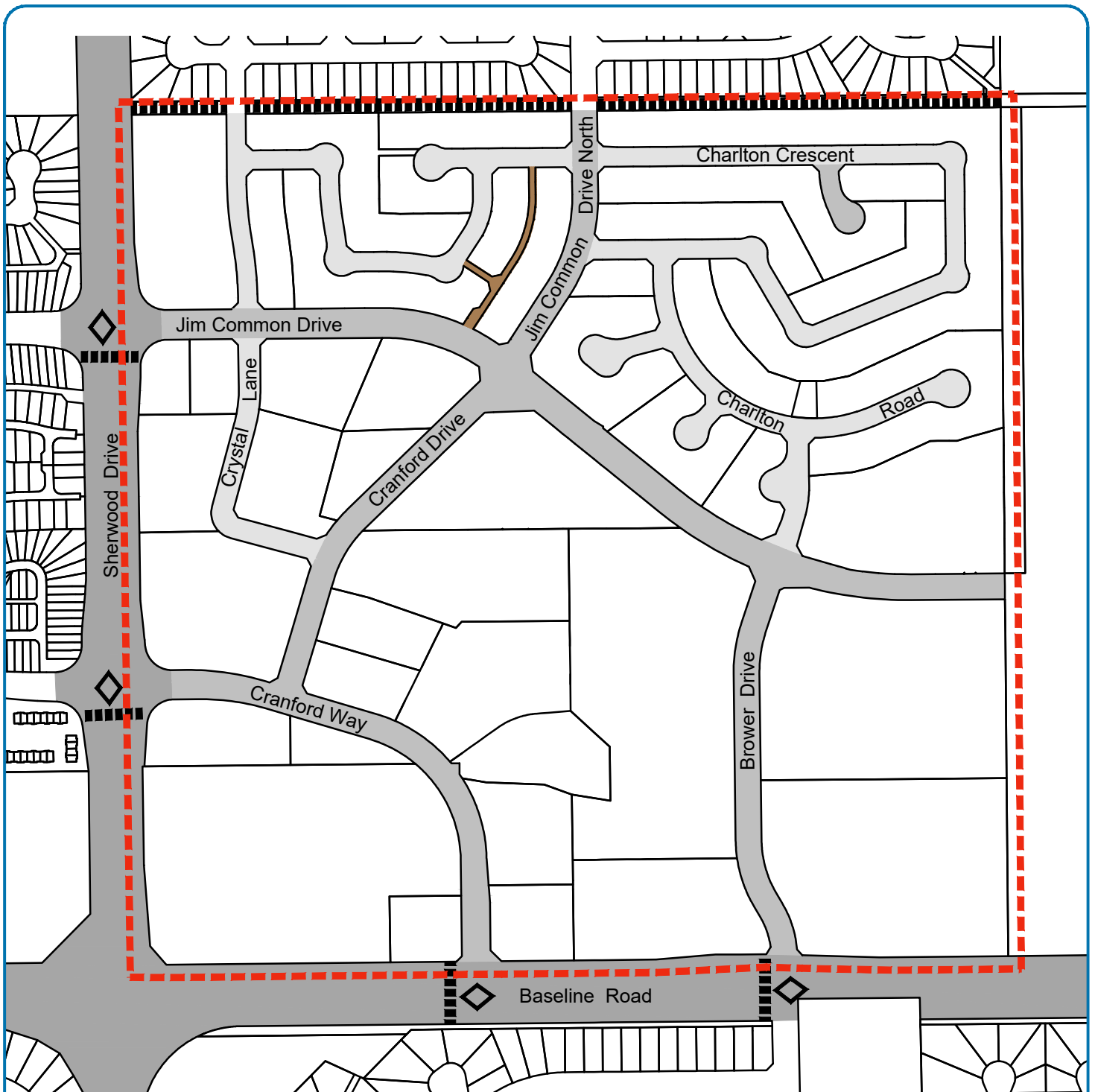
5

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Scale 1:5,000



#### Legend

- Area Structure Plan Boundary
- Arterial Road
- Collector Road
- Local Road
- Lane
- All Direction Access
- Pedestrian Walkway System

Project

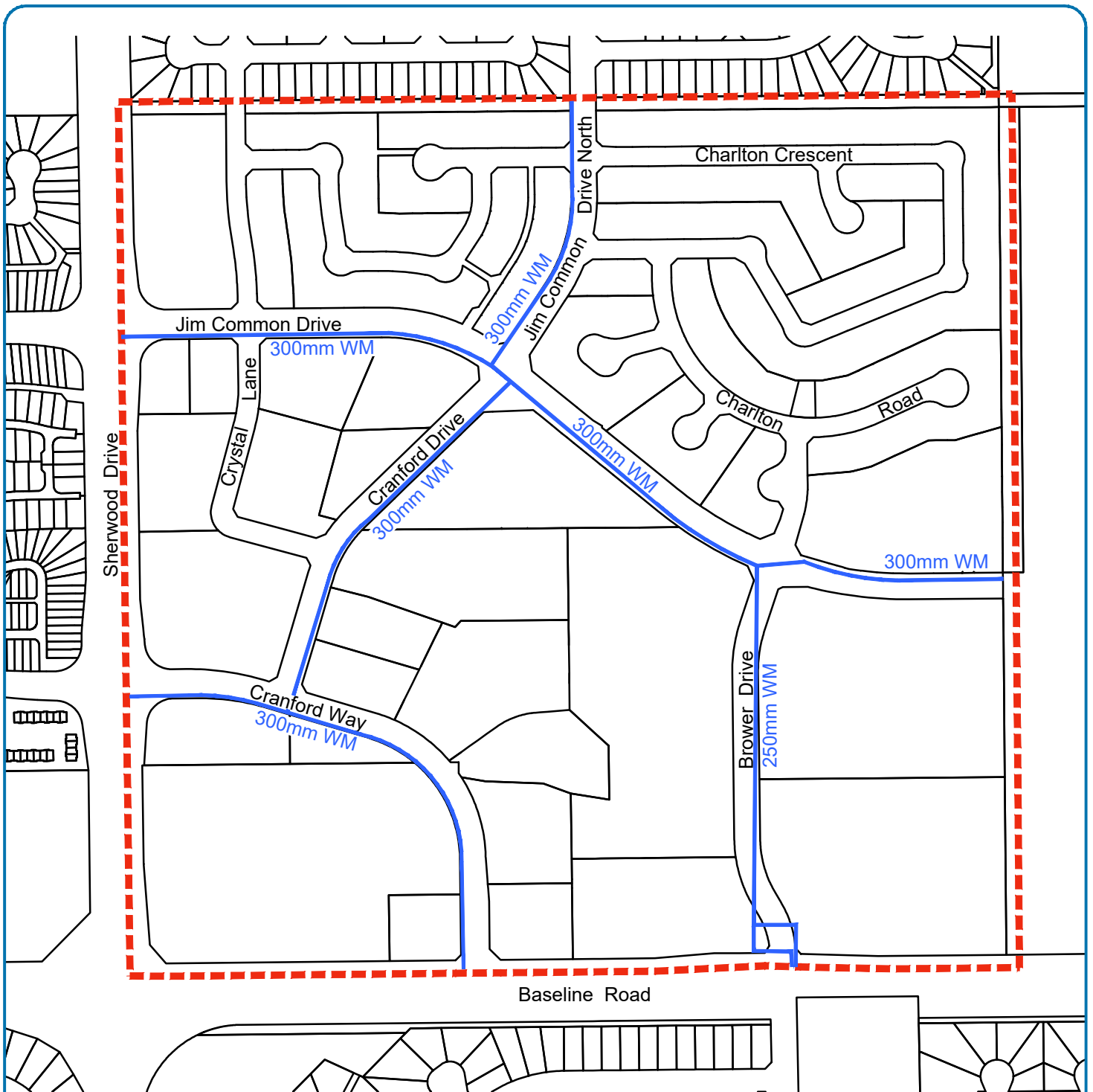
## Durham Town Square Area Structure Plan Consolidation

Title

## Roadways

Map

6



Scale 1:5,000



#### Legend

- Area Structure Plan Boundary
- Existing Water Main (>250mm Diameter)

Project

Durham Town Square  
Area Structure Plan  
Consolidation

Title

Water Network

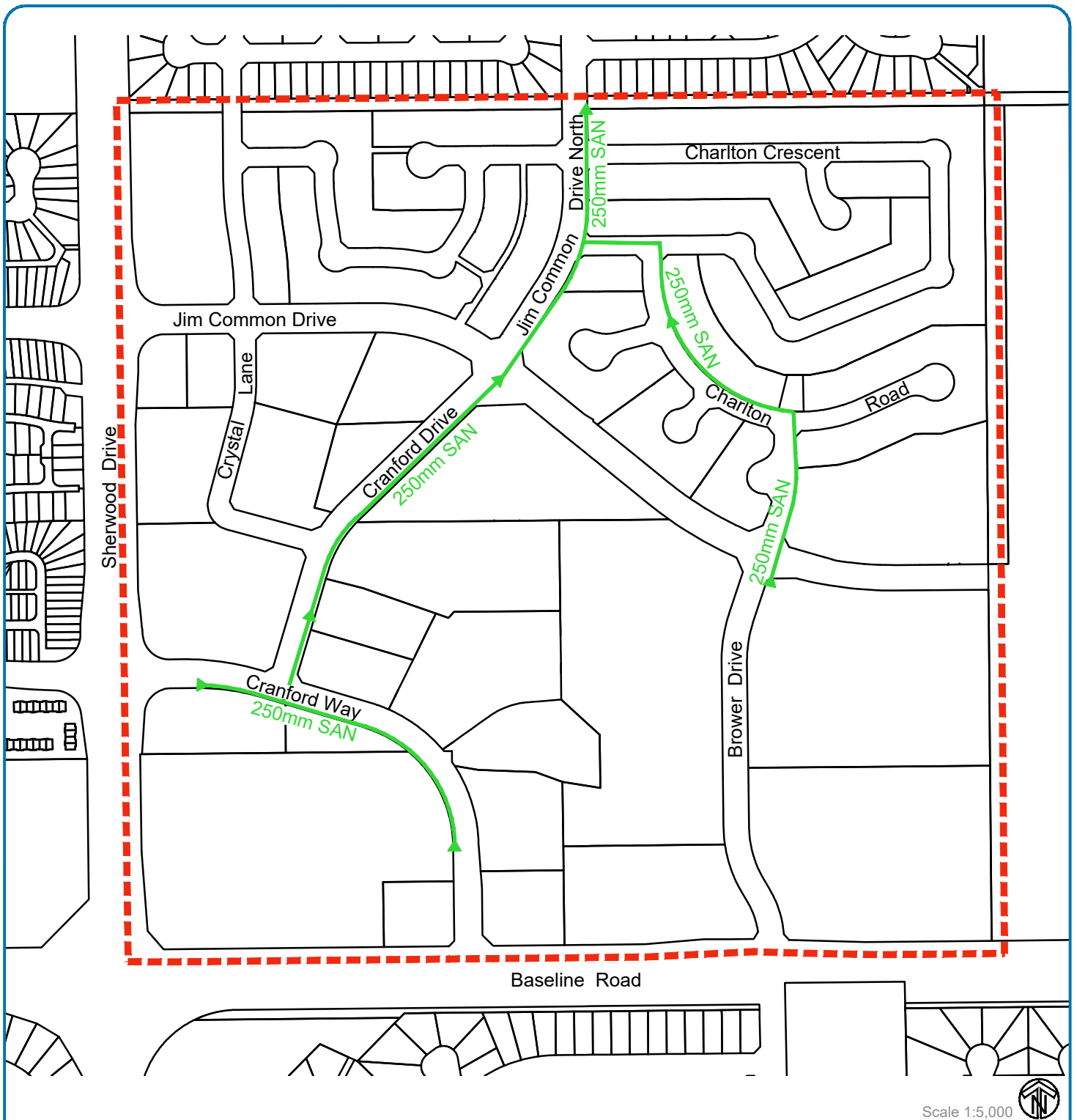
Map

7

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#### Legend

- - - Area Structure Plan Boundary
- Existing Sanitary Gravity Main (>375mm Diameter)

Scale 1:5,000



Project

Durham Town Square  
Area Structure Plan  
Consolidation

Title

Sanitary Network

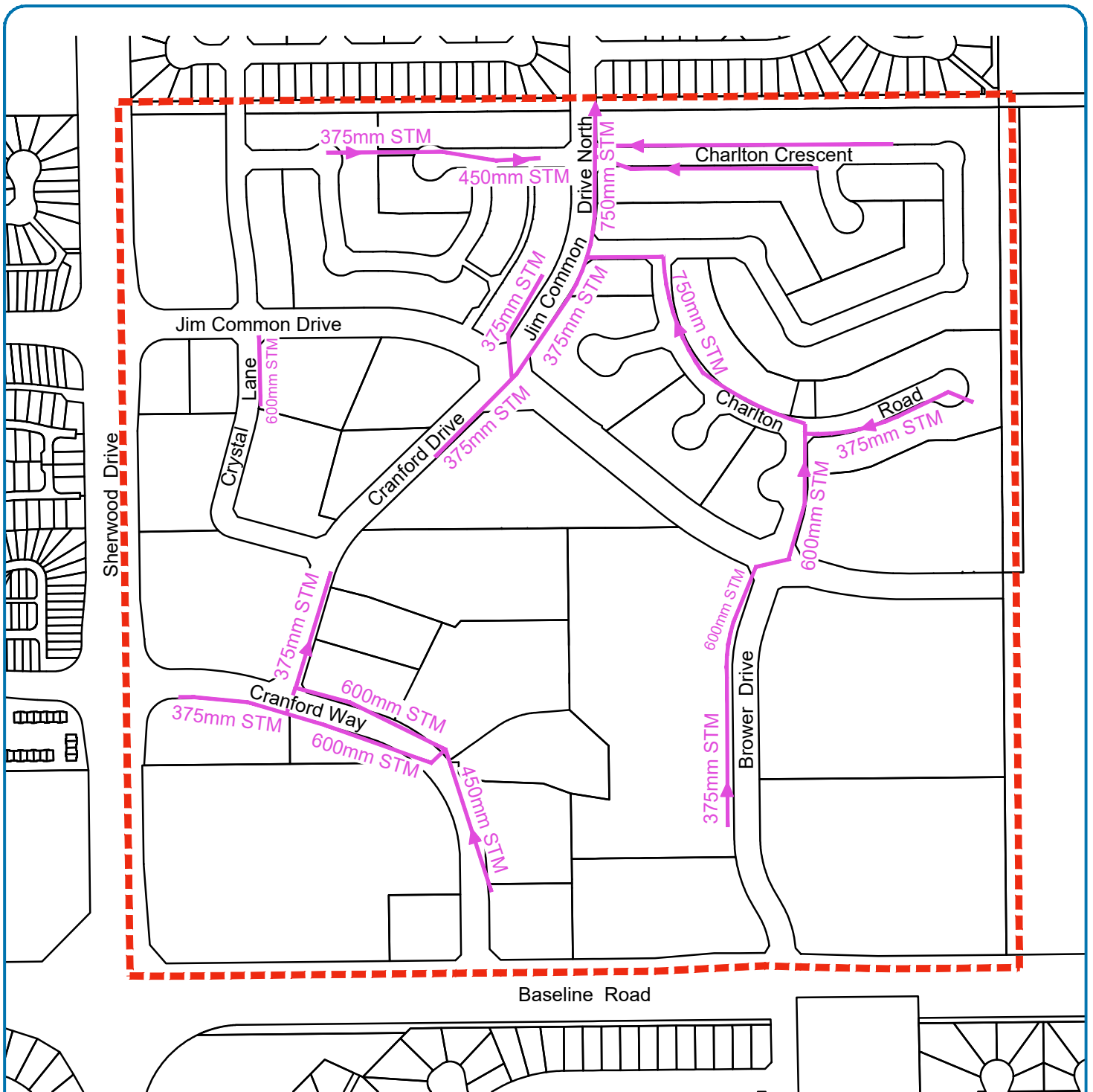
Map

8

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Scale 1:5,000



Legend

- - - Area Structure Plan Boundary
- Existing Storm Sewer (>250mm Diameter)

Project

Durham Town Square  
Area Structure Plan  
Consolidation

Title

Storm Water Network

Map

9

May 2017

# Appendix A

## Background



## Appendix A - Background

---

The information contained within this appendix is information from the original Durham Town Square ASP including prior amendments and consolidations from 1986 through 2006. The information provides background and context for the original vision for the plan area.

### I. Prior Plan Consultation

The Concept for Development presented in this Area Structure Plan is the result of a comprehensive integration of ideas by the Durham Owners Group, Markborough Properties Limited, the County of Strathcona Council and Administration and the population of the County at large.

### II. Natural Features

The natural features of the Planning Area do not impose restrictions on proposed urban development. This Area Structure Plan proposes that these natural features be retained to enhance the various land uses proposed for Durham Town Square.

The quarter section has its highest elevation in the centre of the quarter with a ridge running toward the south-east corner.

The north half of the area slopes to the north, toward the North Saskatchewan River. The south-western portion slopes to the south-west.

The area was never actively cultivated and has extensive treed areas.

### Topography

- a) The topography as identified within "Area Structure Plan, Section 1,2,3,10,11,12-53-23-W4th. Sherwood Park, Stage 11b and III", Genstar Development Company, August 1979, of the area varies from undulation to rolling.
- b) The variations in topography present no restriction on development or building. The slopes within the Planning Area lend interest to the design layout and provided an opportunity for designs for future developments that take advantage of these natural features.
- c) The elevational variation on the site is 724.8 m. (2378') to 704.1 m. (2310'). There is one low area, forming part of the existing drainage system, that will be developed as an open space/passive recreation area and actively integrated in the Durham Town Square planning design.

### Vegetation

- a) One of the main planning objectives is to preserve the basic landscape structure. The source of the following information was provided within "Area Structure Plan, Section 1,2,3,10,11,12-53-23-W4th. Sherwood

Park, Stage 11b and III", Genstar Development Company, August 1979.

- b) Approximately 50 per cent of the total site contains tree stands which are generally classified as woodlots.
- c) The woodlots vary in size from isolated tree clusters to woodlands. Trembling aspen and balsam poplar dominate the tree canopies in varying proportions within the woodlots. Characteristically, most stands are similar in age having arisen from widespread fires. Decadence is beginning to reveal itself in the stands indicating they are approaching their biological maturity.
- d) Understory species are dominated by woody shrubs such as wild rose, beaked hazel, saskatoon, involute honeysuckle, red oxier dogwood, choke cherry, gooseberry, currant, raspberry and cranberries. Ground flora is floristically rich and characteristic of mature aspen-poplar stands in this area of Alberta.
- e) A significant stand of spruce trees located at the centre of the north boundary of the area will be preserved and integrated with the proposed development.
- f) The remaining 50 per cent of the area is pasture or grass land normally associated with smallholding residential development.

### Surficial Geology

- a) The surficial geology of the Planning Area, as identified within "Area Structure Plan, Section 1,2,3,10,11,12-53-23-W4th. Sherwood Park, Stage 11b and III", Genstar Development Company, August 1979, is one characterized by ground moraine which is glacial till composed of clay, silt and sand with boulders, pebbles and gravel in variable thickness.

### Soils

- a) The underlying till ground moraine is generally covered with loam soils. The Alberta Soils Survey indicates that the Planning Area consists of a composite of Falun Loam (70%) and Uncas Loam (30%). (Source: "Bedrock Topography and Surficial Aquifers of the Edmonton District, Alberta", V.A. Carlson, Research Council of Alberta, Report 66-3, 1967.)
- b) Falun Loam is an Orthic Dark Grey Soil of the Chernozemic Soils Great Group. It has developed on till and is usually quite stony. Falun Loam has medium water storage potential with good natural drainage and medium permeability of both the subsoil and topsoil.

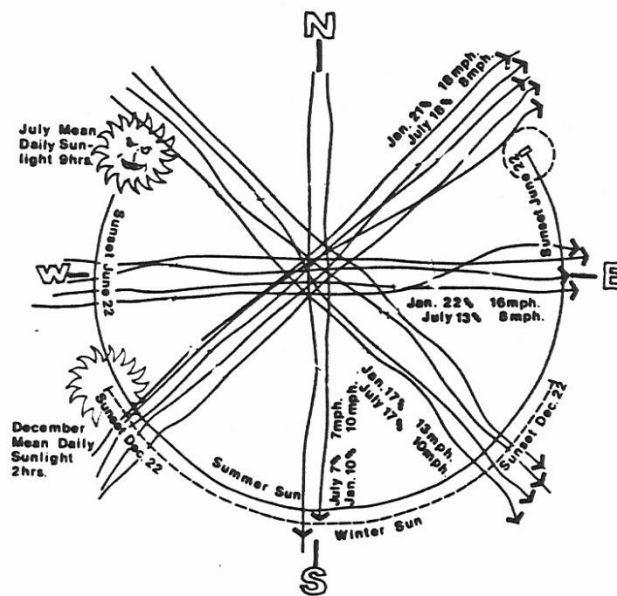
- c) Uncas Loam is a Dark Grey Wooded Soil of the Luvisolic Soils Great Group. These soils are fairly well to well drained, slightly acidic and are very stony throughout their profiles.
- d) The topography is undulating to rolling – much of it knob and kettle.
- e) Most soils in the study area have developed from glacial till and should pose no major problem to development. Loam soils are not normally erodible except when they have been disturbed on slopes greater than 30°.
- f) The Canada Land Inventory designates the Planning Area as Class 3 with adverse topography in respect to the soils capability for agriculture.

### Surface Drainage

- a) Surface water drainage is divided into two watersheds within the Planning Area.
- b) Approximately 24.28 ha (60.0 ac.) in the south-west portion drains toward the south-west. The remainder of the quarter section drains toward the north. Both watershed districts drain generally toward the north or north-west via intermittent streams and chains of sloughs.
- c) Local drainage toward isolated depressions is common. Eventually all surface drainage of both watersheds drains into the North Saskatchewan River.

### Climate

- a) This area of Sherwood Park possesses a continental climate, as identified within "Area Structure Plan, Section 1,2,3,10,11,12-53-23-W4th. Sherwood Park, Stage 11b and III", Genstar Development Company, August 1979, is characterized by short duration warm summers and long duration cold winters. The mean winter temperature is -8.5° C (10° F) with January minimums recorded as low as -40° C (-40° F). The mean summer temperature is about 13° C (56° F).
- b) Prevailing winds, usually from the north-west do affect local temperatures. There has been a growing trend for winds to blow more frequently and stronger from the south and south-east during winter, and from the west and north-west during summer.



- c) Precipitation varies within the region between 40 cm to 46 cm (16 to 18") annually, with about 65 to 70 % of the total falling during the spring and summer months. Snowfall of this area averages about 137 cm (54") annually.

### Wildlife

- a) The wide discontinuity of wildlife habitat precludes the occurrence of significant numbers of major wildlife species. In addition the entire area has been developed as residential smallholdings.
- b) Field observations indicate minor occurrence of white tailed deer, coyote, various raptors such as hawks and owls, and waterfowl. Ground squirrels and song birds are prevalent throughout the area.
- c) Encroaching urbanization with its influx of domestic dogs and cats scares off many wildlife species leaving behind certain adaptable song birds and small animals. (Source: "Area Structure Plan, Section 1,2,3,10,11,12-53-23-W4th. Sherwood Park, Stage 11b and III", Genstar Development Company, August 1979.)

### III. Man Made Constraints

Man-made features within the Planning Area do not negatively affect the design of Durham Town Square.

### Existing Structures

- a) The buildings associated with the residential smallholdings will be integrated into the Durham Town Square design or removed.
- b) Major church developments in the south-east corner of the site will not be affected by the Area Structure Plan except by improving accessibility through the proposed road network.

### Roads

- a) The location of Brower Drive, offset from Glenbrook Boulevard, has the potential for future traffic difficulties. Realignment of Brower Drive has been undertaken by the County to create an acceptable intersection of these roads with Baseline Road.
- b) The remainder of Brower Drive is incorporated in the Area Structure Plan as a connector road between Baseline Road and the proposed Residential Collector.

### Utilities

- a) There are Northwestern Utilities rights of way along the west and south boundaries of the quarter section and along the east side of Brower Drive.
- b) A 138 kV Calgary Power transmission line along the north boundary of the quarter section separates Durham Town Square from the Clover Bar Ranch Area Structure Plan. This power line right of way is located entirely with the NW 2-53-23-4 and forms part of the Clover Bar Ranch Area Structure Plan.

### Archaeological Survey

- a) An Historical Resources Impact Assessment of Sherwood Park, Phase IIb and III", Permit 79-57, Aresco Limited, 1979, undertaken for the overall northward expansion area of Sherwood Park recommended three of the twenty three sites studied for further investigation.
- b) Sites FjPL – 24 (SE,SE 11-53-23-4, FjPL – 28 (SW,SE 10-53-23-4), and FjPL – 35 (SW,SW 3-53-23-4) are recommended for additional field investigation.
- c) Durham Town Square is not near the area which require further investigation.

## IV. Urban Design

### Natural Setting

- a) Durham Town Square identifies the natural setting as the most basic factor which can establish identity. Preservation and sensitive



integration of significant land forms, vegetation and water bodies into the urban setting interlock Durham Town Square both psychologically and ecologically with its locale.

- b) Roads have been designed to follow site topography. Major road cuts and fills, which disturb the natural land form will not be required.
- c) The natural drainage of the area is not significantly altered. An existing water holding depression will be improved as a open space/passive recreation feature while also serving as a storm water holding pond. Major removal of vegetation and regrading of land use areas normally associated with drainage alteration, will not be required.
- d) Durham Town Square will preserve the natural land form, drainage and major vegetation areas to retain the existing ecological balance.
- e) Preservation will involve the provision of extensive natural areas for institutional, park and recreation use. These extensive natural areas will necessitate some level of Government acquisition and management.

### **Unique Activities**

- a) Special activities and land uses will be developed to capitalize on identity giving elements. The Town Centre Commercial, Institutional and Open Space/Passive Recreation Area form the key uses in Durham Town Square.
- b) Suggested uses for this area include: Day care center, art gallery, outdoor theatre/bandstand, natural water area/skating area, health information center, general information/referral bureau, lawn bowling, horseshoe area, playground and other activities.

### **Open Space/Passive Recreation Area**

- a) A major district park area in the northeast quadrant of Durham Town Square may be acquired and be under the direct control of the County.
- b) In addition an open space/passive recreation area will be provided to integrate with the Multi-Health Care Facility site. This area will also enhance the surrounding commercial and residential uses. This area will be extensively landscaped and the pond will contain a water fountain or other water feature.
- c) Additional park and recreational areas may be developed with the commercial and higher density residential uses.
- d) There will also be landscaped protection areas where land uses adjoin Baseline Road, Sherwood Drive, the major residential collectors and

the commercial loop. This landscaped area will be a combination of berming, grading, grassing, tree planting and fencing.

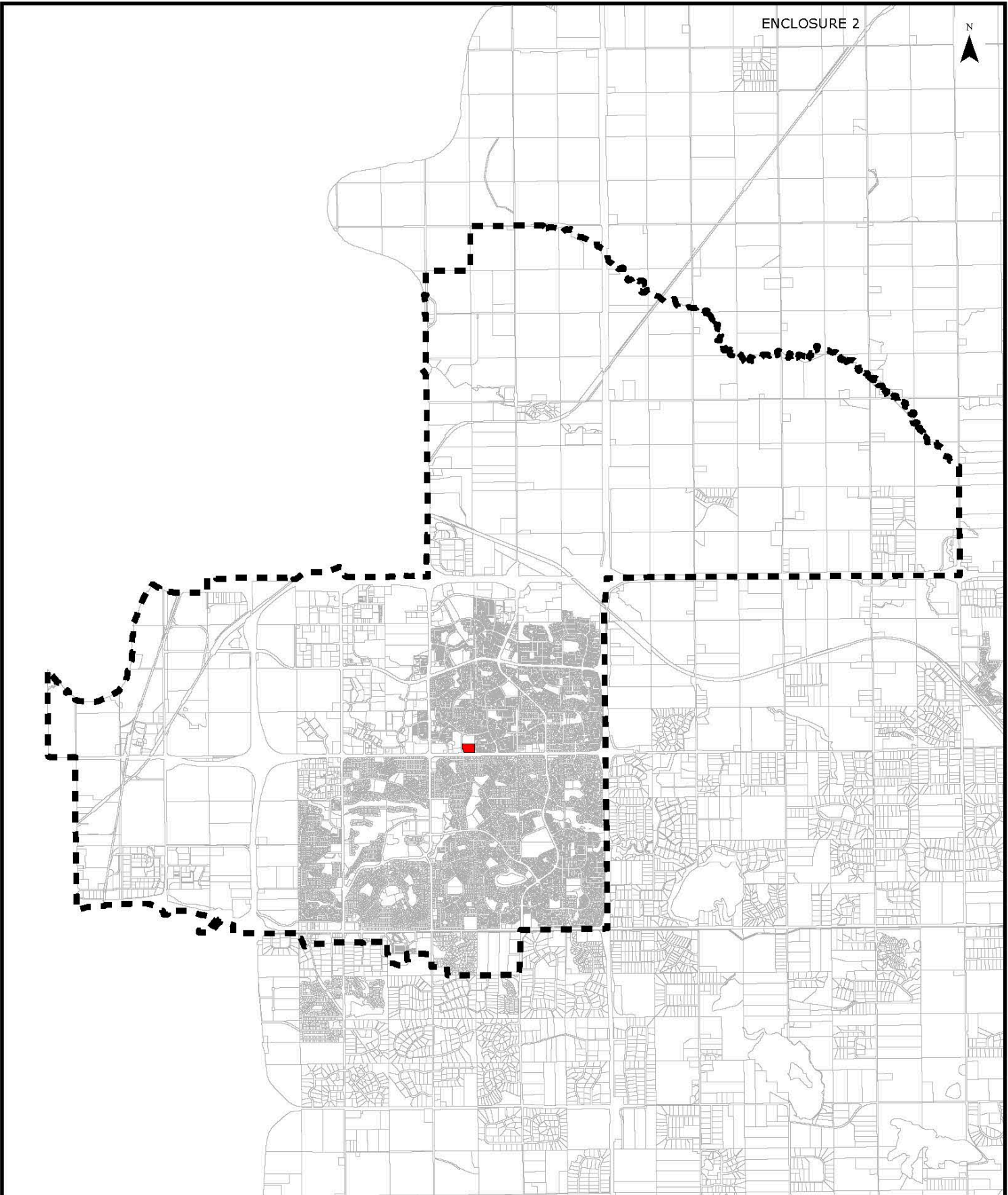
- e) Boulevards will be graded, grassed and treated with strong and consistent tree planting.

### **Streetscape**

- a) Although the treatment associated with main roads will consist of boulevard landscaping and tree planting the main emphasis of the urban design treatment will be on the pathways. Lighting along paths and around the pond will be at a pedestrian scale, refuse bins and park benches will be dotted along the ways.
- b) There will be differentiation of path paving to assist in direction orientation. Required directional signs will be specifically designed for Durham Town Square. All repetitive elements encountered throughout Durham Town Square will be given custom design treatment to provide a distinctive theme.

### **Multi Health Care Facility**

- a) The 10% reserve dedication by the original owners of Durham Town Square has been identified as the site for this use by the Council of the Strathcona County.
- b) The area designated as professional commercial/multi health care area in this Area Structure Plan may be acquired by the County to increase the Multi Health Care Facility site.
- c) The Area Structure Plan also suggests certain land exchanges in the northern boundaries of the Multi Health Care Facility site. Such land exchanges will be equal area exchanges, are intended to establish acceptable land use boundaries and will not affect the total area available for specific land uses.



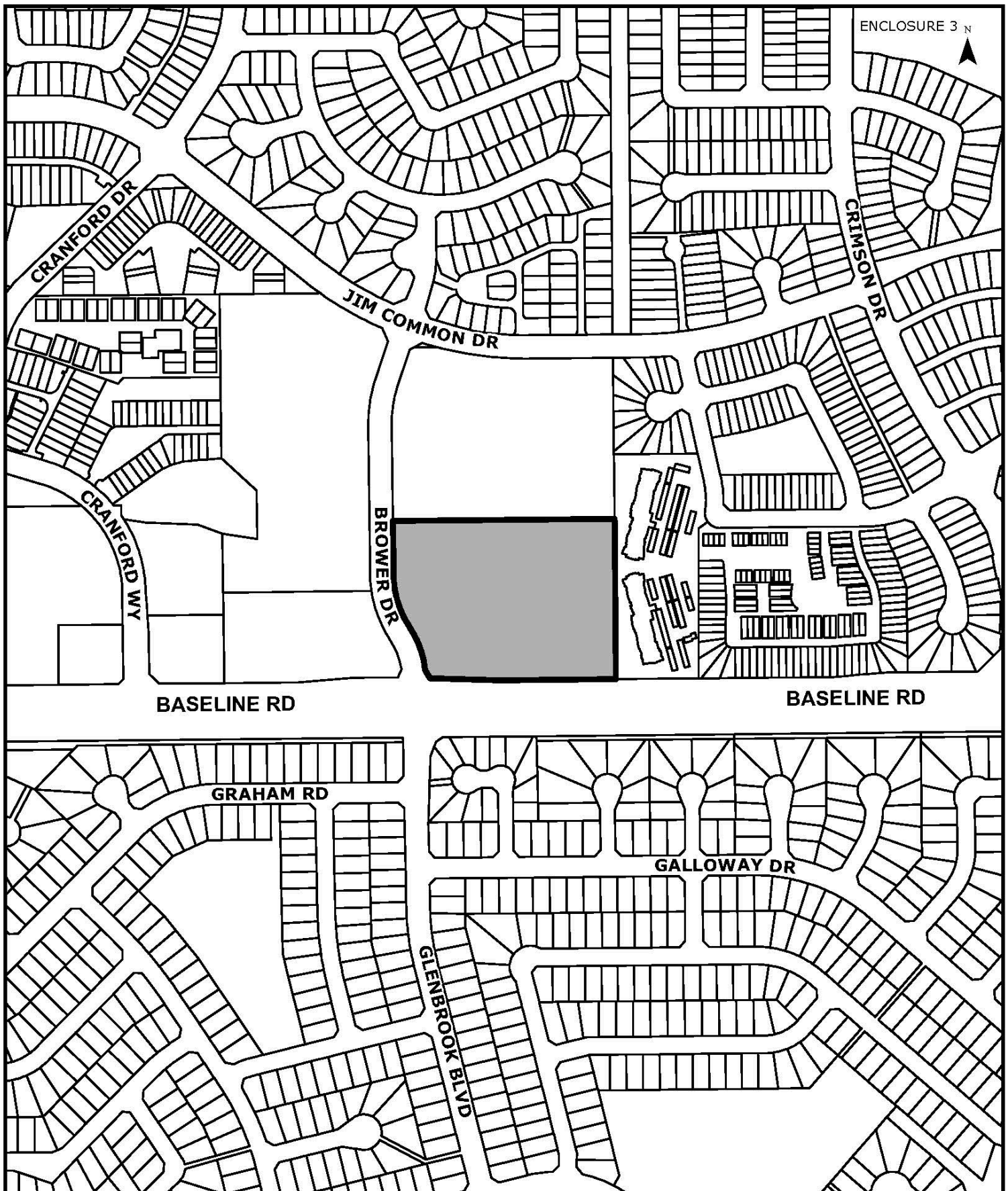
**URBAN LOCATION MAP**  
**Lot G, Plan 2736RS**

 **TITLED AREA**

**FILE NUMBER: 4410-2016P007**

 **STRATHCONA  
COUNTY**  
DATE DRAWN: May 30, 2017





## LOCATION MAP

Lot G, Plan 2736RS

 TITLED AREA

FILE NUMBER: 4410-2016P007

 STRATHCONA  
COUNTY  
DATE DRAWN: May 30, 2017





# **AIRPHOTO MAP**

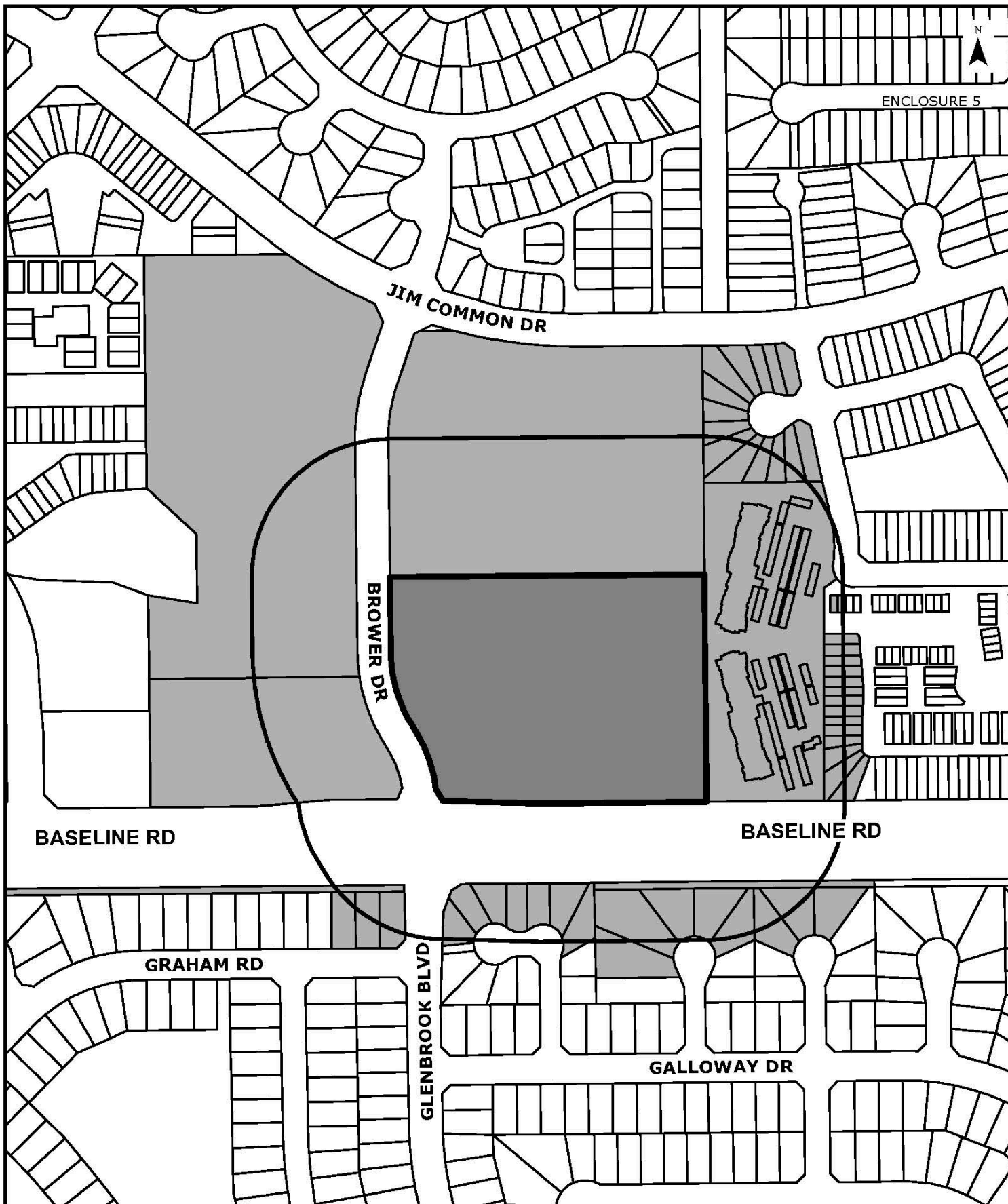
**Lot G, Plan 2736RS**

 **TITLED AREA**

**FILE NUMBER: 4410-2016P007**

 **STRATHCONA  
COUNTY**  
DATE DRAWN: May 30, 2017





# **NOTIFICATION MAP**

Lot G, Plan 2736RS

 TITLED AREA

 NOTIFICATION AREA

 100M NOTIFICATION AREA

**FILE NUMBER: 4410-2016P007**

 **STRATHCONA  
COUNTY**  
DATE DRAWN: Jun 01, 2017

**Bylaw 36-2017 Map and Text Amendment to Land Use Bylaw 6-2015 (Ward 2)**

**Applicant:** Al-Terra Engineering Ltd.  
**Owner:** The Park Pentecostal Church  
**Legal Description:** Lot G, Plan 2736RS  
**Location:** North of Baseline Road, east of Brower Drive  
**From:** DC 7 Direct Control District and PS Services  
**To:** DC 7 Direct Control District and PS Services

**Report Purpose**

To give three readings to a bylaw that proposes to update the text of DC 7 Direct Control District and rezone approximately 0.21 hectares (0.52 acres) of land in Lot G, Plan 2736 RS from DC 7 Direct Control District and PS Public Services to DC 7 Direct Control District and PS Public Services in support of the updated Durham Town Square Area Structure Plan.

**Recommendations**

1. THAT Bylaw 36-2017, a bylaw that proposes to update the text of DC 7 Direct Control District and rezone approximately 0.21 hectares (0.52 acres) of land in Lot G, Plan 2736 RS from DC 7 Direct Control District and PS Services to DC 7 Direct Control District and PS Services, be given first reading.
2. THAT Bylaw 36-2017 be given second reading.
3. THAT Bylaw 36-2017 be considered for third reading.
4. THAT Bylaw 36-2017 be given third reading.

**Council History**

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

May 22, 2007 – Council adopted Municipal Development Plan (MDP) Bylaw 1-2007.

April 11, 2006 - Council amended the Durham Town Square Area Structure Plan (ASP) Bylaw 27-2006.

January 10, 2006 – Council adopted the Consolidated Durham Town Square ASP Bylaw 99-2005.

**Strategic Plan Priority Areas**

**Economy:** The proposal supports the strategic priority area of effective and efficient municipal infrastructure as the concept proposes to utilize the existing infrastructure capacity.

**Governance:** To meet the strategic goal of public involvement and communicating with the community on issues affecting the County's future, two public information meetings were held on November 21, 2016 and May 29, 2017 for the public to provide input into the plan. Further, the Public Hearing provides Council with the opportunity to receive public input prior to making a decision on the proposed bylaw.

**Social:** The proposal addresses the strategic goal to build strong neighbourhoods/communities to support the diverse needs of the residents by providing the opportunity for livable and inclusive neighbourhoods.

**Culture:** n/a

**Environment:** n/a

### **Other Impacts**

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

**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. No objections were received.

### **Summary**

The proposed text and map amendment was submitted in support of an increase to the density and height regulations within the current DC 7 Direct Control District as a result of a proposed seniors' congregate care housing development. This amendment is in accordance with the proposed updated Durham Town Square Area Structure Plan.

The following is a brief summary of the proposed text amendment which would result in the current DC 7 Direct Control District being replaced by an updated DC 7:

- Increase in density from 24 to 165 units;
- Increase in height from four storeys to six storeys;
- Change in the intended use of apartment to congregate care and/or assisted living including seniors' citizen housing;
- Reduction of the front-yard setback from 40.0 m. to 6.0 m to provide consistency with the established street and existing neighbouring land uses;
- Revised parking regulations; and
- Enhanced architectural and site design guidelines.

The proposed map amendment is a result of an adjustment to the existing DC 7 Direct Control District boundaries in order to encompass the proposed facility.

The proposed facility will encourage aging in place and will provide a range of care options for seniors (singles and couples) to support their needs. It will also provide a housing option to help meet the economic and lifestyle needs of seniors, and an option for seniors' housing in a higher density form in an appropriate location in proximity to existing services and amenities.

### **Communication Plan**

Newspaper advertisement, letter to landowner, applicant, and adjacent landowners.

### **Enclosures**

- 1 Bylaw 36-2017
- 2 Urban Location Map
- 3 Location Map
- 4 Air Photo
- 5 Notification Map

## BYLAW 36-2017

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 0.21 hectares (0.52 acres) of land in Lot G, Plan 2736RS be rezoned from DC7 Direct Control District and PS Services to DC7 Direct Control District and PS Services as outlined on Schedule "A" attached hereto.
2. That Urban Service Area Maps U12 and U15 be amended to reflect the change set out in section 1 of this bylaw.
3. That Schedule "A" Direct Control Districts pages 21-23 (DC7 Direct Control District) be removed and replaced with DC7 District Control as shown in Schedule "B" attached hereto.
4. This bylaw comes into effect after third reading and upon being signed.

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

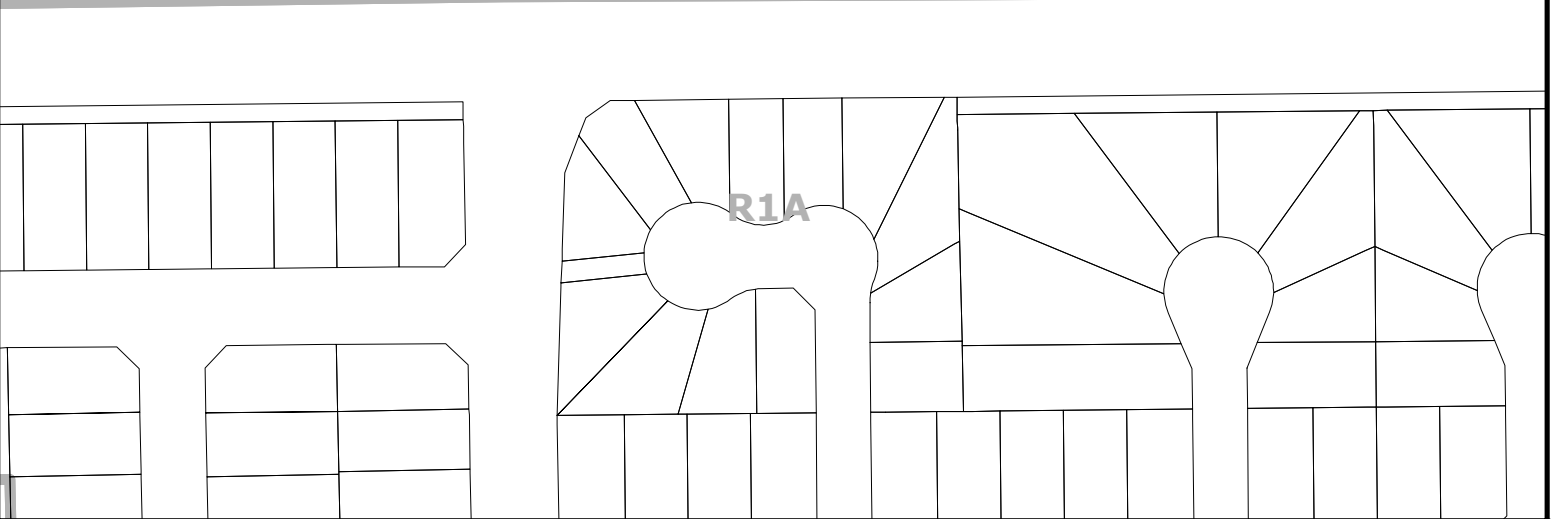
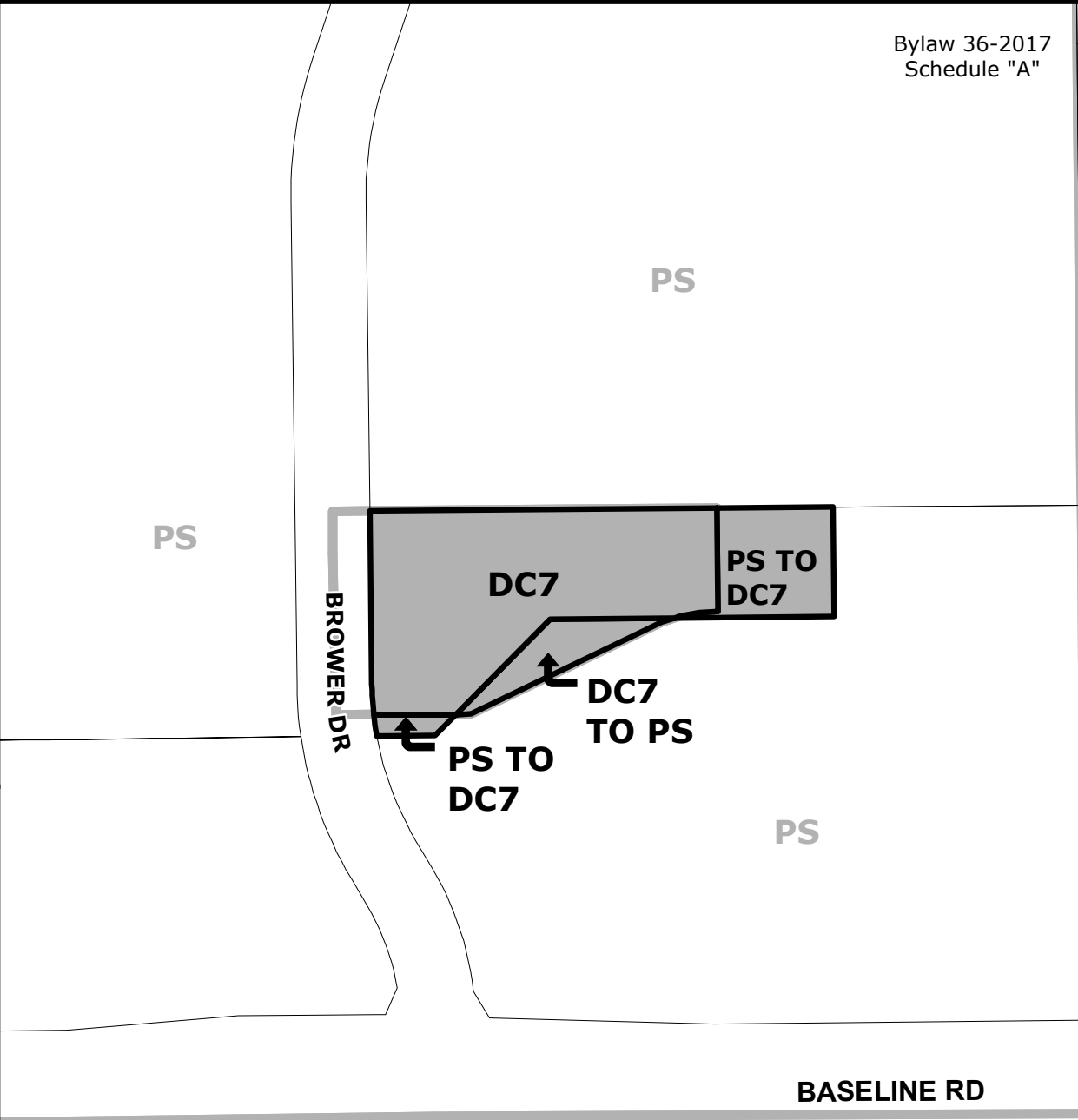
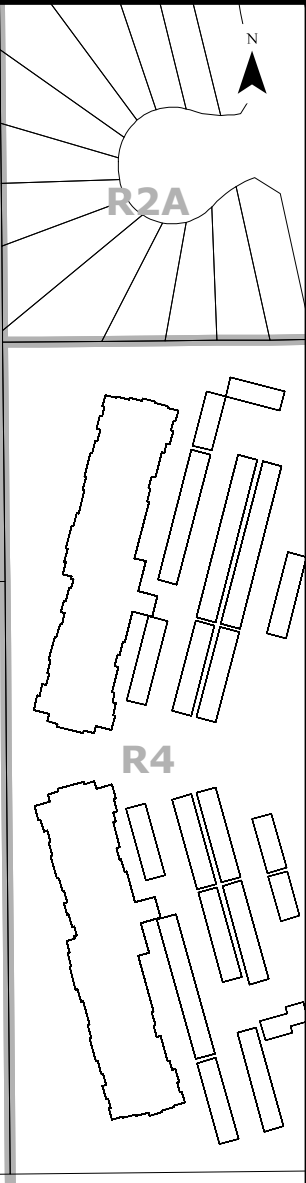
Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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

\_\_\_\_\_  
Mayor

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


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




### AMENDMENT MAP

Lot G, Plan 2736RS

FROM : DC7 - Direct Control TO: PS - Public Services  
FROM : PS - Public Services TO: DC7 - Direct Control

 AREA OF PROPOSED REZONING  
APPROX. 0.21 ha (0.52 ac)±

**FILE NUMBER: 4070-2017A003**



STRATHCONA  
COUNTY 151  
DATE DRAWN: May 30, 2017





JIM COMMON DR

BROWER DR

DC7

BASELINE RD

GRAHAM RD

GLENBROOK BLVD

GALLOWAY DR

**DC7 Direct Control District**

**Bylaw: 36-2017**

## **DC 7 DIRECT CONTROL DISTRICT**

### **1) Purpose:**

To establish a site-specific Direct Control District to accommodate congregate care and/or assisted living facility development with specific development regulations.

### **2) Area of Application:**

This district shall apply to part of Lot G, Plan 2736RS located at the northeast corner of the intersection of Brower Drive and Baseline Road as shown on the above map.

### **3) Uses:**

Assisted Living Facility  
Congregate Housing  
Health service, Minor  
Senior Citizen Housing

### **4) Subdivision Regulations**

- a) The maximum lot area shall be 0.70 ha.
- b) The minimum lot width shall be 35.0 m.

### **5) Development Regulations:**

- a) Setbacks:
  - i. The minimum setback from the front lot line shall be 6.0 m.
  - ii. The minimum setback from the rear lot line shall be 9.0 m.
  - iii. The minimum setback from the north side lot line shall be 7.0 m.
  - iv. The minimum setback from the south side lot shall be 5.0 m.
- b) The maximum number of units shall be 165.
- c) The maximum building height shall be 6 storeys to a maximum height of 24.0 m.
- d) The maximum site coverage shall be 50%.

### **6) Parking**

- a) Parking shall be provided at the ratio of 0.25 stalls per 1 unit.
- b) Resident parking shall be provided underground.
- c) Parking for visitors and staff parking may be located on the surface.

## **7) Design Regulations**

- a) Projections such as awnings, porticos, eaves, unenclosed balconies, shade protection, and similar architectural features that are not considered part of the interior space of the building may project up to 1.2 m.
- b) Massing of building walls greater than 15 m. in length shall be reduced through the use of architectural elements such as columns, ribs, pilasters or piers, changes in plane (e.g., recesses and projections), changes in building finishes, materials and textures, or other features that create an identifiable pattern and sense of human scale. Massing elements such as major entries, windows, shifts in wall planes, trellises, roof elements, cupolas, gazebos, terracing, arcades or other similar elements should be incorporated to add visual interest to the basic massing.
- c) Section 3.5.13 of this Bylaw does not apply.
- d) For each unit a minimum of 3.5 m<sup>2</sup>/per unit of common amenity space is required within the site.
- e) Common amenity space includes indoor and outdoor spaces with a minimum allocation of 50% to outdoor common amenity space. The common amenity space shall be accessible by all residents within the development, and may include rooftop spaces. Building setbacks and building code separations between buildings shall not be considered as common amenity space.
- f) Buildings shall utilize materials such as brick, stone or textured, split face block veneer, cast stone or tinted masonry to the satisfaction of the Development Officer. The following materials are prohibited:
  - i. Painted or unpainted concrete block facing public roadways.
  - ii. Tilt-up concrete panels
  - iii. Reflective glass
  - iv. Aluminum or vinyl siding, fiberglass or asphalt
- g) The sidewalk adjacent to the principal entry shall be a minimum of 2.44 m wide. All other connecting sidewalks shall be a minimum 1.50m wide.
- h) Accessory structures shall conform to the architectural design and finish of the principal building.

## **8) Landscaping:**

- a) Where limited by space, tree planting may be substituted in one of the following manners:
  - i. Shrub groupings may be substituted at the rate of five shrubs for one tree; and/or

b) The cash equivalent value of the planting deficiency is used to enhance non-planting landscape amenities such as one or more of those as noted in Section 3.5.14 of this Bylaw within the subject parcel to the satisfaction of the Development Officer.

**9) Additional Regulations:**

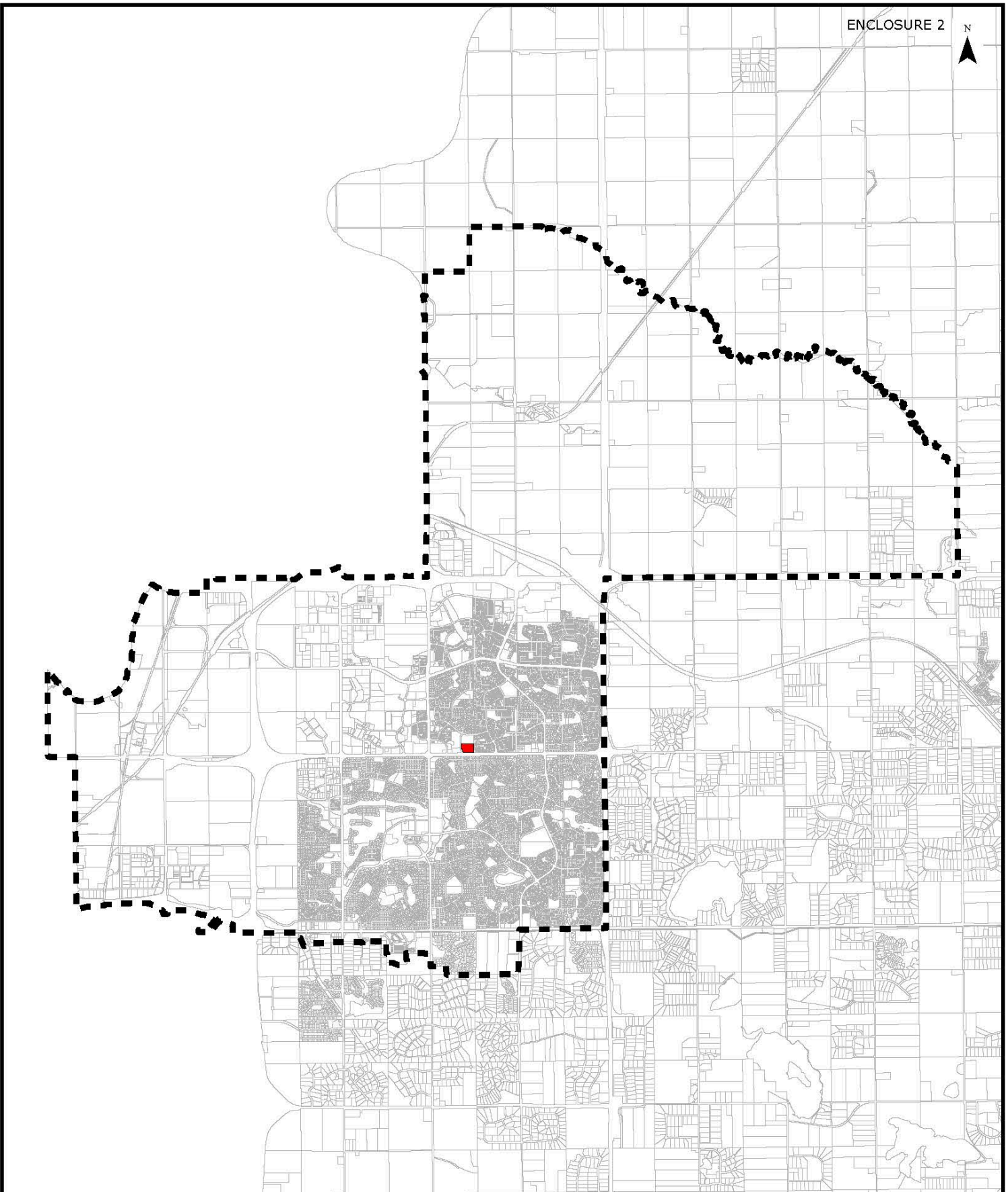
a) In addition to the regulations above, the listed uses are subject to the applicable regulations contained within the Land Use Bylaw, unless such regulations is specifically excluded or modified by the Direct Control Zoning District.

**10) Development Permits:**

a) A Development Officer shall consider and decide upon all development permit applications within this district.

b) A Development Officer may grant a variance for a development permit where the Development Officer determines that the variance, in addition to Section 2.16 of the Land Use Bylaw, considers the attainment of the County planning objectives in the Durham Town Square Area Structure Plan.

c) Despite 10 b) above no variance shall be granted to the maximum number of units or to the maximum building height or maximum storeys.



## URBAN LOCATION MAP

Lot G, Plan 2736RS



**TITLED AREA**

**FILE NUMBER: 4070-2017A003**

 **STRATHCONA  
COUNTY**  
DATE DRAWN: May 30, 2017





## LOCATION MAP

Lot G, Plan 2736RS

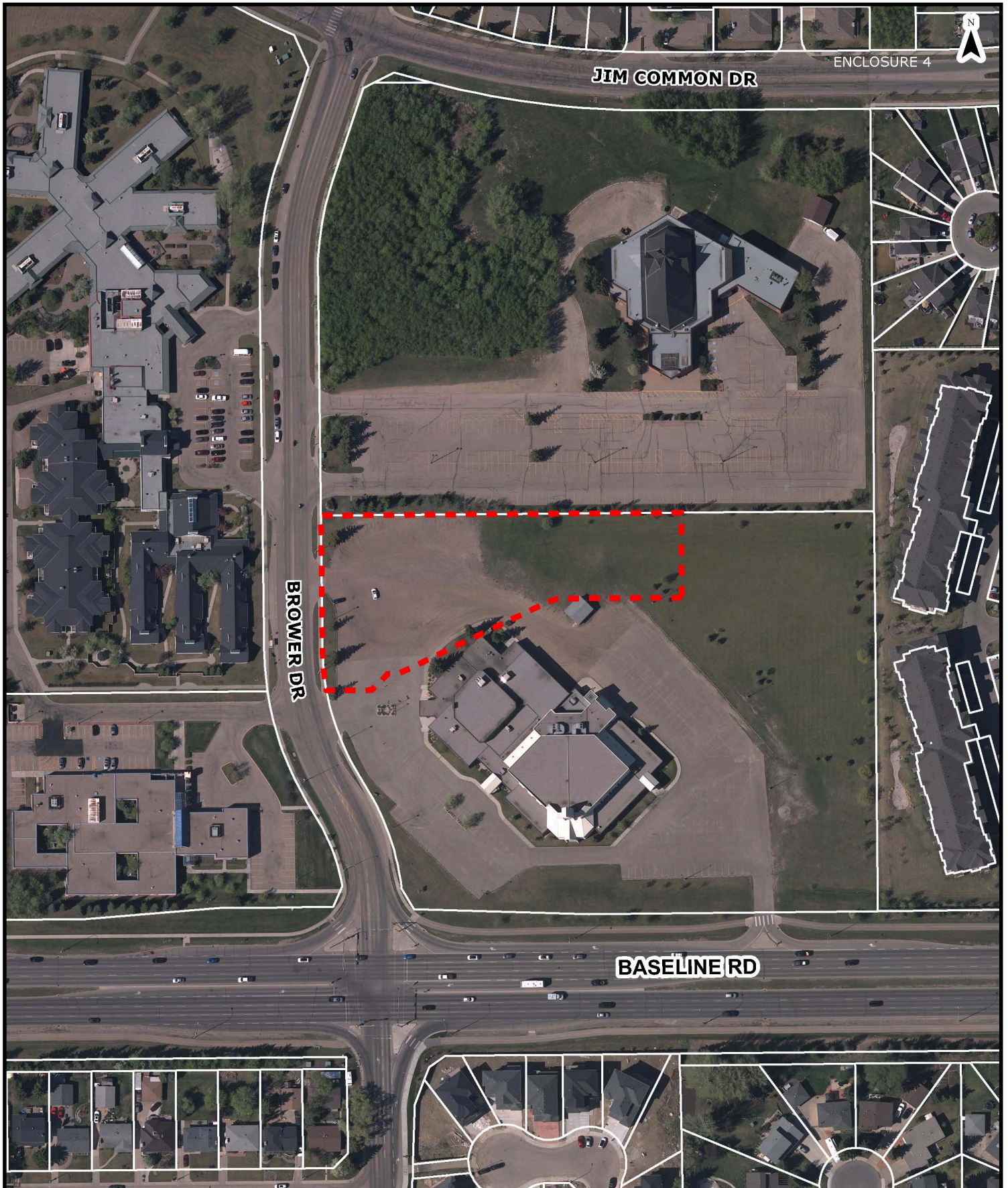
 TITLED AREA

 AREA OF PROPOSED AMENDMENT

**FILE NUMBER: 4070-2017A003**

 STRATHCONA  
COUNTY  
DATE DRAWN: Jun 02, 2017





## AIRPHOTO MAP

Lot G, Plan 2736RS

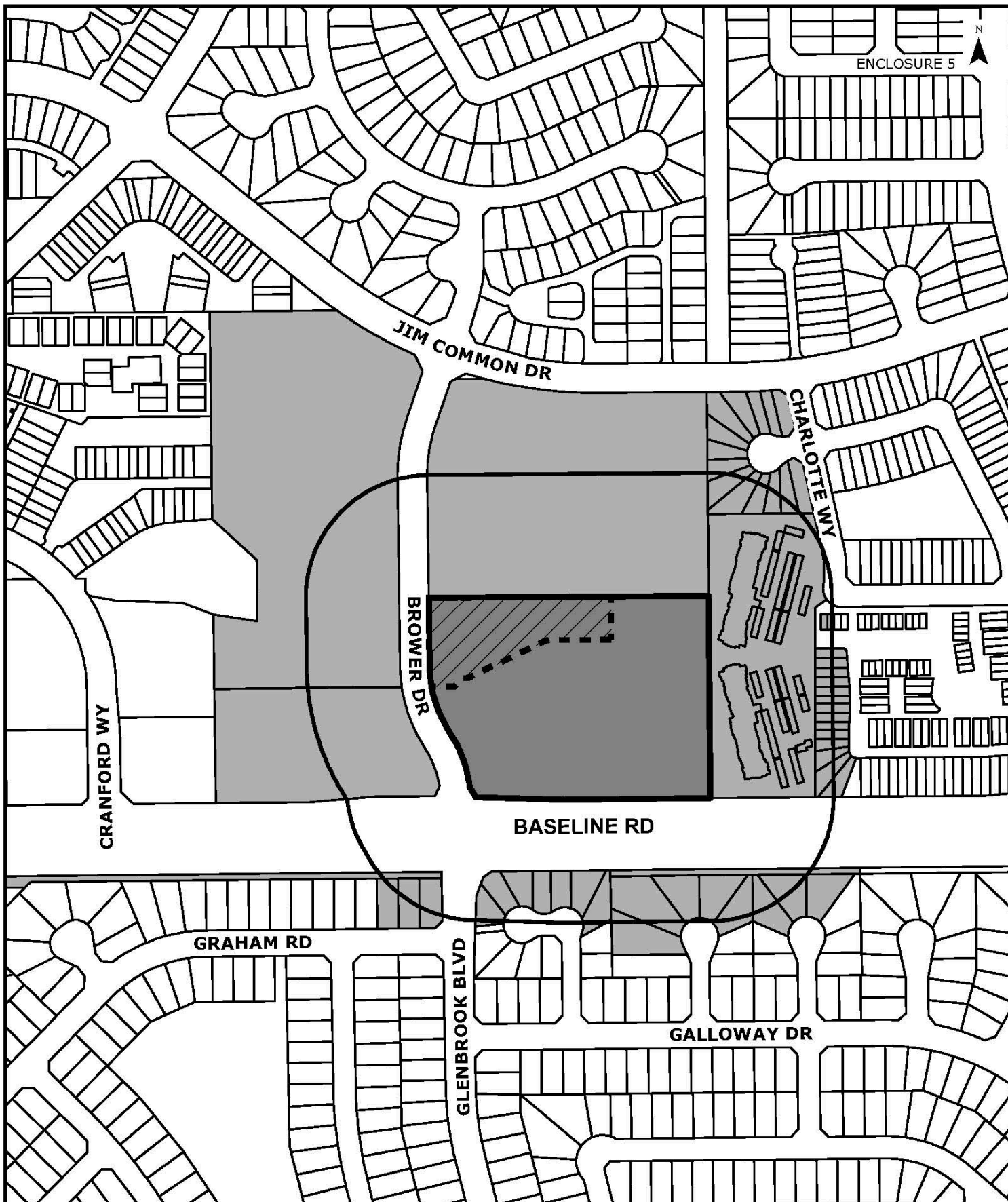


AREA OF PROPOSED AMENDMENT

FILE NUMBER: 4070-2017A003

**STRATHCONA**  
COUNTY  
DATE DRAWN: Jun 02, 2017





## NOTIFICATION MAP

Lot G, Plan 2736RS

 TITLED AREA

 NOTIFICATION AREA

 AREA OF PROPOSED AMENDMENT

 100M NOTIFICATION AREA

FILE NUMBER: 4070-2017A003

 STRATHCONA  
COUNTY  
DATE DRAWN: Jun 02, 2017

**2016 Capital Budget Amendment – River Valley Alliance Trail Phase Three****Report Purpose**

To amend 2016 Capital Budget to construct the River Valley Alliance Trail Phase Three to reflect a larger contribution from the Trans Canada Trail organization.

**Recommendation**

THAT an amendment to the 2016 Capital Budget, in the amount of \$525,000 (an increase from \$1,200,000 to \$1,725,000), to be funded from a TransCanada Trail Grant for phase three of the River Valley Alliance Trail project, be approved.

**Council History**

March 22, 2016 - Council approved the following motion: THAT the amendment to the 2016 Capital Budget to construct the River Valley Alliance Trail Phase 3 of 3 in the amount of \$1,200,000, to be funded \$400,000 from the Municipal Projects reserve (1.3773), \$600,000 from a TransCanada Trail contribution and \$200,000 from a River Valley Alliance contribution, be approved.

March 1, 2016 – Council approved the following motion: THAT the transfer of \$15,604,769 to reserve in the amounts of \$11,913,208 to Municipal Projects reserve (1.3773), \$621,578 to Municipal Infrastructure Lifecycle, Maintenance and Replacement reserve (1.3800), \$216,546 to Utilities Rate Stabilization and Contingency reserve (11.4425), and \$2,853,437 to Utilities Infrastructure Lifecycle, Maintenance and Replacement reserve (11.4440), in accordance with the 2015 annual operating surplus for tax purposes allocation, be approved.

February 23, 2016 – Council approved the following motion: THAT the additional recommended allocations of the 2015 Municipal operating surplus, as set out in Enclosure 3 to the February 23, 2016, Financial Services report, be approved.

December 8, 2015 – Council approved the 2016 Capital Budget.

**Strategic Plan Priority Areas**

**Economy:** Funding from the River Valley Alliance Trail and the Trans Canada Trail Network will allow for Strathcona County to complete their portion of continuous river valley park trail from Devon to Fort Saskatchewan in a very cost effective manner.

**Governance:** To contribute to strong fiscal management, Council allocated funding from the 2015 municipal operating surplus to provide matching funding to construct the connectors for the River Valley Alliance trail.

**Social:** Implementation of the River Valley Alliance Plan of Action and the Trans Canada Trail promotes community connectedness, health and well-being.

**Culture:** n/a

**Environment:** Creating a more connected framework for active transportation modes within Strathcona County, as well as a greater connectivity between urban and rural areas as per the Integrated Transportation Master Plan.

**Other Impacts**

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

**Legislative/Legal:** n/a

**Interdepartmental:** Financial Services; Planning and Engineering; Recreation, Parks and Culture; and Transportation and Agriculture Services

## Summary

Strathcona County is currently working to complete the 22 km regional River Valley Alliance and TransCanada Trail that connects to the City of Edmonton and the City of Fort Saskatchewan. Once complete, these trails will allow residents to access the North Saskatchewan River Valley and the surrounding municipalities.

The capital budget amendment will allow Strathcona County to commence construction for completion of the trail in Canada's sesquicentennial year. The Trans Canada trail organization has increased their contribution by \$525,000 to this project to ensure the completion of the project.

The following are estimated planned spending (cash flow) timelines for the amendment of 2016 River Valley Alliance Trail – Phase Three project:

Year	2017	2018	Total
Expenditure by year	\$1,625,000	\$100,000	\$1,725,000



**Federation of Canadian Municipal (FCM) Legal Defense Fund****Report Purpose**

To update Council on a request from the Federation of Canadian Municipalities for a voluntary contribution to the FCM legal defense fund.

**Recommendation**

THAT the Mayor, on behalf of Council, write a letter to FCM to acknowledge the benefit of the legal defense fund and encourage FCM to include this cost within the annual membership fee.

**Strategic Plan Priority Areas**

**Economy:** n/a

**Governance:** The County's involvement with FCM aligns with the County's goal of maintaining strong relationships with civic organizations and other municipalities.

**Social:** n/a

**Culture:** n/a

**Environment:** n/a

**Other Impacts**

**Policy:** n/a

**Legislative/Legal:** n/a

**Interdepartmental:** Corporate Planning and Intergovernmental Affairs and Legislative and Legal Services prepared this report.

**Summary**

The Federation of Canadian Municipalities (FCM) advocates to the federal government on behalf of Canadian municipalities.

In 1997, FCM established a legal defense fund to cover the costs of defending the national legal interests of Canada's municipalities. FCM has established criteria to guide the use of the fund:

- the case must be in the national interest,
- precedent-setting, and
- involve an issue where there is a relatively unified position among FCM members.

On March 2017, FCM sent a letter to the County requesting a voluntary contribution in the amount of \$2233.63 towards this legal defense fund. This amount is based on a 2-cents per capita formula; however, the contribution is voluntary and at the discretion of the municipality. Moreover, the contribution would be in addition to the County's membership fee. FCM notes that it plans to invite its members to make annual contributions to this fund starting next fall as a way of providing more long-term sustainability for the legal defense fund (see enclosure 1 for FCM letter).

FCM is an important organization and the legal defense fund has supported a number of worthwhile municipal cases. A summary of the key cases and areas of law the FCM legal defense fund has been involved with is provided as enclosure 2 of this report.

Author: Sandy Bugeja, Legislative Legal Services

Page 1 of 2

Directors: Kelly Rudyk, Corporate Planning and Intergovernmental Affairs; Mavis Nathoo, Legislative and Legal Services

Chief Commissioner: Rob Coon

Lead Department: Corporate Planning and Intergovernmental Affairs

Currently, FCM's membership fee is paid by all members on an annual basis and the fee includes both a base amount as well as a per capita amount. However meritorious the legal defense fund may be, it should properly be funded by a portion of membership fees and not by individual voluntary contributions from members. Not only is the financial burden not distributed proportionately among members (as it would be if funded by a portion of membership fees) but the governance of the fee structure is removed from FCM Board oversight. It would be more appropriate for the FCM Board, as elected or appointed representatives of the members, to decide on the amount to be raised for the legal defense fund and to budget for its inclusion in the annual fee. This will also enhance sustainability of the fund.

**Enclosure**

- 1 FCM Legal Defense Fund Letter – March 17, 2017
- 2 Summary of FCM Legal Defense Fund Key Cases and Areas of Law

## **Enclosure 1 – Summary of FCM Legal Defense Fund Case Studies**

### Constitutional Jurisdiction of Municipalities

The 2001 decision by the Supreme Court of Canada in the *Spraytech v. Hudson* case, in which FCM intervened on behalf of the municipal sector, ushered in a new approach to how courts should interpret the legislative authority of municipal councils. In that case, the Supreme Court indicated that courts should show deference to the choices made by local elected officials, in this case the Town of Hudson, Quebec. The Court also indicated that municipal legislative authority should be interpreted broadly and that local rules could coexist with federal regulations.

Since then, FCM has continued to play an active role, as intervener, in a number of cases where the basic ability of municipalities to use their legislative powers has been at stake. Recent examples include *Rogers v. Châteauguay*, *Windsor v. Canadian Transit Company* (both heard by the Supreme Court in 2016) and *Hamilton v. Canada Post* (Court of Appeal for Ontario in 2016).

### Federal Payments in Lieu of Taxes

Across Canada, PILT payments account for hundreds of millions of dollars in revenues for a several municipalities. For decades, FCM has negotiated with the federal government on behalf of the municipal sector. In the early 1990s, these efforts led to amendments to the PILT Act and an accompanying Memorandum of Understanding. As a result, federal (tax-exempt) properties were to pay an amount as close as possible to what would be charged if these properties were subject to local taxation.

Two municipalities — Montreal, Quebec and Halifax, Nova Scotia — in separate appeals to the Supreme Court, sought clarification of the PILT Act in order to bring greater predictability and stability to PILT calculations. FCM intervened in both cases and both resulted in clear victories for the municipal sector, with the Supreme Court unequivocally endorsing FCM's interpretation of the PILT Act.

### Rights of Way Management

The deregulation of the telecommunications sector in 1993 completely changed the ROW environment overnight. A number of new, commercially aggressive providers sought quick access to municipal ROWs to deploy their networks. Through its Technical Committee on ROWs (some 40 legal and technical experts from across the country), FCM has coordinated the municipal sector's response for 25 years: development of best practices, information sharing and active participation in a number of legal cases.

FCM was the Appellant to the Federal Court of Appeal in the landmark *Ledcor* case that established the principle that municipalities have the right to recover all incremental costs related to telecommunications activity on their land. FCM also intervened in early cases such as the Edmonton LRT tunnels as well as recent precedent-setting cases: next-generation access agreements (CRTC decision in *Hamilton v. Bell*), the applicability of general ROW bylaws to federal undertakings (Court of Appeal for Ontario in *Hamilton v. Canada Post*) and the use of bylaws to grant "consent" under the Telecommunications Act (brought by Calgary and currently before the CRTC).

### Jurisdiction of the Federal Court

In 2016, FCM intervened at the Supreme Court of Canada in a dispute between Windsor, Ontario and the Canadian Transit Company, the federally regulated corporation that operates the international bridge between Windsor and Detroit. The dispute centered on whether the Federal Court has jurisdiction to determine the applicability of a local property standards bylaw to a federal undertaking.

FCM intervened to support local access to justice in such cases, arguing that questions of federal-municipal jurisdiction must be decided in the local courthouse by a Superior Court Justice, not by the Federal Court. The Supreme Court of Canada ruled (in a 5 to 4 split) in favour of the City of Windsor, narrowly agreeing with the city and FCM's position. Although others asked to participate in the proceedings, FCM was the only municipal representative granted intervener status by the Supreme Court.



FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

04664

March 17, 2017

Dear Mayor and Members of Council,

For the past 20 years, FCM's Legal Defense Fund has been a critical tool in defending the national legal interests of Canada's municipalities. When a member calls on FCM to intervene in a court case of national importance, it's the Legal Defense Fund that makes this support possible. The Fund has been instrumental in setting important legal precedents on a number of issues that are of crucial importance to all municipalities. These include rights-of-way management, payments in lieu of taxes, environmental protection as well as the constitutional ability of municipalities to exercise their legislative powers.

After years of activity, FCM's Legal Defense Fund has been fully depleted. Now we need municipalities like the Strathcona County to help restore the long-term health of the Fund.

A robust Legal Defense Fund is more important than ever. As courts — particularly the Supreme Court — become more strict with regard to the number of intervening parties they will allow in any given case, FCM is consistently recognized as the sole municipal intervener in cases with national implications. That means the Fund is the most certain and cost-effective way of protecting municipal legal rights in bodies such as the Courts of Appeal (provincial and federal), the Supreme Court of Canada and administrative bodies like the CRTC. While the Fund is used specifically for costs incurred directly by FCM, its influence in setting national legal precedents benefits every municipality in Canada. A recapitalized Fund will enable FCM to continue its longstanding efforts to maintain adequate municipal control over local rights-of-way and to maximize cost-recovery — while also bringing the municipal voice to a broad range of legal issues. What's more, it will support a growing demand for FCM to seek out proactive legal opinions on emerging policy issues, such as marijuana legalization. This will help provide all municipalities with the best legal advice available at a fraction of the cost, while contributing to the development of a united municipal response on national issues.

FCM has established a long-term strategy to recapitalize the Legal Defense Fund annually — beginning with an immediate call for contributions to cover ongoing legal costs. While support is voluntary, we strongly encourage members to contribute. FCM's Board of Directors has established a set contribution formula of 2 cents per capita. Enclosed is a voluntary invoice that indicates the Strathcona County's proposed contribution for this year. This amount can be changed based on your budgetary situation. Starting next fall, municipalities will be invited to make an annual voluntary contribution to the long-term viability of the Fund as part of FCM's yearly membership drive.

All of us have a role to play in advancing the legal interests of Canada's municipalities. Thank you in advance for your immediate and ongoing support of the Legal Defense Fund. For more information, visit the membership page at [fcm.ca](http://fcm.ca) or email [info@fcm.ca](mailto:info@fcm.ca).

Sincerely,

Clark Somerville  
FCM President

**President  
Président**  
Clark Somerville  
Councillor  
Regional Municipality of  
Halton, ON

**First Vice-President  
Première vice-présidente**  
Jenny Gerbasi  
Councillor  
City of Winnipeg, MB

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Deuxième vice-présidente**  
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Président sortant**  
Raymond Louie  
Acting Mayor  
City of Vancouver, BC

**Chief Executive Officer  
Chef de la direction**  
Brock Carlton  
Ottawa, ON

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MUNICIPALITÉS

## Invoice / Facture

24, rue Clarence Street, Ottawa,  
Ontario, K1N 5P3  
T. 613-241-5221 F. 613-241-7440

Coon, Rob  
Strathcona County  
2001 Sherwood Drive  
Sherwood Park, Alberta T8A 3W7

**Invoice / Facture:** ORD-04664-T0K9W9

**DATE:** 03/01/2017

**ACCOUNT/COMPTE:** 23674

**DUE DATE/DATE LIMITE:** 04/01/2017

ITEM/DESCRIPTION	QTY/QTE	RATE/TAUX	TAX/TAXE	TOTAL
Legal Defense Fund/Fonds de défense juridique	92,490.00000	\$0.0230	\$106.36	\$2,233.63
<b>GST/TPS (5%):</b>				\$106.36
<b>TOTAL:</b>				\$2,233.63

### PAYMENT/PAIEMENT

**By cheque payable to:**  
**Federation of Canadian Municipalities**  
**Par chèque à l'ordre de:**

### By Electronic Funds Transfer/Par transfert électronique de fonds

Royal Bank of Canada (RBC)  
90 Sparks St, Ottawa, ON K1P 5T7  
**Transit Number/Numéro de transit:** 00006  
**Account Number/Numéro de compte:** 1006603

### Fédération canadienne des municipalités

24, rue Clarence Street

[accountsreceivable@fcm.ca/comptesrecevables@fcm.ca](mailto:accountsreceivable@fcm.ca/comptesrecevables@fcm.ca)

Ottawa, Ontario K1N 5P3

HST # / No. de TVH: 11891 3938 RT0001  
QST # / No. de TVQ: 1202728231DQ0001

**Ref No. / No. de référence :** 23674

**Council Meeting\_Jun20\_2017**


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**STRATEGIC INITIATIVE AND UPDATE**
**GOVERNANCE ADVISORY COMMITTEE**
**Policy GOV-001-019 County Representation on External Boards/Committees/Commissions (Review)**
**Report Purpose**

To provide Council with recommended changes to Policy GOV-001-019 County Representation on External Boards/Committees/Commissions for consideration.

**Recommendation:**

THAT revised Policy GOV-001-019 County Representation on External Boards/Committees/Commissions, as set out in Enclosure 2 to the June 20,2017 Governance Advisory Committee report, be approved.

**Summary**

The Governance Advisory Committee (GAC) is responsible for reviewing governance policies as per the policy review schedule. After reviewing the GOV-001-019 policy and looking at similar policies in other municipalities, the GAC recommends a number of changes which are included in the chart below along with the rationale for each change.

	Amendment	Rationale
1	Update policy template, policy statement, and purpose statement.	House-keeping
2	Change "shall" to "will" in Guideline 1	House-keeping
3	Update title to "Council Appointments to External Boards, Committees, and Commissions"	House-keeping
4	Change "semi-annually" to "annually" in Guideline 2	Better alignment with current practice and need.
5	Add a Guideline 3 that states "When possible, Councillors will be appointed to external boards, committees, or commissions for 2 year terms."	<p>Input from external boards, committees, and commissions noted a preference for 2-year terms since they provide continuity and consistency.</p> <p>Further, 2-year terms align well with the 4-year municipal election cycle.</p> <p>Since there are a few entities which stipulate 1-year terms in their constituting documents (e.g. Capital Region Northeast Water Services Commission, Pioneer Housing Foundation, and Strathcona County RCMP Community Advisory Committee) the new Guideline 3 includes some flexibility.</p>

## **Enclosures**

1. Policy GOV-001-019 – County Representation on External Boards, Committees, and Commissions **(Revised copy with highlighted changes)**
2. Policy GOV-001-019 – County Representation on External Boards, Committees, and Commissions **(Revised copy)**
3. Policy GOV-001-019 – County Representation on External Boards/Committees/Commissions **(Current copy)**

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## Council Appointments to External Boards, Committees, and Commissions

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**References:** Municipal Government Act, RSA 2000, c M-26 (MGA), s. 153(c)  
MGA s. 154(2)  
MGA s. 154(3)

**Cross-reference:** GOV-001-029 Organizational Roles and Responsibilities  
GOV-001-028 Council Code of Conduct

---

### Policy Statement

Strathcona County **will** be represented on external authorities, including boards, committees, and commissions, **when the County is a member of such an authority.**

---

### Purpose

The purpose of this policy is to serve as a guide **for appointments to external boards, committees, and commissions.** Any special exceptions will be referred to Council for deliberation and decision.

---

### Guidelines

1. Council **will** appoint annually at least one elected member to each authority.
2. Each elected representative so appointed will ensure that a report of the authority's activities is presented to Council as often as is reasonable but no less than **annually.**
3. **When possible, appointments to external authorities will be for 2-year terms.**

---

### Policy Record

**Date of Approval by Council:**  
12/10/84; 01/11/94; 10/19/99;  
07; 08/2014

**Resolution No:**  
1316/84; 41/94; 713/99;  
262/2014

**Next Review Date:** 07/2020

**Policy No:** GOV-001-019

**Last Review Date:** June 20, 2017

**Replaces:** 20-00-039

**Lead Role:** Council

**Administrative Review:** Legislative and Legal Services

## Council Appointments to External Boards, Committees, and Commissions

---

**References:** Municipal Government Act, RSA 2000, c M-26 (MGA), s. 153(c)  
MGA s. 154(2)  
MGA s. 154(3)

**Cross-reference:** GOV-001-029 Organizational Roles and Responsibilities  
GOV-001-028 Council Code of Conduct

### Policy Statement

---

Strathcona County will be represented on external authorities, including boards, committees, and commissions, when the County is a member of such an authority.

### Purpose

---

The purpose of this policy is to serve as a guide for appointments to external boards, committees, and commissions. Any special exceptions will be referred to Council for deliberation and decision.

### Guidelines

---

1. Council will appoint annually at least one elected member to each authority.
2. Each elected representative so appointed will ensure that a report of the authority's activities is presented to Council as often as is reasonable but no less than annually.
3. When possible, appointments to external authorities will be for 2-year terms.

### Policy Record

---

**Date of Approval by Council:**  
12/10/84; 01/11/94; 10/19/99;  
07; 08/2014

**Resolution No:**  
1316/84; 41/94; 713/99;  
262/2014

**Next Review Date:** 07/2020

**Policy No:** GOV-001-019

**Last Review Date:** June 20, 2017

**Replaces:** 20-00-039

**Lead Role:** Council

**Administrative Review:** Legislative and Legal Services



## County Representation on External Boards/Committees/Commissions

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**Date of Approval By Council:** 12/10/84; 01/11/94  
10/19/99; 07/08/2014

**Resolution No.:** 1316/84; 41/94  
713/99; 262/2014

**Lead Role:** County Council

**Replaces:** 20-00-039

**Last Review Date:** July 8, 2014

**Next Review Date:** 07/2017

**Administrative Responsibility:** Legislative and Legal Services

**Special Notes:** This Policy will serve as a guide and any special exceptions will be referred to Council for deliberation and decision.

### Policy Statement

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Strathcona County shall be represented on external Boards, Committees and Commissions that the County is a member of.

### Guidelines

---

1. Council shall appoint annually at least one elected member to each authority.
2. Each Elected Representative so selected shall ensure that a report of the authority's activities is presented to Council as often as is reasonable but no less than semi-annually.

**STRATEGIC INITIATIVE AND UPDATE**
**GOVERNANCE ADVISORY COMMITTEE**
**Policy GOV-001-027 – Recognition of Public Service (Review)**
**Report Purpose**

To provide Council with recommended changes to Policy GOV-001-027 – Recognition of Public Service for consideration.

**Recommendation:**

THAT the revised Policy GOV-001-027 Recognition of Public Service, as set out in Enclosure 2, of the June 20, 2017 Governance Advisory Committee report, be approved.

**Summary**

The Governance Advisory Committee (GAC) is responsible for reviewing governance policies as per the policy review schedule. After reviewing the GOV-001-027 policy and looking at similar policies in other municipalities, the GAC recommends the following changes:

	Amendment	Rationale
1	Update policy template, policy statement, and purpose statement.	House-keeping changes.
2	Delete the text of guideline 1 and replace with: "Following the completion of the general term of office, any person who has completed service as an elected official is acknowledged with a framed print or other suitable gift of appreciation."	This amendment provides a consistent approach to acknowledging elected officials' service and allows for greater flexibility in terms of personalizing gifts of appreciation. This approach is also consistent with the practice in other Alberta municipalities.
3	Delete guideline 2.	This practice has not been followed and there appears to be a lack of interest in reviving such an event.
4	Delete guideline 3.	Guideline 1 addresses all elected officials who serve so guideline 3 is no longer required.

**Enclosures**

1. Policy GOV-001-027 – Recognition of Public Service **(Revised with highlights)**
2. Policy GOV-001-027 – Recognition of Public Service **(Revised copy)**
3. Current Policy GOV-001-027 – Recognition of Public Service **(Current copy)**

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## Recognition of Service to Office

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**References:** Local Authorities Election Act, RSA 2000, c L-21  
**Cross-reference:** GOV-001-029 Organizational Roles and Responsibilities

---

### Policy Statement

---

Elected Officials devote significant time, thought and attention to the duties of local government office for the purpose of developing and maintaining a safe and viable community. In recognition of their personal and professional commitment to Strathcona County, **Elected Officials will be recognized for their service.**

---

### Purpose

---

**The purpose of this policy is to serve as a guide for acknowledging the service of Strathcona County's elected officials.**

---

### Guideline

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- 1. Following the completion of the general term of office, any person who has completed service as an elected official is acknowledged with a framed print or other suitable gift of appreciation.**

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### Policy Record

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**Date of Approval by Council:**  
09/07/2004; 07/08/2014

**Resolution No:**  
724/2004; 262/2014

**Next Review Date:** 07/2020

**Policy No:** GOV-001-027

**Last Review Date:** June 20, 2017

**Replaces:** N/A

**Lead Role:** Council

**Administrative Review:** Legislative and Legal Services

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## Recognition of Service to Office

---

**References:** Local Authorities Election Act, RSA 2000, c L-21  
**Cross-reference:** GOV-001-029 Organizational Roles and Responsibilities

---

### Policy Statement

---

Elected Officials devote significant time, thought and attention to the duties of local government office for the purpose of developing and maintaining a safe and viable community. In recognition of their personal and professional commitment to Strathcona County, Elected Officials will be recognized for their service.

---

### Purpose

---

The purpose of this policy is to serve as a guide for acknowledging the service of Strathcona County's elected officials.

---

### Guideline

---

1. Following the completion of the general term of office, any person who has completed service as an elected official is acknowledged with a framed print or other suitable gift of appreciation.

---

### Policy Record

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**Date of Approval by Council:**  
09/07/2004; 07/08/2014

**Resolution No:**  
724/2004; 262/2014

**Next Review Date:** 07/2020

**Policy No:** GOV-001-027

**Last Review Date:** June 20, 2017

**Replaces:** N/A

**Lead Role:** Council

**Administrative Review:** Legislative and Legal Services

## Recognition of Service to Office

Date of Approval by Council: 09/07/2004;  
07/08/2014

Resolution No.: 724/2004;  
262/2014

Lead Role: County Council

Replaces: n/a

Last Review Date: July 8, 2014

Next Review Date: 07/2017

Administrative Responsibility: Chief Commissioner

### Policy Statement

Elected Officials devote significant time, thought and attention to the duties of local government office for the purpose of developing and maintaining a safe and viable community. In recognition of their personal and professional commitment to Strathcona County, Elected Officials who retire from Council or who are not re-elected to Council will be recognized for their service.

### Guidelines

- 1.0 Elected Officials who announce their retirement prior to an Election will receive a framed print or other suitable gift of appreciation that is reflective of the community. The gift will be presented to the Elected Officials at a celebration of service held prior to the Election. Elected Officials, their families and staff of Strathcona County will be invited to the celebration of service.
- 2.0 Following the celebration of service with staff, Elected Officials will join each other for a farewell dinner. Each Elected Official may bring one guest.
- 3.0 Elected Officials who are not re-elected to office will receive a framed print or other suitable gift of appreciation that is reflective of the community, as soon as practical following the election.



Councillor Request Report

June 20, 2017

#	Elected Official Name	Subject	Req type	Meeting date	Due date	Resp Dept	2nd Dept	Request	Reponse date	Reponse	Status
135	ANDERSON Dave	Weed Control	Information	2017-06-06	2017-06-20	TAS		Please provide information on the efforts to control the excess of dandelions throughout the County.			

**Expenditure of Council Priority Funds**

Wes Hosford Elementary School Parent Fundraising Society

**Recommendation**

THAT an expenditure of \$5,000.00 from Council Priority Funds as follows:

Councillor Vic Bidzinski	\$1,000.00
Councillor Dave Anderson	\$1,750.00
Councillor Brian Botterill	\$1,750.00
Councillor Fiona Beland-Quest	\$500.00

for the purpose of providing funds to Wes Hosford Elementary School Parent Fundraising Society for costs associated with purchasing new books and a buddy bench, be approved.

**Enclosure**

- 1 Wes Hosford Elementary School Parent Fundraising Society Council Priority Fund Application

Cheque Payable to:

Vendor:

Wes Hosford Elementary School Parent Fundraising Society



207 Granada Boulevard, Sherwood Park, Alberta T8A 3R5  
780 464 1711 P 780 467 5342 F www.weshosford.ca  
principal.whf@ei.educ.ab.ca



May 24, 2017

To Councillor Anderson,

I am writing today to tell you about a couple of projects and purchases that we are looking at for Wes Hosford Elementary School. We recently did a "library purge" and culled quite a number of old or damaged books and we are looking to replace them with updated books as well as FNMI reading material.

Additionally, Wes Hosford is hoping to purchase a Buddy Bench for our K-2 playground to encourage cooperation and friendship amongst our students. We are seeking Priority Funding to help offset the costs of the books and the Buddy Bench.

Thank you so much for your consideration.

Sincerely,

**From:** [REDACTED]  
**Sent:** Tuesday, May 16, 2017 4:22 PM  
**To:** [REDACTED]  
**Subject:** Wes Hosford Buddy Bench

Hi [REDACTED]

It was nice speaking with you yesterday.

As promised, below are the prices for the Buddy Bench:

Buddy Bench with Purple Frame and Plaque on Concrete Pile (no pad)	\$ 1,437.60
Buddy Bench with Purple Frame and Plaque on 5x9 Concrete Pad No Stain	\$ 3,061.40
Buddy Bench with Purple Frame and Plaque on 5x9 Stained Concrete Pad	\$ 3,399.75

Let me know if you would like to meet on-site to determine a location for the bench, once you have confirmed funding.

Suzanne is gone next week on holidays, so we will touch base when she gets back – maybe we can meet first week in June.



Enjoy the rest of the week.

Amber

**Amber Rudiak**

Community Liaison Officer  
 Recreation, Parks & Culture  
 Office: 2025 Oak Street  
 Mail: 2001 Sherwood Drive  
 Sherwood Park, AB T8A 3W7  
 Phone: 780-464-8492  
 Fax: 780-449-1906  
[amber.rudiak@strathcona.ca](mailto:amber.rudiak@strathcona.ca)  
[www.strathcona.ca](http://www.strathcona.ca)



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