

COUNCIL MEETING REVISED AGENDA

Date: January 19, 2016
Call to Order: 9:00 a.m.
Open Session: 2:00 p.m.
Location: Council Chambers

Pages

1. CALL TO ORDER
2. ADDITIONS / DELETIONS / CHANGES TO AGENDA
3. ADOPT AGENDA (Motion)
4. [9:05 a.m.] IN CAMERA SESSION (Motion)
 - 4.1 Chief Commissioner - Introduction of Topics
 - 4.2 2016 Boards and Committees – Recommendation by Governance Advisory Committee for Strathcona County Library Board

FOIP Section 17, harmful to personal privacy
FOIP Section 24, advice from officials
 - 4.3 2015 Q4 Strathcona Community Investment Program (SCIP) Fund Application Review

FOIP Section 24, advice from officials

Deleted from the agenda
 - 4.4 ~~Developer (Mattamy Homes) Proposed Local Roadway Cross Section~~
 - 4.5 Organizational Success Discussions

FOIP Section 17, Harmful to personal privacy
FOIP Section 23, Local public body confidences
FOIP Section 24, Advice from officials
 - 4.6 REVERT TO OPEN SESSION (Motion)
5. CONSENT AGENDA (Motion)
6. CONFIRMATION OF MINUTES

7. PROCLAMATIONS**8. COUNCIL PRIORITIES**

8.1 Motion following Notice of Motion

13

Standard Development Agreement Security Guidelines

"Reason for Addendum" Revision to Report8.2 *2015 Q4 Strathcona Community Investment Program (SCIP) Fund Allocations*

14 - 15

To present the recommended allocations for the Strathcona Community Investment Program (SCIP) Fund applications received on or before December 11, 2015.

"Reason for Addendum" Addition to the agenda8.3 *Strathcona County – Request for Support*

16 - 17

To discuss support for Bruderheim's grant application for their arena ice plant.

9. TIME SPECIFIC AGENDA ITEMS

9.1 [5:00 p.m.] PUBLIC HEARINGS

9.1.1 Bylaw 1-2016 Text Amendment to Land Use Bylaw 6-2015

18 - 34

To give three readings to a bylaw that proposes to separate concrete and asphalt uses into individual definitions and to add Concrete plant, major as a discretionary use in the Medium Industrial Zoning Districts within Land Use Bylaw 6-2015.

9.1.2 Bylaw 2-2016 Amendment to Municipal Development Plan Bylaw 1-2007

35 - 44

To give first reading to a bylaw that proposes to amend Map 12 of the Municipal Development Plan (MDP) to change the land use designation for approximately 118 hectares (291.7 acres) of land from Agri-Industrial Transition Policy Area to Industrial Heavy Policy Area to allow for consideration of future industrial development.

9.1.3 Bylaw 3-2016 Amendment to Strathcona County Alberta's Industrial Heartland Area Structure Plan Bylaw 65-2001

45 - 58

To give first reading to a bylaw that proposes to amend the Strathcona County Alberta's Industrial Heartland Area Structure Plan (ASP) to change the land use designation and text for approximately 118 hectares (291.7 acres) of land from Strathcona: Transition to Strathcona: Heavy Industrial Policy Area Transition

Zone to allow for consideration of future industrial development.

- 9.1.4 Bylaw 4-2016 Amendment to Land Use Bylaw 6-2015 59 - 66

To give first reading to a bylaw that proposes to rezone approximately 110.8 hectares (273.9 acres) of land from AG – Agriculture: General District to IHH – Heavy Industrial (Heartland) District to allow for consideration of future industrial development.

10. TRANSPORTATION AND AGRICULTURE SERVICES

- 10.1 Train Whistle Cessation Resolution 67 - 70

To have Council pass a whistle cessation resolution at the CN Rail crossing at Highway 824 / Range Road 222.

- 10.2 Bylaw 16-2015 Traffic Bylaw 71 - 121

To give third reading to Traffic Bylaw 16-2015

11. UTILITIES

- 11.1 SER-001-026: Capital Cost Recovery for Water Servicing in the Country Residential Area and Expanded Service Area 122 - 130

To update a policy to enable Administration to respond to requests for water service in the Country Residential Area.

12. FINANCIAL SERVICES

- 12.1 Bylaw 5-2016, amending Bylaw 42-2015: 2016 Fees, Rates and Charges 131 - 137

To amend Bylaw 42-2015: 2016 Fees, Rates and Charges for the correction of three rates listed under Wastewater & Storm Sewer Services and three sub-title clarifications.

- 12.2 FIN-001-024: Financial Reserves Policy (Revised) 138 - 212

To seek Council approval of FIN-001-024: Financial Reserves Policy, as revised.

- 12.3 2013 & 2014 Capital Budget Amendment – RCMP Building Expansion & SCES Emergency Services Station 1 Modernization and Renovation 213

To amend the 2013 Capital Budget to increase the scope of the RCMP Building Expansion project to incorporate the Percent for Art Program as outlined in the Strathcona County Public Art Plan, and to amend the 2014 Capital Budget to decrease funding to the SCES Emergency Services Station 1 Modernization and Renovation project.

13. BOARDS AND COMMITTEES

- 13.1 2016 Boards and Committees – Recommendation by Governance Advisory Committee for Strathcona County Library Board 214 - 215

To appoint the proposed individual as a member of the Strathcona County Library Board.

14. LEGISLATIVE AND LEGAL SERVICES

14.1 GOV-001-032 Council Priority Fund Expenditures 216 - 222

To bring forward proposed revisions to Policy GOV-001-032 Council Priority Fund Expenditures for consideration by Council.

15. PLANNING AND DEVELOPMENT SERVICES

15.1 Road Naming Salisbury Village Stages 1 and 2 223 - 231

To approve the proposed road names within Salisbury Village Stages 1 and 2.

16. COUNCILLOR REQUESTS (INFORMATION / PROGRAM REQUEST) AND NOTICES OF MOTION

16.1 Councillor Request Report 232 - 233

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.

16.2 Expenditure of Council Priority Funds Report 234 - 242

Strathcona Christian Academy Fine Arts

16.3 Expenditure of Council Priority Funds Report 243 - 248

Sunshine Generation

16.4 Expenditure of Council Priority Funds Report 249 - 254

Peacock Park Community Association

17. ADJOURNMENT (Motion)

COUNCIL MEETING MINUTES

December 8, 2015
9:00 a.m. In Camera
2:00 Open Session
Council Chambers

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

Administration Present: Rob Coon, Chief Commissioner
Darlene Bouwsema, Assoc. Commissioner, Corporate Services
Kevin Glebe, Assoc. Commissioner, Infrastructure and Planning Services
Gord Johnston, Assoc. Commissioner, Community Services
Greg Yeomans, Chief Financial Officer
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 9:05 a.m.

2. ADDITIONS / DELETIONS / CHANGES TO AGENDA

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

2015/ 472

Moved by: B. Riddell

THAT the Agenda be amended as follows:

Additions:

4.3:

Yellowhead Highway Association Update

Update on Bill 6

Letter presented by Councillor
Anderson

Community Hall Update

6.3

2016 Council Budget meeting minutes

12.4

Council Funding Request - Fiscal
Services

Delete:

10.1

2017 Provincial Agricultural Services
Board Tour - Hosting Proposal

In Favour R. Carr, V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delainey,
B. Riddell and F. Beland-Quest

Carried Unanimously

3. ADOPT AGENDA

2015/ 473

Moved by: B. Riddell

THAT the agenda be adopted as amended.

In Favour R. Carr, V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delainey,
B. Riddell and F. Beland-Quest

Carried Unanimously

4. IN CAMERA SESSION

2015/ 474

Moved by: D. Anderson

THAT Council meet in private to discuss matters protected from disclosure under the Freedom of Information and Protection of Privacy (FOIP) Act at 9:05 a.m.

In Favour R. Carr, V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delainey,
B. Riddell and F. Beland-Quest

Carried Unanimously

- 4.1 Chief Commissioner - Introduction of Topics
- 4.2 Information Update on Proposed Transmission Project
FOIP Section 27, legal privilege
- 4.3 Organizational Success Discussions
FOIP Section 17, harmful to personal privacy
FOIP Section 23, local public body confidences
FOIP Section 24, advice from officials

2015/ 475

Moved by: F. Beland-Quest

THAT Council revert to regular session at 2:00 p.m.

In Favour R. Carr, V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delainey,
B. Riddell and F. Beland-Quest

Carried Unanimously

2015/ 476

Moved by: B. Riddell

THAT the rules be suspended under section 8.13 (a) of the Meeting Procedures Bylaw to allow for the addition of an item to the agenda as Item 8.2 – "Proposed AltaLink South and West of Edmonton Area Transmission Development Project"

In Favour R. Carr, V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delainey,
B. Riddell and F. Beland-Quest

Carried Unanimously

5. CONSENT AGENDA

2015/ 477

Moved by: B. Riddell

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

6.1

November 16, Special Council Meeting Minutes

THAT the November 16, 2015 Special Council meeting minutes, be approved.

6.2

November 24, 2015 Council Meeting Minutes

THAT the November 24, 2015 Council meeting minutes, be approved.

6.3

2016 Council Budget Meeting Minutes

THAT the 2016 Council Budget meeting minutes, be approved.

In Favour R. Carr, V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delainey,
B. Riddell and F. Beland-Quest

Carried Unanimously

7. PROCLAMATIONS

There were no proclamations brought forward.

8. COUNCIL PRIORITIES

8.1 Motion following Notice of Motion

2015/ 478

Moved by: F. Beland-Quest

THAT Administration prepare a draft policy to address issues related to Strathcona County sponsorship of charitable events.

In Favour R. Carr, V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delainey,
B. Riddell and F. Beland-Quest

Carried Unanimously

8.2 Proposed AltaLink South and West of Edmonton Area Transmission Development Project

2015/ 479

Moved by: B. Riddell

THAT Administration prepare and file a submission and request further process, including a hearing before the Alberta Utility Commission, on the proposed AltaLink South and West of Edmonton Area Transmission Development Project.

In Favour R. Carr, V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delainey,
B. Riddell and F. Beland-Quest

Carried Unanimously

2015/ 480

Moved by: B. Riddell

THAT the presentations and discussions on "Information Update on Proposed Transmission Project" (Item 4.2) remain private pursuant to section 27 of the Freedom of Information and Protection of Privacy Act.

In Favour R. Carr, V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delainey,
B. Riddell and F. Beland-Quest

Carried Unanimously

11. FINANCIAL SERVICES

11.1 2016 Consolidated Budget

2015/ 481

Moved by: B. Riddell

THAT the 2016 Consolidated Operating Budget for Municipal, Utility, Library and Pioneer Housing Foundation Operations, be approved.

2015/ 482

Moved by: V. Bidzinski

THAT the Main Motion 2015-481 be amended by adding the following after `be approved` :

THAT the amount of \$1.4 million of the projected surplus to be applied towards funding of supplies and materials (line 245) and that the tax revenue be reduced accordingly to result in a zero percent increase.

In Favour V. Bidzinski, D. Anderson and L. Delainey
Opposed R. Carr, B. Botterill, C. Howatt, P. Smith, B. Riddell and F. Beland-Quest

Defeated

2015/ 481

Moved by: B. Riddell

THAT the 2016 Consolidated Operating Budget for Municipal, Utility, Library and Pioneer Housing Foundation Operations, be approved.

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

Carried

2015/ 483

Moved by: B. Botterill

THAT the 2016 Consolidated Capital Budget for Municipal, Utility and Library operations be approved.

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

Carried

11.2 Borrowing Bylaw 68-2015 Utility Capital Projects

2015/ 484

Moved by: P. Smith

THAT Bylaw 68-2015, a bylaw to authorize a loan of \$11,629,800 for the purpose of constructing utility infrastructure, be given first reading.

In Favour R. Carr, V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delaine, B. Riddell and F. Beland-Quest

Carried Unanimously

11.3 Bylaw 42 – 2015: 2016 Fees, Rates and Charges (Repeals Bylaw 43-2014)

2015/ 485

Moved by: B. Riddell

THAT Bylaw 42-2015 to establish 2016 Fees, Rates and Charges for the provision of Municipal, Utility and Library Services be given first reading.

In Favour R. Carr, V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delaine, B. Riddell and F. Beland-Quest

Carried Unanimously

2015/ 486

Moved by: B. Botterill

THAT Bylaw 42-2015 be given second reading.

In Favour R. Carr, V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delaine, B. Riddell and F. Beland-Quest

Carried Unanimously

2015/ 487

Moved by: C. Howatt

THAT third reading of Bylaw 42-2015 be considered.

In Favour R. Carr, V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delaine, B. Riddell and F. Beland-Quest

Carried Unanimously

2015/ 488

Moved by: B. Riddell

THAT Bylaw 42-2015 be given third reading.

In Favour R. Carr, D. Anderson, B. Botterill, C. Howatt, P. Smith, B. Riddell and F. Beland-Quest
Opposed: V. Bidzinski

Carried

11.4 Capital Budget Amendment – Administrative Funding Reallocation

2015/ 489

Moved by: B. Botterill

THAT the 2008 and 2014 capital budgets be amended as follows:

1. A change of funding source for the 2014 Wye Rd-Hawthorne St. to Brentwood project in the amount of 568,112 from Municipal Projects Reserve (1.3773) to Alberta Municipal Infrastructure Program as well as any further interest earned, and
2. A change of funding source in the amount of \$107,270 for the 2008 Construct and Expand Wallace Drive Jug Handle project and in the amount of \$327,560 for the 2014 Highway 16 Ramp & Clover Bar Rd. Intersection project from Alberta Municipal Infrastructure Program to the Municipal Projects Reserve (1.3773)

In Favour R. Carr, V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delainey,
B. Riddell and F. Beland-Quest

Carried Unanimously

12. COUNCILLOR REQUESTS (INFORMATION / PROGRAM REQUEST) AND NOTICES OF MOTION

12.1 Councillor Request Report

Ward 1 V. Bidzinski

ADD: INFORMATION REQUEST – Chief Commissioner

St. Theresa School Expansion

Please provide information regarding the St. Theresa School expansion and what involvement Strathcona County has on the project.

12.2 Notice of Motion

Standard Development Agreement Security Guidelines

Councillor Anderson SERVED Notice of the following Motion:

THAT Administration work with the Urban Development Institute to create guidelines for establishing security in the County's standard development agreement, and bring forward a report for Council discussion at the end of the 1st quarter 2016.

12.3 Council Priority Fund Expenditure Request

Friends of the St. Theresa Catholic School Playground Society

2015/ 490

Moved by: V. Bidzinski

THAT Council authorize an expenditure of \$13,950.00 from Council Priority Funds as follows:

Mayor Roxanne Carr \$1,000.00
Councillor Vic Bidzinski \$4,950.00
Councillor Dave Anderson \$3,000.00
Councillor Brian Botterill \$1,000.00
Councillor Carla Howatt \$500.00
Councillor Paul Smith \$500.00
Councillor Linton Delaine \$2,000.00
Councillor Fiona Beland-Quest \$1,000.00

for the purpose of providing funds to Friends of the St. Theresa Catholic School Playground Society for costs associated with building a playground.

In Favour R. Carr, V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delaine,
B. Riddell and F. Beland-Quest

Carried Unanimously

- 12.4 Councillor Funding Request – Fiscal Services
Agricultural Service Board Provincial Conference Authorization

2015/ 491

Moved by: B. Riddell

THAT Councillor Bonnie Riddell be authorized to attend the Agricultural Service Board Provincial Conference and that, subject to Policy GOV-001-026: Council Business Expense Policy, all allowable business expenses associated with attendance at the above event will be covered by Fiscal Services (1801.7420).

In Favour R. Carr, V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delaine,
B. Riddell and F. Beland-Quest

Carried Unanimously

9. TIME SPECIFIC AGENDA ITEMS

9.1 PUBLIC HEARINGS

- 9.1.1 Bylaw 67-2015 Amendment to Land Use Bylaw 6-2015 (Ward 6)

2015/ 492

Moved by: L. Delaine

THAT Bylaw 67-2015, a bylaw to rezone approximately 16 hectares (39.54 acres) in the S½ of SE 16-51-23-W4 AG from Agriculture: General District to RS Small Holdings District, RA Rural Residential/Agriculture District and PC Conservation District to support the future subdivision of a total of three parcels in accordance with a Council adopted Conceptual Scheme, be given first reading.

In Favour R. Carr, V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delaine,
B. Riddell and F. Beland-Quest

Carried Unanimously

2015/ 493

Moved by: B. Botterill

THAT Bylaw 67-2015 be given second reading.

In Favour R. Carr, D. Anderson, B. Botterill, C. Howatt, V. Bidzinski, P. Smith, L. Delainey,
B. Riddell and F. Beland-Quest

Carried Unanimously

2015/ 494

Moved by: B. Riddell

THAT Bylaw 67-2015 be considered for third reading.

In Favour R. Carr, V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delainey,
B. Riddell and F. Beland-Quest

Carried Unanimously

2015/ 495

Moved by: L. Delainey

THAT Bylaw 67-2015 be given third reading.

In Favour R. Carr, V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delainey,
B. Riddell and F. Beland-Quest

Carried Unanimously

13. ADJOURNMENT

2015/ 496

Moved by: B. Botterill

THAT the Council meeting adjourn at 5:06 p.m.

In Favour R. Carr, V. Bidzinski, D. Anderson, B. Botterill, C. Howatt, P. Smith, L. Delainey,
B. Riddell and F. Beland-Quest

Carried Unanimously

Mayor

Director, Legislative & Legal Services

Motion following Notice of Motion

Standard Development Agreement Security Guidelines

THAT Administration work with the Urban Development Institute to create guidelines for establishing security in the County's standard development agreement, and bring forward a report for Council discussion at the end of the 1st quarter 2016.

Background

Councillor Anderson served Notice of Motion on December 8, 2015.

The development industry has requested Strathcona County revisit its guidelines for security to be included in Development Agreements. Amending the current guidelines to a performance category or tier system is one option. Based on a tier system, security requirements implemented in the Development Agreement would be based on the category in which the developer is placed. Holdback amounts could also be determined based on the correct tier.

2015 Q4 Strathcona Community Investment Program (SCIP) Fund Allocations**Report Purpose**

To present the recommended allocations for the Strathcona Community Investment Program (SCIP) Fund applications received on or before December 11, 2015.

Recommendation

THAT, in accordance with the Strathcona Community Investment Program Policy GOV-002-030, a total allocation of \$29,116.00, as detailed below, be approved:

Canadian Parents for French – Winter Carnival	\$ 1,200.00
EIPS Young Speakers Invitational	\$ 2,000.00
Fultonvale School Advisory Council	\$ 1,600.00
Sherwood Park Handball Club	\$ 5,000.00
Hastings Lake Community Association – Christmas/Country	\$ 240.00
Hastings Lake Community Association – Winter Solstice	\$ 900.00
Sunshine Generation	\$ 1,000.00
Rescue 100 Horses Foundation	\$10,000.00
Ministik Parents Association	\$ 7,176.00

Council History

May 20, 2014 – Council approved Policy GOV-002-030: Strathcona Community Investment Program Policy, as put forward by the Governance Advisory Committee.

July 15, 2014 – Council approved a total allocation of \$13,400.00 for the 2014 Q2 applications.

October 21, 2014 – Council approved a total allocation of \$15,400.00 for the 2014 Q3 applications.

January 20, 2015 – Council approved a total allocation of \$10,000.00 for the 2014 Q4 applications.

February 10, 2015 – Council approved a total allocation of \$40,000.00 for playground finding.

April 28, 2015 – Council approved a total allocation of \$14,000.00 for the 2015 Q1 applications.

April 28, 2015 – Council approved amendments to Policy GOV-002-030: Strathcona Community Investment Program Policy.

July 21, 2015 – Council approved a total allocation of \$27,727.02 for the 2015 Q2 applications.

October 6, 2015 – Council approved a total allocation of \$20,000.00 for the 2015 Q3 applications.

Strategic Plan Priority Areas

Economy: A total of \$100,000.00 in Strathcona Community Investment Program funding is budgeted in a calendar year for allocation quarterly.

Governance: The Strathcona Community Investment Fund fosters cooperative partnerships with the community.

Social: We are a helping, caring and safe community.

Culture: The fund supports our ability to be a vibrant, creative community.

Environment: n/a

Other Impacts

Policy: The Strathcona Community Investment Program funds are allocated in accordance with Policy GOV-002-030.

Legislative/Legal: All resolutions authorizing the expenditure of Strathcona Community Investment Program funds will be provided to Financial Services by Legislative and Legal Services.

Interdepartmental: Financial Services; Legislative and Legal Services.

Summary

The Strathcona Community Investment Program Review Committee recommends the funds for the 2015 Q4 applications be allocated as follows:

Canadian Parents for French – Winter Carnival	\$ 1,200.00
EIPS Young Speakers Invitational	\$ 2,000.00
Fultonvale School Advisory Council	\$ 1,600.00
Sherwood Park Handball Club	\$ 5,000.00
Hastings Lake Community Association – Christmas/Country	\$ 240.00
Hastings Lake Community Association – Winter Solstice	\$ 900.00
Sunshine Generation	\$ 1,000.00
Rescue 100 Horses Foundation	\$10,000.00
Ministik Parents Association	<u>\$ 7,176.00</u>
Total:	\$29,116.00

Communication Plan

Letter

Strathcona County – Request for Support**Report Purpose**

To discuss support for Bruderheim's grant application for their arena ice plant.

Recommendation

THAT Strathcona County's participation in the grant application to the Alberta Community Partnership Program to request regional partnership funding for the replacement of the ice plant in the Town of Bruderheim arena, be approved.

Council History

November 14, 2014 – a letter of support was signed by Mayor Carr and sent to Municipal Affairs to seek grant funding.

Strategic Plan Priority Areas

Economy: n/a

Governance: Cooperation and partnership with neighbouring governments

Social: Supporting a healthy and active community

Culture: n/a

Environment: n/a

Other Impacts

Policy: n/a

Legislative/Legal: n/a

Interdepartmental: n/a

Summary

A failing ice plant at the Bruderheim Arena, one of the town's most vital facilities, is compromising the ability to support community groups and enhance infrastructure and programming.

As a small community of nearly 1,350 residents facing growth and economic change within Alberta's Capital Region, resources are stretched too thin to meet the \$475,000 capital cost for a new ice plant. The arena has been forced to shut down several times as the ice began to melt, affecting organized hockey, other essential programming as well as community group activities and events.

Through the Alberta Community Partnership Program, the Town of Bruderheim has an opportunity to apply for an Intermunicipal Collaboration Grant for funding for the arena and requires a resolution from Strathcona County Council for support. Strathcona County residents have used the Bruderheim Arena for ice time for the Sherwood Park Minor Hockey Association and both Men's and Ladies Hockey Leagues. As a partner in the region, Strathcona County is invested in the town's ability to maintain the arena and provide a venue for recreation and inspiration for the community.

Enclosure

1 2016 letter of support for Bruderheim Area Ice Plant

January 19, 2016

His Worship Karl Hauch
Mayor, Town of Bruderheim
Box 280
Bruderheim, Alberta T0B 0S0

**RE: Bruderheim Intermunicipal Collaboration Grant Application
Bruderheim Arena Ice Plant**

Dear Mayor Hauch:

Strathcona County Council discussed your request to provide support for Bruderheim's Arena Ice Plant application through the Alberta Community Partnership Program. The following motion was passed at our Council meeting held today, January 19, 2016:

THAT Strathcona County's participation in the grant application to the Alberta Community Partnership Program for regional partnership funding for the replacement of the ice plant in the Town of Bruderheim arena, be approved.

Over the years Strathcona County residents have been able to use the Bruderheim Arena to assist in fulfilling ice requirements from the Sherwood Park Minor Hockey Association, as well as Men's and Ladies Hockey Leagues.

The Arena is a significant part of their community and as a regional partner we wish Bruderheim success in being able to maintain the Arena and to continue to provide the region with a venue for recreation and a life-style that all ages can enjoy.

If you require further information or clarification on Strathcona County's support of the grant application, please contact Kelly Rudyk, Director, Corporate Planning and Intergovernmental Affairs at kelly.rudyk@strathcona.ca.

Yours truly,

Roxanne Carr, **MAYOR**
STRATHCONA COUNTY

CC Kelly Rudyk, Director, Corporate Planning and Intergovernmental Affairs

Bylaw 1-2016 Text Amendment to Land Use Bylaw 6-2015

Owners: RROX Aggregates Ltd.
Applicant: Park Paving

Report Purpose

To give three readings to a bylaw that proposes to separate concrete and asphalt uses into individual definitions and to add Concrete plant, major as a discretionary use in the Medium Industrial Zoning Districts within Land Use Bylaw 6-2015.

Recommendations

1. THAT Bylaw 1-2016 Text Amendment to Land Use Bylaw 6-2015 be given first reading.
2. THAT Bylaw 1-2016 be given second reading.
3. THAT Bylaw 1-2016 be considered for third reading.
4. THAT Bylaw 1-2016 be given third reading.

Council History

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

Strategic Plan Priority Areas

Economy: The proposal supports the strategic priority area of a diverse economy.

Governance: The Public Hearing provides Council with the opportunity to receive public input prior to making a decision on the proposed Land Use Bylaw text amendment.

Social: n/a

Culture: n/a

Environment: n/a

Other Impacts

Policy: n/a

Legislative/Legal: The *Municipal Government Act* provides Council the authority to amend the Land Use Bylaw.

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

Summary

Strathcona County's Land Use Bylaw 6-2015 currently defines asphalt and concrete plants as equivalent, treating them comparatively in terms of nuisance impacts when it comes to zoning considerations. They are currently defined as follows:

Concrete/Asphalt Plant, Major – *"means a permanent plant or facility that is used for the processing, manufacturing, recycling and sale of concrete, asphalt or both, and includes facilities for the administration or management of the building, the stockpile of bulk materials used in the production process or of finished products manufactured on site and the storage and maintenance of required equipment"*

Concrete/Asphalt Plant, Minor – *"means a portable unit that is used for the processing, manufacturing, recycling and sale of concrete, asphalt or both, and includes facilities for the administration or management of the building,*

limited stockpile of bulk materials used in the production process or of finished products manufactured on site and the storage and maintenance of required equipment”

Currently these two definitions are differentiated by whether the plant is portable or permanent; no distinction is made between the processes involved with asphalt production and concrete production. Concrete plants and asphalt plants differ in the method of production and the materials they produce; consequently the impacts and nuisance factors created during the respective processes are different. The chart provided in Enclosure 1 of this report gives a general overview of the differences between the two uses. The nuisance impacts of a concrete plant can be maintained within the property boundary; however asphalt plants do not have the same ability to contain their impact.

Generally within the classification of land use, medium industrial uses and heavy industrial uses are differentiated by the ability to contain nuisance impacts. Medium industrial uses are considered as uses that can maintain any nuisance impacts within the property boundary, while heavy industrial uses are considered to have impacts that extend beyond the property line. Considering the significance that nuisance impacts have in defining what constitutes Medium or Heavy Industrial uses, the first aspect of the proposed text amendment is to separate concrete and asphalt uses into individual definitions. Having a definition that is specific to each process enables the ability to assign each respective use to appropriate districts with respect to the difference in their associated nuisance impacts. Based on the ability for the nuisance impact of a concrete plant use to be contained within a property boundary, the second aspect of the proposed amendment is to add Concrete Plant, Major as a discretionary use in the Medium Industrial Zoning Districts of the Land Use Bylaw. As a discretionary use, an applicant for a development permit for a proposed Concrete Plant, Major use would be required to demonstrate to the County that nuisance impacts are mitigated and maintained within the property boundary, which would uphold the intent of the medium industrial zoning. Aesthetic considerations of a proposed concrete plant would also be reviewed as part of the permitting process.

To ensure compatibility of the use with adjacent properties, the proposed text amendments further include regulations in section 7.17.6 of the IM Medium Industrial zoning district and Section 9.19.7 of the IMH Medium Industrial (Heartland) zoning district that require that an asphalt plant and concrete plant shall not create nuisance effects beyond the boundary of the subject site.

The proposed text amendments described above were initiated by the applicant to enable the consideration of a Concrete Plant, Major use on the applicant's current parcel Lot A, Plan 2354 RS (SE 23-53-23-W4). The site is currently used by the applicant as an Industrial General Use - Aggregate Transload Facility, which utilizes the rail spur on the property.

The amendments proposed by this Bylaw would enable a development permit to be considered for a Concrete Plant, Major use on any parcel zoned IM Medium Industrial or IMH Medium Industrial (Heartland) within the County.

Communication Plan

Newspaper advertisement, letter

Enclosures

- 1 Asphalt/Concrete Use Comparison Chart
- 2 Proposed Text Amendments
- 3 Bylaw 1-2016

Nuisance Factors

Below are a list of nuisance factors that pertain to asphalt and concrete production:

Nuisance	Concrete Plant	Asphalt Plant
Aesthetic	<ul style="list-style-type: none"> Mechanics of plant are enclosed by a building 	<ul style="list-style-type: none"> No architectural enclosure, all mechanics exposed
Odour	<ul style="list-style-type: none"> No odour 	<ul style="list-style-type: none"> Smell of burnt bitumen/oils extend beyond property boundaries
Noise	<ul style="list-style-type: none"> Truck traffic produces sporadic noise Blowers on cement tanks, mixer trucks, loaders, aggregate handling (Meridian Planning Consultants, 2012) Aggregate handling occurs from loader to conveyors within an enclosed building 	<ul style="list-style-type: none"> Truck traffic produces sporadic noise Loaders, aggregate handling, plant vibrators (Meridian Planning Consultants, 2012) Aggregate handling occurs from loader to conveyors, then is tumble dried inside a large rotating steel drum
Smoke	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> Small plume of steam can contain some smoke due to risk of overheating additives such as polymers
Emissions	<ul style="list-style-type: none"> Fugitive dust – occur from vehicle activity on site, loading and transfer activities, aggregate stockpiles Process emissions – occur at discrete and definable locations during truck batching, cement and aggregate weighing and material handling State of the art dust capture system and daily watering ensure this nuisance stays on site (Meridian Planning Consultants, 2012) 	<ul style="list-style-type: none"> Particulate matter is generated during the aggregate heating and drying process, not present in concrete production Drum dryer produces steam, carbon dioxide, nitrogen oxides, sulphur oxides, carbon monoxide, and small amount of organic compounds 20 pounds per day of particulate matter through the stack 10 pounds per day of volatile organic compounds (VOCs) (Meridian Planning Consultants, 2012)
Traffic	<ul style="list-style-type: none"> Lower volume of product produced equates to half the volume of traffic 	<ul style="list-style-type: none"> Approximately twice the volume of truck traffic
Waste	<ul style="list-style-type: none"> Water and concrete waste (recyclable) 	<ul style="list-style-type: none"> Off specification and waste asphalt (recyclable) Up to 14 tonne of waste asphalt every time the mix is changed Fine particulate matter

ANIMAL BREEDING FACILITY* means a premises where domestic animals are kept, bred, bought or sold.

ANIMAL GROOMING AND CARE means a facility which provides for the appearance or daycare of domestic animals or both, within an enclosed building. This does not include an animal breeding facility or an animal boarding facility.

ANIMAL HOSPITAL AND SHELTER means a facility used for the temporary accommodation and care or impoundment of small animals and livestock. This does not include an animal breeding facility, animal boarding facility or animal grooming and care.

ANTENNA means a structure designed for the purpose of receiving and transmitting communication signals.

ANTENNA, AMATEUR RADIO* means an accessory use where an installation consisting of an antenna or antenna array, mounted on a tower or support structure, designed for the purpose of the reception and transmission of radio signals is utilized by licensed amateur radio operators. An amateur radio antenna shall be considered a discretionary use in the agricultural and residential Zoning Districts.

APICULTURE means the keeping and management of bees.

APPROACH (see access)

AQUACULTURE means the raising and management of fish. Typical uses include fingerling production and table food market production.

ASPHALT PLANT, MAJOR means a permanent plant or facility that is used for the processing, manufacturing, recycling and sale of asphalt, and includes facilities for the administration or management of the building, the stockpile of bulk materials used in the production process or of finished products manufactured on-site and the storage and maintenance of required equipment.

ASPHALT PLANT, MINOR means a portable unit that is used for the processing, manufacturing, recycling and sale of asphalt, and includes facilities for the administration or management of the building, limited stockpile of bulk materials used in the production process or of finished products manufactured on-site and the storage and maintenance of required equipment.

ASSISTED LIVING FACILITY means a premise where accommodation is provided:

- for persons who require a wide range of support services where accommodation for at least one staff member is provided on-site;
- where one or more communal kitchens, dining rooms, or common social areas are provided;
- where administrative offices may be located on-site; or
- where organized recreation activities may occur.

COMMERCIAL USE means an occupation, employment or enterprise that is carried on for gain or monetary profit by any person.

~~**CONCRETE/ASPHALT PLANT, MAJOR** means a permanent plant or facility that is used for the processing, manufacturing, recycling and sale of concrete, asphalt or both, and includes facilities for the administration or management of the building, the stockpile of bulk materials used in the production process or of finished products manufactured on-site and the storage and maintenance of required equipment.~~

CONCRETE PLANT, MAJOR means a permanent plant or facility that is used for the processing, manufacturing, recycling and sale of concrete, and includes facilities for the administration or management of the building, the stockpile of bulk materials used in the production process or of finished products manufactured on-site and the storage and maintenance of required equipment.

~~**CONCRETE/ASPHALT PLANT, MINOR** means a portable unit that is used for the processing, manufacturing, recycling and sale of concrete or asphalt or both and includes facilities for the administration or management of the building, limited stockpile of bulk materials used in the production process or of finished products manufactured on-site and the storage and maintenance of required equipment.~~

CONCRETE PLANT, MINOR means a portable unit that is used for the processing, manufacturing, recycling and sale of concrete, and includes facilities for the administration or management of the building, limited stockpile of bulk materials used in the production process or of finished products manufactured on-site and the storage and maintenance of required equipment.

CONDOMINIUM, BARE LAND means a condominium development containing condominium units that assign ownership to units of land, created specifically through subdivision and registered as a condominium plan in accordance with the Condominium Property Act.

CONDOMINIUM UNIT means:

- a space that is situated within a building and described as a unit in a condominium plan by reference to floors, walls and ceilings within the building; and
- land that is situated within a parcel and described as a unit in a condominium plan by reference to boundaries governed by monuments placed pursuant to the provisions of the Surveys Act respecting subdivision surveys.

CONFINED FEEDING OPERATION* (as defined by the Agricultural Operations and Practices Act) means fenced or enclosed land or buildings where livestock are confined for the purpose of growing, sustaining, finishing or breeding by means other than grazing and any other building or structure directly related to that purpose but does not include residences, livestock seasonal feeding and bedding sites, equestrian stables, auction markets, race tracks or exhibition grounds.

CONGREGATE HOUSING means housing in multiple unit form for semi-independent persons and may provide living and sleeping facilities, meal preparation, laundry services, transportation, counselling and room cleaning. This does not include a major

7.17 IM – MEDIUM INDUSTRIAL

7.17.1. Purpose

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.

7.17.2. Permitted Uses and Discretionary Uses

Permitted Uses

Agricultural support service
Agriculture, general
Animal grooming and daycare facility
Animal hospital and shelter
Auctioneering establishment^
Autobody repair and paint shop
Commercial storage
Contractor service, general
Contractor service, limited
Custom indoor manufacturing
Emergency service^
Equipment, major
Equipment, minor
Funeral service
Outdoor storage
Recreational vehicle storage, major (*Bylaw 39-2015, July 7, 2015*)
Recycling depot
Recycling drop-off
Service station, minor
Truck and manufactured home sales/rental
Utility service, minor
Vehicle repair, major
Vehicle repair, minor
Veterinary service, major
Veterinary service, minor
Warehousing and storage
WECS, small*

Discretionary Uses

Abattoir
Asphalt plant, minor
Bulk fuel depot
Business support service^
Concrete plant, major
Concrete plant, minor
~~Concrete/asphalt plant, minor~~
Food and beverage products
Food service, specialty^
Industrial, general^
Parking, non-accessory
Recreation, indoor^
Recycling, oil depot
Residential security/operator unit^
Retail, convenience^
Utility service, major
Warehouse sales^
Waste management, minor

Refer to Part 6, Specific Use Regulations, for additional regulations pertaining to uses containing an asterisk (*)

Uses containing a carat (^) may be prohibited or subject to additional regulations within Section 7.19, Heavy Industrial Transition Overlay

7.17.3. Fundamental Use Criteria

a) (None)

7.17.4. Subdivision Regulations

a) The minimum lot width shall be 20.0 m.

7.17.5. **Development Regulations – Principal Building**

- a) The maximum floor area ratio shall be 2.0.
- b) The maximum height shall be 18.0 m.
- c) The minimum setback from the front lot line shall be 6.0 m.
- d) The minimum setback from a side lot line shall be 6.0 m.
- e) The minimum setback from a rear lot line shall be 6.0 m.
- f) The Development Officer may reduce the minimum setback from a side lot line or a rear lot line where the site is serviced by rail.

7.17.6. **Other Regulations**

- a) General industrial, asphalt plant, and concrete plant uses shall not create any nuisance effect beyond the boundaries of the site.
- b) Safety, risk and environmental assessment are integral components of the industrial development review process. Where there are potential effects or risk associated with a proposed development, a Development Officer shall require an applicant to retain a qualified professional to provide an environmental impact assessment or a quantitative risk assessment report or both for the proposed development.
- c) In addition to the regulations listed above, permitted and discretionary uses are subject to the applicable regulations, provisions and requirements contained within the other Parts of this Bylaw.

7.18 IH – HEAVY INDUSTRIAL

7.18.1. Purpose

To provide for large scale and major industrial uses that may have large land requirements and some nuisance effects on adjacent sites.

7.18.2. Permitted Uses and Discretionary Uses

Permitted Uses

Agriculture, general
Equipment, major
Outdoor storage
Recycling, oil depot
Utility service, minor
Warehousing and storage
WECS, small*

Discretionary Uses

Abattoir
Aggregate extraction*
Asphalt plant, major
Asphalt plant, minor
Concrete plant, major
Concrete plant, minor
~~Concrete/asphalt plant, major~~
~~Concrete/asphalt plant, minor~~
Emergency service
Industrial, general
Industrial, heavy
Parking, non-accessory
Residential security/operator unit
Service station, minor
Utility service, major
Waste management, major
Waste management, minor
WECS, large (single)*
Wrecking yard

Refer to Part 6, Specific Use Regulations, for additional regulations pertaining to uses containing an asterisk (*)

7.18.3. Fundamental Use Criteria

- a) (none)

7.18.4. Subdivision Regulations

- a) The minimum lot width shall be 50.0 m.

7.18.5. Development Regulations

- a) The minimum setback from a lot line abutting a road shall be 30.0 m.
b) The minimum setback from the front lot line shall be 15.0 m.
c) The minimum setback from a side lot line shall be 15.0 m.
d) The minimum setback from a rear lot line shall be 15.0 m.
e) Despite the above, the Development Officer may require a greater setback for a use that may interfere with the safety and amenity of adjacent sites.

7.18.6. Other Regulations

- a) Despite the landscaping requirements of Section 3.10, the Development Officer may approve alternate landscape treatments where provision of soft landscaping may result in a fire hazard.

STRATHCONA COUNTY

LAND USE BYLAW 6-2015

- b) Safety, risk and environmental assessment are integral components of the industrial development review process. Where there are potential effects or risk associated with a proposed development, a Development Officer shall require an applicant to retain a qualified professional to provide an environmental impact assessment or a quantitative risk assessment report or both for the proposed development.
- c) No new development nor expansion to an existing development approved in this Zoning District shall present an annual individual fatality risk in excess of the maximum probabilities specified at the following locations:
 - i) at a distance of 1.5 km (risk of incident 1:100,000) beyond the nearest IH property boundary in the IH district containing the site;
 - ii) at a distance of 3.0 km (risk of incident 1:1,000,000) beyond the nearest IH property boundary in the IH district containing the site.
- d) In addition to the regulations listed above, permitted and discretionary uses are subject to the applicable regulations, provisions and requirements contained within the other Parts of this Bylaw.

9.19 IMH – Medium Industrial (Heartland)

9.19.1. Purpose

To provide for a broad range of compatible commercial and industrial uses, some of which have outdoor storage. Any nuisance factor should not extend beyond the boundaries of the site. This Zoning District shall be a transition area in accordance with the Heartland Area Structure Plan.

9.19.2. Permitted Uses and Discretionary Uses

Permitted Uses	Discretionary Uses
<ul style="list-style-type: none"> • Agricultural support service • Agriculture, general • Animal hospital and shelter • Autobody repair and paint shop • Commercial storage • Contractor service, general • Contractor service, limited • Custom indoor manufacturing • Emergency service • Equipment, major • Equipment, minor • Outdoor storage • Recreational vehicle storage, major* • Recycling depot • Recycling drop-off • Service station, minor • Truck and manufactured home sales/rental • Utility service, minor • Vehicle repair, major • Vehicle repair, minor • Veterinary service, major • Veterinary service, minor • Warehousing and storage • WECS, small* 	<ul style="list-style-type: none"> • Abattoir • Asphalt plant, minor • Bulk fuel depot • Concrete plant, major • Concrete plant, minor • Concrete/asphalt plant, minor • Dwelling, secondary* (replacement only) • Dwelling, single* (replacement only) • Food and beverage products • Food service, specialty • Home business, intermediate* • Home business, major* • Home business, minor* • Industrial, general • Parking, non-accessory • Recycling, oil-depot • Residential security/operator unit • Retail, convenience • Utility service, major • Warehouse sales • Waste management, minor • WECS, large (single)*

Refer to Part 6, Specific Use Regulations, for additional regulations pertaining to uses containing an asterisk (*)

9.19.3. Fundamental Use Criteria

- a) (none)

9.19.4. Subdivision Regulations

- a) No subdivision shall be considered for residential development.

9.19.5. Development Regulations – Principal Buildings and Accessory Buildings

- The maximum floor area ratio shall be 2.0.
- The maximum height shall be 18.0 m.
- The minimum setback from a lot line abutting a rural road shall be 30.0 m.
- The minimum setback from the front lot line shall be 6.0 m.
- The minimum setback from a side lot line shall be 6.0 m.
- The minimum setback from a rear lot line shall be 6.0 m.

- g) No setback from a side lot line or a rear lot line shall be required where a site is serviced by rail.

9.19.6. Existing Residential Development

- a) An existing dwelling (single or secondary) may be allowed to be rebuilt if destroyed, except in areas prone to extensive erosion, subsidence or flooding particularly within the 1:100 year floodplain. The replacement of an existing dwelling shall be a discretionary use.
- b) A new dwelling in replacement of an existing dwelling may be considered, except in areas prone to extensive erosion, subsidence or flooding particularly within the 1:100 year floodplain. The replacement of an existing dwelling shall be a discretionary use.
- c) An existing dwelling (single or secondary) or accessory building(s) shall be permitted to remain and be maintained as a conforming use to allow for maintenance. Any modifications or additions shall be a discretionary use.

9.19.7. Other Regulations

- a) General industrial, asphalt plant, and concrete plant uses shall not create any nuisance effect beyond the boundaries of the site.
- b) Safety, risk and environmental assessment are integral components of the industrial development review process. Where there are potential effects or risk associated with a proposed development, a Development Officer shall require an applicant to retain a qualified professional to provide an environmental impact assessment or a quantitative risk assessment report or both for the proposed development.
- c) In addition to the regulations listed above, permitted and discretionary uses are subject to the applicable regulations, provisions and requirements contained within the other Parts of this Bylaw.

9.20 IHH – Heavy Industrial (Heartland)

9.20.1. Purpose

To provide for large scale and major industrial uses in accordance with the Heartland Area Structure Plan (ASP). These uses may have large land requirements and some nuisance effects on adjacent parcels.

9.20.2. Permitted Uses and Discretionary Uses

Permitted Uses	Discretionary Uses
<ul style="list-style-type: none"> • Agriculture, general • Equipment, major • Outdoor storage • Recycling, oil depot • Utility service, minor • Warehousing and storage • Waste management, minor • WECS, small* • WECS, large (single)* 	<ul style="list-style-type: none"> • Abattoir • Aggregate extraction* • Asphalt plant, major • Asphalt plant, minor • Concrete plant, major • Concrete plant, minor • Concrete/asphalt plant, major • Concrete/asphalt plant, minor • Dwelling, single* (replacement only) • Dwelling, secondary* (replacement only) • Emergency service • Home business, minor* • Home business, intermediate* • Home business, major* • Industrial, general • Industrial, heavy • Manufactured home (replacement only) • Manufactured home, singlewide (replacement only) • Parking, non-Accessory • Residential security/operator unit • Service station, minor • Utility service, major • Waste management, major • Wrecking yard • WECS, large (multiple)*

Refer to Part 6, Specific Use Regulations, for additional regulations pertaining to uses containing an asterisk (*)

9.20.3. Fundamental Use Criteria

- a) (none)

9.20.4. Subdivision Regulations

- a) No subdivision shall be considered for residential development.

9.20.5. Development Regulations – Principal Buildings and Accessory Buildings

- a) The minimum setback from a lot line abutting a rural road shall be 30.0 m.
 b) The minimum setback from the front lot line shall be 15.0 m.
 c) The minimum setback from a side lot line shall be 15.0 m.

- d) The minimum setback from a rear lot line shall be 15.0 m.
- e) The Development Officer may require a greater setback for a use that may interfere with the safety and amenity of adjacent sites or to meet the regulations of Section 9.20.7.

9.20.6. Existing Residential Development

- a) An existing dwelling (single or secondary), manufactured home or manufactured home (singlewide) may be allowed to be rebuilt if destroyed, except in areas prone to extensive erosion, subsidence or flooding particularly within the 1:100 year floodplain. The replacement shall be a discretionary use.
- b) A new single dwelling, manufactured home or manufactured home (singlewide) in replacement of an existing dwelling or home may be considered, except in areas prone to extensive erosion, subsidence or flooding particularly within the 1:100 year floodplain. The replacement shall be a discretionary use.
- c) An existing dwelling (single or secondary), manufactured home or manufactured home (singlewide), or accessory building(s) shall be permitted to remain and be maintained as a conforming use to allow for maintenance. Any modifications or additions shall be a discretionary use.

9.20.7. Other Regulations

- a) Despite the landscaping requirements of this Bylaw, the Development Officer may approve alternate landscape treatments where provision of soft landscaping may result in a fire hazard.
- b) Safety, risk and environmental assessment are integral components of the industrial development review process. Where there are potential effects or risk associated with a proposed development, a Development Officer shall require an applicant to retain a qualified professional to provide an environmental impact assessment or a quantitative risk assessment report or both for the proposed development.
- c) No new development nor expansion to an existing development approved in this Zoning District shall present an annual individual fatality risk in excess of the maximum probabilities specified at the following locations:
 - i. at a distance of 1.5 km (risk of incident 1:100,000) beyond the nearest IH property boundary in the IH Zoning District containing the site;
 - ii. at a distance of 3.0 km (risk of incident 1:1,000,000) beyond the nearest IH property boundary in the IH Zoning District containing the site.
- d) In addition to the regulations listed above, permitted and discretionary uses are subject to the applicable regulations, provisions and requirements contained within the other Parts of this Bylaw.

BYLAW 1-2016

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 Section 1.17, Subsection 1.17.4 be amended by:
deleting the definition of "Concrete/asphalt plant, major" in its entirety and adding the definitions of "Asphalt Plant, Major" and "Concrete Plant, Major" as follows:

ASPHALT PLANT, MAJOR means a permanent plant or facility that is used for the processing, manufacturing, recycling and sale of asphalt, and includes facilities for the administration or management of the building, the stockpile of bulk materials used in the production process or of finished products manufactured on-site and the storage and maintenance of required equipment.

CONCRETE PLANT, MAJOR means a permanent plant or facility that is used for the processing, manufacturing, recycling and sale of concrete, and includes facilities for the administration or management of the building, the stockpile of bulk materials used in the production process or of finished products manufactured on-site and the storage and maintenance of required equipment.

2. That Section 1.17, Subsection 1.17.4 be amended by:
deleting the definition of "Concrete/asphalt plant, minor" in its entirety and adding "Asphalt plant, minor" and "Concrete plant, minor" as follows:

ASPHALT PLANT, MINOR means a portable unit that is used for the processing, manufacturing, recycling and sale of asphalt, and includes facilities for the administration or management of the building, limited stockpile of bulk materials used in the production process or of finished products manufactured on-site and the storage and maintenance of required equipment.

CONCRETE PLANT, MINOR means a portable unit that is used for the processing, manufacturing, recycling and sale of concrete, and includes facilities for the administration or management of the building, limited stockpile of bulk materials used in the production process or of finished products manufactured on-site and the storage and maintenance of required equipment.

3. That Section 7.17, Subsection 7.17.2 be amended by:
adding "Concrete plant, major" to the list of Discretionary Uses.
4. That Section 7.17, Subsection 7.17.2 be amended by:
deleting "Concrete/asphalt plant, minor" from the list of Discretionary Uses and
adding "Asphalt plant, minor" and "Concrete plant, minor" to the list of Discretionary
Uses.
5. That Section 7.17, Subsection 7.17.6 a) be amended by:
adding ", asphalt plant, and concrete plant" after "General industrial".
6. That Section 7.18, Subsection 7.18.2 be amended by:
deleting "Concrete/asphalt plant, major" from the list of Discretionary Uses and
adding "Asphalt plant, major" and "Concrete plant, major" to the list of Discretionary
Uses.
7. That Section 7.18, Subsection 7.18.2 be amended by:
deleting "Concrete/asphalt plant, minor" from the list of Discretionary Uses and
adding "Asphalt plant, minor" and "Concrete plant, minor" to the list of Discretionary
Uses.
8. That Section 9.19, Subsection 9.19.2 be amended by:
adding "Concrete plant, major" to the list of Discretionary Uses.
9. That Section 9.19, Subsection 9.19.2 be amended by:
deleting "Concrete/asphalt plant, minor" from the list of Discretionary Uses and
adding "Asphalt plant, minor" and "Concrete plant, minor" to the list of Discretionary
Uses.
10. That Section 9.19, Subsection 9.19.7 a) be amended by:
adding ", asphalt plant, and concrete plant" after "General industrial".
11. That Section 9.20, Subsection 9.20.2 be amended by:
deleting "Concrete/asphalt plant, major" from the list of Discretionary Uses and
adding "Asphalt plant, major" and "Concrete plant, major" to list of Discretionary
Uses.

- 12. That Section 9.20, Subsection 9.20.2 be amended by:
deleting "Concrete/asphalt plant, minor" from the list of Discretionary Uses and
adding "Asphalt plant, minor" and "Concrete plant, minor" to the list of Discretionary
Uses.

This Bylaw comes into effect after third reading and upon being signed.

Read a first time this _____ day of _____, 2016.

Read a second time this _____ day of _____, 2016.

Read a third time and finally passed this _____ day of _____, 2016.

Mayor

Director,
Legislative and Legal Services

Date Signed: _____

Bylaw 2-2016 Amendment to Municipal Development Plan Bylaw 1-2007

Owners: Gibson Energy ULC, Hutterian Brethren Church of
Scotford, MEG Energy Corp.
Applicant: ParioPlan
Legal Description: Pt. SW & NW 26-55-21-W4, Pt. SE & SW 27-55-21-W4
Location: North of Highway 15 and East of Range Road 213
From: Agri-Industrial Transition Policy Area
To: Industrial Heavy Policy Area

Report Purpose

To give first reading to a bylaw that proposes to amend Map 12 of the Municipal Development Plan (MDP) to change the land use designation for approximately 118 hectares (291.7 acres) of land from Agri-Industrial Transition Policy Area to Industrial Heavy Policy Area to allow for consideration of future industrial development.

Recommendation

THAT Bylaw 2-2016, a bylaw to amend Map 12 of the MDP to change the land use designation for approximately 118 hectares (291.7 acres) of land from Agri-Industrial Transition Policy Area to Industrial Heavy Policy Area to allow for consideration of future industrial development, be given first reading.

Council History

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

Strategic Plan Priority Areas

Economy: The proposal directly reflects the economic priority area to be a world leader in petrochemical industry and the strategic goal of increasing and diversifying the petrochemical business.

Governance: To meet the strategic goal of public involvement and communicating with the community on issues affecting the County's future, public information meetings were held on September 8, 2015, and November 26, 2015, for the public to provide input regarding the proposal. Further, the Public Hearing provides Council with the opportunity to receive public input prior to making a decision on the proposed amendment.

Social: n/a

Culture: n/a

Environment: n/a

Other Impacts

Policy: Agri-Industrial Transition Policy Area of Municipal Development Plan Bylaw 1-2007.

Legislative/Legal: The *Municipal Government Act* provides Council the authority to amend the Municipal Development Plan.

Interdepartmental: The proposal has been circulated to internal County departments and external agencies.

Summary

The proposal is to amend the MDP to change the land use designation of approximately 118 hectares (291.7 acres) of land from Agri-Industrial Transition Policy Area to Industrial Heavy Policy Area to allow for consideration of future industrial development.

The subject property is adjacent to Highway 15, and is directly connected to the Canadian National Railway. The proposal is intended to facilitate the development of a multi-purpose industrial site that offers multi-modal facilities, including rail and truck transport, for a variety of products and businesses in the oil and gas industry. Future development could see the land used to handle and transport products such as propane, crude oil and sulphur, in addition to other opportunities that may arise.

Although the area would be removed from the Agri-industrial Transition Policy Area, the concurrently proposed amendment to the Alberta's Industrial Heartland Area Structure Plan would apply a transition overlay that would continue to maintain a risk transition, as well as address potential nuisance issues between industrial development and non-industrial uses to the south.

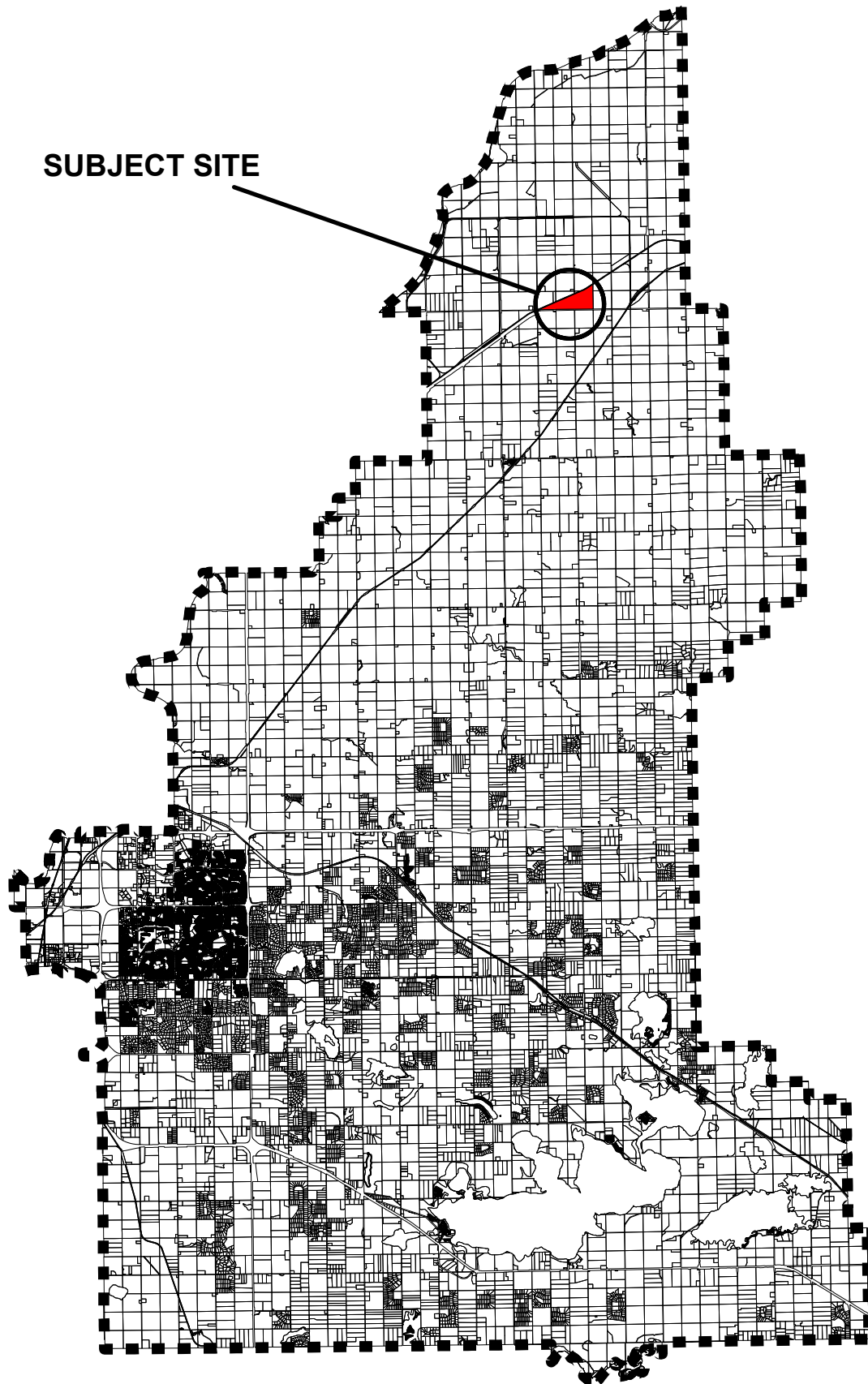
The proposed amendment is subject to regional approval as outlined within the Capital Region Board's Regional Evaluation Framework. Therefore, Bylaw 2-2016 will be submitted to the Capital Region Board for regional evaluation should Council give it first reading.

Communication Plan

Newspaper advertisement, letter

Enclosures

- 1 Rural Location Map
- 2 Location Map
- 3 Notification Map
- 4 Existing MDP Map 12 Designation
- 5 Proposed MDP Map 12 Designation
- 6 Bylaw 2-2016
- 7 Air Photo



RURAL LOCATION MAP

Part of SW & NW 26-55-21-W4,
SE & SW 27-55-21-W4



Subject Area

PLANNING & DEVELOPMENT SERVICES



Drawn By: M. Fraser

File No.: 4430-2015MDP005

Date Drawn: Sept. 17, 2015

Dwg No.:
N:\PDS Admin\4000 - 4499 Land Use Services\
4430 MDP\2015\2015MDP005\MAPS

Scale: Not to Scale

RANGE ROAD 213

RANGE ROAD 212

RANGE ROAD 211

CN RAIL

HIGHWAY 15

CP RAIL

LOCATION MAP

Part of SW & NW 26-55-21-W4,
SE & SW 27-55-21-W4

**Subject Area****PLANNING & DEVELOPMENT SERVICES**

STRATHCONA
COUNTY

Drawn By: M.Fraser	File No.: 4430-2015MDP005
Date Drawn: Sept. 17, 2015	Dwg No.:
Scale: Not to Scale	N:\PDS Admin\4000 - 4499 Land Use Services\4430 MDP\2015\2015MDP005\MAPS



NOTIFICATION MAP

Part of NW & SW 26-55-21-W4,
SE & SW 27-55-21-W4

- Subject Site
- 200m Notification Area
- Notification Area

PLANNING & DEVELOPMENT SERVICES



Drawn By: M.Fraser

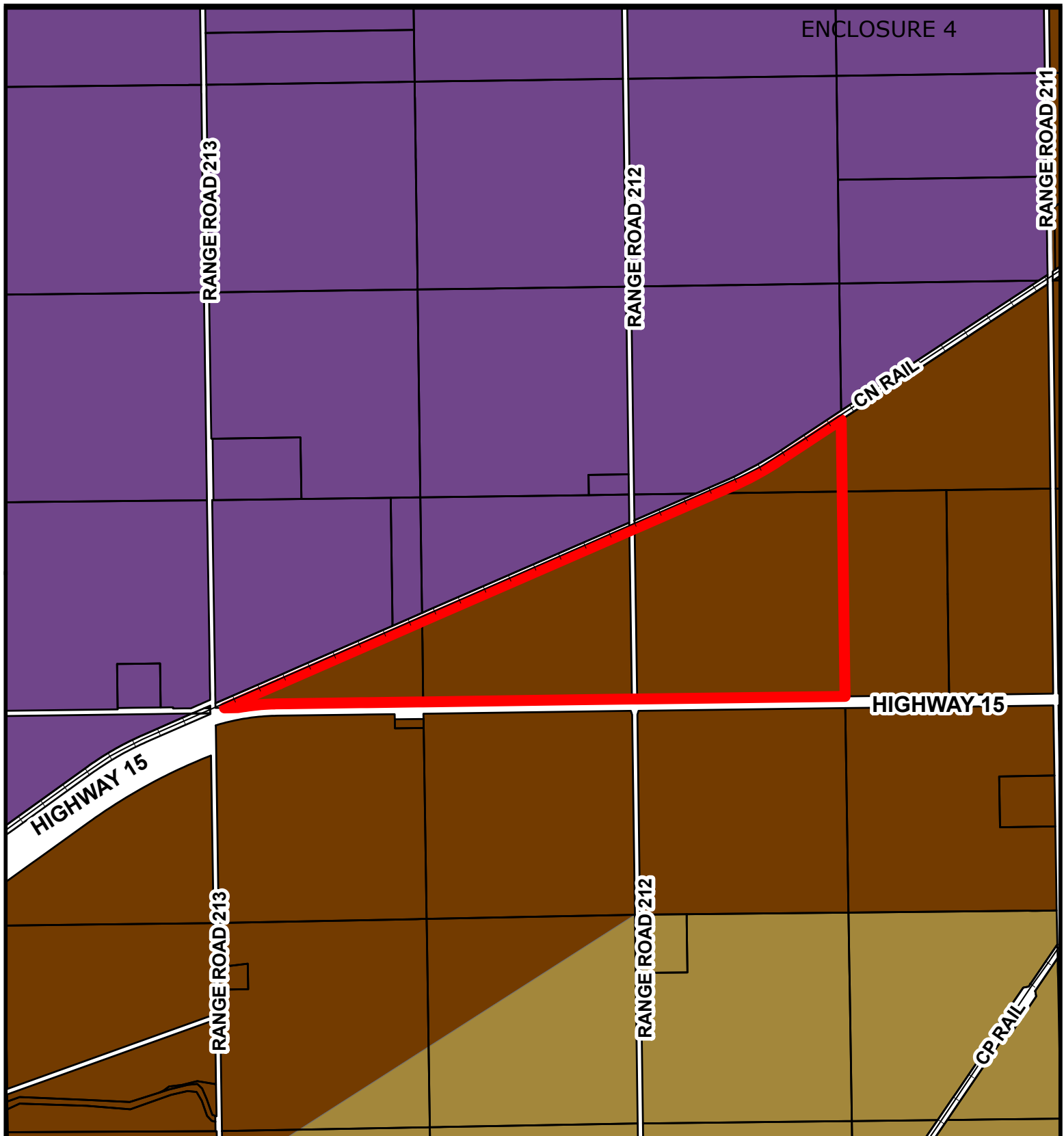
Date Drawn: Sept. 17, 2015

Scale: Not to Scale

File No.: 4430-2015MDP005

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4430 Municipal Development Plan - Rural, Urban
2015\2015MDP005\MAPS





Subject Area



Industrial Heavy Policy Area



Agri-Industrial Transition Policy Area



Agriculture Large Holdings Policy Area

EXISTING MUNICIPAL DEVELOPMENT PLAN

Part of SW & NW 26-55-21-W4,
SE & SW 27-55-21-W4

PLANNING & DEVELOPMENT SERVICES



Drawn By: M. Fraser

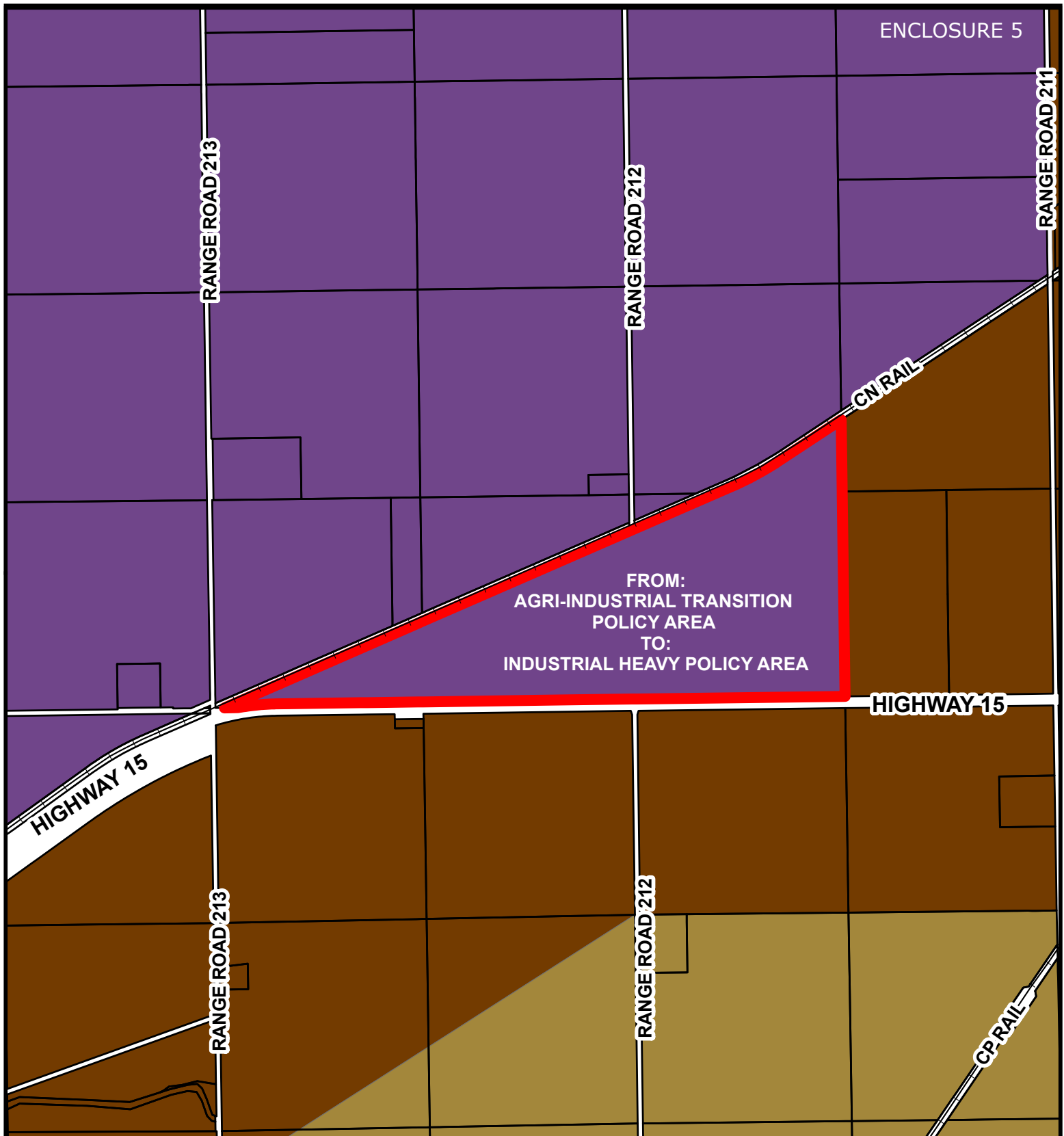
Date Drawn: Sept 18, 2015

Scale: Not to Scale

File No.: 4430-2015MDP005

Dwg No.:
N:\PDS Admin\4000-4499 Land Use Services\
4430 MDP\2015\2015MDP005\Maps





Subject Area



Industrial Heavy Policy Area



Agri-Industrial Transition Policy Area



Agriculture Large Holdings Policy Area

PROPOSED MUNICIPAL DEVELOPMENT PLAN

Part of SW & NW 26-55-21-W4,
SE & SW 27-55-21-W4

PLANNING & DEVELOPMENT SERVICES



Drawn By: M. Fraser

Date Drawn: Sept 18, 2015

Scale: Not to Scale

File No.: 4430-2015MDP005

Dwg No.:
N:\PDS Admin\4000-4499 Land Use Services\
4430 MDP\2015\2015MDP005\Maps



BYLAW 2-2016

A BYLAW OF STRATHCONA COUNTY IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF AMENDING BYLAW NO. 1-2007, AS AMENDED, BEING THE MUNICIPAL DEVELOPMENT PLAN.

WHEREAS it is deemed advisable to amend the Municipal Development 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:

That Bylaw 1-2007, as amended, be amended as follows:

1. That approximately 118 hectares (291.7 acres) of SW 26-55-21-W4; NW 26-55-21-W4; SE 27-55-21-W4; and SW 27-55-21-W4 be designated from Agri-Industrial Transition Policy Area to Industrial Heavy Policy Area 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 _____ day of _____, 2016.

CAPITAL REGION BOARD APPROVAL this _____ day of _____, 2016.

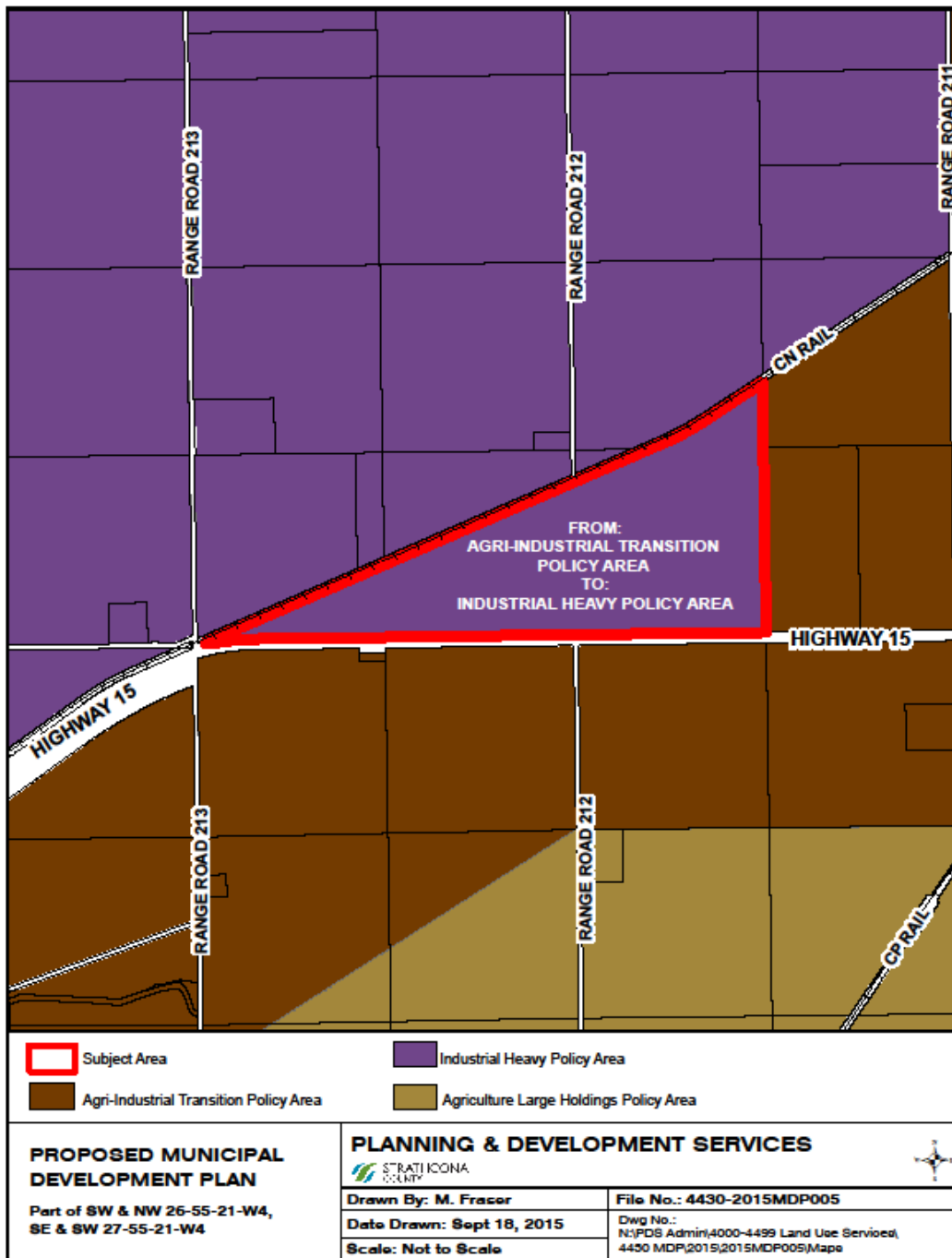
Read a second time this _____ day of _____, 2016.

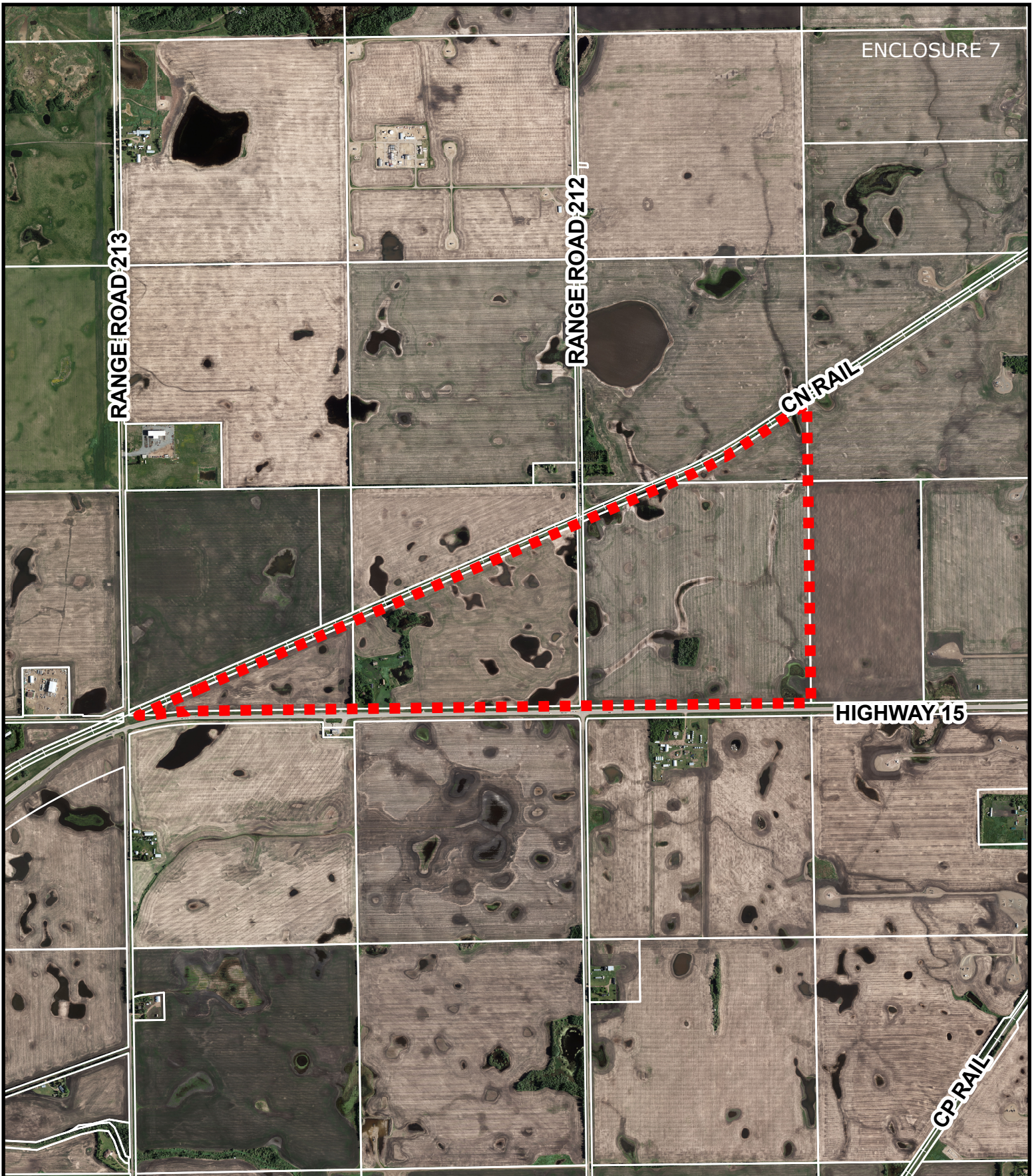
Read a third time and finally passed this _____ day of _____, 2016.

Mayor

Director, Legislative and Legal Services

Date Signed: _____





AIR PHOTO

Part of SW & NW 26-55-21-W4,
SE & SW 27-55-21-W4



Subject Area

PLANNING & DEVELOPMENT SERVICES



Drawn By: M.Fraser

Date Drawn: Sept. 17, 2015

Scale: Not to Scale

File No.: 4430-2015MDP005

Dwg No.:
N:\PDS Admin\4000 - 4499 Land Use Services\
4430 MDP\2015\2015MDP005\MAPS

Bylaw 3-2016 Amendment to Strathcona County Alberta's Industrial Heartland Area Structure Plan Bylaw 65-2001

Owners: Gibson Energy ULC, Hutterian Brethren Church of
Scotford, MEG Energy Corp.
Applicant: ParioPlan
Legal Description: Pt. SW & NW 26-55-21-W4, Pt. SE & SW 27-55-21-W4
Location: North of Highway 15 and East of Range Road 213
From: Strathcona: Transition
To: Strathcona: Heavy Industrial Policy Area Transition Zone

Report Purpose

To give first reading to a bylaw that proposes to amend the Strathcona County Alberta's Industrial Heartland Area Structure Plan (ASP) to change the land use designation and text for approximately 118 hectares (291.7 acres) of land from Strathcona: Transition to Strathcona: Heavy Industrial Policy Area Transition Zone to allow for consideration of future industrial development.

Recommendation

THAT Bylaw 3-2016, a bylaw to amend the Strathcona County Alberta's Industrial Heartland ASP to change the land use designation and text for approximately 118 hectares (291.7 acres) of land from Strathcona: Transition to Strathcona: Heavy Industrial Policy Area Transition Zone to allow for consideration of future industrial development, be given first reading.

Council History

June 26, 2001 – Council adopted Strathcona County Alberta's Industrial Heartland Area Structure Plan Bylaw 65-2001.

May 21, 2002 – Council adopted Strathcona County Alberta's Industrial Heartland Area Structure Plan Amendment No. 1 Bylaw 50-2002.

November 24, 2015 – Council gave first reading to Strathcona County Alberta's Industrial Heartland Area Structure Plan Amendment No. 2 Bylaw 58-2015.

Strategic Plan Priority Areas

Economy: The proposal directly reflects the economic priority area to be a world leader in petrochemical industry and the strategic goal of increasing and diversifying the petrochemical business.

Governance: To meet the strategic goal of public involvement and communicating with the community on issues affecting the County's future, public information meetings were held on September 8, 2015 and November 26, 2015 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 amendment.

Social: n/a

Culture: n/a

Environment: n/a

Other Impacts

Policy: The subject parcel is located within the Agri-Industrial Transition Area of Municipal Development Plan 1-2007. Concurrent amendment proposal, Bylaw 2-2016, would need to be adopted prior to third reading of this proposed amendment.

Legislative/Legal: The *Municipal Government Act* provides Council with the authority to amend the Strathcona County Alberta's Industrial Heartland Area Structure Plan.

Interdepartmental: The proposal has been circulated to internal County departments, adjacent municipalities, and external agencies.

Summary

This proposal is to amend the Strathcona County Alberta's Industrial Heartland ASP to change the land use designation of approximately 118 hectares (291.7 acres) of land from Transition Zone to Strathcona: Heavy Industrial Policy Area Transition Zone to enable future industrial development.

The subject property is adjacent to Highway 15, and is directly connected to the Canadian National Railway. The proposal is intended to facilitate the development of a multi-purpose industrial site that offers multi-modal facilities, including rail and truck transport, for a variety of products and businesses in the oil and gas industry. Future development could see the land used to handle and transport products such as propane, crude oil and sulphur, in addition to other opportunities that may arise.

The objectives of the Transition Zone currently within the ASP are to:

- provide a zone of transition between the heavy industrial activities within the Heartland Area and those less densely developed activities located outside of the area;
- provide and maintain a diversity of land uses that reflect those types of land uses within the Heartland Area as well as those adjacent to it;
- minimize conflict between land uses on either side of the Transition Zone as well as within it; and
- recognize the inherent value of the land uses within the transition zone.

The proposed amendment would add a Strathcona: Heavy Industrial Policy Area Transition Zone section that would apply to the subject properties. This transition zone is equivalent to the approach currently taken within the ASP that transitions heavy industrial operations to the Town of Bruderheim. The policy proposed within this section would continue to maintain a risk transition between industrial development at this location and non-industrial uses to the south. Specifically, the amendment application includes a provision that the acceptable level of risk of a fatality resulting from an industrial accident to a level of one chance in one million is required to be maintained within the boundary of the subject site. This provision exceeds the internationally recognized criteria established by the Major Industrial Accident Council of Canada that is required by the Capital Region Growth Plan.

The Heavy Industrial Policy Area Transition Zone proposed in the amendment application also provides a level of restriction on nuisance for a heavy industrial operation at the subject location. The proposal includes policy stating: *site-specific activities including road and rail traffic, noise, vibration, smoke, dust, odour, fumes, and lighting shall be evaluated at the time of development permit in consultation with Strathcona County so that nuisance at the southern boundary of the Transition Zone is mitigated to an appropriate level to the satisfaction of Strathcona County through implementing applicable industry standards, best practices and regulatory requirements.*

Given the risk mitigation provided within the proposal for the subject properties as well as consideration for restriction on nuisance, the current objectives of transition within the ASP are being maintained while recognizing the inherent value of the land given its proximity to multimodal transportation infrastructure.

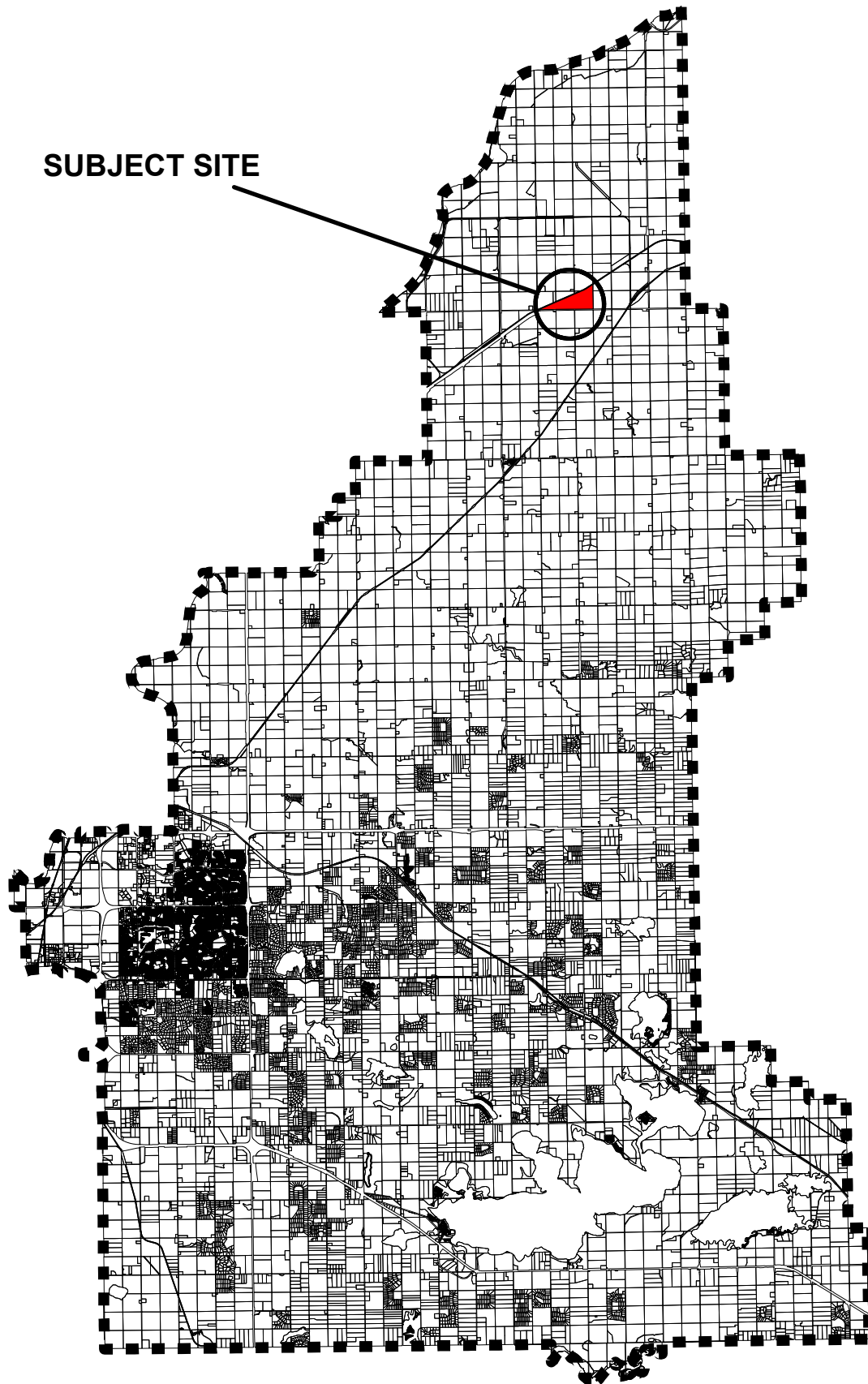
The proposed amendment is subject to regional approval as outlined within the Capital Region Board's Regional Evaluation Framework. Therefore, Bylaw 3-2016 will be submitted to the Capital Region Board for regional evaluation should Council give it first reading.

Communication Plan

Newspaper advertisement, letter

Enclosures

- 1 Rural Location Map
- 2 Location Map
- 3 Notification Map
- 4 Existing ASP Map
- 5 Proposed ASP Map
- 6 Strathcona County Alberta's Industrial Heartland ASP Amendment Proposal
- 7 Bylaw 3-2016
- 8 Air Photo



RURAL LOCATION MAP

Part of SW & NW 26-55-21-W4,
SE & SW 27-55-21-W4



Subject Area

PLANNING & DEVELOPMENT SERVICES



Drawn By: M. Fraser

File No.: 4410-2015P008

Date Drawn: Sept. 17, 2015

N:\PDS Admin\4000 - 4499 Land Use Services\
4410 Area Structure Plans - Rural, Urban
2015\2015P008\MAPS

Scale: Not to Scale

RANGE ROAD 213

RANGE ROAD 212

RANGE ROAD 211

CN RAIL

HIGHWAY 15

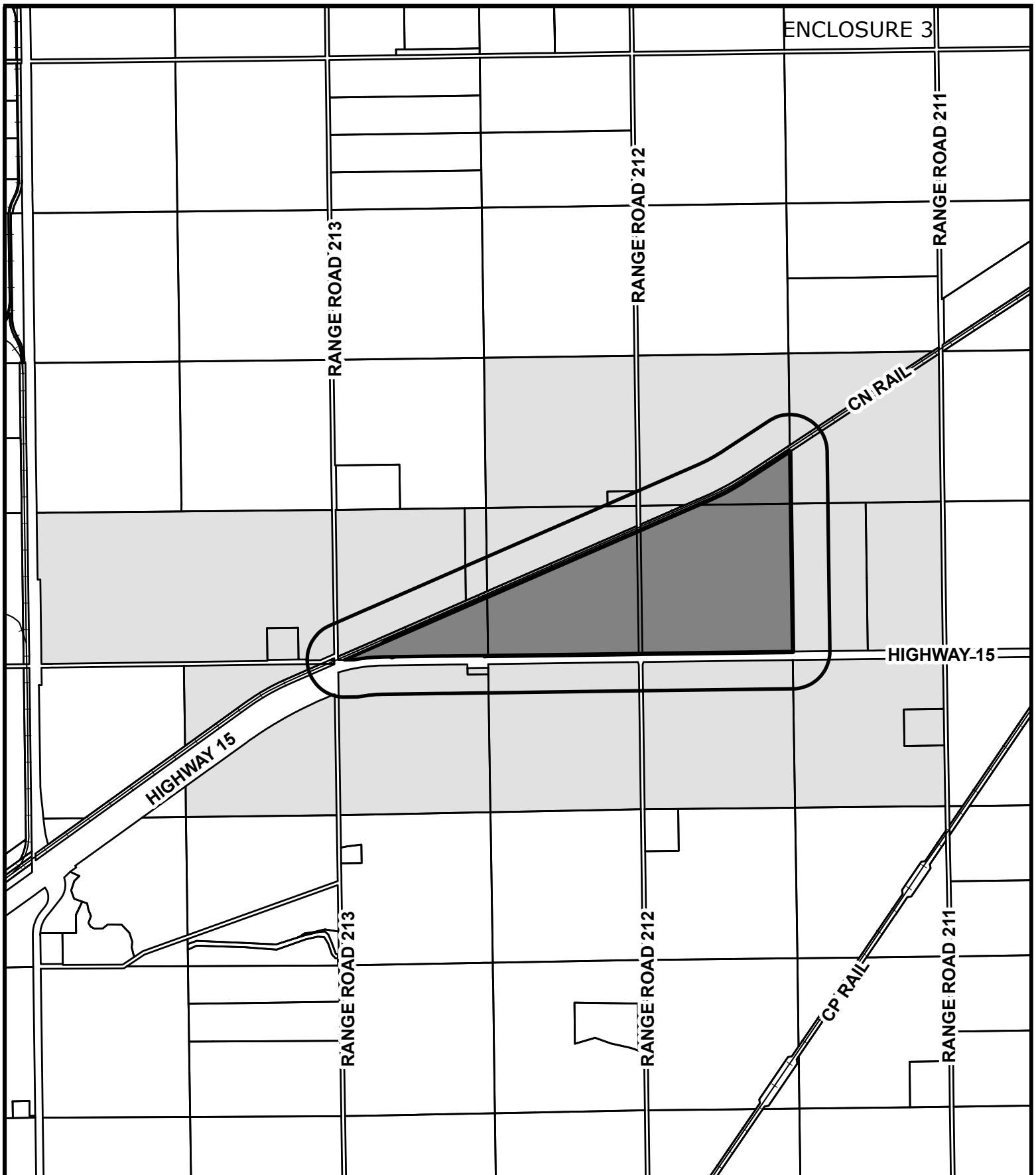
CP RAIL

LOCATION MAP

Part of SW & NW 26-55-21-W4,
SE & SW 27-55-21-W4

**Subject Area****PLANNING & DEVELOPMENT SERVICES****Drawn By: M.Fraser****Date Drawn: Sept. 17, 2015****Scale: Not to Scale****File No.: 4410-2015P008**

N:\PDS Admin\4000 - 4499 Land Use Services\
4410 Area Structure Plans - Rural, Urban
2015\2015P008\MAPS



NOTIFICATION MAP

Part of NW & SW 26-55-21-W4,
SE & SW 27-55-21-W4

- Subject Site
- 200m Notification Area
- Notification Area

PLANNING & DEVELOPMENT SERVICES



Drawn By: M.Fraser

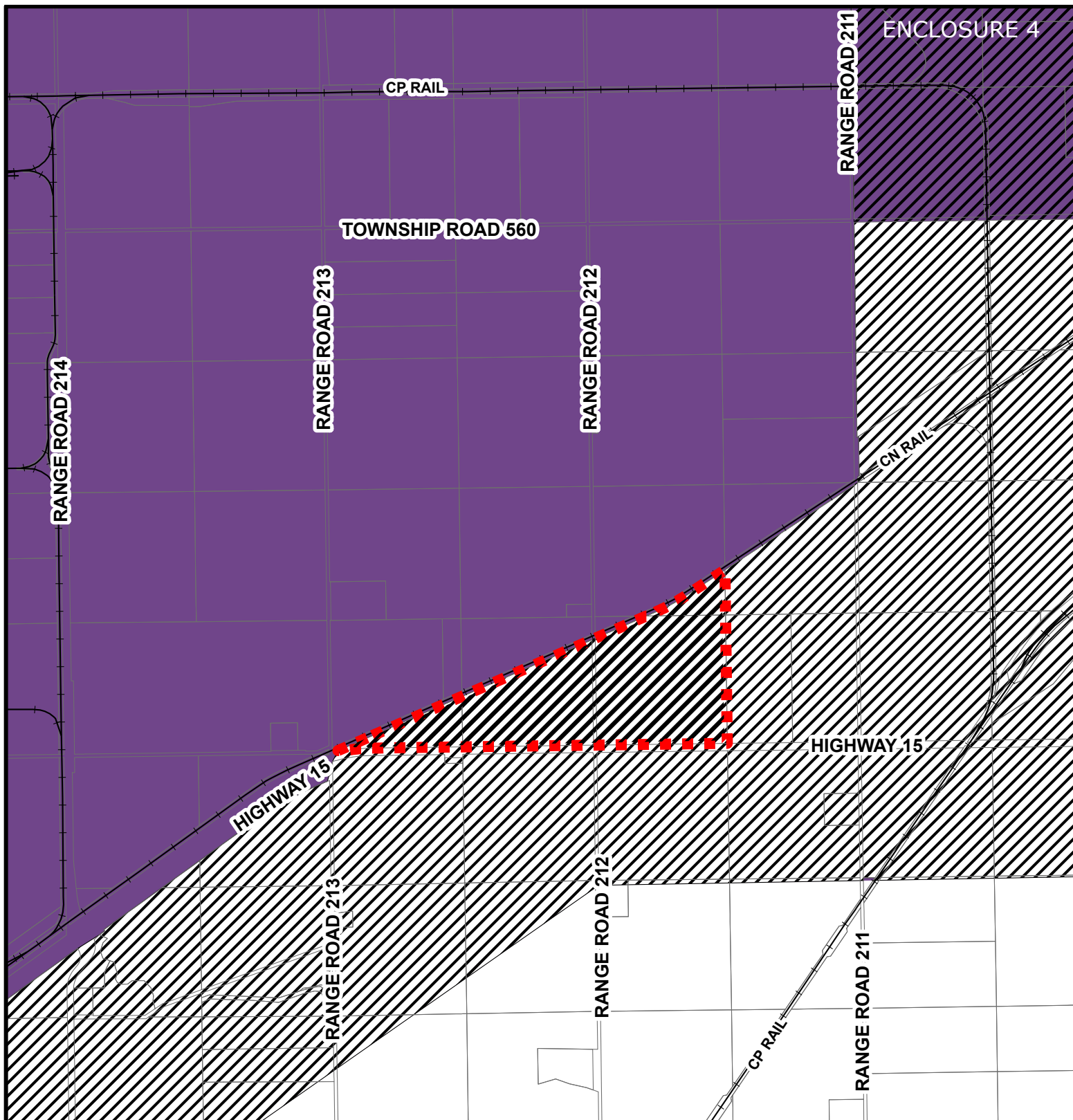
Date Drawn: Sept. 17, 2015

Scale: Not to Scale

File No.: 4410-2015P008

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4410 Area Structure Plans - Rural, Urban
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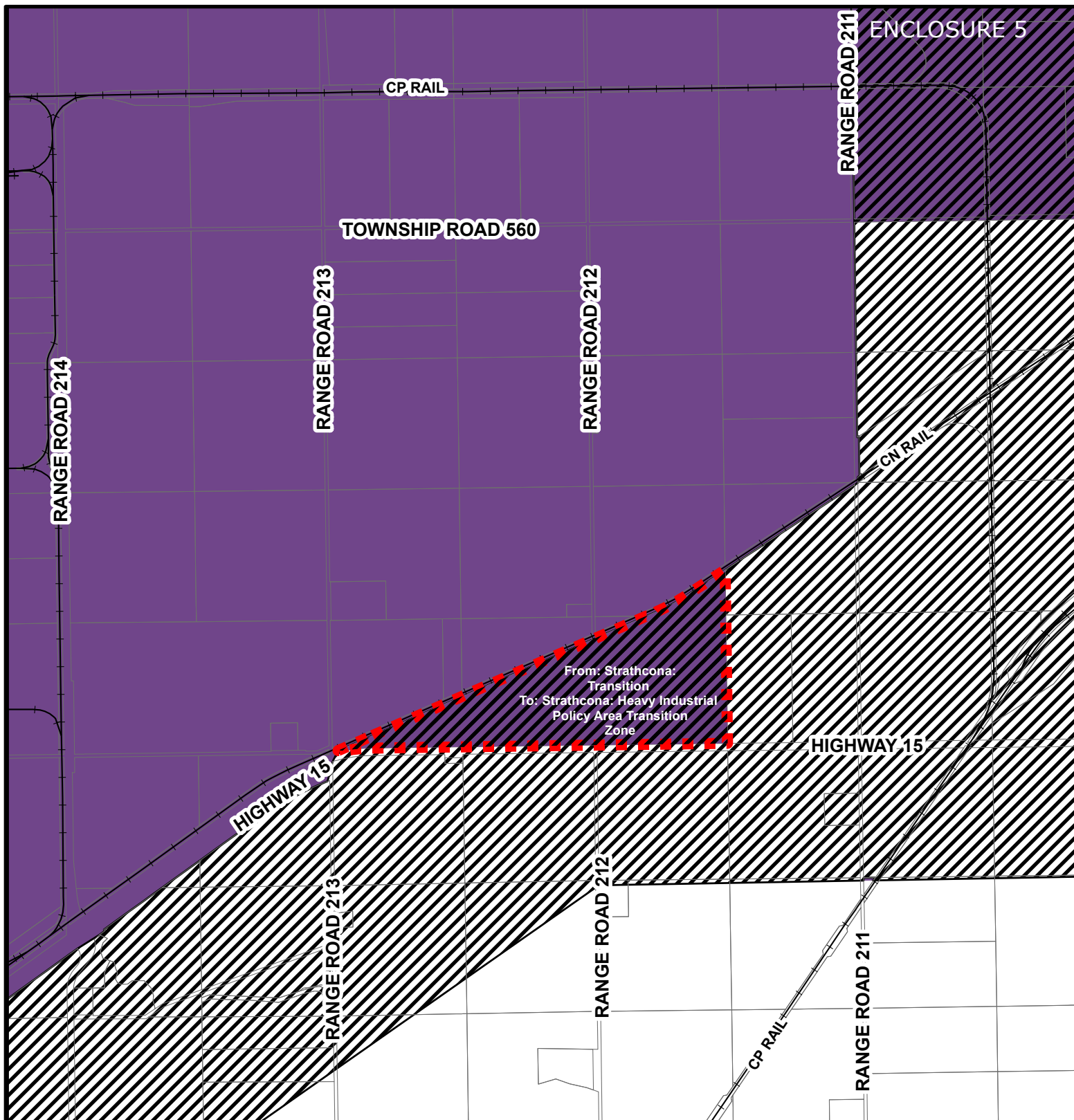




Existing Heartland Area Structure Plan



Heavy Industrial Policy Area
 Subject Site
 Strathcona:Transition



Proposed Heartland Area Structure Plan

Heavy Industrial Policy Area
 Subject Site
 Strathcona: Transition



4.0 AMENDMENTS

4.1 Proposed Text Amendment to the AIH ASP

Policy	Amendment
Same as 2.3.2 Scotford: Heavy Industrial Policy Area (page 15, AIH ASP)	<p>Section 2.3.3 is to be amended to add the following at the end of the section:</p> <p>Strathcona: Heavy Industrial Policy Area Transition Zone Coverage Intent <i>The intent of this transition zone is to mitigate risk between Heavy Industrial uses in the Strathcona Heavy Industrial Policy Area and population concentrations. The overlay is intended to maintain an acceptable level of risk of a fatality due to an industrial accident in accordance with accepted methodologies.</i></p> <p>Objective</p> <p>Ensure that risk associated with heavy industrial uses does not pose an unacceptable level of risk of fatality beyond the boundary of the subject land use due to an industrial accident.</p> <p>Guidelines</p> <p>Applications for a heavy industrial land use or a development permit application within this transition zone shall prepare a risk assessment in accordance with accepted methodologies.</p> <p>The acceptable level of risk of a fatality resulting from an industrial incident of 1×10^{-6} shall not extend past the property boundary.</p> <p>Site-specific activities including road and rail traffic, noise, vibration, smoke, dust, odour, fumes, and lighting shall be evaluated at the time of development permit in consultation with Strathcona County so that nuisance at the southern boundary of the Transition Zone is mitigated to an appropriate level that is to the satisfaction of Strathcona County through implementing</p>

	applicable industry standards, best practices and regulatory requirements.”
<i>Figure 2: Plan Location and Concept Plan</i>	<p>Delete: Figure 2: Plan Location and Concept Plan</p> <p>Replace with: Map Amendment Shown in 4.2 to depict the Strathcona: Heavy Industrial Policy Area Transition Zone boundary being amended in Figure 2: Plan Location and Concept Plan to include approximately 118 hectares (291.7 acres) of the SW-26-55-21-W4M, SE-27-55-21-W4M, NW-26-55-21-W4M and SW-27-55-21-W4M</p>

BYLAW 3-2016

A BYLAW OF STRATHCONA COUNTY IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF AMENDING BYLAW NO. 65-2001, AS AMENDED, BEING THE STRATHCONA COUNTY ALBERTA'S INDUSTRIAL HEARTLAND AREA STRUCTURE PLAN.

WHEREAS it is deemed advisable to amend the Strathcona County Alberta's Industrial Heartland 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 3-2016 is to be cited as the "Strathcona County Alberta's Industrial Heartland Area Structure Plan Amendment No. 3".
2. That Section 2.3.3 is amended to add the following at the end of the section:

Strathcona: Heavy Industrial Policy Area Transition Zone Coverage

Intent

The intent of this transition zone is to mitigate risk between heavy industrial uses in the Strathcona Heavy Industrial Policy Area and population concentrations. The overlay is intended to maintain an acceptable level of risk of a fatality due to an industrial accident in accordance with accepted methodologies.

Objective

Ensure that risk associated with heavy industrial uses does not pose an unacceptable level of risk of fatality beyond the boundary of the subject land use due to an industrial accident.

Guidelines

Development permit applications for a heavy industrial land use within this transition zone shall prepare a risk assessment in accordance with accepted methodologies. The acceptable level of risk of a fatality resulting from an industrial incident of 1×10^{-6} shall not extend past the property boundary that is subject of the proposed heavy industrial use.

Site-specific activities including road and rail traffic, noise, vibration, smoke, dust, odour, fumes, and lighting shall be evaluated at the time of development permit in consultation with Strathcona County so that nuisance at the southern

boundary of the Transition Zone is mitigated to an appropriate level to the satisfaction of Strathcona County through implementing applicable industry standards, best practices and regulatory requirements.

3. That approximately 118 hectares (291.7 acres) of SW 26-55-21-W4; NW 26-55-21-W4; SE 27-55-21-W4; and SW 27-55-21-W4 be designated from Strathcona: Transition to Strathcona: Heavy Industrial Policy Area Transition Zone as outlined on Schedule "A" attached hereto.
4. This Bylaw comes into effect after third reading and upon being signed.

Read a first time this _____ day of _____, 2016.

CAPITAL REGION BOARD APPROVAL this _____ day of _____, 2016.

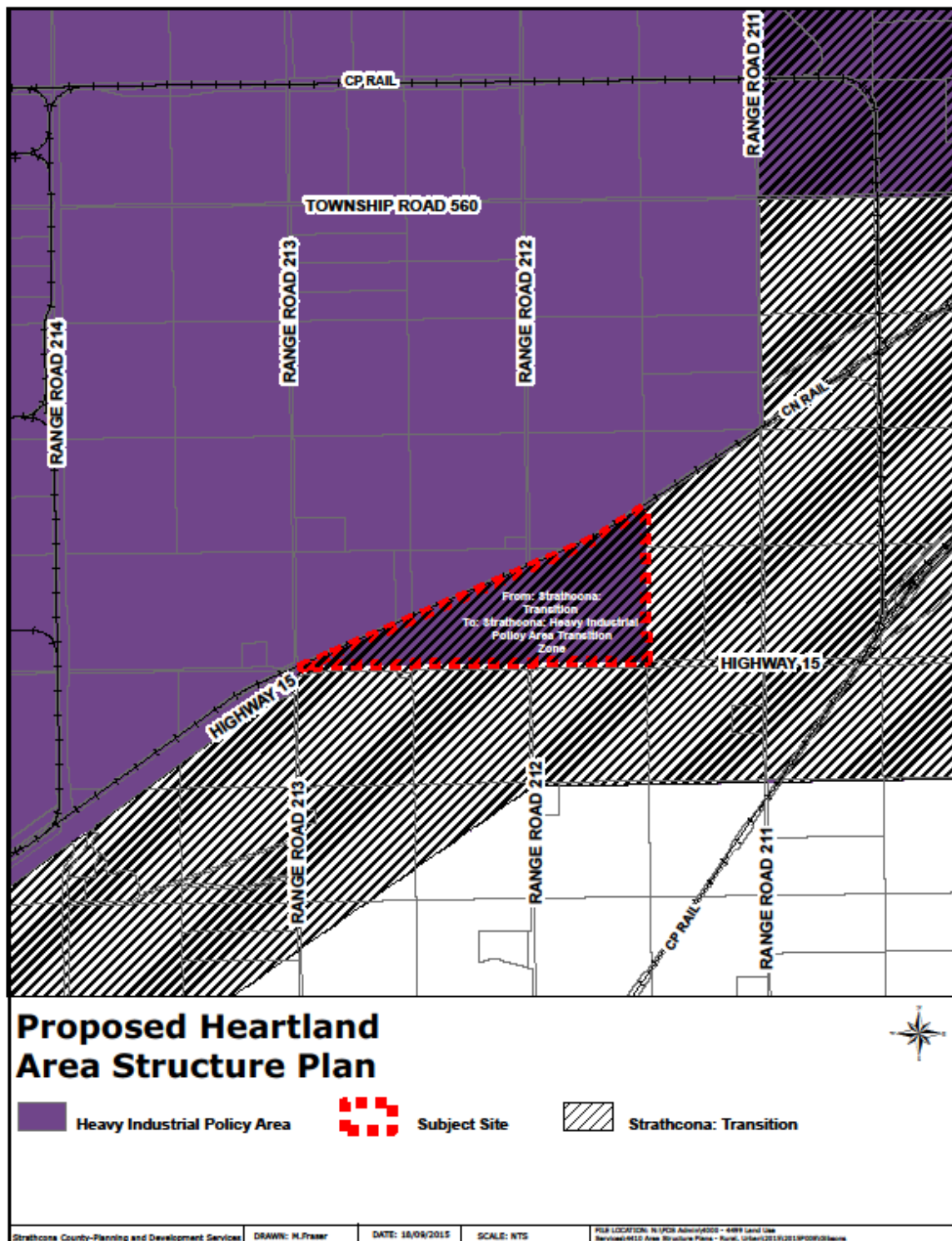
Read a second time this _____ day of _____, 2016.

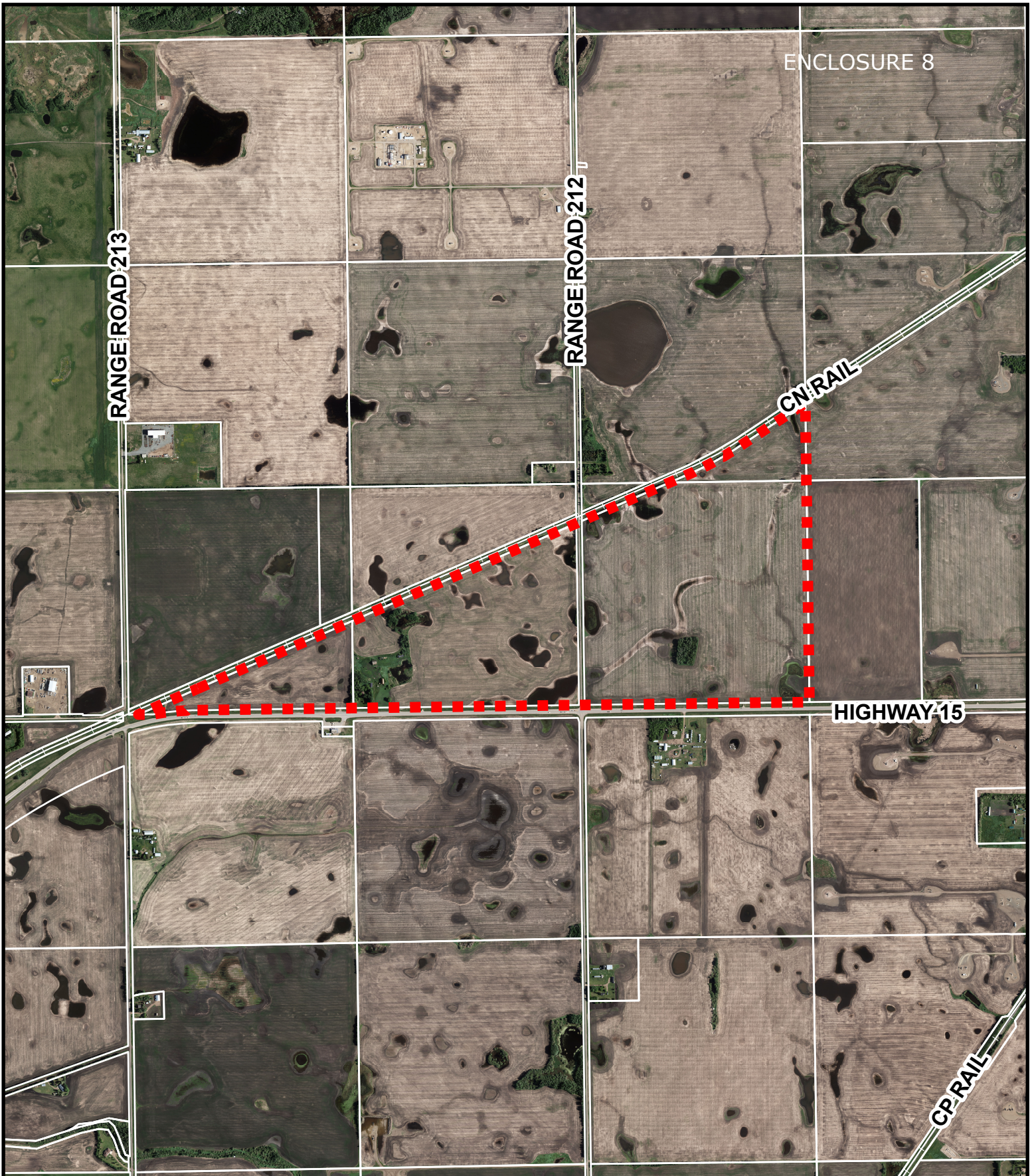
Read a third time and finally passed this _____ day of _____, 2016.

Mayor

Director,
Legislative and Legal Services

Date Signed: _____





AIR PHOTO

Part of SW & NW 26-55-21-W4,
SE & SW 27-55-21-W4



Subject Area

PLANNING & DEVELOPMENT SERVICES



Drawn By: M.Fraser

Date Drawn: Sept. 17, 2015

Scale: Not to Scale

File No.: 4410-2015P008

N:\PDS Admin\4000 - 4499 Land Use Services\
4410 Area Structure Plans - Rural, Urban
2015\2015P008\MAPS

Bylaw 4-2016 Amendment to Land Use Bylaw 6-2015

Owners: Gibson Energy ULC, Hutterian Brethren Church of
Scotford, MEG Energy Corp.
Applicant: ParioPlan
Legal Description: Pt. SW & NW 26-55-21-W4, Pt. SE & SW 27-55-21-W4
Location: North of Highway 15 and East of Range Road 213
From: AG Agriculture: General
To: IHH Heavy Industrial (Heartland)

Report Purpose

To give first reading to a bylaw that proposes to rezone approximately 110.8 hectares (273.9 acres) of land from AG – Agriculture: General District to IHH – Heavy Industrial (Heartland) District to allow for consideration of future industrial development.

Recommendation

THAT Bylaw 4-2016, a bylaw to rezone approximately 110.8 hectares (273.9 acres) of land from AG – Agriculture: General District to IHH – Heavy Industrial (Heartland) District to allow for consideration of future industrial development, be given first reading.

Council History

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

Strategic Plan Priority Areas

Economy: The proposal directly reflects the economic priority area to be a world leader in petrochemical industry and the strategic goal of increasing and diversifying the petrochemical business.

Governance: To meet the strategic goal of public involvement and communicating with the community on issues affecting the County's future, public information meetings were held on September 28, 2015 and November 26, 2015 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 amendment.

Social: n/a

Culture: n/a

Environment: n/a

Other Impacts

Policy: SER-008-022 "Redistricting Bylaws"

Legislative/Legal: The *Municipal Government Act* provides Council with the authority to amend the Land Use Bylaw.

Interdepartmental: The proposal has been circulated to internal County departments, adjacent municipalities, and external agencies.

Summary

Concurrently proposed Bylaw 2-2016 to amend the Municipal Development Plan and Bylaw 3-2016 to amend the Strathcona County Alberta's Industrial Heartland Area Structure Plan propose to change the designation of the subject properties from transition policy area to heavy industrial policy area. Should Council choose to give concurrently proposed Bylaw 2-2016 and Bylaw 3-2016 first reading, they are subject to Capital Region Board approval.

Author: Radhika Brown, 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 1 of 2

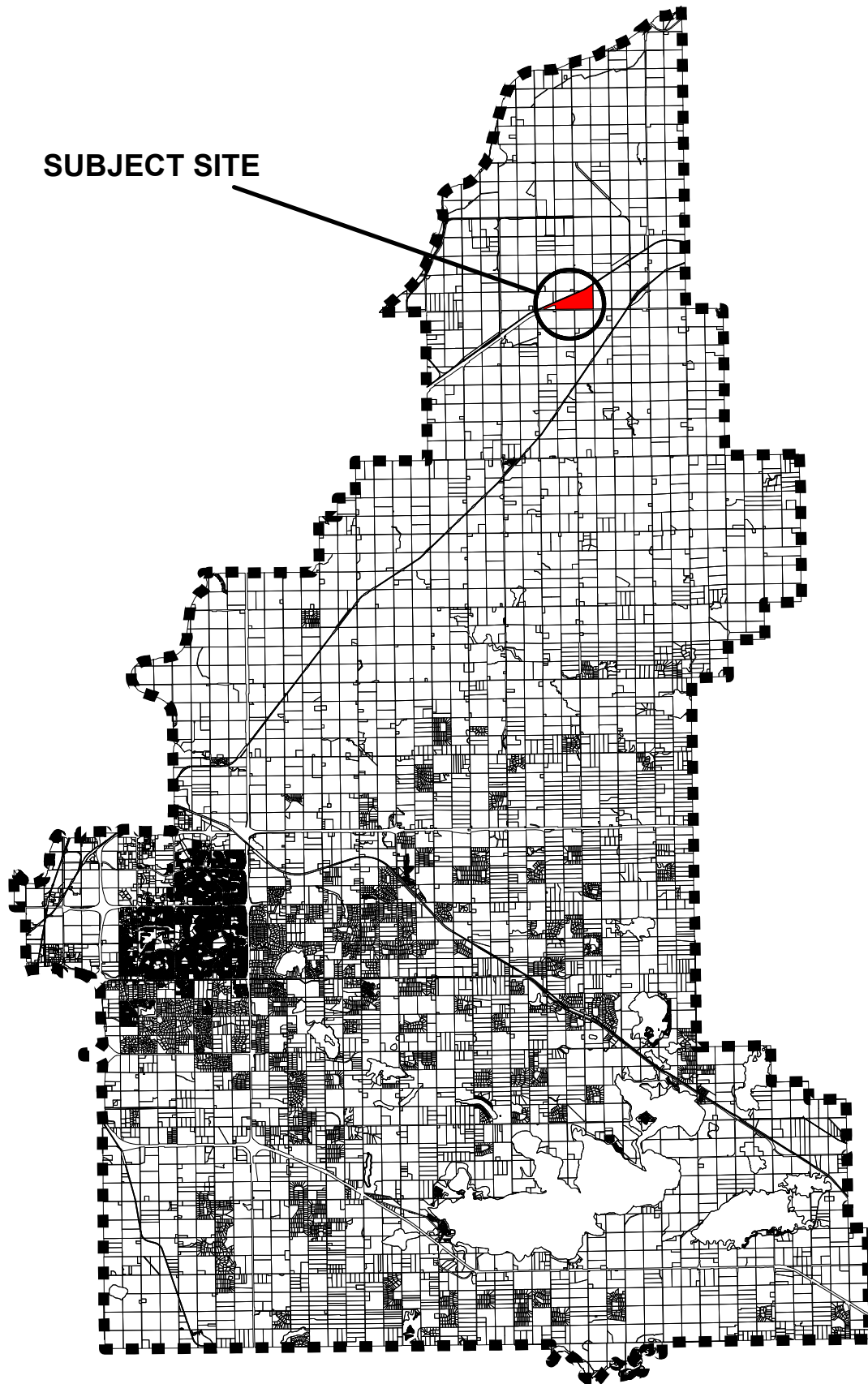
If the Capital Region Board approves the proposal and Council subsequently chooses to adopt concurrent Bylaw 2-2016 and Bylaw 3-2016, proposed Bylaw 4-2016 will be consistent with the applicable statutory plans in the Heartland area and will allow for the landowner to make an application for a development permit for a heavy industrial use on the subject properties that is in conformance with the policy provisions of the statutory plans.

Communication Plan

Newspaper advertisement, letter

Enclosures

- 1 Rural Location Map
- 2 Location Map
- 3 Notification Map
- 4 Bylaw 4-2016
- 5 Air Photo



RURAL LOCATION MAP

Part of SW & NW 26-55-21-W4,
SE & SW 27-55-21-W4



Subject Area

PLANNING & DEVELOPMENT SERVICES



Drawn By: M. Fraser

File No.: 4070-2015A021

Date Drawn: Sept. 17, 2015

N:\PDS Admin\4000 - 4499 Land Use Services\
4070 Land Use Bylaw - Zoning Amendments -
Rural, Urban\2015\2015A021\MAPS

Scale: Not to Scale

RANGE ROAD 213

RANGE ROAD 212

RANGE ROAD 211

CN RAIL

HIGHWAY 15

CP RAIL

LOCATION MAP

Part of SW & NW 26-55-21-W4,
SE & SW 27-55-21-W4

**Subject Area****PLANNING & DEVELOPMENT SERVICES**

STRATHCONA
COUNTY

Drawn By: M.Fraser
Date Drawn: Sept. 17, 2015
Scale: Not to Scale
File No.: 4070-2015A021

N:\PDS Admin\4000 - 4499 Land Use Services\
4070 Land Use Bylaw - Zoning Amendments -
Rural, Urban\2015\2015A021\MAPS

TOWNSHIP ROAD 560

RANGE ROAD 212

RANGE ROAD 211

RANGE ROAD 213

CN RAIL

HIGHWAY-15

HIGHWAY 15

RANGE ROAD 212

RANGE ROAD 213

CP RAIL

RANGE ROAD 211

NOTIFICATION MAPPart of SW & NW 26-55-21-W4,
SE & SW 27-55-21-W4

-  Subject Site
-  200m Notification Area
-  Notification Area

PLANNING & DEVELOPMENT SERVICES

Drawn By: M.Fraser

File No.: 4070-2015A021

Date Drawn: Sept. 17, 2015

Dwg No.: N:\PDS Admin\4000 - 4499 Land Use Services\4070 Land Use Bylaw - Rural, Urban\2015\2015A021\MAPS

Scale: Not to Scale

BYLAW 4-2016

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 110.8 hectares (273.9 acres) of land in the portion of the SW 26-55-21-W4; NW 26-55-21-W4; SE 27-55-21-W4; and SW 27-55-21-W4 south of the Canadian National Railway be rezoned from AG Agriculture: General District to IHH Heavy Industrial (Heartland) District as outlined on Schedule "A" attached hereto.

This Bylaw comes into effect after third reading and upon being signed.

Read a first time this _____ day of _____, 2016.

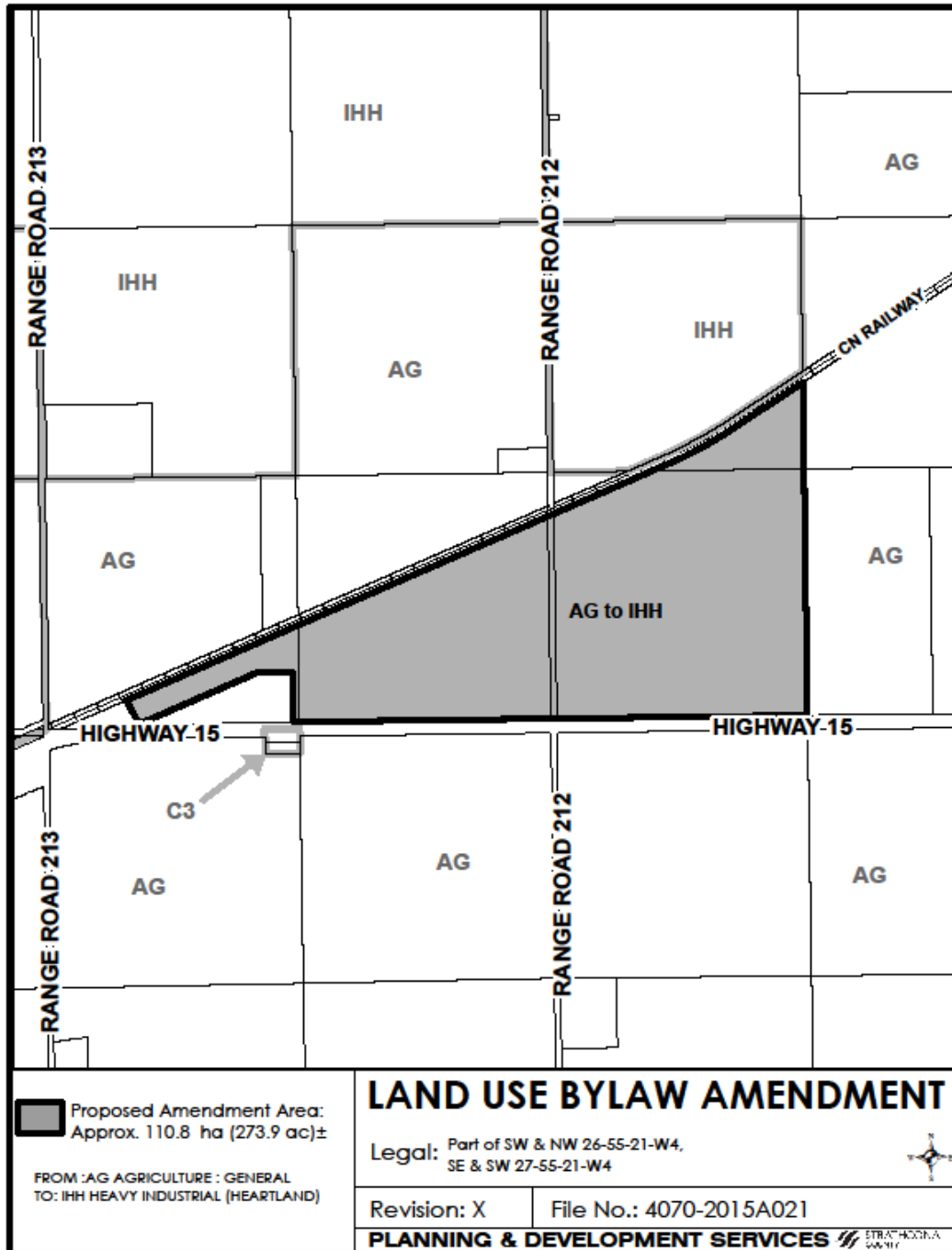
Read a second time this _____ day of _____, 2016.

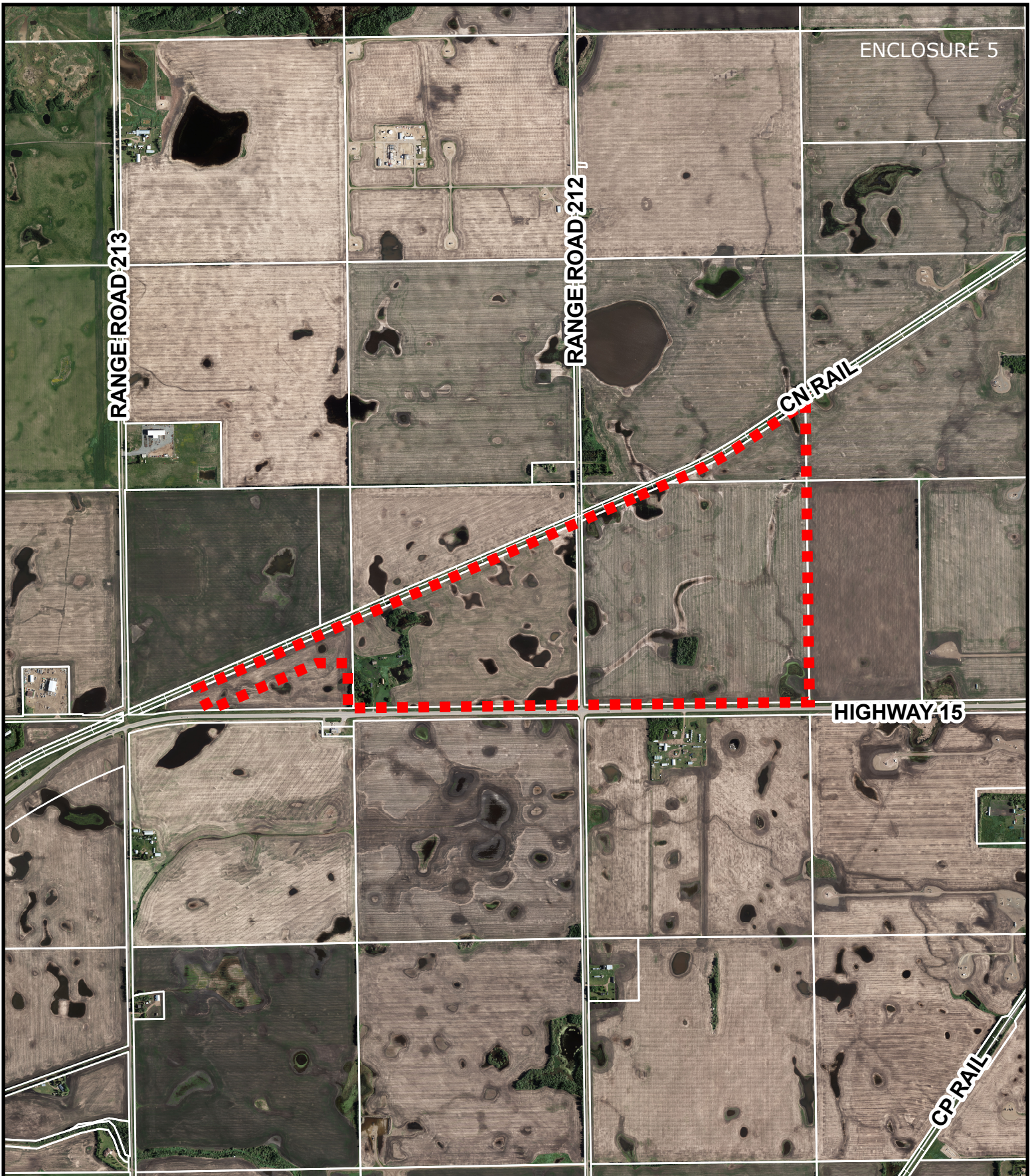
Read a third time and finally passed this _____ day of _____, 2016.

Mayor

Director,
Legislative and Legal Services

Date Signed: _____





AIR PHOTO

Part of SW & NW 26-55-21-W4,
SE & SW 27-55-21-W4



Subject Area

PLANNING & DEVELOPMENT SERVICES



Drawn By: M.Fraser

Date Drawn: Sept. 17, 2015

Scale: Not to Scale

File No.: 4070-2015A021

N:\PDS Admin\4000 - 4499 Land Use Services\
4070 Land Use Bylaw - Zoning Amendments -
Rural, Urban\2015\2015A021\MAPS

Train Whistle Cessation Resolution**Report Purpose**

To have Council pass a whistle cessation resolution at the CN Rail crossing at Highway 824 / Range Road 222.

Recommendation

That the resolution set out in Enclosure 1 to apply whistle cessation to the grade crossing at CN Mile 250.25 – Highway 824 be passed.

Council History

January 11, 2011 – Council directed Administration to review developing a policy to minimize train whistles

April 26, 2011 – A verbal status report was provided to Council to define the progress Administration had made with respect to research and analysis of train whistle minimization

July 12, 2011 – Council approved a motion to postpone this item to August 16, 2011 in order to research additional information

August 16, 2011 – Council directed administration to prepare a train whistle minimizing policy

April 24, 2012 – Council directed administration to revise the Train Whistle Cessation Policy and present at the end of June 2012

July 17, 2012 – Council approved the Municipal Policy SER-013-004: Train Whistle Cessation

December 11, 2012 – Council approved the 2013 Capital Budget which included the 2013 Ardrossan Train Whistle Cessation project

Strategic Plan Priority Areas

Economy: n/a

Governance: Cooperative partnership with community, and business

Social: Helping, caring and safe community

Culture: n/a

Environment: n/a

Other Impacts

Policy: SER-013-004 Train Whistle Cessation, SER-009-017 Traffic Control Devices

Legislative/Legal: Transport Canada – *Railway Safety Act*

Interdepartmental: Capital Planning and Construction, Planning and Development Services

Summary

The residents of Ardrossan and those living along the CN Rail Wainwright subdivision line have expressed concerns over the increasing number of trains traveling along the corridor and the lowered quality of life, as a result of the train whistles sounding at all hours of the day and night. As a result, the request was put forward to request train whistle cessation at the Highway 824 crossing. As per the Train Whistle Cessation Policy and the Transport Canada *Railway Safety Act*, Strathcona County is proposing to pass a resolution to have whistle cessation implemented on the Wainwright subdivision crossing as listed above.

The above-mentioned crossing has been inspected and conforms to the requirements of the *Railway Safety Act* and *Grade Crossing Regulations* and *Grade Crossing Standards* of Transport Canada for whistle cessation. Additional safety features and devices were installed at the crossing, including line painting, signs and fencing as was required. In addition, the process for engaging the specified stakeholders has also been followed with the Teamsters and Autoworker's Unions being notified, as well as the local residents through media communications. As the crossing is an Alberta Transportation road, they too have been engaged and a working agreement has been developed in order to manage the maintenance of the fence. CN Rail has been a major contributor and Strathcona County is pleased with the collaborative effort made throughout the process.

Should Council pass the resolution to create whistle cessation at the crossing listed, CN Rail will have 30 days to notify Transport Canada of the whistling cessation resolution for implementation. Strathcona County will hereafter have the responsibility to maintain the fence and safety improvements related to the *Grade Crossing Regulations* and *Grade Crossing Standards*, as established by Transport Canada.

Communication Plan

Media release, website update, signs on site

Enclosure

- 1 Train Whistle Cessation Resolution
- 2 Train Whistle Cessation Map

Resolution 2016**Strathcona County
Train Whistle Cessation**

WHEREAS Transport Canada's *Procedure for Train Whistling at Public Grade Crossings* prescribes the procedures for adopting train whistle cessation at a grade rail crossing, and

WHEREAS the crossing meets the whistling cessation requirements in Section 104 of the *Grade Crossings Regulations* and Appendix D of the *Grade Crossing Standards*, and

WHEREAS CN Rail agrees to issue its special instructions, as per CROR 14(I)(iv), eliminating the application of CROR 14(I)(i), while providing for CROR 14(f).

NOW THEREFORE BE IT RESOLVED that whistle cessation be applied to the grade crossing at CN Mile 250.25 – Highway 824 ("Crossing")

BACKGROUND

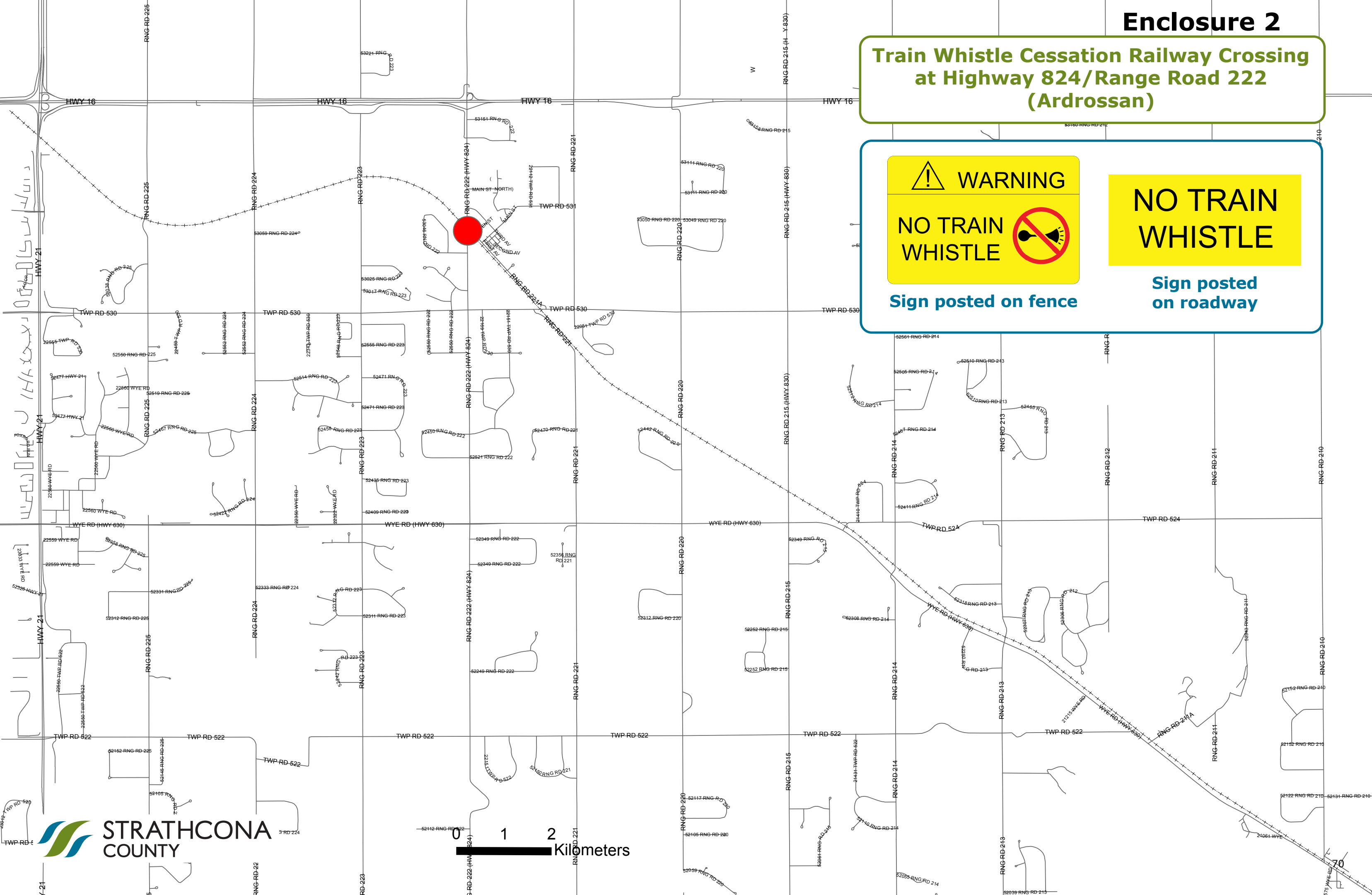
The residents of Ardrossan and those living along the CN Rail Wainwright subdivision line have expressed concerns over the increasing number of trains traveling along the corridor and the lowered quality of life, as a result of the train whistles sounding at all hours of the day and night.

The residents have put forward a request to apply train whistle cessation at the Crossing. As per the Train Whistle Cessation Policy and the *Transport Canada Railway Safety Act*, Strathcona County is proposing to pass a resolution to have whistle cessation implemented on the Crossing.

The Crossing has been inspected and conforms to the requirements of the *Railway Safety Act* and *Grade Crossing Regulations* and *Grade Crossing Standards* of Transport Canada for whistle cessation. Additional safety features and devices were installed at the Crossing, including line painting, signs and fencing as was required.

Should Council pass the resolution to create whistle cessation at the Crossing, CN Rail will have 30 days to notify Transport Canada of the whistling cessation resolution for implementation. Once implemented Strathcona County must maintain the fence and safety improvements related to the *Grade Crossing Regulations* and *Grade Crossing Standards* as established by Transport Canada.

**Train Whistle Cessation Railway Crossing
at Highway 824/Range Road 222
(Ardrossan)**



Bylaw 16-2015 Traffic Bylaw**Report Purpose**

To give third reading to Traffic Bylaw 16-2015

Recommendation

THAT Traffic Bylaw 16-2015, be given third reading.

Council History

October 20, 2015 – Council gave first and second readings to Bylaw 16-2015.

Strategic Plan Priority Areas

Economy: n/a

Governance: The management of our municipal right-of-way is essential to the safe operation and use of the County's roadways.

Social: The safe and effective management of infrastructure is our number one strategic priority and is essential to the safe use by our residents.

Culture: n/a

Environment: n/a

Other Impacts

Policy: n/a

Legislative/Legal: n/a

Interdepartmental: Transportation and Agriculture Services, Capital Planning and Construction, Planning and Development Services, Enforcement Services

Summary

A review of the existing Traffic Bylaw 13-2011 identified some areas of concern and minor changes were required. After a formal review and as an outcome of discussions at Priorities Committee, we completed a public engagement survey for parking of recreational vehicles and trailers on County roadways. As a result of the survey, further minor changes were incorporated into the new Bylaw 16-2015.

As this bylaw includes the transportation of dangerous goods, it required review and execution by the Minister of Transportation prior to third reading, which has now been received.

Communication Plan

Newspaper Advertisement

Media Release

Other: Councillor newsletters, County website

Enclosure

1 Traffic Bylaw 16-2015 (with signed page by the Minister)

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TRAFFIC BYLAW****Table of Contents**

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**BYLAW 16-2015
TRAFFIC BYLAW**

**A BYLAW OF STRATHCONA COUNTY IN THE PROVINCE OF ALBERTA TO
CONTROL AND MANAGE TRAFFIC UPON THE HIGHWAYS WITHIN
STRATHCONA COUNTY**

WHEREAS the Municipal Government Act, RSA 2000, c. M-26 provides that a municipality has the direction, control and management of all roads within the municipality;

AND WHEREAS the Municipal Government Act, RSA 2000, c. M-26 provides that Council may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property and the people, activities and things in, on or near a public place or place that is open to the public;

AND WHEREAS the Dangerous Goods Transportation and Handling Act, RSA 2000, c. D-4 provides that Council may, by Bylaw, regulate the transportation of dangerous goods on highways under its direction, control and management;

AND WHEREAS the Traffic Safety Act, RSA 2000, c. T-6 ("the Act") provides that the Council of a municipality may, with respect to a highway under its direction, control and management, make bylaws that are not inconsistent with the Traffic Safety Act;

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

SECTION 1: SHORT TITLE

- 1.1 This Bylaw may be cited as "Strathcona County's Traffic Bylaw".

SECTION 2: DEFINITIONS

Except as otherwise provided in this Bylaw, the terms used in the Act where used or referred to in this Bylaw shall have the same meaning as used or defined in the Act.

- 2.1 "Act" means the Traffic Safety Act, RSA 2000, c.T-6 as amended or substituted from time-to-time.
- 2.2 "Alignment" means a location specified or approved by the Municipality for the location of Equipment in Rights-of-Way.
- 2.3 "Applicant" means a person applying for a Permit.
- 2.4 "Bus Stop" or "Transit Zone" means an area designated by a sign that extends twelve (12) metres in front and twenty-three (23) metres behind the sign, or is designated by two (2) signs marking

the beginning and end of the zone; and is expressly reserved for the use of transit Vehicles.

- 2.5 "Chief Commissioner" means the Chief Administrative Officer of Strathcona County as appointed by Council and whatever subsequent title may be conferred on that officer by the County or by Statute, and includes his or her designate.
- 2.6 "Commercial Vehicle" means any Vehicle, Trailer or semi-trailer, used for the purpose of conducting a business activity except:
- (a) a truck, Trailer, semi-trailer or Transit Vehicle that is a public service Vehicle; or
 - (b) a truck, Trailer, semi-trailer or Transit Vehicle or any class of Vehicle that is exempted from being classified as a Commercial Vehicle by the regulations or by any order of the Alberta Motor Transport Board;
- and includes:
- (c) a Vehicle from which sales are made of goods, wares, merchandise or commodity; and
 - (d) a Vehicle that is used for the delivery of goods, wares, service, merchandise or commodity to a purchaser or consignee thereof.
- 2.7 "Council" means the Council of Strathcona County.
- 2.8 "County" means Strathcona County.
- 2.9 "Dangerous Goods" means any product, substance or organism specified in the regulations or included by its nature in any of the classes listed in the regulations under the Dangerous Goods Transportation and Handling Act, RSA 2000, c. D-4 as amended.
- 2.10 "Dangerous Goods Route" means all or any portion of those Highways under the direction, control or management of the County designated for the Transportation of Dangerous Goods as described on Schedule "A" and shown on the map on Schedule "C" both of which are attached to and form part of this Bylaw.
- 2.11 "Dangerous Goods Route Signs" means signs identified in Schedule "D" attached to and forming part of this Bylaw.

- 2.12 "Driveway Aids" means any material placed on the Roadway Right-of-Way to assist access to a driveway including but not limited to rubber ramps, metal grates, wood ramps, and concrete blocks.
- 2.13 "Emergency Work" means the installation, maintenance, repair or replacement of Equipment in Rights-of-Way where health, safety or the provision of essential services is endangered.
- 2.14 "Emergency Services" means the County's Emergency Services Department.
- 2.15 "Emergency Vehicle" means
- (a) a fire fighting or other type of Vehicle operated by the fire protection service of the Municipality;
 - (b) an ambulance operated by a Person or organization providing ambulance services;
 - (c) a Vehicle operated by a police force or Peace Officer;
 - (d) a Vehicle operated as a gas disconnection unit of a public utility; and
 - (e) a Vehicle designated as an emergency response unit under the Act.
- 2.16 "Equipment" means any poles, cables, pipes, conduits, pedestals, antennas, vaults, support structures or other similar facilities or structures.
- 2.17 "Fees and Charges Bylaw" means a Bylaw approved by Council that sets the Fees and Charges, which is updated and replaced from time to time.
- 2.18 "Fire or Emergency Lane" means all that portion of a Highway used to provide access to buildings, and so marked by signs stating Fire or Emergency Lane.
- 2.19 "Fire Hydrant" means any privately-owned Fire Hydrant within the County, and any Fire Hydrant controlled and managed by the County.
- 2.20 "Foreign Matter" means snow, ice, dirt, debris or other such material.
- 2.21 "Hamlet" means a small rural unincorporated community and includes those lands located within the Hamlets of Antler Lake,

Ardrossan, Collingwood Cove, Half Moon Lake, Hastings Lake, Josephburg, North Cooking Lake, or South Cooking Lake as defined in Bylaw 40-2009, as amended or replaced from time to time; and all lands within the Sherwood Park Urban Service Area as defined in Strathcona County's Land Use Bylaw 8-2001 as amended or replaced from time to time.

2.22 "Heavy Vehicle" means a Vehicle, with or without load, exceeding any one of the following:

- (a) two axles;
- (b) twelve point five (12.5) metres in length; or
- (c) a maximum allowable weight of five thousand five hundred (5,500) kilograms;

but does not include Recreational Vehicles.

2.23 "Highway" means any thoroughfare, street, Road, trail, avenue, parkway, driveway, viaduct, Lane, alley, square, bridge, causeway, trestleway, parkade or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or Parking of Vehicles and includes the following, but does not include a place declared by regulations not to be a Highway:

- (a) a Sidewalk, including a boulevard adjacent to the Sidewalk;
- (b) a ditch, if it lies adjacent to and parallel with the Roadway; and
- (c) all the land between the fences, or all the land between the fence and the edge of the Roadway, as the case may be, if a Highway Right-of-Way is contained between fences or between a fence and one side of the Roadway.

2.24 "Highway Right-of-Way" means all of the land between the property line on one side of the Highway and the property line on the other side of the Highway for the length of the Highway.

2.25 "Holiday" means any day declared as a Holiday by municipal, provincial or federal authority and includes Saturdays and Sundays.

2.26 "Identification Placard" means a placard issued by the Motor Vehicles Branch of the Department of Justice to identify a Vehicle operated or used by a disabled Person.

- 2.27 "Landowner" means any Person having a legal or equitable interest in any land or building and includes any resident, tenant or occupier of such land or building.
- 2.28 "Lane" means all that portion of a Highway used to provide access to lands, in addition to the access provided by the street in front of the said lands.
- 2.29 "Local Road" means any road within the Urban Service Area not listed on Schedule "H" which is attached hereto as part of the Bylaw.
- 2.30 "Municipality" means Strathcona County.
- 2.31 "Off-Highway Vehicle" means any motorized mode of transportation built for cross-country travel on land, water, snow, ice or marsh or swamp land or on other natural terrain.
- 2.32 "Operator" means a Person responsible for the operation of a Vehicle.
- 2.33 "Owner" with respect to a Vehicle, Heavy Vehicle or an Off-Highway Vehicle means:
- (a) the Person in whose name the Vehicle is registered under the Act;
 - (b) any Person renting a Vehicle, a Heavy Vehicle or an Off-Highway Vehicle or having the exclusive use of that Vehicle, Heavy Vehicle or Off-Highway Vehicle under a lease or otherwise for a period of more than thirty (30) days.
- 2.34 "Park" when prohibited, means to allow a Vehicle (whether occupied or not) to remain standing in one place, except:
- (a) when standing temporarily for the purpose of and while actually engaged in loading or unloading passengers; or
 - (b) when standing in obedience to a Peace Officer or traffic control device.
- 2.35 "Parking Meter" means a device that registers the amount of time purchased for the Parking of a Vehicle, at the expiration of which the driver is liable for a fine.
- 2.36 "Peace Officer" means a member of the Royal Canadian Mounted Police or a Bylaw Officer of Strathcona County or a Peace Officer appointed by the Province of Alberta.

- 2.37 "Permit" means any one of the Permits required pursuant to this Bylaw together with any corresponding applications.
- 2.38 "Person" includes one or more individuals, partnerships, corporate or unincorporated organizations, government bodies or agencies, trustees, executors, administrators or other legal representatives, other than the Municipality or its legal representatives, and specifically includes the Applicant and the Owner of the Work or Equipment being done or located within the Rights-of-Way together with the Owner's agents, contractors, invitees or legal representatives.
- 2.39 "Private Property" means any property within the County not owned by or occupied by the Government of Canada, Government of Alberta or by the County, unless otherwise outlined in Section 8.
- 2.40 "Public Place" means any place to which the public has access as of right or by invitation, express or implied, and without restricting the foregoing, to constitute a Public Place it is not necessary that all segments of the public have a right of access thereto.
- 2.41 "Public Property" means any property owned by or under the control and management of the Government of Canada, Government of Alberta, or by the County.
- 2.42 "Recreational Vehicle" means a Vehicle or Trailer that is designed, constructed and equipped, either temporarily or permanently, as a temporary accommodation for travel, vacation, or recreational use and to be driven, towed or transported. Includes duly licensed travel Trailers, motorized homes, slide-in campers, chassis-mounted campers, boats, all terrain vehicles, snowmobiles and tent Trailers.
- 2.43 "Restricted Dangerous Goods Route" means all or any portion of those Highways under the direction, control or management of the County, designated for the purpose of picking up Dangerous Goods from or delivering Dangerous Goods to any area in the County not located along or accessible by a Dangerous Goods Route as indicated on Schedule "B" and shown on the map on Schedule "C", both of which are attached to and form part of this Bylaw.
- 2.44 "Restricted Truck Route" means a Highway listed in Schedule "I" which is attached hereto as part of this Bylaw.

- 2.45 "Rights-of-Way" means the Highways, Roads, road allowances, streets, Lanes, road diversions, bridges, public utility lots, public space, public water or other public places within the jurisdiction of the Municipality, excluding:
- (a) reserve property;
 - (b) tax recovery property;
 - (c) easements, leases and licenses;
 - (d) fee simple titled property; or
 - (e) any other property designated by the Chief Commissioner.
- 2.46 "Rights-of-Way Construction Activity Permit" means a permit approved by Chief Commissioner from time to time that contains one or more provisions for the granting of consent to a Person to do Work in Rights-of-Way upon compliance by such Person with all other applicable municipal requirements.
- 2.47 "Road" means land
- (a) shown on a plan of survey that has been filed or registered in a land titles office, or
 - (b) used as a public road
- and includes a bridge forming part of a public road and any structure incidental to a public road.
- 2.48 "Road Ban" means the axle weight allowance prescribed in respect of the use of a Highway.
- 2.49 "Road Use Agreement" or "RUA" means an agreement entered into with the County for the purpose of ensuring that the Highway or Highways affected are protected.
- 2.50 "Roadway" means that part of the Highway intended for use by multi-modal traffic.
- 2.51 "Rural Rights-of-Way" shall mean all Rights-of-Way located within the boundaries of Strathcona County that are not located within the Urban Service Area.

- 2.52 "Safety Mark" means a placard as defined by the Dangerous Goods Transportation and Handling Act, to be displayed on containers or Vehicles in the handling, offering for transport or transporting of Dangerous Goods.
- 2.53 "Sidewalk" means that part of a Highway especially adapted to the use of or ordinarily used by pedestrians, and includes that part of a Highway between the curb line (or the edge of the Roadway, where there is no curb line) and the adjacent property line, whether or not paved or improved, and includes the Heritage Parkway Trail System.
- 2.54 "Special Roadway Event" means:
- (a) any procession or march organized primarily for the purpose of entertainment of spectators, and includes display, inspection or promotion of a cause or purpose; or
 - (b) an event or competition involving walking, running, or the use of bicycles, motorcycles, cars or other Vehicles taking place in whole or in part, on a Highway and which blocks, obstructs, impedes, hinders or otherwise interferes with or which may block, obstruct, impede, hinder or otherwise interfere with, pedestrians or vehicular traffic on a Highway and which consists of an organized group of:
 - (i) more than fifty (50) pedestrians; or
 - (ii) more than ten (10) Vehicles; or
 - (iii) any combination of pedestrians and Vehicles which together exceed fifty (50) in number;
 - (c) but does not include:
 - (i) a military, police, or emergency services parade, or
 - (ii) a funeral procession, or
 - (iii) an event to be held entirely within the confines of the Broadmoor Lake Park and which has the approval of the Chief Commissioner.
- 2.55 "Stop" when prohibited, means to allow a Vehicle (whether occupied or not) to Stop, and to load or unload passengers or freight or goods.
- 2.56 "Temporary Traffic Control Plan" means a Plan, submitted under the Rights-of-Way Construction Activity Permit request which shows the temporary control of traffic:
- (a) to minimize traffic disruption around a worksite;

- (b) to protect Equipment; and
 - (c) to ensure the safety of motorists and pedestrians and employees within a work site.
- 2.57 "Terms and Conditions" shall mean those Terms and Conditions outlined in a Permit.
- 2.58 "Trailer" means a Vehicle so designed that it may be attached to or drawn by a Vehicle and is intended to transport property or Persons, but does not include machinery or Equipment used in construction or maintenance of Highways.
- 2.59 "Transit Vehicle" means any Vehicle used to deliver public transit services, including transit support Vehicles.
- 2.60 "Transportation" means Transportation in or by means of a Vehicle.
- 2.61 "Tridem Axle Certificate" or "TAC" means a Permit, issued under the Act or under this Bylaw, authorizing the operation of a Commercial Vehicle, with any three consecutive axles on a Vehicle, on a Highway.
- 2.62 "Truck Loading Zone" means an area reserved expressly for Commercial Vehicle loading and unloading and signed accordingly.
- 2.63 "Truck Route" means a Highway listed in Schedule "H" which is attached hereto as part of the Bylaw serving as a truck route to, from, or through the Sherwood Park Urban Service Area, as authorized by Council.
- 2.64 "Urban Rights-of-Way" shall mean those Rights-of-Way located within the boundaries of the Urban Services Area for the Hamlet of Sherwood Park.
- 2.65 "Vehicle" means a device in, on or by which a Person or thing may be transported or drawn on a Highway and includes, without restricting the generality of the foregoing, an automobile, bicycle, motorcycle and moped, but does not include an aircraft, a tractor, whether equipped with rubber tires or not, an implement of husbandry or a motor Vehicle that runs only upon rails.
- 2.66 "Vehicle Storage Location" means a storage location for Vehicles which is:
 - (a) at least twenty-five (25) metres away from the nearest residential, institutional or assembly occupancy;

- (b) not located under electrical transmission lines;
- 2.67 "Violation Tag" means a ticket or similar document issued by the County pursuant to the Municipal Government Act, RSA 2000, c. M-26.
- 2.68 "Violation Ticket" means a ticket issued pursuant to Part II or Part III of the Provincial Offenses Procedure Act, RSA 2000 c. P-34 and the regulations thereunder.
- 2.69 "Work" means the installation, maintenance, repair, replacement, extension or operation of any Equipment in Rights-of-Way, excluding Emergency Work.

SECTION 3: WEIGHT RESTRICTIONS AND ROAD BANS

- Restrictions
- 3.1 The Chief Commissioner, in his or her sole discretion, may make a determination that the use of a Highway by a Commercial Vehicle or Commercial Vehicles may or will likely cause damage to a Highway due to:
 - (a) the weight of the Commercial Vehicle or Commercial Vehicles; or
 - (b) the frequency of use of the Highway by the Commercial Vehicle or Commercial Vehicles.
 - 3.2 The Chief Commissioner, in exercising his discretion under Section 3.1, shall have consideration for the following:
 - (a) Highway surface classification;
 - (b) daily vehicular traffic count; and
 - (c) number of occupied driveways adjacent to the Highway.
 - 3.3 Where the determination is made that the use may or will likely cause damage to a Highway under Section 3.1, the Chief Commissioner, is authorized to require any Operator to enter into a RUA prior to operating a Commercial Vehicle upon a Highway.
 - 3.4 An Operator entering into an RUA shall at all times ensure that the Terms and Conditions contained within the RUA are complied with.
 - 3.5 Where an Operator has entered into an RUA, failure to comply with this Bylaw may result in the cancellation of that RUA.

- 3.6 Prior to operation of a Commercial Vehicle on a Highway, a Commercial Vehicle must have a Provincial TAC issued in accordance with the provisions of the Act.
- 3.7 Notwithstanding Section 3.5, an Operator shall comply with all other provisions of the Act and this Bylaw, and without limiting the generality of the foregoing, shall obey all prohibitions, limitations, increases or restrictions imposed by an RUA.
- Road Bans 3.8 The Chief Commissioner, is hereby authorized to impose Road Bans from time to time to define:
- (a) load limits upon Highways;
 - (b) Highway locations with percentage axle weights for those Highways; and
 - (c) bridge locations with the maximum gross Commercial Vehicle weights to be posted on those bridges.
- 3.9 Where the Chief Commissioner, imposes a Road Ban with respect to a Highway, he shall cause signs to be erected along the Highway as he considers necessary to notify Operators using Commercial Vehicles on the Highway of the Road Ban Order.
- Exemptions 3.10 This Section does not apply to:
- (a) snow removal and ice control Equipment, motor graders or Highway construction Equipment operated or hauled by or on behalf of the County;
 - (b) Commercial Vehicles or combinations of Commercial Vehicles required by the County to transport materials needed for maintenance and repair of Highways; or
 - (c) the movement of Equipment to a natural or man-made disaster such as a fire, flood, train derailment or pipeline spill, provided that the Chief Commissioner is immediately notified of the occurrence of such disaster.

SECTION 4: TRANSPORTATION OF DANGEROUS GOODS

- Dangerous Goods Routes 4.1 Unless otherwise hereinafter specifically provided, no Person shall transport Dangerous Goods for which Safety Marks are required on a Highway under the direction, control or management of the County except on a Dangerous Goods Route as shown in Schedule A, Restricted Dangerous Goods Route as shown in Schedule B, or a Temporary Dangerous Goods Route.

Temporary
Dangerous
Goods
Routes

- 4.2 A Peace Officer or a member of Emergency Services is hereby delegated the power to establish a temporary route for the transportation of Dangerous Goods on any Highway under the direction, control or management of the County where he or she considers it necessary to do so in order to prevent or reduce any serious or imminent danger to life, health, property or the environment; provided that as soon as the danger to life, health, property or the environment has, in the opinion of the Peace Officer or member of Emergency Services, been prevented or adequately reduced, the temporary route shall be closed to Vehicles Transporting Dangerous Goods.
- 4.3 Notwithstanding Section 4.1, where a Person is required to transport Dangerous Goods for which Safety Marks are required off a designated Dangerous Goods Route, said Person may apply in writing to the Chief Commissioner, for a Permit. Upon such application, the Chief Commissioner may, in his absolute discretion, issue a Permit for the transportation of Dangerous Goods.

Stopping
within the
County

- 4.4 No Person Transporting Dangerous Goods for which Safety Marks are required shall stop at any location within the County except:
- (a) at a permitted Vehicle Storage Location;
 - (b) in accordance with the Terms and Conditions of a valid Permit issued by the Chief Commissioner;
 - (c) in response to a direction from a Peace Officer or a traffic control device;
 - (d) to refuel or repair a Vehicle; or
 - (e) to load or unload the Vehicle cargo.

Inspections

- 4.5 A Person shall, upon the request of a Peace Officer or member of Emergency Services, produce for inspection by the Peace Officer any shipping documents, Permit issued or other documentation establishing the origin and destination of travel and a description of the cargo carried. Particulars obtained by the Peace Officer under this Section and submitted as evidence before a Judge of the Provincial Court of Alberta, shall be prima facie proof of the particulars submitted in evidence, without proof of the signature or official capacity of the Persons signing the shipping documentation or other documentation.

Exceptions

- 4.6 No Person shall transport within Strathcona County any Dangerous Goods for which Safety Marks are required, in or on any Vehicle other than on a Dangerous Goods Route or Restricted Dangerous Goods Route, unless the said Person is:
- (a) picking up Dangerous Goods from or delivering Dangerous Goods to any place in the County which is not located along or accessible by a Dangerous Goods Route or Restricted Dangerous Goods Route, by using the most direct and practical route between a customer's premises and the nearest Dangerous Goods Route;
 - (b) proceeding to or from a Vehicle Storage Location by the most direct Highway intersecting a Dangerous Goods Route;
 - (c) Transporting petroleum products or fertilizers to farms or residences outside the Urban Service Area of Sherwood Park.

Recovery of Costs

- 4.7 Where Emergency Services has taken any action whatsoever for the purpose of mitigating or responding to a Dangerous Goods or hazardous material call or incident within or outside the County or for the purpose of preserving life or property or the environment from injury or destruction on land within or outside the County, including any such action taken by Emergency Services on a false call or incident, the Chief Commissioner may, in respect of any costs incurred by the County in taking such action, charge any costs so incurred by the County to the Person who caused the call or incident or the Owner or occupant of the land in respect of which the action was taken.
- 4.8 The schedule of costs and fees to be charged by the County for services rendered pursuant to this Bylaw shall be as set out in Strathcona County Fee and Charges Bylaw.
- 4.9 In respect of the costs or fees described in Sections 4.7 and 4.8:
- (a) the County may recover such cost or fee as a debt due and owing to the County; or,
 - (b) in the case of action taken by the County in respect of land within the County, where the cost or fee is not paid upon demand by the County, then in default of payment, such cost or fee may be charged against the land as taxes due and owing in respect of that land.

SECTION 5: SCHOOL BUS WARNING LIGHTS AND STOP ARMS

- 5.1 The use of alternating flashing red lights and stop arm are prohibited by any school bus operating on any Highway under the control of Strathcona County within the Urban Service Area.

SECTION 6: SPECIAL ROADWAY EVENTS

- 6.1 Any Person desiring to hold a Special Roadway Event within the County shall, at least two weeks prior to the time desired to hold the same, make application in writing to the Chief Commissioner and in such application shall furnish information with respect to the following:
- (a) the name and address of the applicant;
 - (b) the nature and object of such Special Roadway Event;
 - (c) the day, dates and hours during which the same will be held;
 - (d) the intended route thereof;
 - (e) the approximate number of Persons and/or Vehicles taking part therein;
 - (f) the nature of signs, flags, banners, placards or such similar things to be carried therein and particulars of inscriptions and wording to be exhibited thereon;
 - (g) the proposed use of public address systems or loudspeakers; and
 - (h) the signatures and addresses of the Persons who will be in control of such Special Roadway Event and who undertake to be responsible for the good order and conduct thereof; and
 - (i) any other information that might be requested by the Chief Commissioner.
- 6.2 The Chief Commissioner may issue a Permit, refuse a Permit or may issue the Permit subject to such conditions as are deemed necessary in the circumstances, including the requirement for fees or bonds.
- 6.3 Where an application for a permit has been refused under 6.2, the Applicant may request a review by the Chief Commissioner.

- 6.4 Failure to submit any information required by the Chief Commissioner or evidence of previous mismanagement of prior Special Roadway Events authorized by a Permit shall be good and sufficient reason for the Chief Commissioner, to refuse issuance of a Permit.
- 6.5 Upon a Permit being granted under this Bylaw, the Chief Commissioner is hereby authorized, to the extent he deems necessary, to temporarily close or restrict the use of any Highway, subway, bridge or overpass or any part of any Highway, subway, bridge or overpass within the County, either as to the full width of it or as to part of the width of it and with respect to any class or any classes of Vehicles or with respect to pedestrians, and may provide for the proper enforcement of any such closing either by way of erection of barricades or by the adoption of any other means considered necessary or expedient.
- 6.6 No Person shall hold, conduct, manage, organize or take part in any Special Roadway Event unless and until a Permit for the Special Roadway Event has been issued by the Chief Commissioner or as expressly permitted by resolution of Council.
- 6.7 A non-refundable fee as set out in the Fees and Charges Bylaw shall accompany each application for a Permit under this Section.
- 6.8 No Person shall install or use a loudspeaker system or other device for the amplification of sound in any Public Place except as authorized by a Permit.
- 6.9 Section 6.8 does not apply to use of sound amplification devices by ambulance, police, firefighting or other Emergency Services.

SECTION 7: RIGHTS-OF-WAY CONSTRUCTION ACTIVITY

- 7.1 The purpose of this Section is to:
 - (a) require every Person proposing to carry out Work for the installation, maintenance, repair, replacement, construction of Equipment in municipal Rights-of-Way to apply for any required Permits and to obtain the County's consent for any such Work; and
 - (b) provide the County with information on the type and location of work to be undertaken in the Right-of-Way; and
 - (c) protect the County from costs, damages or liability associated with the installation, maintenance, repair, replacement, and construction in Rights-of-Way by any

Person.

Council may pass Rights-of-Way Resolutions and Council or the Chief Commissioner may approve Rights-of-Way Access Agreements, subject to such Terms and Conditions, as Council deems appropriate.

Consents &
Permits

- 7.2 No Person shall perform any Work in Rights-of-Way unless the Person has:
- (a) obtained the consent of the County or is acting on behalf of a Person who has obtained consent of the County by way of Rights-of-Way Permit;
 - (b) obtained all applicable Permits required by the County as determined by the Chief Commissioner;
 - (c) paid all applicable Rights-of-Way Fees required by the County as determined by the Chief Commissioner; and
 - (d) obtained an approved and valid Rights-of-Way Construction Activity Permit including a Temporary Traffic Control Plan and have setup the Work zone in accordance with such Plan.

Alternatives
to Consent

- 7.3 For the purposes of Section 7.1(a), the following agreements shall constitute consent of the County for the purposes of performing Work in Rights-of-Ways, however, the Person obtaining such consent shall in all other respects be subject to and comply with this Bylaw:
- (a) development agreements;
 - (b) existing utility franchise agreements approved by the Alberta Energy & Utilities Board; and
 - (c) existing railway crossing agreements approved by the National Transportation Board.
- 7.4 Every Applicant shall provide all of the information required for a Permit. An application for a Permit that does not meet these requirements shall be deemed to be incomplete.
- 7.5 The Chief Commissioner may reject a Rights-of-Way Construction Activity Permit application where:
- (a) the application for the Permit is incomplete;
 - (b) the payment of all applicable Rights-of-Way Fees has not been made;

- (c) the consent of the County has not been obtained in accordance with Section 7.3; or
- (d) any Conditions precedent to granting the Permit have not been met.

7.6 The Chief Commissioner is hereby authorized to approve or refuse any application for a Rights-of-Way Construction Activity Permit and to issue a Permit subject to such Terms and Conditions as he deems appropriate.

7.7 The Chief Commissioner shall provide an Applicant whose application for a Permit is refused, written reasons for the refusal at the time that the Applicant is advised of the refusal.

7.8 When an application for a permit has been refused under 7.6, the Applicant may request a review by the Chief Commissioner.

Compliance 7.9 Every Person who obtains a Permit shall comply with the Terms and Conditions of that Permit, including, without limitation, Terms and Conditions restricting Work in the Rights-of-Way to the Alignments or other portion of the Rights-of-Way for which authorization is granted in the Permit.

7.10 All Work zones must retain and produce upon request an approved Rights-of-Way Construction Activity Permit.

SECTION 8: PARKING

Parking on
Rights-of-
Way

- 8.1 No Person shall Park or permit to be Parked any Vehicle for any period of time whatsoever in any of the following locations:
- (a) upon a Highway in front of, adjacent to or abutting any building, structure, place or premises, in the course of construction or repair, when such Parking will impede or obstruct traffic; or
 - (b) in any Bus Stop or Transit Zone, except Transit Vehicles; or
 - (c) in any Truck Loading Zone properly marked by a sign indicating the restrictions which apply thereto, except a Commercial Vehicle lawfully engaged in loading or unloading goods;
 - (d) on a Roadway, Highway or Highway Right-of-Way if in the opinion of a Peace Officer, the Vehicle constitute obstruction, presents a safety concern , interferes with

maintenance activities or otherwise impedes the progress of other users of the Roadway, Highway, or Highway Right-of Way.

- 8.2 No Person shall Park or Stop or permit a Vehicle to be Parked or Stopped in a Fire or Emergency Lane for any period of time whatsoever.
- 8.3 No Person shall Park or Stop or allow to be Stopped or Parked a Vehicle within five (5) metres of any Fire Hydrant, or, when the hydrant is not located at the curb, within five (5) metres from the point on the curb nearest the hydrant.
- 8.4 An Owner or Operator of a Commercial Vehicle shall not Park the Vehicle on a Roadway, Highway or Right-of-Way adjacent to a residence not owned by the Owner or Operator without consent of residence owner.
- 8.5 Except when actually loading or unloading passengers, no Person shall Park a Vehicle on any portion of a Highway marked by a "No Parking" sign.
- 8.6 Except for a breakdown, no Person shall Stop a Vehicle on any portion of a Highway marked by a "No Stopping" sign.
- 8.7 No Person shall Park a Vehicle in a Lane unless a sign permits Parking, but Lanes other than designated Fire or Emergency Lanes may be used for:
 - (a) the loading or unloading of goods or passengers from a Commercial Vehicle for a period of time not exceeding thirty (30) minutes, or
 - (b) the loading or unloading of goods or passengers from a Vehicle other than a Commercial Vehicle for a period of time not exceeding fifteen (15) minutes, provided that the Vehicle concerned in such loading or unloading of passengers or goods does not obstruct the Lane so as to prevent other Vehicles or Persons from passing along such Lanes.
- 8.8 No Person shall Park or Stop a Vehicle in excess of the time designated and marked on a sign posted for the purpose of restricting the time for Parking or Stopping a Vehicle.
- 8.9 After the issuance of a Violation Tag concerning a Vehicle for a violation of Section 8.7 and 8.8 hereof, and a Vehicle remains Parked in excess of the time permitted on the sign for a further period, then a second offence shall be deemed to have occurred

and a further Violation Tag may be issued for such second offence, and may be tagged for subsequent offences for being Parked in excess of the time permitted on the sign for such further periods of time as the Vehicle remains Parked.

Portable No
Parking
Signs

- 8.10 Notwithstanding any other provisions of this Bylaw, the County may cause portable "No Parking" signs to be placed on or near a Highway, and when so placed such signs shall take precedence over all other Parking signs.
- 8.11 No Person shall Park, or leave Parked, a Vehicle on a Highway after the expiration of twenty-four (24) hours from the time a sign or signs referred to in Section 8.10 have been placed, and until such sign or signs have been removed.
- 8.12 For the purposes of Sections 8.13 to 8.15, Private Property also includes property located in the County and owned or occupied by the Government of Canada, the Government of Alberta or by the County.

Parking on
Private
Property

- 8.13 No Person shall Park a Vehicle on Private Property which has been clearly marked as such by a sign or signs, erected thereon, and as shown in Schedule "J" or similar, without the prior permission of the Owner, tenant, occupant or Person in charge of the Private Property.
- 8.14 Where, on Private Property used for a commercial or industrial purpose or for a purpose of the federal, provincial or municipal government, Parking space or spaces or a Parking area is provided for the Parking of the Vehicles of Persons who are customers or patrons of or are otherwise doing business with the Owner, tenant, occupant or Person in charge of the property, and the space is clearly marked as being:
- (a) Private Property, by a sign as shown in Schedule "J" or similar; and
 - (b) set aside for Parking only of Vehicles of customers, or patrons of or Persons doing business with the Owner, tenant, occupant or Person in charge of the property;

a Person shall not Park or leave his Vehicle on the Parking space, spaces or area so designated unless he is immediately after Parking or leaving the Vehicle either a customer or patron or Person doing business with the Landowner, tenant, occupant or Person in charge of the property as indicated in the designation, or unless he has verbal or written permission from the said Landowner, tenant, occupant or Person in charge.

- 8.15 Any Landowner, tenant, occupant or Person in charge of Private Property who is satisfied that a Person is violating the provisions of Section 8.13 and or 8.14 may report the violation to a Peace Officer by providing the license number and location of the Parked Vehicle. A Person making such report shall give their name, address and phone number.
- 8.16 No Person shall Park any Vehicle upon any land owned by the County which the County uses or permits to be used as a playground, school ground, boulevard, recreation area or public park, except on such part thereof as may be designated by a sign or signs allowing Vehicle Parking.
- 8.17 No Person other than the Person to whom the space is assigned shall Park any Vehicle in a Parking space on County owned property, where such space has been reserved as indicated by signs.
- 8.18 A Vehicle shall not be Parked on a Highway in any space governed by a Parking Meter unless there is unexpired time remaining on the Meter.
- (a) This section is only in effect on the days and during the times a Parking Meter is identified as being in effect.
 - (b) This section does not apply to a Vehicle displaying a valid and subsisting Permit issued by the County for metered space Parking so long as all conditions of the Permit are satisfied.
- 8.19 A Vehicle Parked on a Highway in any space governed by a Parking Meter shall:
- (a) be Parked completely within the Metered space; and
 - (b) if the Metered space is parallel to the edge of the Roadway, be Parked so that:
 - (i) the front of the Vehicle is as close as possible to the Parking Meter if the Meter is situated at the front of the space; or
 - (ii) the rear of the Vehicle is as close as possible to the Parking Meter if the Meter is situated at the rear of the space; or
 - (c) if the Metered space is at an angle to the edge of the Roadway, be parked so that the front of the Vehicle is as close as possible to the Parking Meter.

- 8.20 A Vehicle shall not be Parked on a Highway in any space identified as a pay and display zone unless there is unexpired time remaining on a ticket issued by a pay and display machine and unless that ticket is displayed face up in a clearly visible location on the dashboard of the vehicle. This section is only in effect on the days and during the times a pay and display zone is identified as being in effect

Parking of
Trailers and
Recreational
Vehicles

- 8.21 No Person shall Park any Trailer or Recreational Vehicle upon any Highway unless the Trailer is attached to a Vehicle by which it may be propelled or drawn and when so attached the Trailer shall be deemed part of the Vehicle and subject to the requirements set out in this Bylaw pertaining to Vehicles.
- 8.22 No Person shall occupy or allow or permit any other Person to occupy a Trailer or Recreational Vehicle upon a Highway or upon County owned property, which has not been designated for Trailer or Recreational Vehicle Parking.
- 8.23 Notwithstanding the provisions of Section 8.22 a Person may Park and occupy a Trailer or Recreational Vehicle upon County owned property provided that written permission has been obtained from the Chief Commissioner.
- 8.24 An Owner or Operator of a Vehicle and Trailer or Recreational Vehicle shall not Park the Vehicle and Trailer or Recreational Vehicle on a Roadway for more than thirty-six (36) consecutive hours.
- 8.25 An Owner or Operator of a Vehicle and Trailer or Recreational Vehicle shall not be entitled to rely upon the provisions of Section 8.24 more than twice in any seven (7) day period commencing from the date that the Vehicle and Trailer or Recreational Vehicle is first observed to be parked in accordance with Section 8.24.
- 8.26 An Owner or Operator of a Vehicle and Trailer or Recreational Vehicle shall not Park the Vehicle and Trailer or Recreational Vehicle on Private Property by which any part or attachment of the Vehicle and Trailer or Recreational Vehicle extends over the top of the curb or back of Sidewalk, whichever is closer to the residence.
- 8.27 Notwithstanding Section 8.21, 8.22, and 8.24, an Owner or Operator of a Vehicle and Trailer or Recreational Vehicle shall not Park the Vehicle and Trailer or Recreational Vehicle or any part thereof on a Roadway, Highway or Highway Right-of-Way if, in the opinion of a Peace Officer, the Vehicle and Trailer or Recreational Vehicle constitutes an obstruction, presents a safety

concern or otherwise impedes the progress of other users of the Roadway, Highway or Highway Right-of-Way.

Parking
within a
hamlet

- 8.28 No Person shall Park a Vehicle or Vehicle with Trailer exceeding ten (10) metres in length on a Highway or any part of the Highway Right-of-Way within any Hamlet between the hours of 7:00 p.m. in any one day and 7:00 a.m. of the next succeeding day.
- 8.29 No Person shall Park a Vehicle or Vehicle with Trailer exceeding twelve point five (12.5) metres in length or two point six (2.6) metres in width on a Highway or any part of the Highway Right-of-Way in any Hamlet, other than in an area designated by a sign for such purposes.
- 8.30 No Person shall Park a Heavy Vehicle on a Highway or any part of the Highway Right-of-Way within a Hamlet unless such Parking is authorized by a sign or signs.
- 8.31 The provisions of Sections 8.28, 8.29 and 8.30 shall not prohibit Vehicles from Parking on any Highway within a Hamlet for the purpose of loading or unloading goods to or from premises abutting such Highway provided, that the Vehicle or Vehicle with Trailer attached shall have all front and rear hazard lights illuminated

Dangerous
Goods

- 8.32 No Person shall Park a Vehicle or Vehicle with Trailer used for the conveyance of Dangerous Goods on a Highway unless authorized by a sign, or the holder is in possession of a valid Permit issued under this Bylaw.
- 8.33 No Person shall Park a Vehicle or Trailer used for the conveyance of Dangerous Goods nearer than twenty-five (25) metres from a building.
- 8.34 Section 8.29 shall not apply where a Vehicle or Trailer is obliged to be Parked while being loaded or unloaded or while being used as an "on-site" fuel source in the course of its ordinary business, provided the Vehicle or Trailer has a warning notice or notices clearly displayed.

Disabled
Parking

- 8.35 No Person shall Park a Vehicle in a Parking space designated for the exclusive use of disabled Persons unless such Vehicle has clearly displayed an Identification Placard, and is at that time being operated by or transporting the Person to whom the Identification Placard has been issued or has a Disabled Parking License Plate.

- 8.36 For the provisions of Section 8 of this bylaw, a Vehicle shall be deemed to be continuously Parked in the same location unless it has been moved at least one (1) block away from the location it was first observed. No person shall Park a Vehicle at a single location on a Highway for a period of time exceeding 72 hours, such vehicle will be deemed to have been abandoned at that location
- Removal of Vehicles
- 8.37 A Peace Officer is hereby authorized to remove and impound or cause to be removed and impounded any Vehicle Parked in contravention of any provision of this Bylaw.
- 8.38 No impounded Vehicle shall be released to its Owner or his agent until the impounding charge and removal charge against the Vehicle has been paid.
- 8.39 The impounding charge and removal charge shall be in addition to any fine or penalty imposed by the provisions of this Bylaw.
- 8.40 Where a Vehicle is impounded or stored pursuant to this Section, and is not claimed within thirty (30) days of its removal, it may be disposed of in accordance with the provisions of the Act.
- 8.41 Notwithstanding anything herein contained, where portable "No Parking" signs are placed on or near a Highway by the County, its employees, servants, agents or representatives, removal of Vehicles may be required. The County, its employees, servants, agents or representatives may tow such Vehicles at the expense of their Owner and Park the same on an adjacent Highway or local parking lot without impounding the Vehicles after the expiration of twenty-four (24) hours from the time the portable "No Parking" signs are erected or declaration made by the Chief Commissioner.
- Exemptions
- 8.42 Notwithstanding anything elsewhere in this Bylaw, the provisions relating to Parking of Vehicles do not apply to:
- (a) Emergency Vehicles;
 - (b) Vehicles used in conjunction with the servicing of Highways, trails, parks, and public utilities including water and sewer systems, telephone systems, electric systems and cablevision systems;
 - (c) funeral cars being operated by a funeral director, during a funeral;
 - (d) towing service Vehicles; while any such Vehicle is being used in Work requiring that it be Stopped or Parked.

SECTION 9: OFF-HIGHWAY VEHICLES

Permits

- 9.1 Off-Highway Vehicle groups, organizations, societies or clubs may apply to the Chief Commissioner for a Permit authorizing the use of specific Highways under the direction, control or management of the County for specific dates and times and for appropriate purposes as outlined in Schedule "E", "F", and "G", as attached hereto and forming part of this Bylaw.
- 9.2 The Chief Commissioner may approve or refuse an application, or may grant an application specifying the dates and times for such events, and may impose any such conditions as the Chief Commissioner, deems suitable in the circumstances.
- 9.3 The Chief Commissioner, in exercising his discretion under Section 9.2 shall have consideration for the following:
 - (a) traffic, pedestrian and user safety; and
 - (b) road design/geometry including posted speed, sightlines and width of ditches.
- 9.4 Where an application for a permit has been refused under 9.2, the Applicant may request a review by the Chief Commissioner.

Operating Restrictions

- 9.5 No Person shall operate an Off-Highway Vehicle except as authorized pursuant to the Act or pursuant to a Permit granted under this Bylaw.
- 9.6 A Person who is authorized to operate an Off-Highway Vehicle pursuant to the Act or this Bylaw shall:
 - (a) travel at a maximum speed of thirty (30) kilometres per hour;
 - (b) travel in a single file in the ditches of such Highways, except as otherwise permitted in this Section;
 - (c) travel in the Parking Lane for as short a distance as necessary to by-pass any hazard or obstruction in the ditch, or where there is No Parking Lane the extreme right-hand side of the Roadway;
 - (d) travel in the same direction as the Vehicles travelling on that side of the Highway.

- 9.7 No Person shall operate or be a passenger on an Off-Highway Vehicle where the Persons on the Off-Highway Vehicle exceeds the number of Persons that the Off-Highway Vehicle is designed to carry.
- 9.8 The provisions of this Bylaw shall not apply to a Peace Officer, or agents or employees of the County while operating an Off-Highway Vehicle in the performance of their official duties.
- 9.9 During an emergency, disaster, or search and rescue operation within the County, as determined by Chief Commissioner, the provisions of this Bylaw may be waived, varied or suspended by the Chief Commissioner.

SECTION 10: TRUCK ROUTES

- 10.1 No person by himself or by an agent or employee shall:
 - (a) operate a Heavy Vehicle within the Urban Service Area on a Highway other than a Truck Route as shown in Schedule H, or Restricted Truck Route as shown in Schedule I;
 - (b) operate a Heavy Vehicle on a Restricted Truck Route between 22:30 and 06:30 (10:30 p.m. and 6:30 a.m.) local time within the Urban Service Area;
 - (c) operate a Heavy Vehicle within the Urban Service Area on a Highway outside the times stipulated on a sign placed on the Highway.

- Exemptions
- 10.2 No Person shall be deemed to be operating a Heavy Vehicle in contravention of Section 10.1 if the Heavy Vehicle is:
 - (a) being operated on the most direct and practicable route between a bona fide customers premises (within a Hamlet) and the nearest Truck Route or Restricted Truck Route;
 - (b) being operated to or from the business premises of the Heavy Vehicle;
 - (c) moving a building for which the necessary Permits have been issued;
 - (d) travelling to or from premises licensed to service or repair Heavy Vehicles;
 - (e) pulling a disabled Vehicle from a Highway or Local Road prohibited to Heavy Vehicles;

- (f) owned by or contracted to the County and is instructed by the County to Work at locations otherwise prohibited to Heavy Vehicles.

10.3 No person shall apply or engage engine retarder brakes on any Commercial Vehicle within a Hamlet or Urban Service Area.

SECTION 11: DEPOSIT OF SNOW, ICE AND DEBRIS ON ROADS

11.1 No Person shall place or permit to be placed any Foreign Matter onto any Roadway, boulevard, Sidewalk, or ditch.

11.2 No Person shall place, permit to be placed, or allow to remain any Foreign Matter on or within one point five (1.5) metres of any Fire Hydrant located on Public or Private Property.

11.3 No Person shall damage, or permit to be damaged, any Highway or Fire Hydrant by scraping, cutting or in any other manner whatsoever, whether or not such Person is engaged in removing Foreign Matter from any Highway or Fire Hydrant.

Obstructions
in the Right-
of-way

11.4 No Person shall place or deposit or allow the placement or deposit of any object, refuse, building or other materials, dumpsters, snow, earth, sand, gravel, sod, or any other material in the Rights-of-Way that will impede or obstruct traffic.

11.5 The placement of Driveway Aids in the Rights-of-Way will be allowed from April 15 to November 1.

11.6 The provisions of this Bylaw shall not apply to any agents or employees of the County in the performance of their assigned duties.

SECTION 12: DELEGATION OF AUTHORITY

12.1 The Chief Commissioner is hereby authorized to designate

- (a) any Highway for through traffic purposes;
- (b) the location of cross-walks upon Highways;
- (c) any intersection, Highway or place on a Highway, including a place where a railway Right-of-Way crosses a Highway, as a place where U-turns are prohibited;
- (d) any Highway as one which is closed temporarily in whole or in part to traffic;

- (e) any areas as one in which Parking privileges are temporarily suspended;
- (f) any Highway as one to be divided into traffic Lanes of such number;
- (g) the location of "school zones" and "playground zones";
- (h) any boulevard upon which Parking is permitted;
- (i) loading or unloading zones;
- (j) the location of Bus Stops or Transit Zones;
- (k) the distance from any intersection within which no Parking is permitted;
- (l) portions of Highways where Parking is limited to a period of time;
- (m) portions of Highways where Stopping is prohibited entirely, or for a specified period of time;
- (n) the location of Metered zones, Meter locations and Metered spaces;
- (o) areas for angle Parking, back-in Parking and parallel Parking;
- (p) the maximum load permitted on any bridge; and
- (q) Parking spaces designated for disabled Parking.
- (r) direct where traffic control devices are to be installed or removed and to cause a record of the locations of all erected signs to be kept, which shall be open to public inspection during the County's regular business hours; and
- (s) temporarily close the whole or any part of a Road at any time that a construction or maintenance project on or adjacent to the Road may create a hazard.

SECTION 13: OFFENCES

- 13.1 Any Person who contravenes any provision of the Bylaw is guilty of an offence and is liable to a penalty as set out in Schedule "K".
- 13.2 Under no circumstances shall any Person contravening any provision of the Bylaw be subject to the penalty of imprisonment.

SECTION 14: VIOLATIONS TAGS

- 14.1 A Peace Officer is hereby authorized and empowered to issue a Violation Tag to any Person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- 14.2 A Violation Tag may be issued to such Person:
- (a) either personally; or
 - (b) by attaching it to the Vehicle in respect of which a offense is alleged to have been committed; or
 - (c) by mailing a copy to such Person at his last known post office address.
- 14.3 The Violation Tag shall be in a form approved by the County and shall state:
- (a) the name of the Person;
 - (b) the offence;
 - (c) the appropriate penalty for the offence as specified in this Bylaw;
 - (d) that the penalty shall be paid within thirty (30) days of the issuance of the Violation Tag; and
 - (e) any other information as may be required by the County.
- 14.4 Where a contravention of this Bylaw is of a continuing nature, further Violation Tags may be issued by the Peace Officer, provided that no more than one Violation Tag shall be issued for each day that the contravention occurs.
- 14.5 Where a Violation Tag is issued pursuant to this Bylaw, the Person to whom the Violation Tag is issued may, in lieu of being prosecuted for the offence, pay to the County the penalty specified on the Violation Tag.
- 14.6 Nothing in this Bylaw shall prevent a Peace Officer from immediately issuing a Violation Ticket for the mandatory Court appearance of any Person who contravenes any provision of this Bylaw.

SECTION 15: VIOLATION TICKET

- 15.1 If the penalty specified on a Violation Tag is not paid within the prescribed time period then a Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to either Part II or Part III of the Provincial Offences Procedure Act, RSA 2000, c. P-34.
- 15.2 Notwithstanding Section 15.1 of this Bylaw, a Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to either Part II or Part III of the Provincial Offences Procedures Act, RSA 2000, c. P-34, as amended, to any Person who the Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.

SECTION 16: SEVERABILITY

- 16.1 Should any provision of this Bylaw be invalid, then such provision shall be severed and the remaining Bylaw shall be maintained.

SECTION 17: REPEAL OF BYLAWS

- 17.1 This Bylaw repeals Bylaw 13-2011.

SECTION 18: EFFECTIVE DATE

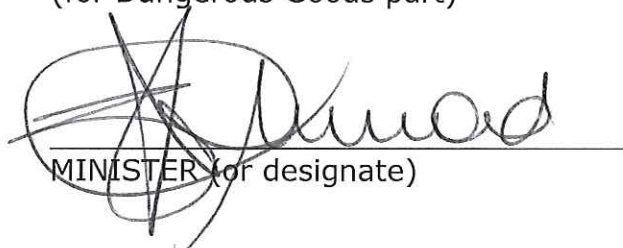
- 18.1 This Bylaw comes into effect after third reading and upon being signed.

READ A FIRST TIME this day of , 2015;

READ A SECOND TIME this day of , 2015;

APPROVED by the Minister responsible
For Alberta Transportation or delegated
Representative this day of *4th DECEMBER*
A.D. 2015.

(for Dangerous Goods part)


MINISTER (or designate)

READ A THIRD TIME AND FINALLY PASSED this day of , 2015.

STRATHCONA COUNTY

MAYOR

DIRECTOR, LEGISLATIVE & LEGAL SERVICES

PERMITS

Special Event Permits

Off-Highway Vehicle Permits

Rights-of-Way Permits

Dangerous Goods Route Permits

Parking Permit

Road Use Agreement

Right-of-Way Construction Activity Permit

Utility Line Assignment Permit

SCHEDULES

SCHEDULE "A"	DANGEROUS GOODS ROUTES
SCHEDULE "B"	RESTRICTED DANGEROUS GOODS ROUTES
SCHEDULE "C"	MAP SHOWING MUNICIPAL DANGEROUS GOODS ROUTES AND RESTRICTED DANGEROUS GOODS ROUTES
SCHEDULE "D"	DANGEROUS GOODS ROUTE SIGNS
SCHEDULE "E"	GUIDELINES FOR APPLICATIONS AND APPROVAL FOR USE OF HIGHWAYS FOR OFF-HIGHWAY VEHICLE EVENTS
SCHEDULE "F"	STATUTORY DECLARATION FOR OFF-HIGHWAY VEHICLE EVENTS
SCHEDULE "G"	RELEASE, WAIVER AND INDEMNITY AGREEMENT FOR OFF- HIGHWAY VEHICLE EVENTS
SCHEDULE "H"	HEAVY VEHICLE TRAFFIC - SCHEDULE OF TRUCK ROUTES IN THE SHERWOOD PARK URBAN SERVICE AREA
SCHEDULE "I"	HEAVY VEHICLE TRAFFIC - SCHEDULE OF RESTRICTED TRUCK ROUTES IN THE SHERWOOD PARK URBAN SERVICE AREA
SCHEDULE "J"	PRIVATE PROPERTY "NO PARKING" SIGNS
SCHEDULE "K"	OFFENCES

SCHEDULE "A"

DANGEROUS GOODS ROUTES

- A) 34 Street from the Sherwood Park Freeway to Baseline Road
- B) 17 Street from the Sherwood Park Freeway to Highway 16
- C) Baseline Road from 34 Street to Highway 216
- D) Petroleum Way from 17 Street to Broadmoor Boulevard
- E) Broadmoor Boulevard from Petroleum Way to Highway 16
- F) Range Road 214 north of Highway 15 to Township Road 562

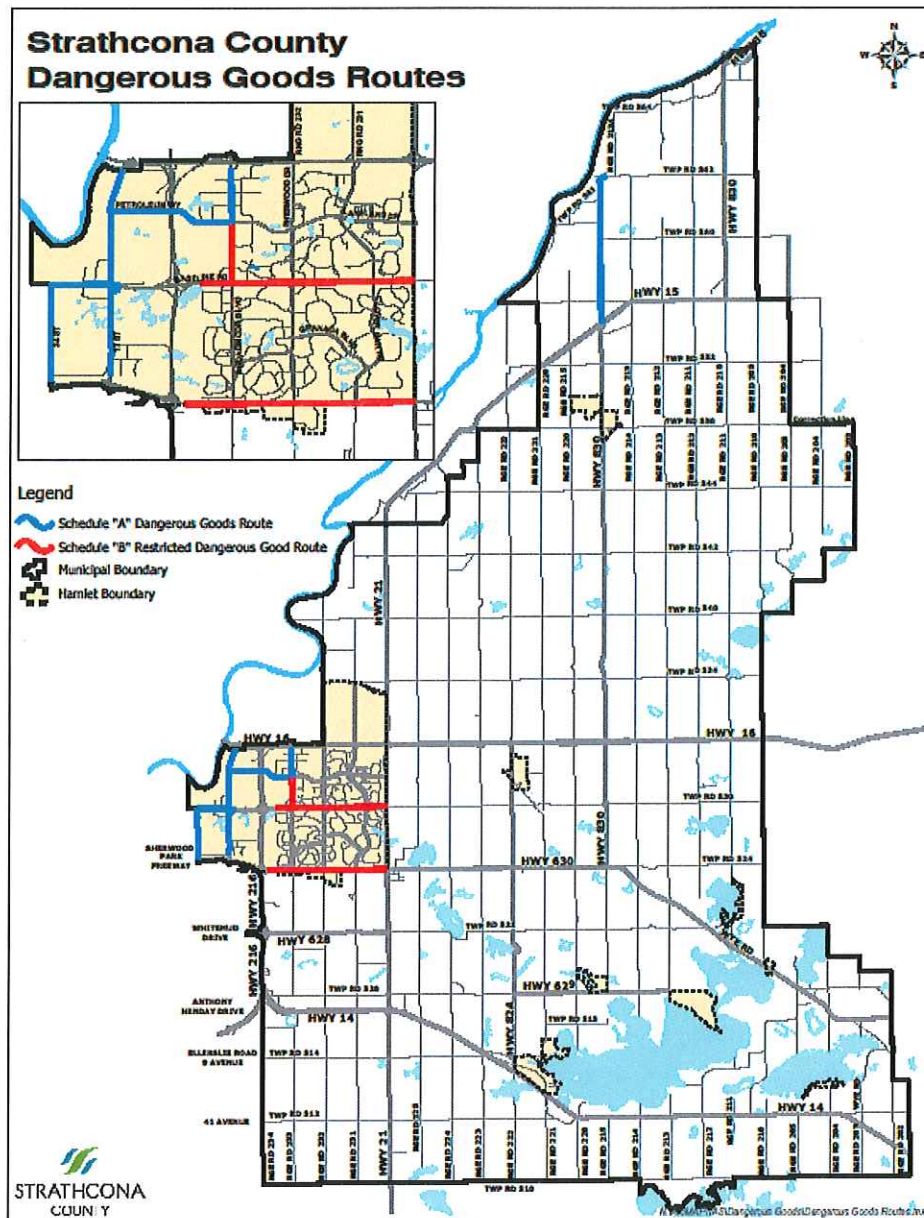
SCHEDULE "B"

RESTRICTED DANGEROUS GOODS ROUTES

- A) Broadmoor Boulevard from Petroleum Way to Baseline Road
- B) Baseline Road from 500 metres west of Broadmoor Boulevard, the boundary with Alberta Transportation, to Highway 21
- C) Wye Road from 100 metres west of Ordze Road, the boundary with Alberta Transportation, to Highway 21

SCHEDULE "C"

MAP SHOWING MUNICIPAL DANGEROUS GOODS ROUTES AND RESTRICTED DANGEROUS GOODS ROUTES



SCHEDULE "D"

DANGEROUS GOODS ROUTE SIGNS

Dangerous Goods Route Signs will be used to indicate regulations related solely to the movement on streets and Highways of Vehicles classified as Dangerous Goods carriers. The signs will be made to reflect, or lit to show the same colour and shape both day and night.

Dangerous Goods Route Sign (RB-69)

The Dangerous Goods Route Signs will show that Dangerous Goods carriers, as defined by legislation, are allowed to travel along a street or Highway.

Proper advance and directional arrows (1 B-5 to 1 B-9) will be added to the sign to indicate a turn or a change in the direction of a designated route. Advance turn arrows will be placed between 50 metres and 150 metres before an intersection where the route changes direction.

The tab sign (RB-69T) may be used for an educational period.

"DANGEROUS GOODS ROUTE" signs shall have a green circle circumscribing a black diamond symbol on a white background.



RB – 69
60 x 60 cm



RB – 69T
60 cm x 30 cm

OPTIONAL

Dangerous Goods Prohibition Sign (RB-70)

The Dangerous Goods Prohibition Sign will show that carriers of Dangerous Goods, as defined by legislation, may not travel on a particular street or Highway.

The sign will be placed along the street or Highway from which Dangerous Goods are barred. The sign will be placed where the street or Highway intersects a Dangerous Goods route, to prevent illegal entry of Vehicles carrying Dangerous Goods.

The tab sign (RB-70T) may be used for an educational period.

"DANGEROUS GOODS PROHIBITION" signs shall have a red circle circumscribing a black diamond symbol on a white background with a red diagonal superimposed over the diamond symbol. Where the sign is erected, Dangerous Goods carriers are prohibited from travelling upon the street or Highway.



RB – 70
60 x 60 cm



RB – 70T
30 x 30 cm

SCHEDULE "E"**GUIDELINES FOR APPLICATIONS AND APPROVAL
FOR USE OF HIGHWAYS
FOR OFF-HIGHWAY VEHICLE EVENTS**

1. Written application will be received for specific rides or events from groups, organizations, societies or clubs which:
 - i. intend to raise funds for a "Charitable Purpose" as defined in the Public Contributions Act, R.S.A. 1992, C. P-26, as amended, and who meet the requirements of the said Act; or
 - ii. wish to hold a recreational ride or event to encourage or promote their membership or group activities.
2. A group, organization, society or club shall be allowed only two rides or events, as set out in (1) above, per month.
3. A Statutory Declaration (Schedule "F") shall be provided certifying that a responsible Person within the group, organization or club has:
 - i. determined that all members or participants who take part in the ride or event hold a current financial responsibility card for liability insurance which indicates that it remains in force during the ride or event, and all Off-Highway Vehicles are properly licensed as per Motor Vehicles Administration Act, R.S.A. 1980, C. M-22, as amended.
 - ii. checked the Highways or portion of the Highways to be used, and is satisfied themselves that the ditches and Highway sides to be used are satisfactory and, in his opinion, safe for the intended purpose.
4. A Waiver or Release, Schedule "G" signed by each member or participant involved in the ride or event shall be provided and shall release the County of any responsibility which may arise from the use of the Highways or portions of Highways for the intended purpose.
5. The application shall be submitted to the Chief Commissioner at least three (3) weeks prior to the time of the proposed ride or event and shall include the date and times of the ride or event together with the name, address and telephone number of a contact Person.
6. Upon application, the Chief Commissioner shall be authorized by Council to allow, if he deems it necessary, a pre-ride or pre-event run by representatives of the group, organization, society or club to certify the safety of the route or to mark the route or any hazards in relation to the Highways or portions of Highways as specified for use in the applications.

7. Prior to the placing of markers for the route of for hazards along the proposed route approval must be obtained from the Chief Commissioner.
8. All signs or markings which have been placed along the route shall be removed within twenty-four (24) hours following the completion of the ride or event.
9. Failure to comply with any of the requirements of the Bylaw, the attached Schedules or any conditions of the approval, as granted, may result in cancellation of the approval and the refusal of future applications.

SCHEDULE "F"**STATUTORY DECLARATION FOR OFF-HIGHWAY VEHICLE EVENTS**

CANADA
PROVINCE OF ALBERTA
TO WIT:



In the Matter of

I, _____
of _____ in the Province of Alberta,
do solemnly declare that I have on behalf of the _____
checked Strathcona County Highways or portion of the Highways to be used for
_____, which will be held by the _____
_____, on the dates of _____,
and have satisfied myself that the Highways or portions of the Highways to be used
for the said event or ride are satisfactory and safe for the intended use by the
members or participants of such event or ride.
AND I make this solemn declaration conscientiously believing it to be true and
knowing that it is of the same force and effect as if made under oath.

DECLARED before me at the _____
of _____
in the Province of Alberta, this _____
day of _____ A.D., 20 ____



Signature of Declarant

A Commissioner for Oaths or Notary Public in and for the Province of Alberta

SCHEDULE "G"**RELEASE, WAIVER AND INDEMNITY AGREEMENT
FOR OFF-HIGHWAY VEHICLE EVENTS**

Group Members
Strathcona County
Traffic Bylaw 16-2015

This is to certify that we the members of the _____ of _____ in the Province of Alberta who have attached our signatures hereto, intend to participate, at our own risk, in the event or ride being the _____ held by the _____ on the date(s) of _____, 20____ and in consideration of using Strathcona County's Highways or a portion of Highways as authorized for the said event or ride and further good and valuable consideration, the receipt whereof being hereby acknowledged, I do hereby freely and voluntarily release Strathcona County, the Council of Strathcona County, and Councillors of Strathcona County, past, present, or future, its officers, employees, servants, independent contractors and agents (hereinafter collectively referred to as "Strathcona County") from all liability and do hereby waive as against Strathcona County all recourses, claims, causes of action and demands of any kind whatsoever, which I, my heirs, executors, and assigns might have against Strathcona County, and I do hereby agree to indemnify and hold harmless Strathcona County from any and all claims, demands, causes of action of any kind whatsoever, including those involving negligence on the part of the said Strathcona County, that may be made against Strathcona County, arising out of or connected with my preparation or participation in any of the programs or activities referred to above.

In confirmation of the above, we have attached our signatures hereto.

Dated at _____, in the Province of Alberta, this ____ day of _____ 20____.

SIGNATURES OF MEMBERS

Please Print Name

Signature

Print Name of Witness

Signature of Witness

Address of Witness

SCHEDULE "H"

HEAVY VEHICLE TRAFFIC – SCHEDULE OF TRUCK ROUTES IN THE SHERWOOD PARK URBAN SERVICE AREA

1. Turbo Industrial Park – part of W ½ 14-53-23-W4
2. Cloverbar – NE ¼ 8-53-23-W4
3. Boychuck Subdivision – N ½, SE ¼ 8-53-23-W4
4. Knightsbridge Industrial Park – SE ¼ 6-53-23-W4
5. 24 Street (Railway Street) plus connector to 17 Street – NE ¼ 31-52-23-W4
6. 92 Avenue, 17 Street – Kleysen's entrance
7. Sherwood Industrial Estates including 84 Avenue – part of the E ½ 30-52-23-W4
8. Wye Road, Ordze Road to Highway 21
9. 17 Street, Highway 16 to Highway 14
10. 34 Street, Baseline Road to Highway 14
11. Trans Mountain Service Road – SW ¼ 5-53-23-W4
12. Range Road 232, Highway 16 to Township Road 534
13. Range Road 231, Highway 16 to Township Road 534
14. Broadmoor Boulevard, Baseline Road to Highway 16
15. Petroleum Way, Broadmoor Boulevard to 17 Street
16. Baseline Road, Broadmoor Boulevard to a point 475 metres west, and from 775 metres east of 17 Street to 34 Street
17. Strathmoor Drive
18. Strathmoor Way
19. Range Road 233A, Strathmoor Way to Petroleum Way
20. Streambank Avenue
21. West side of Highway 21 Service Road (Range Road 230), from Township Road 534 south to the end of the Service Road north of Highway 16

22. Township Road 534 from Highway 21 to Range Road 232
23. North side of Highway 16 Service Road from Range Road 231 to Range Road 232

SCHEDULE "I"

HEAVY VEHICLE TRAFFIC – SCHEDULE OF RESTRICTED TRUCK ROUTES IN THE SHERWOOD PARK URBAN SERVICE AREA

1. Sherwood Drive, Wallace Drive to Highway 16
2. Broadmoor Boulevard, Sherwood Drive to Baseline Road
3. Brentwood Boulevard, 75 metres south of Estate Drive to Sherwood Drive
4. Granada Boulevard, Sherwood Drive to Clover Bar Road
5. Clover Bar Road, Wye Road to Highway 16
6. Highway 16 Service Road (south side), Broadmoor Boulevard to Sherwood Drive
7. Baseline Road, Broadmoor Boulevard to Highway 21
8. Lakeland Drive, Highway 21 to Broadmoor Boulevard

SCHEDULE "J"

PRIVATE PROPERTY "NO PARKING" SIGNS



SCHEDULE "K"**OFFENCES**

SECTION	OFFENCE	PENALTY
3.3	Operating a Vehicle without a Road Use Agreement (i) first offence (ii) second offence (iii) third and subsequent offences	\$ 500.00 \$ 1000.00 \$ 2000.00
3.4	Failure to comply with the Terms and Conditions of a TAC or RUA	\$ 200.00
3.6	Operating a Vehicle without a TAC	\$ 500.00
4	Failure to comply with any provision of Section 4 (i) first offence (ii) second and subsequent offences, exclusive of costs	\$ 200.00 \$ 1000.00
6.5	Holding a Special Roadway Event without a Permit	\$ 200.00
6.7	Using a Loudspeaker without a Permit	\$ 100.00
7.1-7.2	Failure to comply with any provision of Section 7.1-7.2 (i) first offence (ii) second offence (iii) third and subsequent offences	\$ 200.00 \$ 500.00 \$ 1000.00
7.8	Failure to comply with any provision of Section 7.8	\$ 200.00
7.9	Failure to produce a ROWCAP when requested	\$ 200.00
8.1(a)	Parking in front of a building under construction	\$ 57.00
8.1(b)	Parking in a Bus Stop or Transit Zone	\$ 57.00
8.1(c)	Parking in a Truck Loading Zone	\$ 57.00
8.1(d)	Parking on a Highway, Roadway or Highway Right-of-Way	\$ 250.00
8.2	Parking or Stopping illegally in a Fire or Emergency Lane	\$ 200.00
8.3	Parking or Stopping within five (5) metres of a fire hydrant or point on curb nearest the hydrant	\$ 175.00
8.4	Parking of a Commercial Vehicle	\$ 57.00
8.5	Parking where there is a "No Parking" sign	\$ 57.00
8.6	Stopping in a "No Stopping" zone	\$ 57.00
8.7	Parking illegally in a Lane	\$ 57.00
8.8	Parking in excess of posted time limits	\$ 57.00
8.10-8.11	Parking when portable "No Parking" signs are in place	\$ 100.00
8.13-8.15	Unauthorized Parking on Private Property	\$ 57.00
8.16	Unauthorized Parking on Public Property	\$ 57.00
8.17	Unauthorized Parking in a reserved Parking space on Public Property	\$ 57.00
8.18-8.19	Parking in a metered stall after time expired	\$ 57.00
8.21	Parking of Trailer without Vehicle attached	\$ 150.00
8.22	Occupying a Trailer on a Highway	\$ 150.00
8.24-8.25	Parking a Vehicle and Trailer or Recreational Vehicle in excess of thirty-six (36) hours	\$ 100.00

8.26-8.27	Parking a Vehicle and Trailer or Recreational Vehicle that creates an obstruction, presents a safety concern or otherwise impedes traffic	\$ 150.00
8.28	Parking overlength Vehicle in a Hamlet between certain hours	\$ 57.00
8.29	Parking oversize Vehicle in an area of a Hamlet not designated by signs	\$ 57.00
8.30	Parking a Heavy Vehicle in a residential area in a Hamlet	\$ 250.00
8.32	Parking a Vehicle used for hauling Dangerous Goods on a Highway	\$ 500.00
8.33	Parking a Vehicle used for hauling Dangerous Goods near a building (i) first offence (ii) second and subsequent offences, exclusive of costs	\$ 500.00 \$ 1000.00
8.35	Parking in space designated for Parking of Vehicle of Disabled Person	\$ 150.00
9	Failure to comply with any provision of Section 9 (i) first offence (ii) second offence	\$ 100.00 \$ 200.00
10.1	Failure to comply with any provision of 10.1	\$ 100.00
10.3	Use of engine retarder brakes on any Commercial Vehicle within the Urban Service Area or residential area	\$ 57.00
11.1	Placing or permitting to be placed Foreign Matter onto any Roadway or Sidewalk	\$ 200.00
11.2	Placing or permitting to be placed Foreign Matter onto any Fire Hydrant located on Public or Private Property	\$ 150.00
11.3	Damaging or permitting to be damaged any Highway or Fire Hydrant by scraping, cutting or in any manner whatsoever, whether or not such person is engaged in removing Foreign Matter from any Highway or Hydrant	\$ 200.00
11.4	Placing or depositing any object, refuse, building or other materials, dumpsters, snow, earth, sand, gravel, sod, or any other material in the road rights-of-way that will impede or obstruct traffic. (i) first offence (ii) second offense (iii) third and subsequent offences	\$ 100.00 \$ 500.00 \$ 1000.00
11.5	The placement of driveway aids in the road rights-of-way outside of permitted (i) first offence (ii) second offense (iii) third and subsequent offences	\$ 100.00 \$ 500.00 \$ 1000.00

SER-001-026: Capital Cost Recovery for Water Servicing in the Country Residential Area and Expanded Service Area**Report Purpose**

To update a policy to enable Administration to respond to requests for water service in the Country Residential Area.

Recommendation

THAT Municipal Policy SER-001-026: Capital Cost Recovery for Water Servicing in the Country Residential Area and Expanded Service Area, as revised, be approved.

Council History

June 12, 2012 - Council approved Municipal Policy SER-001-026.

Strategic Plan Priority Areas

Economy: Policy updates will enable effective and efficient infrastructure to serve a growing community.

Governance: n/a

Social: Piped water service is an effective way to ensure residents have easy access to a fundamental need.

Culture: n/a

Environment: n/a

Other Impacts

Policy: n/a

Legislative/Legal: n/a

Interdepartmental: Legislative and Legal Services, Planning and Development Services, Utilities

Summary

Currently the only mechanism for existing Country Residential Property owners to acquire water service is through the local improvement process. Policy updates will enable owners to acquire service by funding system expansions. Administration has a number of residents who are waiting to connect on this basis. In addition the Engineering Servicing Standards have been replaced with Design and Construction Standards; changes have been made to the Policy to reflect the name change for that document.

Enclosures

- 1 SER-001-026 - Marked up version showing proposed revisions
- 2 SER-001-026 - Final revised version

SER-001-026

Strathcona County
Municipal Policy Handbook

Capital Cost Recovery for Water Servicing in the Country Residential Area and Expanded Service Area

Date of Approval by Council: 01/22/02; 03/08/2011; 06/12/2012 **Resolution No.:** 32/2002;156/2011; 390/2012

Lead Role: Chief Commissioner

Replaces: N/A

Last Review Date: June 12, 2012

Next Review Date: 06/2015

Administrative Responsibility: Utilities

Policy Statement

Strathcona County will recover capital cost requirements for water transmission expansion to service the Expanded Service Area.

~~SPECIAL NOTE: This policy does not apply to existing Country Residential property owners within the Country Residential Policy Area. Existing Country Residential property owner within the Country Residential Policy Area applications for Water Distribution Systems will be in accordance with the local improvement process contained within the Municipal Government Act RSA 2000, c. M-26.~~

SPECIAL NOTE: Existing Country Residential and Expanded Service Area property owners can also submit applications for Water Distribution Systems in accordance with the local improvement process contained within the Municipal Government Act RSA 2000, c. M-26.

Definitions

Best Efforts	In relation to the performance of an obligation, efforts that are sensible and practical and involve the exercise of reasoned and sound judgment, having regard to all relevant circumstances.
Contribution In Aid Of Construction (CIAC)	A financial contribution from the customer and/or developer towards the capital investment in the water transmission system.
Country Residential (RC)	Country Residential is a district designated in the Municipal Development Plan Bylaw 1-2007 as amended or replaced from time to time.
Country Residential Policy Area	This is an area as defined per Schedule "A."
Design and Construction Standards	Design and Construction Standards is approved by Council from time to time and provides infrastructure sizing requirements.

Engineering Master Plan (EMP)	A plan approved by Council that guides the provision of water services to RC parcels in the Country Residential area and Expanded Service Area.
Expanded Service Area	This is an area as defined per Schedule "A."
Fees & Charges Bylaw	Annual Strathcona County Bylaw : Fees and Charges as amended or replaced from time to time.
Net Book Value	The net value of an asset which is equal to its original cost minus depreciation and amortization.
On-Site Servicing	This is a 25mm water service line connected to a meter vault located at the property line and extended on the property to a cistern. Additional requirements are contained in the ESS.
Over-sizing	Capital investment made by a developer and/or customer that exceeds their individual development needs but meets the specifications outlined in the EMP.
Water Distribution System	Water piping servicing a RC subdivision.
Water Transmission System	The water network system consisting of pipe greater than 150mm in diameter.

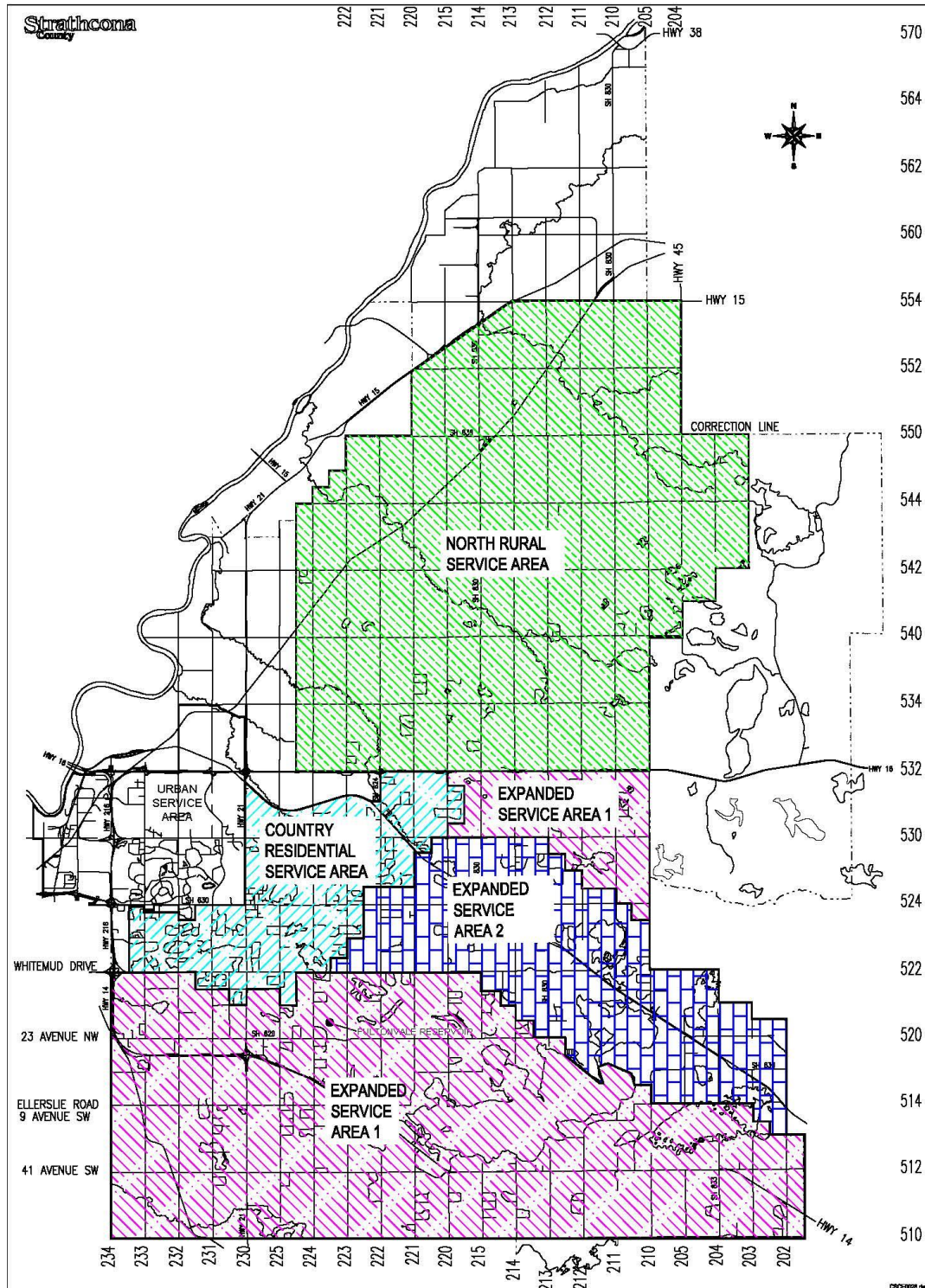
Guidelines

Strathcona County has the exclusive right to provide water servicing in the Country Residential area and the Expanded Service Area except where franchise rights are granted to other parties. Strathcona County requires all new RC subdivisions to connect to the Water Transmission System with the exception of first parcels out and parcels equivalent or greater than 2.02ha (five acres) in size:

- a) Strathcona County may construct or extend the water transmission system where there is a sound, prudent business plan.
- b) Developers and/or customers connecting to an existing water transmission system, whether financed by the County or another developer and/or customer, will be required to provide a CIAC toward the water transmission system. The CIAC fee is the rate set in the County's Fee & Charges Bylaw.
- c) The water transmission system is constructed in accordance with the requirements of the Design and Construction Standards and Engineering Master Plan as approved from time to time to meet projected long-term system needs. Developers and/or customers are required to construct the water distribution system at their own non-refundable expense. When a developer and/or customer extends a water distribution system through property he does not own, he may negotiate a financial commitment with a property owner to service a property owner's property with water service. When this happens, the developer and/or customer is responsible for all water servicing costs and infrastructure. Ownership of the water distribution system is turned over to Strathcona County upon completion pursuant to the development agreement process.
- d) Where Strathcona County deems the water transmission system extension to be a high risk business plan, a developer and/or customer can construct a water transmission system to service their development in accordance with the Design and Construction Standards and Engineering Master Plan .

- e) Over-sizing of the water transmission system will initially be at the developer's and/or customer's cost. Note: the extension of a water transmission system will not negate the developer's and/or customer's obligations towards prior developer over-sizing financial contributions. Strathcona County will impose a financial requirement to pay a CIAC towards initial developer and/or customer over-sizing if applicable. Initial transmission line construction (in whole or in part) by a developer and/or customer will be recovered by CIAC from subsequent developers and/or customers. The principle of "first in time / first in right" will be applicable for cost recovery investments.
- f) Strathcona County will reimburse developers and/or customers based on first-in-time, first-in-right on financial investments made towards the water transmission system. Note: The extension of a water transmission system will not negate the developer's and/or customer's obligations towards prior developer and/or customer's over-sizing financial contributions. Strathcona County will impose financial requirement to pay a CIAC towards initial developers and/or customer's over-sizing if applicable. Subsequent developers and/or customers cannot expect to have their extensions financed from CIAC when there is still an outstanding net book value on the first stage of over-sizing of a water transmission line.
- g) Recovery of financial investments in water transmission system over-sizing will be in accordance with the Engineering Master Plan. Financial CIAC towards over-sizing water transmission systems on a per lot basis will be set annually in the Fees & Charges Bylaw.
- h) When a developer and/or customer has over-sized a water transmission system, the County will use their best efforts to recover the developer's and/or customer's investment.
- i) Investments made by developers and/or customers in over-sizing water transmission systems in accordance with the Engineering Master Plan will accrue a simple interest of prime plus 1.0% for a term of five years from substantial completion certificate date at which time the investment value will be capped.
- j) Strathcona County will reimburse developers and/or customers once annually for connections made to a developer and/or customer - financed over-sized water transmission system. Reimbursement for connections made will be made on a per lot basis and as set forth in the Fees & Charges Bylaw.
- k) Developers and/or customers must specify on-site servicing requirements in lot purchase agreements.
- l) The developer and/or customer CIAC is paid to the County on or before the plan of subdivision registration at the Land Titles Office.
- m) The developer and/or customer will be required to pay, at his expense, all costs of the water distribution system up to and including 150mm diameter piping. Over-sizing requirements will be recovered by the developer and/or customer pursuant to terms as incorporated in development agreements.

Schedule A



SER-001-026

Strathcona County
Municipal Policy Handbook

Capital Cost Recovery for Water Servicing in the Country Residential Area and Expanded Service Area

Date of Approval by Council: 01/22/02; 03/08/2011; 06/12/2012 **Resolution No.:** 32/2002; 156/2011; 390/2012**Lead Role:** Chief Commissioner**Replaces:** N/A**Last Review Date:** June 12, 2012**Next Review Date:** 06/2015**Administrative Responsibility:** Utilities

Policy Statement

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Engineering Master Plan	A plan approved by Council that guides the provision of water services to RC parcels in the Country Residential area and Expanded Service Area.
Expanded Service Area	This is an area as defined per Schedule "A."

Fees & Charges Bylaw	Annual Strathcona County Bylaw: Fees and Charges as amended or replaced from time to time.
Net Book Value	The net value of an asset which is equal to its original cost minus depreciation and amortization.
On-Site Servicing	This is a 25mm water service line connected to a meter vault located at the property line and extended on the property to a cistern. Additional requirements are contained in the ESS.
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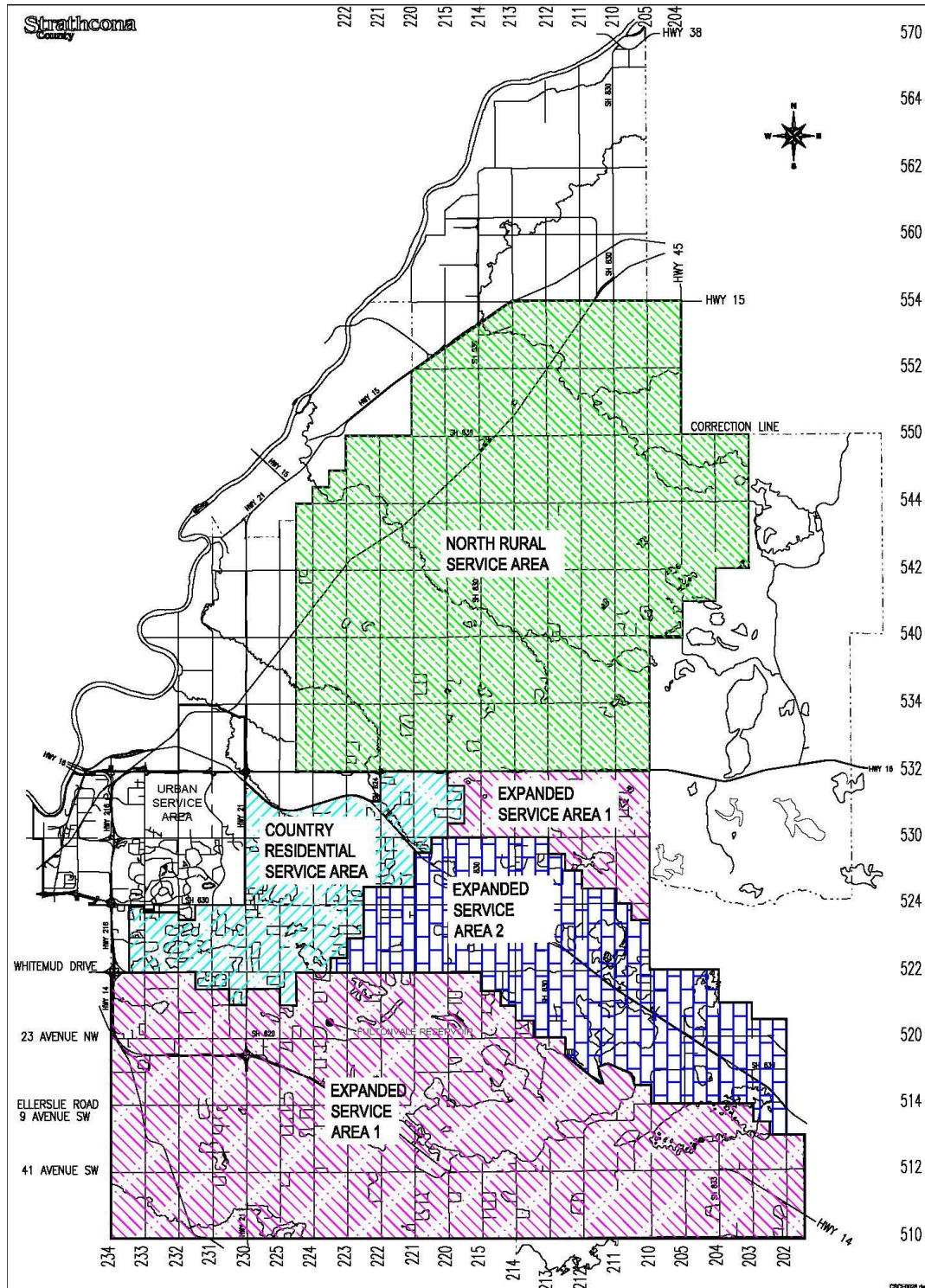
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- c) The water transmission system is constructed in accordance with the requirements of the Design and Construction Standards and Engineering Master Plan as approved from time to time to meet projected long-term system needs. Developers and/or customers are required to construct the water distribution system at their own non-refundable expense. When a developer and/or customer extends a water distribution system through property he does not own, he may negotiate a financial commitment with a property owner to service a property owner's property with water service. When this happens, the developer and/or customer is responsible for all water servicing costs and infrastructure. Ownership of the water distribution system is turned over to Strathcona County upon completion pursuant to the development agreement process.
- d) Where Strathcona County deems the water transmission system extension to be a high risk business plan, a developer and/or customer can construct a water transmission system to service their development in accordance with the Design and Construction Standards and Engineering Master Plan.
- e) Over-sizing of the water transmission system will initially be at the developer's and/or customer's cost. Note: the extension of a water transmission system will not negate the developer's and/or customer's obligations towards prior developer over-sizing financial contributions. Strathcona County will impose a financial requirement to pay a CIAC towards initial developer and/or customer over-sizing if applicable. Initial transmission line construction (in whole or in part) by a developer and/or customer will be recovered by CIAC from subsequent developers and/or customers. The principle of "first in time / first in right" will be applicable for cost recovery investments.

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- h) When a developer and/or customer has over-sized a water transmission system, the County will use their best efforts to recover the developer's and/or customer's investment.
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- m) The developer and/or customer will be required to pay, at his expense, all costs of the water distribution system up to and including 150mm diameter piping. Over-sizing requirements will be recovered by the developer and/or customer pursuant to terms as incorporated in development agreements.

Schedule A



Bylaw 5-2016, amending Bylaw 42-2015: 2016 Fees, Rates and Charges**Report Purpose**

To amend Bylaw 42-2015: 2016 Fees, Rates and Charges for the correction of three rates listed under Wastewater & Storm Sewer Services and three sub-title clarifications.

Recommendations

1. THAT Bylaw 5-2016, a bylaw that will amend Bylaw 42-2015: 2016 Fees, Rates and Charges be given first reading.
2. THAT Bylaw 5-2016 be given second reading.
3. THAT third reading of Bylaw 5-2016 be considered.
4. THAT Bylaw 5-2016 be given third reading.

Council History

December 8, 2015 – Council approved Bylaw 42-2015 which set out the 2016 Fees, Rates and Charges.

Strategic Plan Priority Areas

Economy: n/a

Governance: The 2016 Fees, Rates and Charges contribute towards sustainable fiscal management and support the 2016 Operating Budget for the provision of Municipal, Utility and Library services.

Social: n/a

Culture: n/a

Environment: n/a

Other Impacts

Policy: n/a

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

Interdepartmental: Financial Services, Legislative and Legal Services, Utilities

Summary

This amending bylaw is intended to correct a clerical error in the Wastewater & Storm Sewer Services section where the values for the Sherwood Park & Ardrossan Commercial & Multi-Family, Operation & Maintenance – Monthly Fixed Charge had been a duplication of the cubic metre rates rather than the updated fixed rates. In addition, Ardrossan has been added to three sub-titles for clarification.

Communication Plan

Strathcona County website

Enclosure

- 1 Bylaw 5-2016 (Document: 8212616)
- 2 Amended Schedule A for Bylaw 42-2015 (Document: 8211767)
- 3 Schedule A for Bylaw 42-2015 showing changes (Document: 8211068)

BYLAW 5-2016

A BYLAW OF STRATHCONA COUNTY IN THE PROVINCE OF ALBERTA TO AMEND THE FEES, RATES AND CHARGES BYLAW 42-2015.

WHEREAS:

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

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

Council passed Bylaw 42-2015 to establish fees, rates and charges for 2016; and

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

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

1. That Schedule A of Bylaw 42-2015 be amended by deleting page 111 and 112 and replacing it with page 111 and 112 as attached to this bylaw.
2. This Bylaw comes into effect after third reading and upon being signed.

Read a first time this _____ day of _____, 2016.

Read a second time this _____ day of _____, 2016.

Read a third time and finally passed this _____ day of _____, 2016.

MAYOR

DIRECTOR
Legislative & Legal Services

Date Signed: _____



Strathcona County 2016 Fee Schedule

Program	2016 FEE before GST	2015 FEE before GST	Date of Implementation	GST Exempt
WASTEWATER & STORM SEWER SERVICES				
<u>Residential - Sherwood Park, Ardrossan & Country Residential Policy Area</u>				
Operation & Maintenance				
Monthly Fixed Charge	\$14.92	\$13.25	Jan.16	Exempt
Monthly Commodity Charge - Per Cubic Metre	\$0.43	\$0.41	Jan.16	Exempt
Treatment for Residents				
With Continuous Winter Consumption Records (November to April):				
Average Monthly Winter m ³ Consumption multiplied by				
Cubic Metre Fee	\$1.143	\$1.170	Jan.16	Exempt
Minimum Monthly Charge	N/A	\$14.04	Jan.16	Exempt
<i>Note: Fixed monthly charges are recalculated annually.</i>				
Without Continuous Winter Consumption Records (November to April):				
Monthly Charge	N/A	\$14.04	Jan.16	Exempt
<u>Residential - Country Residential Policy Area Low Pressure Wastewater without a Water Meter</u>				
Operation & Maintenance - Monthly Fixed Charge	\$22.66	\$20.63	Jan.16	Exempt
Treatment - Monthly Fixed Charge	\$20.57	\$21.06	Jan.16	Exempt
<u>Residential Urban Fringe Low Pressure Wastewater</u>				
Capital Rider - Monthly Fixed Charge	\$23.00	\$23.00	Jan.02	Exempt
<i>Note: New Developments post -2012 will have no monthly capital rider charge</i>				
<u>Sherwood Park & Ardrossan Commercial & Multi-Family</u>				
Operation & Maintenance - Monthly Fixed Charge				
Up to 500 m ³ of Monthly Consumption	\$21.12	\$18.75	Jan.16	Exempt
501 - 5,000 m ³ of Monthly Consumption	\$52.08	\$46.25	Jan.16	Exempt
Over 5,000 m ³ of Monthly Consumption	\$200.73	\$178.25	Jan.16	Exempt
Monthly Commodity Rate - Per Cubic Metre				
Up to 500 m ³ of Monthly Consumption	\$0.395	\$0.373	Jan.16	Exempt
501 - 5,000 m ³ of Monthly Consumption	\$0.337	\$0.318	Jan.16	Exempt
Over 5,000 m ³ of Monthly Consumption	\$0.319	\$0.291	Jan.16	Exempt



Strathcona County 2016 Fee Schedule

Program	2016 FEE before GST	2015 FEE before GST	Date of Implementation	GST Exempt
WASTEWATER & STORM SEWER SERVICES				
<u>Sherwood Park & Ardrossan Commercial & Multi-Family - Continued</u>				
Treatment - Monthly Commodity Charge - Per Cubic Metre				
Capital Region	\$1.044	\$1.034	Jan.16	Exempt
City of Edmonton	\$0.717	\$0.968	Jan.16	Exempt
<u>Irrigation Service</u>				
Treatment:				
Monthly Commodity Charge - Per Cubic Metre	\$1.044	\$1.034	Jan.16	Exempt
<u>Ardrossan</u>				
Residential	n/a	\$21.00	Jan.16	Exempt
Commercial / Institutional / Multi-Family				
Per Cubic Metre	n/a	\$0.70	Jan.16	Exempt
Minimum Charge	n/a	\$42.00	Jan.16	Exempt
Public School - Annual Fixed Charge	n/a	\$2,760.00	Jan.16	Exempt
Separate School - Annual Fixed Charge	n/a	\$2,400.00	Jan.16	Exempt
Treatment for Residents				
With Continuous Winter Consumption Records (November to April):				
Average Monthly Winter m ³ Consumption multiplied by				
Cubic Metre Fee	n/a	\$1.170	Jan.16	Exempt
Minimum Monthly Charge	n/a	\$14.04	Jan.16	Exempt
<i>Note: Fixed monthly charges are recalculated annually.</i>				
Without Continuous Winter Consumption Records (November to April):				
Monthly Charge	n/a	\$14.04	Jan.16	Exempt
<u>Josephsburg</u>				
Residential - Monthly Fixed Charge	\$17.88	\$21.00	Jan.16	Exempt
Commercial / Institutional / Multi-Family - Monthly Fixed Charge	\$35.75	\$42.00	Jan.16	Exempt



Strathcona County 2016 Fee Schedule

Program	2016 FEE before GST	2015 FEE before GST	Date of Implementation	GST Exempt
WASTEWATER & STORM SEWER SERVICES				
Residential - Sherwood Park, Ardrossan & Country Residential Policy Area				
Operation & Maintenance				
Monthly Fixed Charge	\$14.92	\$13.25	Jan.16	Exempt
Monthly Commodity Charge - Per Cubic Metre	\$0.43	\$0.41	Jan.16	Exempt
Treatment for Residents				
With Continuous Winter Consumption Records (November to April):				
Average Monthly Winter m ³ Consumption multiplied by				
Cubic Metre Fee	\$1.143	\$1.170	Jan.16	Exempt
Minimum Monthly Charge	\$0.00	\$14.04	Jan.16	Exempt
Minimum Monthly Charge	N/A			
Note: Fixed monthly charges are recalculated annually.				
Without Continuous Winter Consumption Records (November to April):				
Monthly Charge	\$0.00	\$14.04	Jan.16	Exempt
Monthly Charge	N/A			
Residential - Country Residential Policy Area Low Pressure Wastewater without a Water Meter				
Operation & Maintenance - Monthly Fixed Charge	\$22.66	\$20.63	Jan.16	Exempt
Treatment - Monthly Fixed Charge	\$20.57	\$21.06	Jan.16	Exempt
Residential Urban Fringe Low Pressure Wastewater				
Capital Rider - Monthly Fixed Charge	\$23.00	\$23.00	Jan.02	Exempt
Note: New Developments post -2012 will have no monthly capital rider charge				
Sherwood Park & Ardrossan Commercial & Multi-Family				
Operation & Maintenance - Monthly Fixed Charge				
Up to 500 m ³ of Monthly Consumption	\$0.395	\$0.373	Jan.16	Exempt
501 - 5,000 m ³ of Monthly Consumption	\$0.337	\$0.318	Jan.16	Exempt
Over 5,000 m ³ of Monthly Consumption	\$0.319	\$0.291	Jan.16	Exempt
Up to 500 m ³ of Monthly Consumption	\$21.12	\$18.75	Jan.16	Exempt
501 - 5,000 m ³ of Monthly Consumption	\$52.08	\$46.25	Jan.16	Exempt
Over 5,000 m ³ of Monthly Consumption	200.73	\$178.25	Jan.16	Exempt



Strathcona County
2016 Fee Schedule

Program	2016 FEE before GST	2015 FEE before GST	Date of Implementation	GST Exempt
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WASTEWATER & STORM SEWER SERVICES

Monthly Commodity Rate - Per Cubic Metre

Up to 500 m ³ of Monthly Consumption	\$0.395	\$0.373	Jan.16	Exempt
501 - 5,000 m ³ of Monthly Consumption	\$0.337	\$0.318	Jan.16	Exempt
Over 5,000 m ³ of Monthly Consumption	\$0.319	\$0.291	Jan.16	Exempt



Strathcona County 2016 Fee Schedule

Program	2016 FEE before GST	2015 FEE before GST	Date of Implementation	GST Exempt
WASTEWATER & STORM SEWER SERVICES				
<u>Sherwood Park & Ardrossan Commercial & Multi-Family</u>				
Treatment - Monthly Commodity Charge - Per Cubic Metre				
Capital Region	\$1.044	\$1.034	Jan.16	Exempt
City of Edmonton	\$0.717	\$0.968	Jan.16	Exempt
<u>Irrigation Service</u>				
Treatment:				
Monthly Commodity Charge - Per Cubic Metre	\$1.044	\$1.034	Jan.16	Exempt
<u>Ardrossan</u>				
Residential	N/A	\$21.00	Jan.16	Exempt
Commercial / Institutional / Multi-Family				
Per Cubic Metre	N/A	\$0.70	Jan.16	Exempt
Minimum Charge	N/A	\$42.00	Jan.16	Exempt
Public School - Annual Fixed Charge	N/A	\$2,760.00	Jan.16	Exempt
Separate School - Annual Fixed Charge	N/A	\$2,400.00	Jan.16	Exempt
Treatment for Residents				
With Continuous Winter Consumption Records (November to April):				
Average Monthly Winter m ³ Consumption multiplied by				
Cubic Metre Fee	N/A	\$1.170	Jan.16	Exempt
Minimum Monthly Charge	N/A	\$14.04	Jan.16	Exempt
<i>Note: Fixed monthly charges are recalculated annually.</i>				
Without Continuous Winter Consumption Records (November to April):				
Monthly Charge	N/A	\$14.04	Jan.16	Exempt
<u>Josephsburg</u>				
Residential - Monthly Fixed Charge	\$17.88	\$21.00	Jan.16	Exempt
Commercial / Institutional / Multi-Family - Monthly Fixed Charge	\$35.75	\$42.00	Jan.16	Exempt

FIN-001-024: Financial Reserves Policy (Revised)**Report Purpose**

To seek Council approval of FIN-001-024: Financial Reserves Policy, as revised.

Recommendations

1. THAT FIN-001-024: Financial Reserves Policy be approved, as revised.
2. THAT the re-designation of Municipal Reserves (Enclosure 3) be approved.

Council History

November 4, 2008 – Council approved FIN-001-024: Municipal Reserves Policy.

July 8, 2014 – Council approved FIN-001-024: Municipal Reserves Policy, as revised.

Strategic Plan Priority Areas

Economy: Financial reserves contribute to investing and maintaining effective and efficient infrastructure, and facilitate the provision of quality programs and service that residents and businesses value.

Governance: Financial reserves allow for strong fiscal planning and management.

Social: n/a

Culture: n/a

Environment: n/a

Other Impacts

Policy: Pursuant to County Policy GOV-002-021: Mandatory Review of Bylaws and Policies, Strathcona County will periodically review and evaluate all bylaws and policies to ensure that they are timely, effective and appropriate.

Legislative/Legal: n/a

Interdepartmental: All County departments

Summary

Reserves are a prudent business practice to maintain financial strength and allow flexibility for Strathcona County operations and priorities. They are created when funds are set aside for a future purpose. Reserves can be used to purchase one-time items, address emergent requirements, smooth market fluctuations, or save for infrastructure lifecycle maintenance and replacement. All contributions to and funding from reserves continue to require Council approval unless otherwise delegated.

Summary of Proposed Policy Changes:

The updated policy includes the addition of optimal balance formulas and has been reformatted to provide clarity, simplify the reserve reporting, and improve the administration and approval of reserve transactions. The proposed revisions to the Financial Reserves Policy do not significantly change the nature of the policy or the guidance within.

Policy Name – The title of Municipal Reserves has been replaced with Financial Reserves as the policy captures both Municipal and Utilities Reserves.

Definitions – The definitions have been updated to incorporate the addition of Optimal Balance formulas as defined on Schedule "A" and the transition of the Reserve Descriptions presented on Schedule "B".

Guidelines –Guideline 8 has been updated to create a clearer understanding of Optimal Balance formulas.

Reserve Descriptions – The following edits to the Reserve Descriptions have been made:

- Aligned numbering of the Reserve Descriptions into the new structure as presented in Schedule “B”
- Two new Reserve Descriptions have been added:
 - R7) Strathcona Community Investment Program
 - RU3) Utilities Projects Reserve
- Restructured Internal Financing from Municipal Projects to a Special Purpose Reserve
- Collapsed R13) Rural Subdivision Approaches to merge with R5) Infrastructure Lifecycle Reserves
- Edited R8) Public Reserve Trust, 12) Cultural Development Fund and RU4) Utilities Infrastructure Lifecycle Reserve Descriptions
- Edited all Reserve Descriptions to refer to Schedule “A” for Optimal Balance formulas

There are three municipal special purpose reserves and a new utility reserve with optimal balance formulas remaining to be determined, which will be brought forward to Council at a future date.

As a result of restructuring the new reserve policy there are a few redesignations required to align to the new structure. These housekeeping adjustments are reflected in Enclosure 3.

Enclosures

- 1 Municipal Policy FIN-001-024: Municipal Reserves – Revised (with changes incorporated) (Document: 8217884)
- 2 Municipal Policy FIN-001-024: Municipal Reserves – Revised (with changes highlighted) (Document: 8215792)
- 3 Re-designation of Reserve Accounts to align with Reserve description changes (Document: 8217980)
- 4 Draft Reserve Balances Schedule (Document: 8214797)
- 5 PowerPoint (Document: 8215593)

FIN-001-024

Financial Reserves

Date of Approval by Council: 08/29/90; 09/05/95
02/15/2000; 07/02/02; 02/21/06; 11/04/08; 07/08/2014

Resolution No: C94/90; 715/95
70/2000; 575/2002; 87/2006; 589/2008; 266/2014

Lead Role: Chief Commissioner

Replaces: 40-43-004

Last Review Date: July 8, 2014

Next Review Date: 07/2017

Administrative Responsibility: Chief Financial Officer

Policy Statement

A Reserve Policy is a prudent business practice that will enhance Strathcona County's financial strength, flexibility, cash flow management, and ability to achieve the Council Vision and the Strategic Plan priorities.

A Reserve Policy is required to establish, maintain and manage Reserve funds that:

- maintain and improve Strathcona County's working capital requirements;
- provide for future funding requirements; and
- provide stabilization for fluctuations in operating and capital activities.

The purpose of this policy is to maintain consistent standards and guidelines for the management of Reserves and execution of Reserve Transactions, and to ensure that all Reserve Transactions are approved by Council and carried out in accordance with Council's approval.

Definitions

Committed Balance

Funding approved as per FIN-001-024: Financial Reserves policy to be applied towards specific expenditures.

Designated Balance

Funding designated to Reserves for a specific purpose, which has not yet been approved by Council to be applied towards specific expenditures.

Infrastructure Lifecycle, Maintenance and Replacement Reserves

A Reserve roll up category for reporting which captures all Reserves that tie to Infrastructure Lifecycle, Maintenance and Replacement of Strathcona County tangible capital assets.

Optimal Balance

Where applicable, Reserves will require a minimum or maximum recommended balance for the Reserve. These recommendations will be a formula based on adequate levels to maintain services as determined by departments, endorsed by Executive Team, and approved by Council. Schedule "A" of the policy will provide a listing of the Reserve Descriptions and their recommended formulas, if applicable.

Projects Reserves

A Reserve roll up category for reporting which captures all Reserves that tie to the non-cyclical Reserve

needs of departments including operating and capital projects.

Redesignation of Reserve Funds

The process to change the purpose of Reserved funds from one Reserve to another.

Release of Reserve Funds

Reserve funds for which the purpose has been fulfilled or changed and is consequently closed. Any funding resulting from the release of a Reserve will be identified for redesignation to another Reserve or general surplus.

Reserve

Reserves are created when funds are set aside (designated) for a future purpose. Funds within a Reserve are restricted and will be applied as outlined in the approved Reserve Description.

Reserve Description

A listing of Reserve Descriptions is found in Schedule “B” of this policy. Each Reserve Description contains the following:

- the overall purpose of the Reserve;
- the source of the Reserve funds;
- when the Reserve can be accessed (the application);
- a reference to Schedule “A” for the Optimal Balance formula, if applicable;
- the duration; and
- interest entitlement.

Reserve Transaction

The following activity is considered a Reserve Transaction:

- contributions to the Reserve from internal or external sources
- withdrawals from the Reserve to fund expenditures
- Redesignation of the Reserve Funds
- Release of the Reserve Funds

Special Purpose Reserves

A Reserve roll up category for reporting which captures unique Reserves that have a one to one relationship with the Reserve Description. For these Reserves, a policy is in place as referenced in the Reserve Description, or external influences are a factor.

Stabilization and Contingency Reserves

A Reserve roll up category for reporting which captures all Reserves that maintain funds to aid in stabilizing and smoothing the temporary impact of unforeseen events, or planned fluctuations in activity.

Guidelines

1. All Reserve Transactions will be ratified by Council.
2. All Reserves will be administered by the Chief Financial Officer or his/her designate in accordance with current municipal policies and the Public Sector Accounting Standards.
3. All Reserves must fall under an approved Reserve Description. The establishment of a new Reserve, which will require a new Reserve Description, must be approved by Council.
4. Reserves will be funded from internal or external sources as defined in the Reserve Descriptions.

5. Funding to and from the Reserve will be approved through Council via:
 - existing municipal policies;
 - the annual budget process;
 - the year end Reserve request and approval process;
 - the approved Reserve Description; or
 - Council resolution.
6. If Reserve Transactions have not been approved through any of the above means, approval must be obtained prior to a transaction occurring from:
 - The Chief Commissioner, based on the recommendation of an Associate Commissioner, for projects totalling \$50,000 or less;
 - Council for projects greater than \$50,000.
7. As part of the year end Reserve request and approval process, any potential Release of Reserve Funds or Redesignation of Reserve Funds will be identified.
8. As part of the year end process for Reserves that have Optimal Balances, an assessment will be made between the actual designated Reserve balance and the recommended Optimal Balance. Reserves which are lower than their established Optimal Balance will be considered in the distribution of the annual operating surplus. Reserves which exceed their established Optimal Balance will be considered for Redesignation. Strategies to maintain the Optimal Balance will be addressed through the business plan and budget cycles. Schedule "A" details the formula calculations to be used in determining the Optimal Balance for the reserves that have been identified to require an Optimal Balance.
9. Interest earnings will be applied to the Reserves which have been deemed interest bearing as indicated in the Reserve Description.
10. Reporting
 - Regular reporting on the Reserves will occur through the quarterly management report. The quarterly reporting will indicate the total of Reserves as grouped in the four Reserve roll up categories, and will include the current balance, segregated between Committed Balance and Designated Balance.
 - The Consolidated Financial Statements of the County report Reserves within accumulated surplus, along with equity in tangible capital assets and unrestricted surplus (deficit).
11. Roles and Responsibilities
 - Departments

It is the responsibility of departments to be in compliance with the Municipal Reserves Policy and the related Reserve Administrative Procedures. Departments will need to partner with Financial Services annually to confirm Reserve structure and Optimal Balances.
 - Financial Services

It is the responsibility of Financial Services to administer Strathcona County's Reserves, and to partner with departments to ensure on-going compliance with the Municipal Reserves Policy. Financial Services will provide guidance to departments in complying with the intent of the policy by developing administrative procedure guidelines to support the Municipal Reserves Policy.

ATTACHMENTS:

Schedule "A" Optimal Balance Formulas

Schedule "B" Reserve Descriptions

SCHEDULE A
Strathcona County Financial Reserves**Optimal Balance Formulas**

Reserve Description	Optimal Balance Formula
Municipal Reserves	
R1) Stabilization Reserve	Equivalent 1% tax revenue base increase
R2) Contingency Reserve	4% of prior year's municipal operating expenses
R3) Year End Carry Forwards – Municipal Reserve	Not applicable
R4) Municipal Projects Reserve	Part a) Specific project allocations (current balance) Part b) Capital projects (historical percentage of capital projects funded from capital projects reserve applied to the five year capital forecast). Part c) Operating projects (five year historical average funded from fiscal projects allowance).
R5) Municipal Infrastructure Lifecycle, Maintenance and Replacement Reserve	Five year average of the capital forecast for annual program related projects
R6) Council Priority Funds	Not applicable
R7) Strathcona Community Investment Program Reserve	As per Policy GOV-002-030 Strathcona Community Investment Program – the maximum is 200% of the annual allocated amount
R8) Public Reserve Trust	Not applicable
R9) General Land	50% of the 5 year capital forecast for land acquisitions
R10) Municipal Levy Debt Repayment Reserve	Not applicable
R11) Major Recreation Facility Debt Repayment Reserve	Not applicable
R12) Cultural Development Fund	To be determined
R13) Internal Financing	To be determined
R14) Secondary Approaches	Not applicable
R15) Broadmoor Golf Course	To be determined
Utilities Reserves	
RU1) Utility Rate Stabilization and Contingency	5% of prior year's Utility operations expenses
RU2) Year End Carry Forwards – Utilities Reserve	Not applicable
RU3) Utilities Projects Reserve	To be determined
RU4) Utilities Infrastructure Lifecycle, Maintenance and Replacement Reserve	5% of Utilities current asset replacement value
RU5) Utility Levy Debt Repayment Reserve	Not applicable
Library Reserves	In accordance with the Library Reserve policy FI02

SCHEDULE B
Strathcona County Financial Reserves**Reserve Descriptions****Municipal Reserves**

Stabilization and Contingency Reserves

- R1) Stabilization Reserve
- R2) Contingency Reserve

Projects Reserves

- R3) Year End Carry Forwards – Municipal Reserve
- R4) Municipal Projects Reserve

Infrastructure Lifecycle, Maintenance and Replacement Reserves

- R5) Municipal Infrastructure Lifecycle, Maintenance and Replacement Reserve

Special Purpose Reserves

- R6) Council Priority Funds
- R7) Strathcona Community Investment Program Reserve
- R8) Public Reserve Trust
- R9) General Land
- R10) Municipal Levy Debt Repayment Reserve
- R11) Major Recreation Facility Debt Repayment Reserve
- R12) Cultural Development Fund
- R13) Internal Financing
- R14) Secondary Approaches
- R15) Broadmoor Golf Course

Utilities Reserves

Stabilization and Contingency Reserves

- RU1) Utility Rate Stabilization and Contingency

Projects Reserves

- RU2) Year End Carry Forwards – Utilities Reserve
- RU3) Utilities Projects Reserve

Infrastructure Lifecycle, Maintenance and Replacement Reserves

- RU4) Utilities Infrastructure Lifecycle, Maintenance and Replacement Reserve

Special Purpose Reserves

- RU5) Utility Levy Debt Repayment Reserve

Library Reserves

The Library Reserves are maintained by Library administration and approved by the Strathcona County Library Board in accordance with the Library Reserve policy FI02.

Financial Reserves – Description R1	
Type:	Municipal
Roll up Category:	Stabilization and Contingency Reserves
Name:	Stabilization Reserve
Purpose:	To provide funds to smooth the future property tax dollar increases in periods of high inflation, to stabilize fluctuations in operating and capital activity, and to address the risk of revenue or expenditure volatility.
Source of Funding:	<ul style="list-style-type: none"> a) Budgeted transfers as approved by Council. b) Allocation of the Year-End Operating surplus as approved by Council in accordance with Policy FIN-001-008. c) Other sources as approved by Council.
Optimal Balance:	See Schedule A
Application:	Funds from this Reserve will be used for stabilizing periods of high inflation or other items that would result in volatility of future property tax dollar requirements.
Duration:	Ongoing
Interest Bearing:	No
Approved by Council:	07/08/14 11/26/13

Financial Reserves – Description R2	
Type:	Municipal
Roll up Category:	Stabilization and Contingency Reserves
Name:	Contingency Reserve
Purpose:	To provide funds to stabilize the temporary impact of unforeseen, non-recurring, emergent, one-time expenditures or losses of revenue; and to ensure the orderly provision of services to citizens. Examples of these contingencies would include, but not be limited to, Unforeseen Climatic Conditions and Protective Services Extraordinary Circumstances.
Source of Funding:	<ul style="list-style-type: none"> a) Budgeted transfers as approved by Council. b) Allocation of the Year-End Operating surplus as approved by Council in accordance with Policy FIN-001-008. c) Other sources as approved by Council.
Optimal Balance:	See Schedule A
Application:	Funds from this Reserve will be used for stabilizing unbudgeted impacts resulting from unanticipated events. Examples are unforeseen increases in emergency response costs, unforeseen climatic conditions, reductions in the carrying cost of investments, losses incurred due to assessment changes, extraordinary events, insurance premiums and/or deductible payment fluctuations, or other items that would result in an overall deficit to the municipal operation.
Duration:	Ongoing
Interest Bearing:	No
Approved by Council:	07/08/14

Financial Reserves – Description R3	
Type:	Municipal
Roll up Category:	Projects Reserves
Name:	Year End Carry Forwards – Municipal Reserve
Purpose:	To carry the funding for specific operating programs and projects where the service or acquisition was not completed or received by year end, but will occur in the following year, to eliminate the requirement to re-budget or cancel partially completed projects.
Source of Funding:	The funding required to complete a specific program or project which was previously approved by Council in the operating budget and will need to continue into the following year.
Optimal Balance:	See Schedule A
Application:	Funds from this Reserve will be used to fund expenditures for the intended purpose as included in the budget approved by Council.
Duration:	<ul style="list-style-type: none"> a) Projects or programs not completed in the fiscal year they were budgeted will be carried forward as part of the annual Reserve request and approval process. b) Any project that has not been completed within one year of being carried forward will be automatically released unless decided otherwise at the direction of the Chief Commissioner.
Interest Bearing:	No
Approved by Council:	07/08/14 02/13/96

Financial Reserves – Description R4	
Type:	Municipal
Roll up Category:	Projects Reserves
Name:	Municipal Projects Reserve
Purpose:	To provide funding for operating and capital multi-year projects that will be undertaken in the future, to build funding for non-annual programs, and to assist in meeting future funding requirements for projects
Source of Funding:	<ul style="list-style-type: none"> a) Annual budget transfers as approved by Council. b) Allocation of the Year-End Operating surplus as approved by Council in accordance with Policy FIN-001-008. c) Proceeds received from the sale of disposed assets by virtue of this Reserve Description are authorized to be transferred to this Reserve d) Other sources as approved by Council.
Optimal Balance:	See Schedule A
Application:	This Reserve will be used to fund expenditures relating to the specific projects as originally presented to Council, or approved through the budget.
Duration:	Ongoing
Interest Bearing:	No
Approved by Council:	07/08/14 02/17/09

Financial Reserves – Description R5	
Type:	Municipal
Roll up Category:	Infrastructure Lifecycle, Maintenance and Replacement Reserve
Name:	Municipal Infrastructure Lifecycle, Maintenance and Replacement Reserve
Purpose:	<p>To provide funds for Infrastructure Lifecycle, Maintenance and Replacement projects including, but not limited to:</p> <ul style="list-style-type: none"> a) Meeting future municipal requirements for existing assets b) The scheduled replacement, refurbishment and maintenance of Strathcona County's vehicle and transit fleet. c) The overlay and construction of arterial roads in the Urban Services Area and the reconstruction of roads to attain the objectives of the Sustainable Rural Roads Master Plan (SRRMP) d) Annual Transportation and Agricultural Services programs e) Annual equipment replacement programs
Source of Funding:	<ul style="list-style-type: none"> a) Budgeted transfers as approved by Council b) Allocation of the Year-End Operating surplus as approved by Council in accordance with Policy FIN-001-008 c) Proceeds received from the sale of disposed infrastructure lifecycle assets by virtue of this Reserve Description are authorized to be transferred to this Reserve d) Other sources as approved by Council
Optimal Balance:	See Schedule A
Application:	This Reserve will be used to fund the replacement, refurbishment and maintenance of the Strathcona County's infrastructure assets as approved through the budget, or as presented to Council to smooth out fluctuation impacts in annual costs.
Duration:	Ongoing
Interest Bearing:	No
Approved by Council Revised:	07/08/14 02/17/09 02/13/96

Financial Reserves – Description R6	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	Council Priority Funds
Purpose:	To assist with the management of Council Priority Funds in accordance with Policy GOV-001-032 Council Priority Fund Expenditures.
Source of Funding:	This Reserve is funded in accordance with Policy GOV-001-032 Council Priority Fund Expenditures. By virtue of this Reserve Description, unused portions of the current operating budget which was previously approved by Council are authorized to be transferred to the Council Priority Funds Reserve.
Optimal Balance:	See Schedule A
Application:	Funds from this Reserve will be expended in accordance with the Policy GOV-001-032 Council Priority Fund Expenditures guidelines and must be approved by Council resolution prior to the expenditures being made (policy guideline 4).
Duration:	In accordance with Policy GOV-001-032 Council Priority Fund Expenditures guideline 9, at the end of each term all uncommitted Council Priority Funds will be returned to general revenue.
Interest Bearing:	No
Approved by Council:	07/08/14 02/19/13

Financial Reserves – Description R7	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	Strathcona Community Investment Program
Purpose:	To assist with the management of the Strathcona Community Investment Program in accordance with Policy GOV-002-030 Strathcona Community Investment Program.
Source of Funding:	This Reserve is funded in accordance with Policy GOV-002-030 Strathcona Community Investment Program.
Optimal Balance:	See Schedule A
Application:	Funds from this Reserve will be expended in accordance with the Policy GOV-002-030 Strathcona Community Investment Program guidelines.
Duration:	Ongoing
Interest Bearing:	No
Approved by Council:	New

Financial Reserves – Description R8	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	Public Reserve Trust
Purpose:	To set aside proceeds from the sale of public reserve lands as dictated by the Municipal Government Act, Sections 671-677.
Source of Funding:	As per Municipal Policy SER-012-005 Disposal of Public Reserve Lands, this Reserve is funded through: a) Proceeds from the sale of public reserve lands as approved by Council b) Cash received in lieu of reserve on subdivisions as approved by the Subdivision Approving Authority.
Optimal Balance:	See Schedule A
Application:	Funds from this Reserve can be applied to parks, recreation or for school purposes as dictated by the Municipal Government Act, Section 671-677.
Duration:	Ongoing
Interest Bearing:	Yes
Approved by Council: Revised:	07/08/14 02/23/10 02/13/96

Financial Reserves – Description R9	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	General Land
Purpose:	To set aside funds for future expenditures on land, as per Municipal Policy SER-012-002 General Land Reserve.
Source of Funding:	<p>This Reserve is funded in accordance with Municipal Policy SER-012-002 General Land Reserve, specifically through:</p> <ul style="list-style-type: none"> a) Proceeds from the sale of general land and considerations paid for the granting of easements across such land. b) Budgeted transfers as approved by Council. c) Surplus proceeds (including accumulated interest) from the sale of tax recovery property in accordance with the Municipal Government Act. d) Other funding as approved by Council.
Optimal Balance:	See Schedule A
Application:	<p>As per Municipal Policy SER-012-002, the General Land Reserve may be used to fund:</p> <ul style="list-style-type: none"> a) The acquisition of general land. b) Servicing cost of general land, which may include but not be limited to: sewer, water, roads, electrical, offsite levies and gas; c) Payments on debentures which have been issued for the acquisition of general land. d) Direct costs associated with the acquisition or disposal of general land, which may include but not be limited to: advertising, land survey, appraisals, real estate commissions, legal costs, subdivision fees and offsite levies. e) The cost of improvements to general land, excluding buildings or structures, which may include but not be limited to: fencing, brushing and clearing of land, demolition of buildings, installation of an approach, or any other expenditure which maintains or increases the value of the land asset.
Duration:	Ongoing
Interest Bearing:	No
Approved by Council:	07/08/14 02/13/96

Financial Reserves – Description R10	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	Municipal Levy Debt Repayment Reserve
Purpose:	To set aside funds for the repayment of approved municipal levy supported debentures.
Source of Funding:	This Reserve will be funded from off-site developer levy revenues for approved levy debt. By virtue of this Reserve Description, municipal levy developer revenue is authorized to be transferred to the Municipal Levy Debt Repayment Reserve in accordance with approved capital project funding, municipal levy debt bylaws or to repay interim financing.
Optimal Balance:	See Schedule A
Application:	<p>This Reserve will be used to repay the principal and interest of outstanding approved levy debentures over the term of the debt, in accordance with approved municipal levy debt (borrowing) bylaws.</p> <p>Transition: This reserve results from a change in accounting treatment for off-site developer levy revenue. To allow for this transition, it may be necessary to interim finance some levy funded capital projects due to timing differences between collection of developer levy funds and approved expenditures. By virtue of this reserve description, Municipal Levy Debt Repayment Reserve funds are authorized to provide interim financing for those levy funded capital projects that are approved up to February 25, 2014, as required. If interim financing is provided, as municipal developer levy revenue is collected, these funds will be transferred to the Municipal Levy Debt Repayment Reserve to repay any interim financing as a first priority.</p>
Duration:	Ongoing
Interest Bearing:	Yes
Approved by Council:	07/08/14 02/25/14

Financial Reserves – Description R11	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	Major Recreation Facility Debt Repayment Reserve
Purpose:	To set aside funds for the repayment of approved debentures applied towards the construction of major recreation facilities in accordance with Policy SER-008-013 Major Recreation Facility Funding.
Source of Funding:	This Reserve may be funded from Major Recreation Facility contributions. By virtue of this Reserve Description, Major Recreation Facility contribution revenues are authorized to be transferred to the Major Facility Debt Repayment Reserve in accordance with approved capital project funding and municipal levy debt bylaws. .
Optimal Balance:	See Schedule A
Application:	This Reserve will be used to repay the principal and interest of outstanding debentures applied towards the construction of Major Recreation Facilities over the term of the debt.
Duration:	Ongoing
Interest Bearing:	Yes
Approved by Council:	07/08/14 02/25/14

Financial Reserves – Description R12	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	Cultural Development Fund
Purpose:	To provide funds that will assist in the delivery of cultural services by community organizations and Recreation, Parks & Culture.
Source of Funding:	a) Budgeted transfers as approved by Council. b) Allocation of the Year-End Operating surplus as approved by Council in accordance with Policy FIN-001-008. c) Donations and fund raising d) Other sources as approved by Council.
Optimal Balance:	See Schedule A
Application:	This Reserve will be used to provide funding assistance for the delivery of cultural services toward the arts, culture and heritage development of our community, and to fund the Public Art program.
Duration:	Ongoing
Interest Bearing:	No
Approved by Council: Revised:	07/08/14 02/08/05 02/13/96

Financial Reserves – Description R13	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	Internal Financing
Purpose:	To provide funds for internal financing of approved projects.
Source of Funding:	a) Budgeted transfers as approved by Council. b) Allocation of the Year-End Operating surplus as approved by Council in accordance with Policy FIN-001-008. c) Other sources as approved by Council.
Optimal Balance:	See Schedule A
Application:	This Reserve will be used as a source of funds for the internal funding of operating and capital projects as approved by Council, in accordance with Policy FIN-001-025 Debt Management Policy, guideline 5.
Duration:	Ongoing
Interest Bearing:	No
Approved by Council: Revised:	07/08/14 02/23/10 02/13/96

Financial Reserves – Description R14	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	Secondary Approaches
Purpose:	To provide funds for the maintenance of approved secondary approaches to Rural Roads or Country Residential Subdivision Roads, where the secondary approach culvert requires general maintenance including blockage removal or culvert replacement at the end of its life.
Source of Funding:	a) Resident application fees paid for secondary approaches to private property. b) Other sources as approved by Council.
Optimal Balance:	See Schedule A
Application:	This Reserve will be used to fund expenses required to maintain the approved secondary approaches which will include, but is not limited to, culvert maintenance and replacement.
Duration:	Ongoing
Interest Bearing:	Yes
Approved by Council:	07/08/14 02/22/11

Financial Reserves – Description R15	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	Broadmoor Public Golf Course
Purpose:	To set aside annual operating results at year end to support the financial sustainability of Broadmoor Public Golf Course.
Source of Funding:	a) Allocation of the Year-End Operating surplus as approved by Council in accordance with Policy FIN-001-008. b) Other sources as approved by Council.
Optimal Balance:	See Schedule A
Application:	This Reserve will be used to fund the Broadmoor Public Golf Course operations, equipment replacement and course improvements and other priorities or to fund any annual operating shortfalls.
Duration:	Ongoing
Interest Bearing:	Yes
Approved by Council: Revised:	07/08/14 02/17/09 02/13/96

Financial Reserves – Description RU1	
Type:	Utilities
Roll up Category:	Stabilization and Contingency Reserves
Name:	Utility Rate Stabilization and Contingency
Purpose:	To stabilize solid waste, water, and wastewater rates in the event of unforeseen, non-recurring, emergent expenditures or losses of revenue; to stabilize fluctuations in operating and capital activity; and to address the risk of revenue or expenditure volatility.
Source of Funding:	<ul style="list-style-type: none"> a) Budgeted transfers as approved by Council. b) Allocation of the Year-End Operating surplus as approved by Council in accordance with Policy FIN-001-008. c) Other sources as approved by Council.
Optimal Balance:	See Schedule A
Application:	Funds from this Reserve will be used to smooth the impact of utility rate increases within the annual operating budget, and for stabilizing unbudgeted impacts resulting from the unanticipated events.
Duration:	Ongoing
Interest Bearing:	Yes
Approved by Council:	07/08/14 02/21/06

Financial Reserves – Description RU2	
Type:	Utilities
Roll up Category:	Projects Reserves
Name:	Year End Carry Forwards – Utilities Reserve
Purpose:	To carry the funding for specific operating programs and projects where the service or acquisition was not completed or received by year end, but will occur in the following year, to eliminate the requirement to re-budget or cancel partially completed projects.
Source of Funding:	The funding required to complete a specific project or program which was previously approved by Council in the operating budget and will need to continue into the following year.
Optimal Balance:	See Schedule A
Application:	Funds from this Reserve will be used to fund expenditures for the intended purpose as included in the budget approved by Council.
Duration:	<ul style="list-style-type: none"> a) Projects or programs not completed in the fiscal year they were budgeted will be carried forward as part of the annual Reserve request and approval process. b) Any project that has not been completed within one year of being carried forward will be automatically released into the Utilities Infrastructure Lifecycle, Maintenance and Replacement Reserve, unless decided otherwise at the direction of the Chief Commissioner.
Interest Bearing:	No
Approved by Council:	07/08/14 02/13/96

Financial Reserves – Description RU3	
Type:	Utilities
Roll up Category:	Projects Reserves
Name:	Utilities Projects Reserve
Purpose:	To provide funding for operating and capital multi-year projects that will be undertaken in the future, to build funding for non-annual programs, and to assist in meeting future funding requirements for projects
Source of Funding:	<ul style="list-style-type: none"> a) Budgeted transfers as approved by Council. b) Allocation of the Year-End Operating surplus as approved by Council in accordance with Policy FIN-001-008. c) Other sources as approved by Council.
Optimal Balance:	See Schedule A
Application:	This Reserve will be used to fund expenditures relating to the specific projects as originally presented to Council, or approved through the budget.
Duration:	Ongoing
Interest Bearing:	Yes
Approved by Council:	new

Financial Reserves – Description RU4	
Type:	Utilities
Roll up Category:	Infrastructure Lifecycle, Maintenance and Replacement Reserves
Name:	Utilities Infrastructure Lifecycle, Maintenance and Replacement Reserve
Purpose:	<p>To provide funds to assist in meeting future requirements for the expansion, replacement, refurbishment and maintenance of tangible capital assets managed by Utility Operations.</p> <p>These requirements include, but are not limited to:</p> <ul style="list-style-type: none"> a) water transmission and distribution systems; b) wastewater collection, trunk and storm systems; c) solid waste systems; and d) community (district) energy systems. e) related supplemental works as may be required from time to time
Source of Funding:	<ul style="list-style-type: none"> a) Budgeted transfers as approved by Council. b) Allocation of the Year-End Operating surplus as approved by Council in accordance with Policy FIN-001-008. c) Release of Reserve balances not used in the Year End Carry Forwards – Utilities Reserve. d) Proceeds received from the sale of disposed infrastructure lifecycle assets by virtue of this Reserve Description are authorized to be transferred to this Reserve e) Other sources as approved by Council.
Optimal Balance:	See Schedule A
Application:	Reserve funds will be used to provide for operating and capital projects required to meet the customer service delivery objectives and other costs associated with Utilities Infrastructure Lifecycle, Maintenance and Replacement as identified and approved in the Utility annual budget and capital plan.
Duration:	Ongoing
Interest Bearing:	Yes
Approved by Council:	07/08/14 02/20/07

Financial Reserves – Description RU5	
Type:	Utilities
Roll up Category:	Special Purpose Reserves
Name:	Utility Levy Debt Repayment Reserve
Purpose:	To set aside funds for the repayment of approved utility levy supported debentures.
Source of Funding:	This Reserve is funded from off-site developer levy revenues for approved levy debt. By virtue of this Reserve Description, utility levy developer revenue is authorized to be transferred to the Utility Levy Debt Repayment Reserve in accordance with the approved capital project funding, utility levy debt bylaws or to repay interim financing.
Optimal Balance:	See Schedule A
Application:	<p>This Reserve will be used to repay the principal and interest of outstanding approved levy debentures over the term of the debt, in accordance with approved utility levy debt (borrowing) bylaws.</p> <p>Transition: This reserve results from a change in accounting treatment for off-site developer levy revenue. To allow for this transition, it may be necessary to interim finance some levy funded capital projects due to timing differences between collection of developer levy funds and approved expenditures. By virtue of this reserve description, Municipal Levy Debt Repayment Reserve funds are authorized to provide interim financing for those levy funded capital projects that are approved up to February 25, 2014, as required. If interim financing is provided, as municipal developer levy revenue is collected, these funds will be transferred to the Municipal Levy Debt Repayment Reserve to repay any interim financing as a first priority.</p>
Duration:	Ongoing
Interest Bearing:	Yes
Approved by Council:	07/08/14 02/25/14

Municipal Financial Reserves

Date of Approval by Council: 08/29/90; 09/05/95
02/15/2000; 07/02/02; 02/21/06; 11/04/08; 07/08/2014

Resolution No: C94/90; 715/95
70/2000; 575/2002; 87/2006; 589/2008; 266/2014

Lead Role: Chief Commissioner

Replaces: 40-43-004

Last Review Date: July 8, 2014

Next Review Date: 07/2017

Administrative Responsibility: ~~Associate Commissioner,~~ Chief Financial Officer

Policy Statement

A Reserve Policy is a prudent business practice that will enhance Strathcona County's financial strength, flexibility, cash flow management, and ability to achieve the Council Vision and the Strategic Plan priorities.

A Reserve Policy is required to establish, maintain and manage Reserve funds that:

- maintain and improve Strathcona County's working capital requirements;
- provide for future funding requirements; and
- provide stabilization for fluctuations in operating and capital activities.

The purpose of this policy is to maintain consistent standards and guidelines for the management of Reserves and execution of Reserve Transactions, and to ensure that all Reserve Transactions are approved by Council and carried out in accordance with Council's approval.

Definitions

Committed Balance

Funding approved as per FIN-001-024: Municipal Financial Reserves policy to be applied towards specific expenditures.

Designated Balance

Funding designated to Reserves for a specific purpose, which has not yet been approved by Council to be applied towards specific expenditures.

Infrastructure Lifecycle, Maintenance and Replacement Reserves

A Reserve roll up category for reporting which captures all Reserves that tie to Infrastructure Lifecycle, Maintenance and Replacement of Strathcona County tangible capital assets.

Optimal Balance

Where applicable, Reserves Descriptions will require a indicate the minimum and or maximum recommended balance for the Reserve. These recommendations will be a formula based on adequate levels to maintain services as determined by departments, and endorsed approved by the Executive Team, and approved by Council. Schedule "A" of the policy will provide a listing of the Reserve Descriptions and their recommended formulas, if applicable.

Projects Reserves

A Reserve roll up category for reporting which captures all Reserves that tie to the non-cyclical Reserve needs of departments including operating and tangible capital asset projects.

Redesignation of Reserve Funds

The process to change the specific purpose of Reserved funds from one Reserve Description to another.

Release of Reserve Funds

Reserve funds for which the purpose has been fulfilled or changed and is consequently closed. Any funding resulting from the release of a Reserve will be identified for redesignation to another Reserve or General Surplus.

Reserve

Reserves are created when funds are set aside (designated) for a future purpose. Funds within a Reserve are restricted and will be applied as outlined in the approved Reserve Description.

Reserve Description

A listing of Reserve Descriptions is found in Schedule "B" of this policy. Each Reserve Description contains the following:

- the overall purpose of the Reserve;
- the source of the Reserve funds;
- when the Reserve can be accessed (the application);
- a reference to Schedule "A" for the Optimal Balance formula, if applicable;
- the duration; and
- interest entitlement.

Reserve Transaction

The following activity is considered a Reserve Transaction:

- contributions to the Reserve from internal or external sources
- withdrawals from the Reserve to fund expenditures
- Redesignation of the Reserve Funds
- Release of the Reserve Funds

Special Purpose Reserves

A Reserve roll up category for reporting which captures unique Reserves that have a one to one relationship with the Reserve Description. For these Reserves, a policy is in place as referenced in the Reserve Description, or external influences are a factor.

Stabilization and Contingency Reserves

A Reserve roll up category for reporting which captures all Reserves that maintain funds to aid in stabilizing and smoothing the temporary impact of unforeseen events, or planned fluctuations in activity.

Guidelines

1. All Reserve Transactions will be ratified by Council.
2. All Reserves will be administered by the Chief Financial Officer or his/her designate in accordance with current municipal policies and the Public Sector Accounting Standards.
3. All Reserves must fall under an approved Reserve Description. The establishment of a new Reserve, which will require a new Reserve Description, must be approved by Council.
4. Reserves will be funded from internal or external sources as defined in the Reserve Descriptions.

5. Funding to and from the Reserve will be approved through Council via:
 - existing municipal policies;
 - the annual budget process;
 - the year end Reserve request and approval process;
 - the approved Reserve Description ~~for contributions~~; or
 - Council resolution.
6. If Reserve Transactions have not been approved through any of the above means, approval must be obtained prior to a transaction occurring from:
 - The Chief Commissioner, based on the recommendation of an Associate Commissioner, for projects totalling \$50,000 or less;
 - Council for projects greater than \$50,000.
7. As part of the year end Reserve request and approval process, any potential Release of Reserve Funds or Redesignation of Reserve Funds will be identified.
8. As part of the year end process for Reserves that have Optimal Balances, an assessment will be made between the actual designated Reserve balance and the recommended Optimal Balance. Reserves which are lower than their established Optimal Balance will be considered in the distribution of the annual operating surplus. Reserves which exceed their established optimal balance will be considered for redesignation. Strategies to maintain the Optimal Balance will be addressed through and in the annual business plan and budget process cycles. ~~Strategies to maintain the Optimal Balance at minimum or maximum levels will be addressed in the individual Reserve Descriptions. Schedule "A" details the formula calculations to be used in determining the Optimal Balance for the reserves that have been identified to require an Optimal Balance.~~
9. Interest earnings will be applied to the Reserves which have been deemed interest bearing as indicated in the Reserve Description.
10. Reporting
 - Regular reporting on the Reserves will occur through the quarterly management report. The quarterly reporting will indicate the total of Reserves as grouped in the four Reserve roll up categories, and will include the current balance, segregated between Committed Balance and Designated Balance.
 - The Consolidated Financial Statements of the County report Reserves within accumulated surplus, along with equity in tangible capital assets and unrestricted surplus (deficit).
11. Roles and Responsibilities
 - Departments

It is the responsibility of departments to be in compliance with the Municipal Reserves Policy and the related Reserve Administrative Procedures. Departments will need to partner with Financial Services annually to confirm Reserve structure and Optimal Balances.
 - Financial Services

It is the responsibility of Financial Services to administer Strathcona County's Reserves, and to partner with departments to ensure on-going compliance with the Municipal Reserves Policy. Financial Services will provide guidance to departments in complying with the intent of the policy by developing administrative procedure guidelines to support the Municipal Reserves Policy.

ATTACHMENTS:

Schedule "A" Optimal Balance Formulas
Schedule "B" Reserve Descriptions

SCHEDULE A
Strathcona County Financial Reserves

Optimal Balance Formulas

Reserve Description	Optimal Balance Formula
Municipal Reserves	
R1) Stabilization Reserve	Equivalent 12% tax revenue base increase on current tax base
R2) Contingency Reserve	43% of prior year's municipal operating expenses
R3) Year End Carry Forwards – Municipal Reserve	Not applicable
R4) Municipal Projects Reserve	Part a) Specific project allocations (current balance) Part b) Capital projects (historical percentage of capital projects funded from capital projects reserve applied to the five year capital forecast). Part c) Operating projects (five year historical average funded from fiscal projects allowance).
R5) Municipal Infrastructure Lifecycle, Maintenance and Replacement Reserve	Five year average of the capital forecast for annual program related projects
R6) Council Priority Funds	Not applicable
R7) Strathcona Community Investment Program Reserve	As per Policy GOV-002-030 Strathcona Community Investment Program – the maximum is 200% of the annual allocated amount. in Schedule "A"
R8) Public Reserve Trust	Not applicable
R9) General Land	50% of the 5 year capital forecast for land acquisitions
R10) Municipal Levy Debt Repayment Reserve	Not applicable
R11) Major Recreation Facility Debt Repayment Reserve	Not applicable
R12) Cultural Development Fund	To be determined
R13) Internal Financing	To be determined
R14) Secondary Approaches	Not applicable
R15) Broadmoor Golf Course	To be determined
Utilities Reserves	
RU1) Utility Rate Stabilization and Contingency	5% of prior year's Utility operations expenses
RU2) Year End Carry Forwards – Utilities Reserve	Not applicable
RU3) Utilities Projects Reserve	To be determined Not applicable
RU4) Utilities Infrastructure Lifecycle, Maintenance and Replacement Reserve	5% of Utilities current asset replacement value
RU5) Utility Levy Debt Repayment Reserve	Not applicable
Library Reserves	In accordance with the Library Reserve policy FI02

SCHEDULE B**Strathcona County Financial Reserves****Reserve Descriptions**

Municipal Reserves

Stabilization and Contingency Reserves

- R1) Stabilization Reserve
- R2) Contingency Reserve

Projects Reserves

- R3) Year End Carry Forwards – Municipal Reserve
- R4) Municipal Projects Reserve
- ~~R5) Internal Financing~~

Infrastructure Lifecycle, Maintenance and Replacement Reserves

- R5) Municipal Infrastructure Lifecycle, Maintenance and Replacement Reserve

Special Purpose Reserves

- R6) Council Priority Funds
- R7) Strathcona Community Investment Program Reserve**
- R8) Public Reserve Trust
- R9) General Land
- R10) Municipal Levy Debt Repayment Reserve
- R11) Major Recreation Facility Debt Repayment Reserve
- R12) Cultural Development Fund
- ~~R13) Rural Subdivision Approaches~~
- R13) Internal Financing**
- R14) Secondary Approaches
- R15) Broadmoor Golf Course

Utilities Reserves

Stabilization and Contingency Reserves

- RU1) Utility Rate Stabilization and Contingency

Projects Reserves

- RU2) Year End Carry Forwards – Utilities Reserve
- RU3) Utilities Projects Reserve**

Infrastructure Lifecycle, Maintenance and Replacement Reserves

- RU4) Utilities Infrastructure Lifecycle, Maintenance and Replacement Reserve

Special Purpose Reserves

- RU5) Utility Levy Debt Repayment Reserve

Library Reserves

The Library Reserves are maintained by Library administration and approved by the Strathcona County

Library Board in accordance with the Library Reserve policy FI02.

Financial Reserves – Description R1	
Type:	Municipal
Roll up Category:	Stabilization and Contingency Reserves
Name:	Stabilization Reserve
Purpose:	To provide funds to smooth the future property tax dollar increases in periods of high inflation, to stabilize fluctuations in operating and capital activity, and to address the risk of revenue or expenditure volatility.
Source of Funding:	a) Budgeted transfers as approved by Council. b) Allocation of the Year-End Operating surplus as approved by Council in accordance with Policy FIN-001-008. c) Other sources as approved by Council.
Optimal Balance:	To be determined See Schedule A
Application:	Funds from this Reserve will be used for stabilizing periods of high inflation or other items that would result in volatility of future property tax dollar requirements.
Duration:	Ongoing
Interest Bearing:	No
Approved by Council:	07/08/14 11/26/13

Financial Reserves – Description R2	
Type:	Municipal
Roll up Category:	Stabilization and Contingency Reserves
Name:	Contingency Reserve
Purpose:	To provide funds to stabilize the temporary impact of unforeseen, non-recurring, emergent, one-time expenditures or losses of revenue; and to ensure the orderly provision of services to citizens. Examples of these contingencies would include, but not be limited to, Unforeseen Climatic Conditions and Protective Services Extraordinary Circumstances.
Source of Funding:	a) Budgeted transfers as approved by Council. b) Allocation of the Year-End Operating surplus as approved by Council in accordance with Policy FIN-001-008. c) Other sources as approved by Council.
Optimal Balance:	To be determined See Schedule A
Application:	Funds from this Reserve will be used for stabilizing unbudgeted impacts resulting from unanticipated events. Examples are unforeseen increases in emergency response costs, unforeseen climatic conditions, reductions in the carrying cost of investments, losses incurred due to assessment changes, extraordinary events, insurance premiums and/or deductible payment fluctuations, or other items that would result in an overall deficit to the municipal operation.
Duration:	Ongoing
Interest Bearing:	No
Approved by Council:	07/08/14 New

Financial Reserves – Description R3	
Type:	Municipal
Roll up Category:	Projects Reserves
Name:	Year End Carry Forwards – Municipal Reserve
Purpose:	To carry the funding for specific operating programs and projects where the service or acquisition was not completed or received by year end, but will occur in the following year, to eliminate the requirement to re-budget or cancel partially completed projects.
Source of Funding:	The funding required to complete a specific program or project which was previously approved by Council in the operating budget and will need to continue into the following year.
Optimal Balance:	Not applicable See Schedule A
Application:	Funds from this Reserve will be used to fund expenditures for the intended purpose as included in the budget approved by Council.
Duration:	<ul style="list-style-type: none"> a) Projects or programs not completed in the fiscal year they were budgeted will be carried forward as part of the annual Reserve request and approval process. b) Any project that has not been completed within one year of being carried forward will be automatically released unless decided otherwise at the direction of the Chief Commissioner.
Interest Bearing:	No
Approved by Council:	07/08/14 02/13/96

Financial Reserves – Description R4	
Type:	Municipal
Roll up Category:	Projects Reserves
Name:	Municipal Projects Reserve
Purpose:	To provide funding for operating and capital multi-year projects that will be undertaken in the future, to build funding for non-annual programs, and to assist in meeting future funding requirements for projects
Source of Funding:	a) Annual budget transfers as approved by Council. b) Allocation of the Year-End Operating surplus as approved by Council in accordance with Policy FIN-001-008. c) Proceeds received from the sale of disposed assets by virtue of this Reserve Description are authorized to be transferred to this Reserve d) Other sources as approved by Council.
Optimal Balance:	Not applicable See Schedule A
Application:	This Reserve will be used to fund expenditures relating to the specific projects as originally presented to Council, or approved through the budget.
Duration:	Ongoing
Interest Bearing:	No
Approved by Council:	07/08/14 02/17/09

Financial Reserves – Description R5	
Type:	Municipal
Roll up Category:	Projects Reserves
Name:	Internal Financing
Purpose:	To provide funds for internal financing of approved projects.
Source of Funding:	a) Budgeted transfers as approved by Council. b) Allocation of the Year-End Operating surplus as approved by Council in accordance with Policy FIN-001-008. c) Other sources as approved by Council.
Optimal Balance:	To be determined

Application:	This Reserve will be used as a source of funds for the internal funding of operating and capital projects as approved by Council, in accordance with Policy FIN-001-025 Debt Management Policy, guideline 5.
Duration:	Ongoing
Interest Bearing:	No
Approved by Council: Revised:	2/13/96 2/23/10

Financial Reserves – Description R6R5	
Type:	Municipal
Roll up Category:	Infrastructure Lifecycle, Maintenance and Replacement Reserve
Name:	Municipal Infrastructure Lifecycle, Maintenance and Replacement Reserve
Purpose:	<p>To provide funds for Infrastructure Lifecycle, Maintenance and Replacement projects including, but not limited to:</p> <ul style="list-style-type: none"> a) Meeting future municipal requirements for existing assets b) The scheduled replacement, refurbishment and maintenance of Strathcona County's vehicle and transit fleet. c) The overlay and construction of arterial roads in the Urban Services Area and the reconstruction of roads to attain the objectives of the Sustainable Rural Roads Master Plan (SRRMP) d) Annual Transportation and Agricultural Services programs e) Annual equipment replacement programs
Source of Funding:	<ul style="list-style-type: none"> a) Budgeted transfers as approved by Council b) Allocation of the Year-End Operating surplus as approved by Council in accordance with Policy FIN-001-008 c) Proceeds received from the sale of disposed infrastructure lifecycle assets by virtue of this Reserve Description are authorized to be transferred to this Reserve d) Other sources as approved by Council
Optimal Balance:	To be determined See Schedule A
Application:	This Reserve will be used to fund the replacement, refurbishment and maintenance of the Strathcona County's infrastructure assets as approved through the budget, or as presented to Council to smooth out fluctuation impacts in annual costs.
Duration:	Ongoing
Interest Bearing:	No
Approved by Council Revised:	<p>07/08/14</p> <p>02/13/96</p> <p>02/17/09</p> <p>02/13/96</p>

Financial Reserves – Description R7R6	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	Council Priority Funds
Purpose:	To assist with the management of Council Priority Funds in accordance with Policy GOV-001-032 Council Priority Fund Expenditures.
Source of Funding:	This Reserve is funded in accordance with Policy GOV-001-032 Council Priority Fund Expenditures. By virtue of this Reserve Description, unused portions of the current operating budget which was previously approved by Council are authorized to be transferred to the Council Priority Funds Reserve.
Optimal Balance:	Not applicable See Schedule A
Application:	Funds from this Reserve will be expended in accordance with the Policy GOV-001-032 Council Priority Fund Expenditures guidelines and must be approved by Council resolution prior to the expenditures being made (policy guideline 4).
Duration:	In accordance with Policy GOV-001-032 Council Priority Fund Expenditures guideline 9, at the end of each term all uncommitted Council Priority Funds will be returned to general revenue.
Interest Bearing:	No
Approved by Council:	07/08/14 02/19/13

Financial Reserves – Description R7	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	Strathcona Community Investment Program
Purpose:	To assist with the management of the Strathcona Community Investment Program in accordance with Policy GOV-002-030 Strathcona Community Investment Program.
Source of Funding:	This Reserve is funded in accordance with Policy GOV-002-030 Strathcona Community Investment Program.
Optimal Balance:	See Schedule A
Application:	Funds from this Reserve will be expended in accordance with the Policy GOV-002-030 Strathcona Community Investment Program guidelines.
Duration:	Ongoing
Interest Bearing:	No
Approved by Council:	N ew

Financial Reserves – Description R8	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	Public Reserve Trust
Purpose:	To set aside proceeds from the sale of public reserve lands as dictated by the Municipal Government Act, Sections 671-677.
Source of Funding:	<p>As per Municipal Policy SER-012-005 Disposal of Public Reserve Lands, this Reserve is funded through:</p> <ul style="list-style-type: none"> a) Proceeds from the sale of public reserve lands as approved by Council b) Cash received in lieu of reserve on subdivisions as approved by the Subdivision Approving Authority. <p>Reference should be given to the Municipal Policy SER-012-005 for the Disposal of Public Reserve Lands.</p>
Optimal Balance:	Not applicable See Schedule A
Application:	Funds from this Reserve can be applied to parks, recreation or for school purposes as dictated by the Municipal Government Act, Section 671-677.
Duration:	Ongoing
Interest Bearing:	Yes
Approved by Council: Revised:	<p>07/08/14</p> <p>02/13/96</p> <p>02/23/10</p> <p>02/13/96</p>

Financial Reserves – Description R9	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	General Land
Purpose:	To set aside funds for future expenditures on land, as per Municipal Policy SER-012-002 General Land Reserve.
Source of Funding:	<p>This Reserve is funded in accordance with Municipal Policy SER-012-002 General Land Reserve, specifically through:</p> <ul style="list-style-type: none"> a) Proceeds from the sale of general land and considerations paid for the granting of easements across such land. b) Budgeted transfers as approved by Council. c) Surplus proceeds (including accumulated interest) from the sale of tax recovery property in accordance with the Municipal Government Act. d) Other funding as approved by Council.
Optimal Balance:	To be determined See Schedule A
Application:	<p>As per Municipal Policy SER-012-002, the General Land Reserve may be used to fund:</p> <ul style="list-style-type: none"> a) The acquisition of general land. b) Servicing cost of general land, which may include but not be limited to: sewer, water, roads, electrical, offsite levies and gas; c) Payments on debentures which have been issued for the acquisition of general land. d) Direct costs associated with the acquisition or disposal of general land, which may include but not be limited to: advertising, land survey, appraisals, real estate commissions, legal costs, subdivision fees and offsite levies. e) The cost of improvements to general land, excluding buildings or structures, which may include but not be limited to: fencing, brushing and clearing of land, demolition of buildings, installation of an approach, or any other expenditure which maintains or increases the value of the land asset.
Duration:	Ongoing
Interest Bearing:	No
Approved by Council:	07/08/14 02/13/96

Financial Reserves – Description R10	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	Municipal Levy Debt Repayment Reserve
Purpose:	To set aside funds for the repayment of approved municipal levy supported debentures.
Source of Funding:	This Reserve will be funded from off-site developer levy revenues for approved levy debt. By virtue of this Reserve Description, municipal levy developer revenue is authorized to be transferred to the Municipal Levy Debt Repayment Reserve in accordance with approved capital project funding, municipal levy debt bylaws or to repay interim financing.
Optimal Balance:	Not applicable See Schedule A
Application:	<p>This Reserve will be used to repay the principal and interest of outstanding approved levy debentures over the term of the debt, in accordance with approved municipal levy debt (borrowing) bylaws.</p> <p>Transition: This reserve results from a change in accounting treatment for off-site developer levy revenue. To allow for this transition, it may be necessary to interim finance some levy funded capital projects due to timing differences between collection of developer levy funds and approved expenditures. By virtue of this reserve description, Municipal Levy Debt Repayment Reserve funds are authorized to provide interim financing for those levy funded capital projects that are approved up to February 25, 2014, as required. If interim financing is provided, as municipal developer levy revenue is collected, these funds will be transferred to the Municipal Levy Debt Repayment Reserve to repay any interim financing as a first priority.</p>
Duration:	Ongoing
Interest Bearing:	Yes
Approved by Council:	07/08/14 02/25/14

Financial Reserves – Description R11	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	Major Recreation Facility Debt Repayment Reserve
Purpose:	To set aside funds for the repayment of approved debentures applied towards the construction of major recreation facilities in accordance with Policy SER-008-013 Major Recreation Facility Funding.
Source of Funding:	This Reserve may be funded from Major Recreation Facility contributions. By virtue of this Reserve Description, Major Recreation Facility contribution revenues are authorized to be transferred to the Major Facility Debt Repayment Reserve in accordance with approved capital project funding and municipal levy debt bylaws.
Optimal Balance:	Not applicable See Schedule A
Application:	This Reserve will be used to repay the principal and interest of outstanding debentures applied towards the construction of Major Recreation Facilities over the term of the debt.
Duration:	Ongoing
Interest Bearing:	Yes
Approved by Council:	07/08/14 02/25/14

Financial Reserves – Description R12	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	Cultural Development Fund
Purpose:	To provide funds that will assist in the delivery of cultural services by community organizations and Recreation, Parks & Culture.
Source of Funding:	a) Budgeted transfers as approved by Council. b) Allocation of the Year-End Operating surplus as approved by Council in accordance with Policy FIN-001-008. c) Donations and fund raising d) Other sources as approved by Council.
Optimal Balance:	To be determined See Schedule A
Application:	This Reserve will be used to provide funding assistance for the delivery of cultural services toward the arts, culture and heritage development of our community, and to fund the Public Art program. Funding would be allocated through a grant program to be approved by Council.
Duration:	Ongoing
Interest Bearing:	No Yes
Approved by Council: Revised:	07/08/14 02/13/96 02/08/05 02/13/96

Financial Reserves – Description R13	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	Rural Subdivision Approaches
Purpose:	To provide for construction of rural subdivision approaches which were pre-paid by the Developer.
Source of Funding:	a) Budgeted transfers as approved by Council. b) Developer Contributions c) Other sources as approved by Council.
Optimal Balance:	To be determined
Application:	This Reserve will be used to fund expenditures for the construction of rural subdivision approaches.
Duration:	Ongoing
Interest Bearing:	Yes
Approved by Council:	2/13/96
Revised:	2/10/98
Financial Reserves – Description R13	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	Internal Financing
Purpose:	To provide funds for internal financing of approved projects.
Source of Funding:	d) Budgeted transfers as approved by Council. e) Allocation of the Year-End Operating surplus as approved by Council in accordance with Policy FIN-001-008. f) Other sources as approved by Council.
Optimal Balance:	See Schedule A
Application:	This Reserve will be used as a source of funds for the internal funding of operating and capital projects as approved by Council, in accordance with Policy FIN-001-025 Debt Management Policy, guideline 5.
Duration:	Ongoing

Interest Bearing:	No
Approved by Council: Revised:	07/08/14 02/13/96 02/23/10 02/13/96

Financial Reserves – Description R14	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	Secondary Approaches
Purpose:	To provide funds for the maintenance of approved secondary approaches to Rural Roads or Country Residential Subdivision Roads, where the secondary approach culvert requires general maintenance including blockage removal or culvert replacement at the end of its life.
Source of Funding:	a) Resident application fees paid for secondary approaches to private property. b) Other sources as approved by Council.
Optimal Balance:	To be determined Not applicable See Schedule A
Application:	This Reserve will be used to fund expenses required to maintain the approved secondary approaches which will include, but is not limited to, culvert maintenance and replacement.
Duration:	Ongoing
Interest Bearing:	Yes
Approved by Council:	07/08/14 02/22/11

Financial Reserves – Description R15	
Type:	Municipal
Roll up Category:	Special Purpose Reserves
Name:	Broadmoor Public Golf Course
Purpose:	To set aside annual operating results at year end to support the financial sustainability of Broadmoor Public Golf Course.
Source of Funding:	a) Allocation of the Year-End Operating surplus as approved by Council in accordance with Policy FIN-001-008. b) Other sources as approved by Council.
Optimal Balance:	To be determined See Schedule A
Application:	This Reserve will be used to fund the Broadmoor Public Golf Course operations, equipment replacement and course improvements and other priorities or to fund any annual operating shortfalls.
Duration:	Ongoing
Interest Bearing:	Yes
Approved by Council: Revised:	07/08/14 02/13/96 02/17/09 02/13/96

Financial Reserves – Description RU1	
Type:	Utilities
Roll up Category:	Stabilization and Contingency Reserves
Name:	Utility Rate Stabilization and Contingency
Purpose:	To stabilize solid waste, water, and wastewater rates in the event of unforeseen, non-recurring, emergent expenditures or losses of revenue; to stabilize fluctuations in operating and capital activity; and to address the risk of revenue or expenditure volatility.
Source of Funding:	<ul style="list-style-type: none"> a) Budgeted transfers as approved by Council. b) Allocation of the Year-End Operating surplus as approved by Council in accordance with Policy FIN-001-008. c) Other sources as approved by Council.
Optimal Balance:	To be determined See Schedule A
Application:	Funds from this Reserve will be used to smooth the impact of utility rate increases within the annual operating budget, and for stabilizing unbudgeted impacts resulting from the unanticipated events.
Duration:	Ongoing
Interest Bearing:	Yes
Approved by Council:	07/08/14 02/21/06

Financial Reserves – Description RU2	
Type:	Utilities
Roll up Category:	Projects Reserves
Name:	Year End Carry Forwards – Utilities Reserve
Purpose:	To carry the funding for specific operating programs and projects where the service or acquisition was not completed or received by year end, but will occur in the following year, to eliminate the requirement to re-budget or cancel partially completed projects.
Source of Funding:	The funding required to complete a specific project or program which was previously approved by Council in the operating budget and will need to continue into the following year.
Optimal Balance:	Not applicable See Schedule A
Application:	Funds from this Reserve will be used to fund expenditures for the intended purpose as included in the budget approved by Council.
Duration:	<ul style="list-style-type: none"> a) Projects or programs not completed in the fiscal year they were budgeted will be carried forward as part of the annual Reserve request and approval process. b) Any project that has not been completed within one year of being carried forward will be automatically released into the Utilities Infrastructure Lifecycle, Maintenance and Replacement Reserve, unless decided otherwise at the direction of the Chief Commissioner.
Interest Bearing:	No
Approved by Council:	07/08/14 02/13/96

Financial Reserves – Description RU3	
Type:	Utilities
Roll up Category:	Projects Reserves
Name:	Utilities Projects Reserve
Purpose:	To provide funding for operating and capital multi-year projects that will be undertaken in the future, to build funding for non-annual programs, and to assist in meeting future funding requirements for projects
Source of Funding:	a) Budgeted transfers as approved by Council. b) Allocation of the Year-End Operating surplus as approved by Council in accordance with Policy FIN-001-008. c) Other sources as approved by Council.
Optimal Balance:	See Schedule A
Application:	This Reserve will be used to fund expenditures relating to the specific projects as originally presented to Council, or approved through the budget.
Duration:	Ongoing
Interest Bearing:	Yes
Approved by Council:	new

Financial Reserves – Description RU3RU4	
Type:	Utilities
Roll up Category:	Infrastructure Lifecycle, Maintenance and Replacement Reserves
Name:	Utilities Infrastructure Lifecycle, Maintenance and Replacement Reserve
Purpose:	<p>To provide funds to assist in meeting future requirements for the expansion, replacement, refurbishment and maintenance of tangible capital assets managed by Utility Operations.</p> <p>These requirements include, but are not limited to:</p> <ul style="list-style-type: none"> a) water transmission and distribution systems; b) wastewater collection, trunk and storm systems; c) solid waste systems; and d) community (district) energy systems. e) related supplemental works as may be required from time to time
Source of Funding:	<ul style="list-style-type: none"> a) Budgeted transfers as approved by Council. b) Allocation of the Year-End Operating surplus as approved by Council in accordance with Policy FIN-001-008. c) Release of Reserve balances not used in the Year End Carry Forwards – Utilities Reserve. d) Proceeds received from the sale of disposed infrastructure lifecycle assets by virtue of this Reserve Description are authorized to be transferred to this Reserve e) Other sources as approved by Council.
Optimal Balance:	To be determined See Schedule A
Application:	Reserve funds will be used to provide for operating and capital projects required to meet the customer service delivery objectives and other costs associated with Utilities Infrastructure Lifecycle, Maintenance and Replacement as identified and approved in the Utility annual budget and capital plan.
Duration:	Ongoing
Interest Bearing:	Yes
Approved by Council:	07/08/14 02/20/07

Financial Reserves – Description RU4RU5	
Type:	Utilities
Roll up Category:	Special Purpose Reserves
Name:	Utility Levy Debt Repayment Reserve
Purpose:	To set aside funds for the repayment of approved utility levy supported debentures.
Source of Funding:	This Reserve is funded from off-site developer levy revenues for approved levy debt. By virtue of this Reserve Description, utility levy developer revenue is authorized to be transferred to the Utility Levy Debt Repayment Reserve in accordance with the approved capital project funding, utility levy debt bylaws or to repay interim financing.
Optimal Balance:	Not applicable See Schedule A
Application:	<p>This Reserve will be used to repay the principal and interest of outstanding approved levy debentures over the term of the debt, in accordance with approved utility levy debt (borrowing) bylaws.</p> <p>Transition: This reserve results from a change in accounting treatment for off-site developer levy revenue. To allow for this transition, it may be necessary to interim finance some levy funded capital projects due to timing differences between collection of developer levy funds and approved expenditures. By virtue of this reserve description, Municipal Levy Debt Repayment Reserve funds are authorized to provide interim financing for those levy funded capital projects that are approved up to February 25, 2014, as required. If interim financing is provided, as municipal developer levy revenue is collected, these funds will be transferred to the Municipal Levy Debt Repayment Reserve to repay any interim financing as a first priority.</p>
Duration:	Ongoing
Interest Bearing:	Yes
Approved by Council:	07/08/14 02/25/14

STRATHCONA COUNTY
Re-designation of Reserve Accounts

	From Municipal Reserve:	To Municipal Reserve:	Amount	Details
1	R4) Municipal Projects Reserve (1.3773)	R5) Infrastructure Lifecycle Maintenance and Replacement Reserve (1.3800)	\$ 1,366,062	Post Closure Landfill and TAS Maintenance funds previously captured in Projects category are more accurately reflected as Infrastructure Lifecycle Maintenance and Replacement
2	R13) Rural Subdivision Approaches (1.3807)	R5) Infrastructure Lifecycle Maintenance and Replacement Reserve (1.3800)	190,633	Collapse of Special Purpose Reserve to merge funds with Infrastructure Lifecycle Maintenance and Replacement Reserve
3	R6) Council Priority Funds (1.3801)	R7) Strathcona Community Investment Program (1.3813)	71,200	Creation of new Reserve Description to align with Policy GOV-002-30. Funds were previously held within the Council Priority Funds Reserve.
			<u><u>1,627,894</u></u>	

Reserve Balances - DRAFT

As at November 30, 2015

Enclosure 4

	Restructured Closing Balance Nov 30, 2015	Restructured Committed	Designated	Optimal Balance	Variance
Stabilization and Contingency					
R1 - Stabilization	1,800,000	-	1,800,000	2,090,000	(290,000)
R2 - Contingency	7,716,881	-	7,716,881	9,800,000	(2,083,119)
Total Stabilization and Contingency	9,516,881	-	9,516,881	11,890,000	(2,373,119)
Projects					
R3 - Year End Carry Forwards - Municipal	2,310,225	2,259,789	50,435	-	50,435
R4 - Municipal Projects	45,596,617	25,001,846	20,594,771	22,321,922	(1,727,151)
Total Projects	47,906,841	27,261,635	20,645,206	22,321,922	(1,676,716)
Infrastructure Lifecycle, Maintenance and Replacement					
R5 - Municipal Infrastructure Lifecycle, Maintenance and Replacement	56,519,727	32,221,223	24,298,504	31,885,014	(7,586,510)
Total Infrastructure Lifecycle, Maintenance and Replacement	56,519,727	32,221,223	24,298,504	31,885,014	(7,586,510)
Special Purpose					
R6 - Council Priority Funds	234,637	4,609	230,028	230,028	
R7 - Strathcona Community Investment Program	71,200	-	71,200	200,000	(128,800)
R8 - Public Reserve Trust	816,617	(902)	817,519	817,519	
R9 - General Land	8,391,584	551,329	7,840,255	9,810,965	(1,970,710)
R10 - Municipal Levy Debt Repayment	15,055,144	15,055,144	-	-	
R11 - Major Recreation Facility Debt Repayment	42,460	42,460	-	-	
R12 - Cultural Development Fund	1,005,245	(1,094)	1,006,339	1,006,339	TBD
R13 - Rural Subdivision Approaches - moved to R6	-	-	-	-	
R13 - Internal Financing	3,329,890	1,427,356	1,902,534	1,902,534	TBD
R14 - Secondary Approaches	33,044	(33)	33,077	33,077	
R15 - Broadmoor Golf Course	(35,496)	55,710	(91,206)	-	TBD
Total Special Purpose	28,944,324	17,134,578	11,809,746	14,000,462	(2,099,510)
Total Municipal Reserves	142,887,773	76,617,436	66,270,337	80,097,398	(13,735,855)
Utilities					
RU1 - Utility Rate Stabilization and Contingency	902,853	(1,006)	903,859	2,679,250	(1,775,391)
RU2 - Year End Carry Forwards - Utilities	3,775	1,650	2,125	-	2,125
RU2 - Utilities Projects Reserve	-	-	-	-	TBD
RU3 - Utilities Infrastructure Lifecycle, Maintenance and Replacement	40,396,982	5,398,736	34,998,245	73,800,000	(38,801,755)
RU4 - Utility Levy Debt Repayment	4,952,406	4,952,406	-	-	
Total Utilities	46,256,016	10,351,787	35,904,229	76,479,250	(40,575,021)
Library	4,027,125	9,265	4,017,861	4,017,861	
Total Library	4,027,125	9,265	4,017,861	4,017,861	-
Total Reserves	193,170,914	86,978,488	106,192,426	160,594,508	(54,310,876)

Notes:

Committed includes approved commitments in place less the budgeted contributions to the reserve

Document: 0214797

Optimal Reserve Balances

January 19, 2016
Presentation to Council

Project Objective

- Identify an optimal balance for each applicable reserve, based on a formula, as identified in FIN-001-024: Financial Reserves Policy to contribute to financial sustainability.
- Annually apply the formula and assess variances between the optimal balances and current balances. (Enclosure 4)
- Include recommendations to align current balances to optimal balances through the annual budget process and year-end surplus allocations.

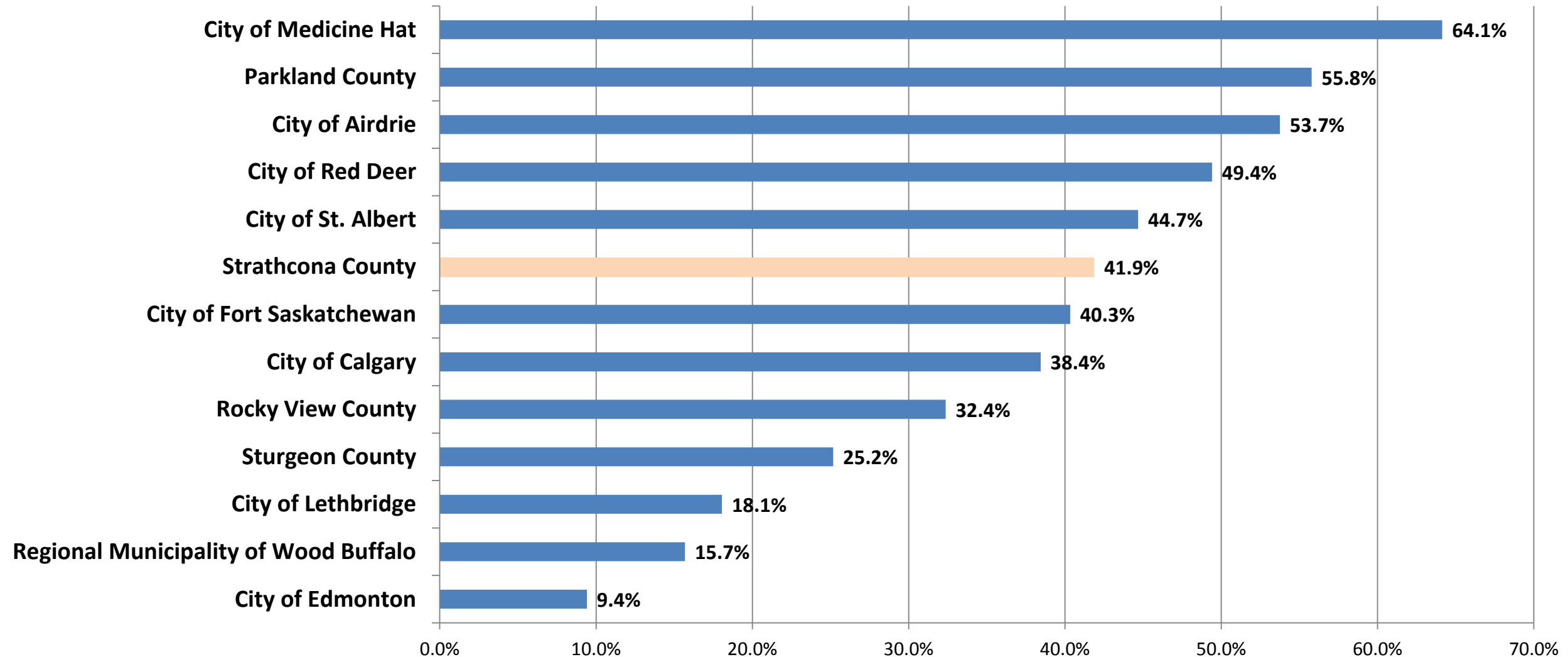
Considerations for Formula Development

- Reserve policy objectives and reserve purpose descriptions
- Government Finance Officers Association (GFOA) best practices
- Regional municipal practices and other Canadian municipal practices
- Internal operational forecasts and input
- Internal historical trend analysis regarding contributions and funding statistics
- Finance Advisory Committee and Executive Team advice

Comparative Reserves Information

Reserves Balances as a % of 2014 Operating Expenses and 2014 Capital Budget

Assumption: Reserves balances including committed and designated (uncommitted funds).



Source: 2014 Annual Reports for the individual Municipalities

Total Consolidated Reserves Overview

The total sum of the reserves balances is equivalent to:

- Approximately 42% of the 2014 Operating Expenses and 2014 Capital Budget

Justification

Maintaining a strong reserves balance allows Strathcona County to:

- Earn interest revenue on the cash balance
- Incur debt after construction is complete and costs are finalized minimizing the risk of over borrowing
- Reduce the amount of debt required to fund capital purchases
- Provide flexibility to address emergent issues and current priorities
- Balance intergenerational equity between current and future residents

Strathcona County continues to maintain reserves balances that are mid-range compared to other Alberta municipalities.

Municipal Reserves

Stabilization and Contingency Reserves

R1) Stabilization

Recommend a minimum balance equal to a 1% tax revenue increase

R2) Contingency

Recommend a minimum balance equal to 4% of municipal operating expenses

Justification

- Municipal Survey indicated majority of Municipalities reflect 5% as a minimum in their Stabilization and Contingency Reserve Category, which is in line with best practices.
- FINAC recommended the Stabilization and Contingency components be maintained as separate reserves.

Stabilization and Contingency Reserves

Municipal Survey		
Municipality	Have a stabilization reserve?	Is there a target or min/max?
Edmonton	Yes - Financial Stabilization Reserve	Min - 5% of tax-supported operating expenses, target is 8.3%
Calgary	Yes - Fiscal Stability Reserve	Min - 5% of tax-supported gross expenditures (net of recoveries), target is 15%
St. Albert	Yes - Stabilization Reserve	Ceiling is 2% of annual municipal operating budget
Airdrie	Yes - General Operating Reserve	Ceiling is 7% of annual operating budget
Saskatoon	Yes - Fiscal Stabilization Reserve	Min - 5% of current year's tax-supported expenditures
Regina	Yes - General Fund Reserve	Min - 5% of annual budgeted general operating revenues, Max is 10% of
Winnipeg	Yes - Financial Stabilization Reserve	Min - 8% of tax-supported expenditures

Municipal Projects Reserve

R4) Municipal Projects Reserve

Recommend a three part optimal balance formula:

Specific Project Allocations (current balance)

+

Capital Projects (historical percentage of capital projects funded from capital projects reserve applied to the five year capital forecast)

+

Operating Projects (five year historical average funded from fiscal projects allowance)

Justification

- This approach applies past trends to future forecasts and is sustainable based on budgeted contributions, potential surplus allocations, and development of future replenishment strategies.

Infrastructure Lifecycle, Maintenance & Replacement Reserve

R5) Infrastructure Lifecycle, Maintenance & Replacement Reserve

Recommend an average based on the 5 year forecast of annual infrastructure maintenance programs including operating and capital

Justification

- This provides funding equivalent to one year of annual infrastructure maintenance programs.
- This optimal balance is comparable to annual amortization expense
(2014 = \$38.0M)
- This optimal balance may be adjusted after the annual program review is complete.

Special Purpose Reserves

R9) General Land Reserve

Recommended optimal balance formula = 50% of forecasted 5 year land requirements

Justification

- This formula assumes a balanced approach to intergenerational equity by allocating equal funding from reserves and debt (typically the only two funding sources for land purchases).
- This optimal balance also aligns with the 5 year history of 2010-2014 spending for land projects (\$20.1M)
- This optimal balance formula may be adjusted upon completion of a land strategy and funding philosophy

Special Purpose Reserves Continued

R7) Strathcona Community Investment Program

As per Policy GOV-002-030, the maximum in this reserve cannot exceed 200% of the annual allocated amount, which is equivalent to \$200K

R12) Cultural Development Fund

Optimal balance yet to be determined

R13) Internal Financing

Optimal balance to be determined upon revision of FIN 002-025: Debt Management Policy

R15) Broadmoor Golf Course

Optimal balance yet to be determined

Municipal Reserves Optimal Balances

Stabilization	1.8	2.1	(0.3)
Contingency	7.7	9.8	(2.1)
Projects	20.7	22.3	(1.6)
Infrastructure Lifecycle, Maintenance and Replacement	24.3	31.9	(7.6)
Special Purpose and Other	11.8	14	(2.2)
Total Muni Reserves	66.3	80.1	(13.8)
		230028	

Utility Reserves

Utilities Reserves

RU1) Stabilization and Contingency

Recommend a minimum of 5% of utilities operating expenses

Justification

- Equivalent to municipal stabilization and contingency optimal balance formula

RU4) Utilities Infrastructure Lifecycle, Maintenance and Replacement

Recommend optimal balance equivalent to 5% of the future replacement cost of assets until completion of Utilities' financial policy

Justification

- Aging of costly utility infrastructure will need to be replaced in the foreseeable future
- This optimal balance formula will be adjusted upon completion of the Utilities' financial policy resulting from the Cost of Services Studies

Utility Reserves Optimal Balances

As at November 30, 2015 (in Millions \$)			
Utility Reserves	Designated Balance	Optimal Balance	Variance
Stabilization and Contingency	0.9	2.7	(1.8)
Projects	0	0	0.0
Infrastructure Lifecycle, Maintenance and Replacement	35	73.8	(38.8)
Special Purpose and Other	0	0	0.0
Total Muni Reserves	35.9	76.5	(40.6)

Reserve Policy Edits

(see Enclosures 1 & 2)

- Edit of Policy name from Municipal Reserves to Financial Reserves
- Edits to definitions for Optimal Balance and Reserve Description
- Edits to Guideline 8 describing Optimal Balances
- Addition of Schedule "A" – Optimal Balance Formulas
- Transition of Reserve Descriptions to Schedule "B"
- Restructuring of Internal Financing to a Special Purpose Reserve
- Creation of R7) Strathcona Community Investment Program and RU3) Utilities Projects Reserve Descriptions
- Edits to R8) Public Reserve Trust, 12) Cultural Development Fund and RU4) Utilities Infrastructure Lifecycle Reserve Descriptions
- Edits to Reserve Descriptions for Optimal Balances
- Collapsing R13) Rural Subdivision Approaches to merge with R5) Infrastructure Lifecycle Reserves
- Renumbering of Reserve Descriptions to align with additions and restructuring
- Other minor edits for clarification.

Re-designation of Reserve Funds

(see Enclosures 3)

Municipal

- \$1,366K from the Municipal Projects Reserve (1.3773) to the Infrastructure Lifecycle Maintenance and Replacement Reserve (1.3800).
- \$191K from the Rural Subdivision Approaches Reserve (1.3807) to the Infrastructure Lifecycle Maintenance and Replacement Reserve (1.3800).
- \$71K from the Council Priority Funds Reserve (1.3801) to the Strathcona Community Investment Program (1.3813)

**2013 & 2014 Capital Budget Amendment – RCMP Building Expansion & SCES
Emergency Services Station 1 Modernization and Renovation****Report Purpose**

To amend the 2013 Capital Budget to increase the scope of the RCMP Building Expansion project to incorporate the Percent for Art Program as outlined in the Strathcona County Public Art Plan, and to amend the 2014 Capital Budget to decrease funding to the SCES Emergency Services Station 1 Modernization and Renovation project.

Recommendation

1. THAT the 2013 Capital Budget be amended to increase the scope of the RCMP Building Expansion project to incorporate art under the Percent for Art Program in the amount of \$156,000 (from \$16,789,351 to \$16,945,351) to be funded from the Municipal Sustainability Initiative capital grant.
2. THAT the 2014 Capital Budget be amended to decrease surplus funding for the SCES Emergency Services Station 1 Modernization and Renovation project by \$156,000 (from \$1,515,785 to \$1,359,785) from the Municipal Sustainability Initiative capital grant.

Council History

December 11, 2012 - Council approved the 2013 Capital Budget.

December 10, 2013 - Council approved the 2014 Capital Budget.

June 24, 2014 – Council amended the 2013 Capital Budget for the RCMP Building Expansion and Modernization project to increase the cost by \$2,500,000 (from \$14,289,351 to \$16,789,351) to be funded by the Municipal Sustainability Initiative capital grants.

Strategic Plan Priority Areas

Economy: n/a

Governance: n/a

Social: n/a

Culture: The increase to the scope of the RCMP Building Expansion will contribute towards a vibrant and healthy looking municipal infrastructure as part of the Strathcona County Public Art Plan to meet the cultural needs of our growing community.

Environment: n/a

Other Impacts

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

Legislative/Legal: n/a

Interdepartmental: Financial Services and Facility Services

Summary

The RCMP building design and project costing occurred prior to the approval of the public art program. As this facility is significant to the community, the inclusion of a public art installation would align with the objectives of the program while enhancing the community ownership of the RCMP building and the community services provided from this location. The reallocation of the savings from the SCES Emergency Services Station 1 Modernization and Renovation project allows for a net zero impact on the consolidated capital budget.

2016 Boards and Committees – Recommendation by Governance Advisory Committee for Strathcona County Library Board**Report Purpose**

To appoint the proposed individual as a member of the Strathcona County Library Board.

Recommendation

1. THAT Enclosure 1 to the January 19, 2016, Legislative and Legal Services Report remain private pursuant to sections 17 and 24 of the Freedom of Information and Protection of Privacy Act until the individual named in Enclosure 1 to the January 19, 2016, Legislative and Legal Services Report is appointed to the Strathcona County Library Board.
2. THAT the individual named in Enclosure 1 to the January 19, 2016, Legislative and Legal Services Report be appointed to the Strathcona County Library Board for a term commencing on the appointment date and expiring on December 31, 2017.

Strategic Plan Priority Areas

Economy: n/a

Governance: The Governance Advisory Committee is responsible to make timely recommendations to Council regarding the appointment of citizen members on various boards and committees.

Social: Committees composed of citizen membership increase public involvement, improve communications, and provide for citizen input on issues affecting Strathcona County's future.

Culture: Representation of citizen members acknowledges the understanding and appreciation for the identity, heritage and needs of the community.

Environment: n/a

Other Impacts

Policy: n/a

Legislative/Legal: The Libraries Act requires Council to fill any vacancies on the Strathcona County Library Board as soon as is reasonably possible.

Interdepartmental: n/a

Summary

A member of the Strathcona County Library Board resigned effective December 31, 2015. Accordingly there is a vacancy on the Strathcona County Library Board. This individual's term did not expire until December 31, 2017. Accordingly, the Strathcona County Library Board has requested the appointment of a member to the Strathcona County Library Board for a term expiring on December 31, 2017.

Communication Plan

Communication with: Proposed individual, CEO of Strathcona County Library Board
Method of Communication: Email notification to proposed individual
Email to CEO of Strathcona County Library Board

Enclosure

1 2016 Boards and Committees (Document: 8150257)

**2016 Boards and Committees – Recommendation by Governance Advisory
Committee for Strathcona County Library Board****Proposed appointment:**

Tamara Epple

GOV-001-032 Council Priority Fund Expenditures**Report Purpose**

To bring forward proposed revisions to Policy GOV-001-032 Council Priority Fund Expenditures for consideration by Council.

Recommendation

THAT Policy GOV-001-032 Council Priority Fund Expenditures be revised by adding the words "outside of Strathcona County" to the end of Guideline 6 subsection c so that Guideline 6 subsection c reads as "To support travel expenses outside of Strathcona County".

Council History

April 10, 2012 - Council approved Policy GOV-001-032

December 10, 2013 - Councillor Riddell served a Notice of Motion directing Administration to bring Policy GOV-001-032 to the Governance Advisory Committee

January 14, 2014 - Council directed Administration to bring Policy GOV-001-032 to the first available opportunity of the Governance Advisory Committee for discussion, and further, that all applications be held in abeyance until February 28, 2014 and Council has made a decision on how it would like to manage Priority Funds moving forward.

February 25, 2014 - Council approved revisions Policy GOV-001-032

June 24, 2014 - Council approved an addition under Guideline 3 of Policy GOV-001-032

Strategic Plan Priority Areas

Economy: n/a

Governance: n/a

Social: Council priority funds have been used to support community groups, facilities and events within Strathcona County.

Culture: Council priority funds have been used to support cultural groups and events within Strathcona County.

Environment: n/a

Other Impacts

Policy: The proposed revision will bring clarity to Policy GOV-001-032

Legislative/Legal: n/a

Interdepartmental: n/a

Summary

The current wording of Guideline 6 subsection c of Policy GOV-001-032 does not clearly state that Council Priority Funds will not be used for travel expenses outside of Strathcona County. The current wording could be interpreted as prohibiting the use of Council Priority Funds for travel within Strathcona County. The proposed revision recommended by the Governance Advisory Committee will bring the necessary clarity to Guideline 6 subsection c of Policy GOV-001-032.

Enclosure

- 1 Existing GOV-001-032 Council Priority Fund Expenditures
- 2 Proposed Revisions GOV-001-032 Council Priority Fund Expenditures
- 3 Revised GOV-001-032 Council Priority Fund Expenditures

Council Priority Fund Expenditures

Date of Approval by Council: 04/10/2012; 04/24/2012; 08/28/2012; 02/25/2014
06/24/2014 Resolution No.: 201/2012; 232/2012
518/2012; 39/2014
228/2014

Lead Role: Council

Last Review Date: June 24, 2014

Next Review Date: 06/2017

Administrative Responsibility: Chief Commissioner

Policy Statement

The Mayor and Councillors will each year have budgeted for them monies known as Council Priority Funds. The Mayor and Councillors will disburse these funds in a prudent manner. Council Priority Funds must be used to support community initiatives or events that benefit Strathcona County and its residents.

Guidelines

1. Organizations must meet the following criteria to qualify for funding:
 - a. Must be a registered non-profit or a registered society or a group or individuals applying for a one time project or event;
 - b. Must be community based;
2. Council Priority Funds shall only be used for events and/or goods that will occur/be spent within Strathcona County.
3. Requests from any individual or group must be in writing on the prescribed form and must include justification for the request and include a proposed budget. All applications and supporting information must be reviewed in a regular meeting of the Mayor's Executive Committee, included in the Council Meeting agenda package and posted on the County's website prior to the Council meeting. *(revised 06/24/2014)*
4. Expenditures from Council Priority Funds must be approved by Council resolution prior to the expenditure being made.
5. No expenditure from Council Priority Funds can conflict with an existing Council approved policy.
6. Council Priority Funds will not be used:
 - a. To support an operating budget deficit; this includes but is not limited to operational expenses and staff salaries;
 - b. For events that in any fashion are held outside Strathcona County;
 - c. To support travel expenses;

- d. By Council Members to sponsor an organization for which the Member serves as an employee, officer or board member; or
 - e. For any purpose other than a public purpose and may not support political activities or private interests.
- 7. Should the Council Priority Funds granted to an individual or group pursuant to this Policy not be used for the purpose for which they were granted or not be used at all, the Council Priority Funds are to be returned to Strathcona County.
- 8. A Report Form shall accompany approved Council Priority Fund expenditures and recipients must complete and return the Report Form immediately after the Priority Funds are expended. Council Priority Funds will not be available to a recipient who fails to complete and submit a Report.
- 9. At the end of each term of office, all uncommitted Council Priority Funds will be returned to General Revenue.

Roles and Responsibilities

- 1. Members of Council are responsible to post on their County webpage all expenditures from their respective Councillor Priority Funds.
- 2. Legislative & Legal Services is responsible to provide Financial Services with all resolutions authorizing the expenditure of Council Priority Funds.
- 3. Financial Services is responsible to:
 - a. retain a record of all commitments and issue cheques after Council resolutions are passed as well as maintain a record of Councillor's balance.
 - b. on a quarterly basis, provide to the Mayor and each Councillor a list of Priority Funds expended until the present date in the current calendar year and a current balance.

Council Priority Fund Expenditures

Date of Approval by Council: 04/10/2012; 04/24/2012; 08/28/2012; 02/25/2014
06/24/2014 Resolution No.: 201/2012; 232/2012
518/2012; 39/2014
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Road Naming Salisbury Village Stages 1 and 2**Report Purpose**

To approve the proposed road names within Salisbury Village Stages 1 and 2.

Recommendation

THAT the proposed road names "Fosbury Link", "Barbury Close", and "Rybury Court" and the renaming of "Amesbury Link" to "Amesbury Wynd," as shown on the proposed naming map, be approved.

Strategic Plan Priority Areas

Economy: N/A

Governance: N/A

Social: The proposed road names adhere to Municipal Policy SER-008-011, which will allow for efficient police, fire, and emergency medical service responses.

Culture: The proposed road names will provide an opportunity for defining and creating a community identity for the Salisbury Village Subdivision.

Environment: N/A

Other Impacts

Policy: SER-008-001: Naming of Development Area, Roads, Parks & Public Facilities

Legislative/Legal: The *Municipal Government Act* authorizes a municipality to name roads within its boundaries.

Interdepartmental: The proposed road names for Salisbury Village Stages 1 & 2 have been brought forward and reviewed through the circulation process.

Summary: Due to changes in the road configuration and expanded development area, the Developer is proposing to rename "Amesbury Link" to "Amesbury Wynd" and portions of "Rybury Court" to "Fosbury Link" and "Barbury Close".

Communication Plan

Internal and external agencies will be notified of approved road naming.

Method of Communication: Letter

Enclosures

- 1 Municipal Policy SER-008-011
- 2 Urban Location Map
- 3 Location Map
- 4 Air Photo
- 5 Previously Approved Naming Map Salisbury Village Stage 1
- 6 Proposed Naming Map

SER-008-011

Strathcona County
Municipal Policy Handbook

Naming of Development Areas, Roads, Parks, and Public Facilities

Date of Approval by Council: 03/22/88; 11/20/90; 03/08/94; 08/23/94; 04/10/01; 06/22/2010 Resolution No: 25-259/88; 985/90; 263/94; 789/94; 230/2001; 423/2010

Lead Role: Chief Commissioner Replaces: 60-63-015

Last Review Date: June 22, 2010 Next Review Date: 06/2013

Administrative Responsibility: Planning & Development Services

Policy Statement

To establish a coordinated and consistent approach to the naming and renaming of development areas, roads, parks, and public facilities that, wherever possible, recognizes and commemorates significant persons, history, heritage, and natural features of our community.

Definitions

“Administration” means the Manager of Planning and Development Services and such employees deemed necessary to carry out the functions of this policy.

“Applicant” means any person, developer, association, corporation, or community group submitting, in writing, a name or names to Administration for approval or to be added to the Commemorative Names Registry.

“Commemorative Names Registry” means the compilation of names approved by Council and set aside for the purpose of naming a Development Area, road, park or public facility that signify persons, history, heritage, culture or natural geographic features of Strathcona County.

“Council” means the body having the approving authority.

“Development Area” means any area of land under an Area Concept Plan, Area Structure Plan, Conceptual Scheme or amendments thereto.

“Name and naming” shall also mean “rename and renaming”, respectively.

“Park” means an area of land used for active or passive recreational activities owned or operated by Strathcona County.

“Public Facility” means any building, structure or area of land owned or operated by Strathcona County.

“Road” means highway, street, avenue, boulevard, crescent or any other public thoroughfare.

“Strathcona County” means the municipality as a whole or any community or Development Area within it.

Guidelines

Naming

Development Areas, Roads, Parks and Public Facilities that have been approved for a theme, tied to an alphabetical designation, under previous versions of Policy SER-008-011 Naming of Neighbourhoods, Districts, Streets, Parks and Public Facilities, may continue to completion.

Where a theme is approved for a Development Area, the names of all Roads and Parks within the Development Area must be consistent with the theme, unless otherwise approved by Council.

Development Area names will be circulated and brought forward for recommendation to Council prior to third reading of an Area Structure Plan or third reading of a Land Use Bylaw Amendment.

Road, Park and Public Facility names will be circulated and brought forward for recommendation to Council prior to third reading of a Land Use Bylaw Amendment.

An approved name shall not duplicate, sound like or be phonetically similar to a name previously assigned to any other Development Area, Park or Public Facility.

An approved name, regardless of the suffix, shall not duplicate, sound like or be phonetically similar to a name previously assigned to any other Road.

A Road that continues throughout a Development Area must have the same name throughout.

The suffix "Park" will not be assigned to a Development Area, Road or Public Facility unless it is defined as a Park in this Policy.

Commemorative Names Registry

Names to be considered for the Commemorative Names Registry will be:

- Circulated and brought forward for recommendation to Council for their consideration and final approval.
- Considered regardless of age, gender, ethnicity or religion.
- Provided in writing by the Applicant and include a description of how the proposed name meets the guidelines set out in this policy.
- Required to meet one or more of the following criteria:

Name of a Person or Family

- The name of a person or family who was instrumental in the development of Strathcona County or of particular significance in the development of a community or amenity within Strathcona County, the Province of Alberta or Canada.
- The name of a person or family who was an influential or prominent pioneer, homesteader, business person or other community leader within Strathcona County, the Province of Alberta or Canada.
- The name of a person having made a significant contribution or participation in a broad range of public service or community activities within Strathcona County, the Province of Alberta or Canada.

- The name of a person whose accomplishments are performed in an outstanding manner or to an uncommonly high standard that brings recognition to Strathcona County, the Province of Alberta or Canada.
- The name of a person who has shown excellence, courage or exceptional dedication to community service in Strathcona County, the Province of Alberta or Canada.
- The name of a former Mayor or Councillor of Strathcona County within five years of leaving office.

Names other than a Person

- Names that hold historical significance to Strathcona County, the Province of Alberta or Canada.
- Names that celebrate the culture and heritage of Strathcona County, the Province of Alberta or Canada.
- Names that reflect the geography, landscape or character of the area within Strathcona County, the Province of Alberta or Canada.

Roles and Responsibilities

Administration

Administration will receive, review and circulate all submissions for Development Area, Road, Park and Public Facility names and will prepare a report and recommendation to County Council for their consideration and final approval.

Administration has the authority to initiate and circulate the renaming of a Development Area, Road, Park and Public Facility and will prepare a report and recommendation to Council for their consideration and final approval.

Administration will recommend and encourage the Applicant to consider names, wherever possible and appropriate, listed on the Commemorative Names Registry in the naming of a Development Area, Road, Park or Public Facility.

Administration will maintain and update the Commemorative Names Registry.

Administration will add the name(s) of a former Strathcona County mayor or councillor, within five (5) years of leaving office, to the Commemorative Names Registry.

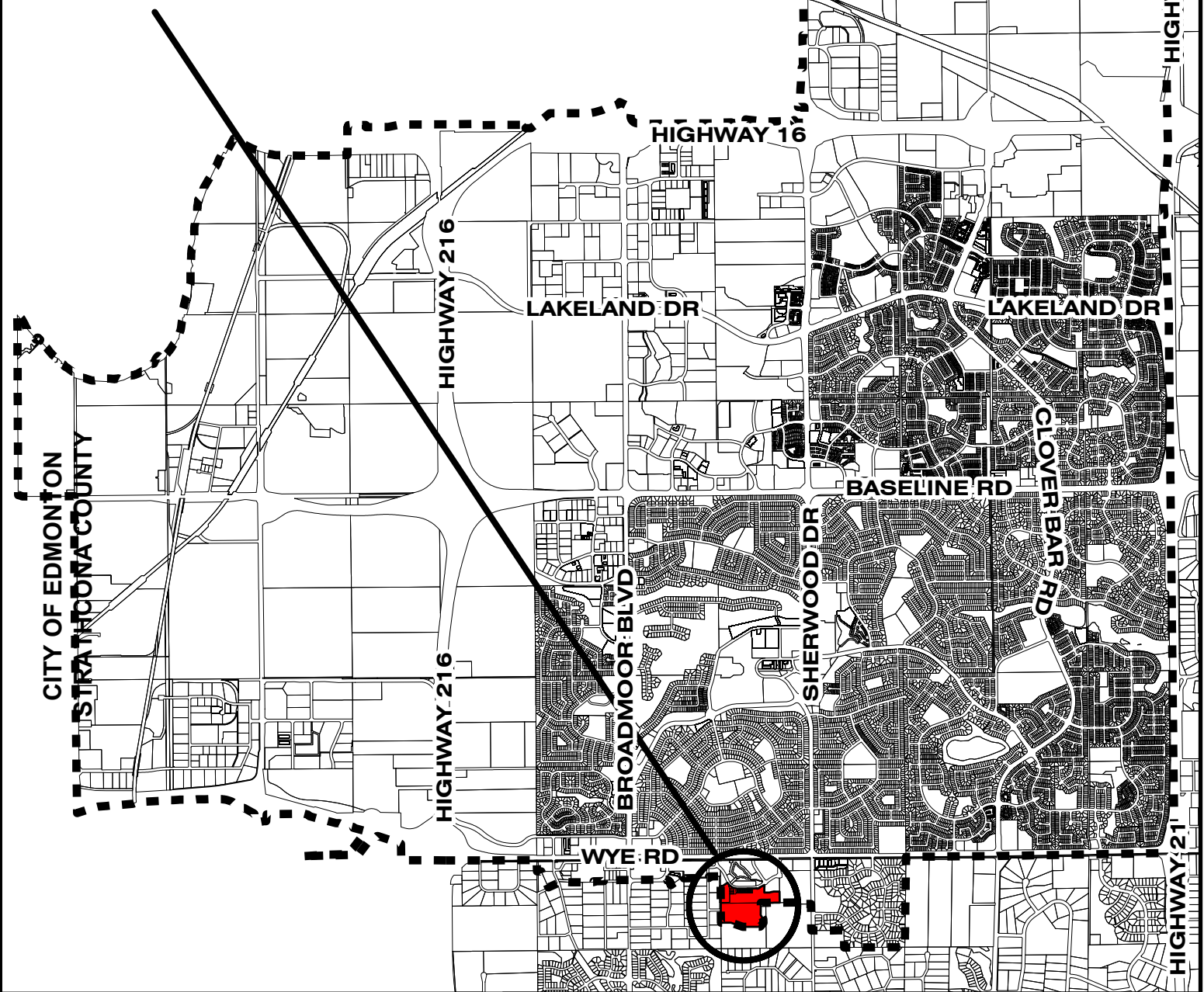
Administration will encourage local historical and community groups to submit names for the Commemorative Names Registry to be brought forward to County Council for their consideration and final approval.

Council

Council is the authority for the approval of Development Area, Road, Park and Public Facility names either listed or not listed within the Commemorative Names Registry and such authority includes adding deleting or amending names on the Commemorative Names Registry.

Council will encourage local historical and community groups to submit names for the Commemorative Names Registry to be brought forward to County Council for their consideration and final approval.

SUBJECT SITE



URBAN LOCATION MAP

PTN OF NE 22-52-23-W4



Subject Area

PLANNING & DEVELOPMENT SERVICES



Drawn By: M. Fraser

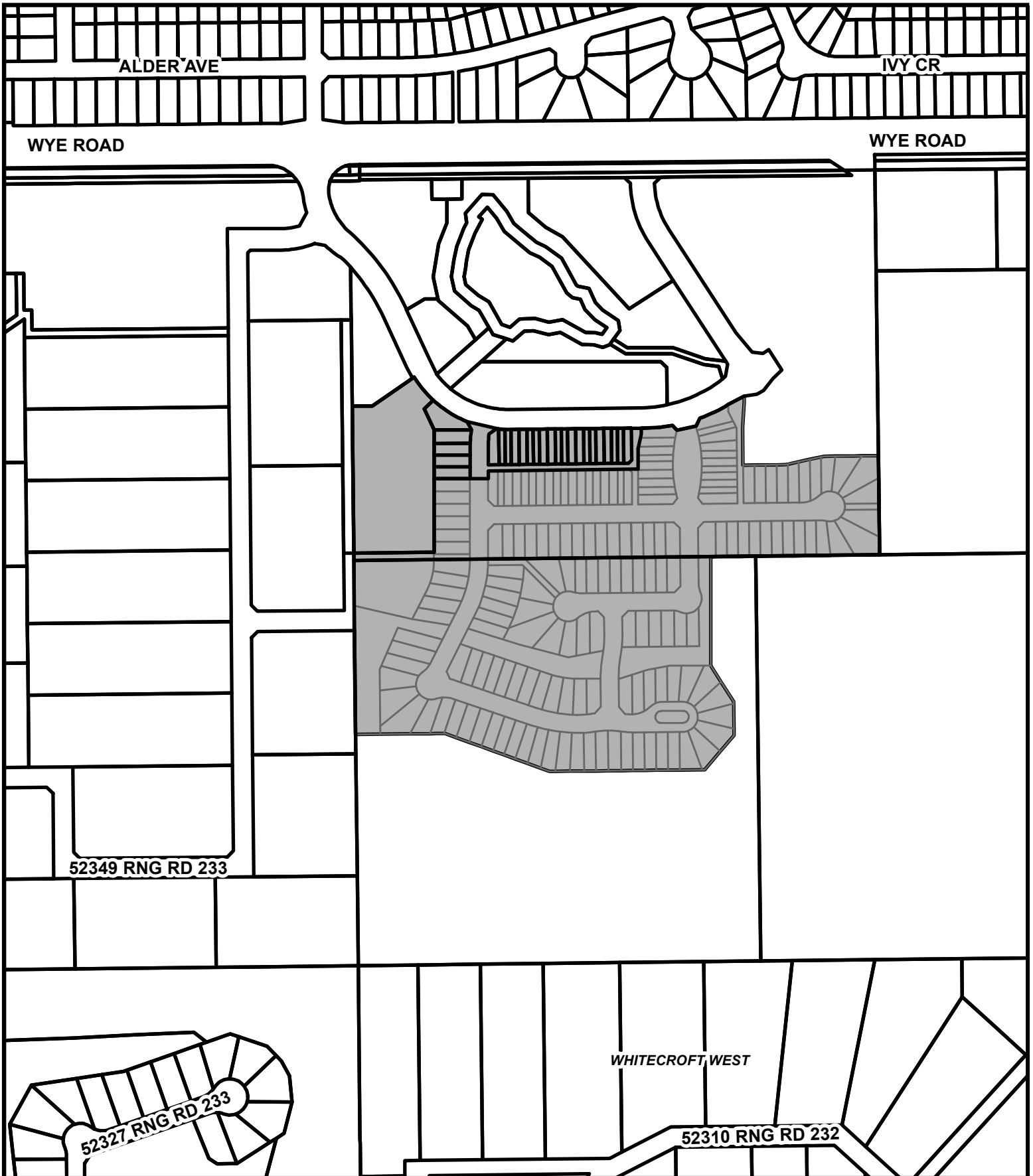
Date Drawn: Aug 24, 2015

Scale: Not to Scale

File No.: 4350-2015R003

N:\PDS Admin\4000 - 4499 Land Use Services\4350 Street Names\Street Naming\Urban\2015\R003\SalisburyLocation Map





LOCATION MAP

PTN OF NE 22-52-23-W4



Subject Area



Proposed Lots

PLANNING & DEVELOPMENT SERVICES



Drawn By: M.Fraser

Date Drawn: August 24, 2015

Scale: Not to Scale

File No.: 4350-2015R003

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AIR PHOTO

PTN OF NE 22-52-23-W4

 **Subject Area**

PLANNING & DEVELOPMENT SERVICES

 **STRATHCONA
COUNTY**



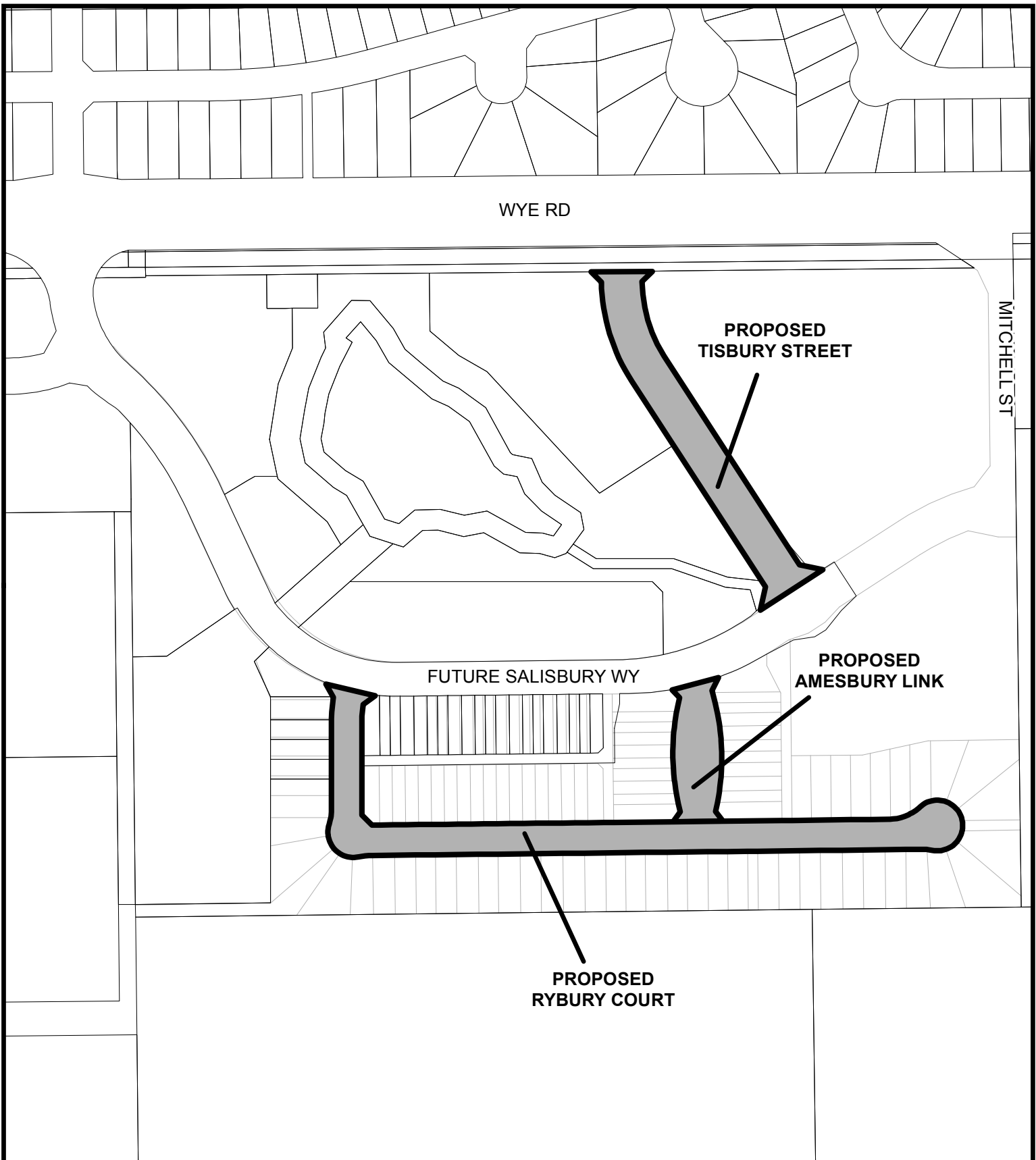
Drawn By: M.Fraser

Date Drawn: Aug 24, 2015




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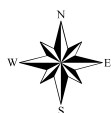
File No.: 4350-2015R003

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Services\4350 Street Names\Street Naming\
Urban\2015\R003\Salisbury Airphoto



**Previously Approved Naming
Map Salisbury Village Stage 1
PTN OF NE 22-52-23-W4**

-  **Subject Area**
-  **Proposed Lots**
-  **Existing Lots**



PLANNING & DEVELOPMENT SERVICES

Drawn By: M. Thompson

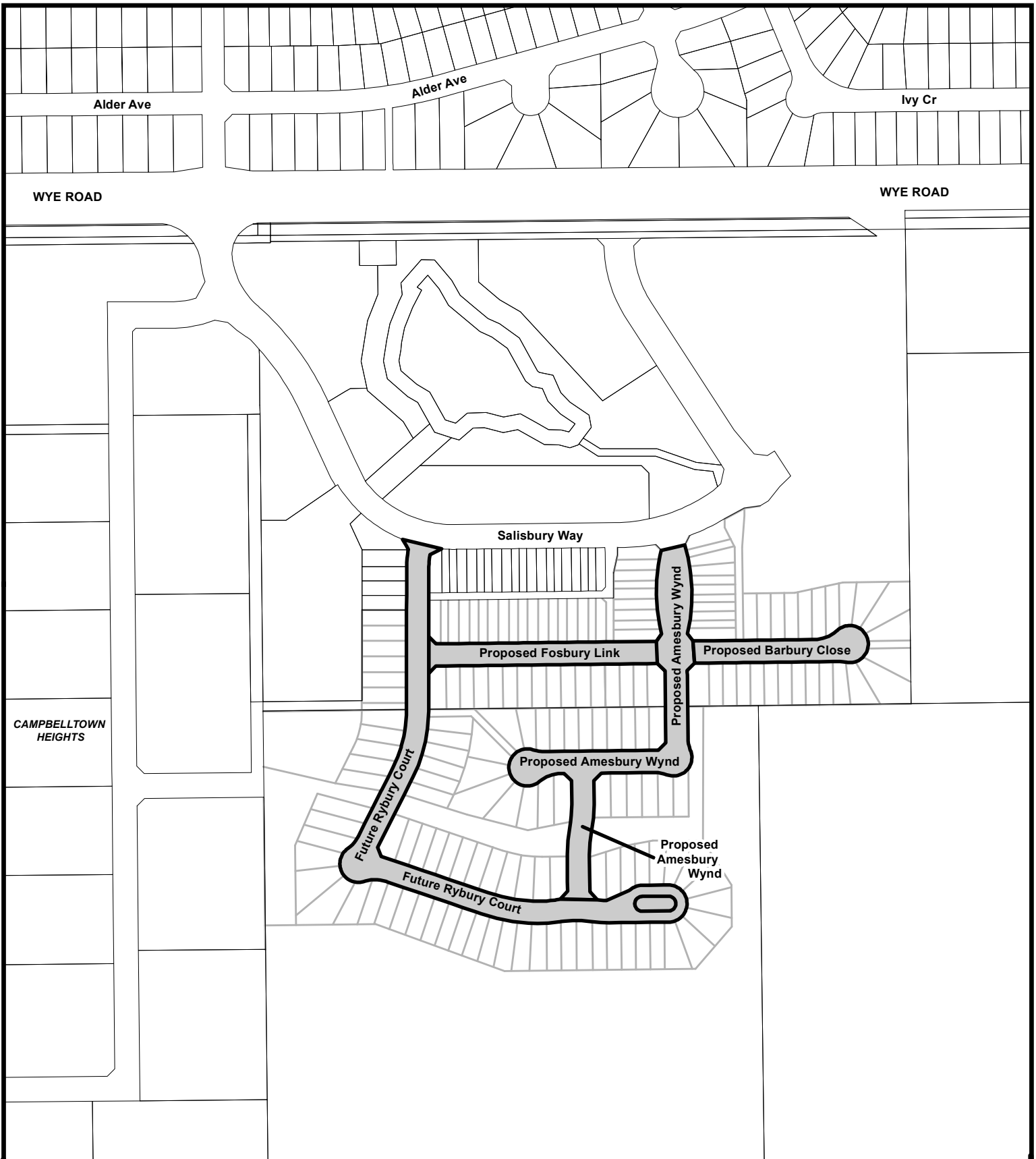
File No.: 2014-R003

Date Drawn: April 4, 2014

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Naming\Urban\2014\R003 Street Map.mxd

Revision Date:

 **STRATHCONA
COUNTY**



PROPOSED NAMING MAP
PTN OF NE 22-52-23-W4



- Subject Site**
- Existing Lots**
- Proposed Lots**

PLANNING & DEVELOPMENT SERVICES

Drawn By: M. Fraser

File No.: 2015-R003

Date Drawn: Aug 24, 2015

Revision Date:

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Councillor Request Report

Council Meeting: January 19, 2016

#	Elected Official Name	Subject	Req type	Meeting date	Due date	Resp Dept	2nd Dept	Request	Reponse date	Reponse	Status
3	CARR Roxanne	Online Voting Records	Information	05/11/2013	11/15/2013	LLS		Research other municipalities best practices regarding online voting records.		LLS is currently looking into an electronic meeting management system. Online voting records will be part of this initiative.	In Progress
				23/09/2014	03/10/2014			Please provide and update on the status of online voting.		Commencing January 2015, Strathcona County will start rolling out modules of the electronic meeting management software (eScribe) that we purchased. The electronic voting module is anticipated to be rolled out in March. Prior to March, LLS will provide Council with different options on how we can display our voting records online.	
28	CARR Roxanne	Alberta Community Partnership Program	Information	11/03/2014	3/21/2014	CPIA		Please provide a report on actions taken by Administration to create applications to the Alberta Community Partnership Program at the May 13, 2014 Priorities Committee Meeting.			Outstanding
								Further dialogue will be required regarding this request. To be discussed at the June 17th Priorities Committee meeting when the request for Community Group Collaboration Fund (Councillor Smith) is discussed.			
33	SMITH Paul	Community Group Collaboration Fund	Program	22/04/2014	5/13/2014	RPC	FCS	Create parameters and budget for a fund that would facilitate and enable community organizations to work together for success and viability. The outcome would be a system that would enable joint initiatives with access to funds, facilities, expertise and training. This request has been directed to Community Services Division- FCS & RPC			In Progress
								Please bring this program request back for discussion to the June 17, 2014 Priorities Committee Meeting. (The request was to be brought forward to the May 13, 2014 PCM however Councillor Smith will not be in attendance for the May 13, 2014 PCM)			
35	BIDZINSKI Victor	Community Halls Renovation/ Replacement Plan	Information	06/05/2014	5/16/2014	FAS		Provide information on ways we could augment the costs that will be associated with the renovation/replacement of Strathcona County's Community Halls in the future. (Was stated that 19 million dollars will be required)			Outstanding
*44	BIDZINSKI Victor	Offsite Levies & Unfinished Land Maintenance	Information	08/07/2014	7/18/2014	PDS		Please provide status update on the resident request listed: A) Paid excess offsite levies to Strathcona County when they built their establishment to augment future growth in the area. How do they recover over payment? B) Land behind their establishment owned by them was worked on by the County. Has not been resolved properly and is the County going to repair, restore or purchase the land?	28-Aug-14	A) The only financial obligation that was assessed to Lot 47B, Block 2, Plan 9926667 (previously Lot 47, Block 2, Plan 882222) as part of the Development Agreement dated July 1999, was a Local Improvement charge dating back to the 1988 construction of infrastructure, which was identified within the ARP South of Wye Road Area-71-86. It is noted that draft versions of the 1999 Development Agreement refers to a levy component, however the final signed version only refers to a Local Improvement charge which was a requirement for both Lot 47A and Lot 47B. There is no indication in our planning files, or within the Development Agreement, for payment of any levies or oversize charges to the County, nor any reference to cost sharing or recoveries which may have been negotiated between the two properties. B) Strathcona County had discussions with Danley Ventures Inc. (Expert Lock Services) via Mr. Dan Kuefler with respect to work done on the land behind the Expert Lock Services establishment. The issue we're aware of is that the restoration of the easement area where the work was performed, is not acceptable to Mr. Kuefler. An acceptable cash settlement was verbally agreed upon between Mr. Kuefler and Strathcona County however was a concern with the format of release agreement and a settlement has not yet been reached. Planning and Development Services will follow up with Mr. Kuefler on resolving this concern.	In Progress
								10/02/2014		Please provide an updated report.	

Councillor Request Report

Council Meeting: January 19, 2016

#	Elected Official Name	Subject	Req type	Meeting date	Due date	Resp Dept	2nd Dept	Request	Reponse date	Reponse	Status
86	BIDZINSKI Victor	Spray Decks	Information	9/29/2015	10/9/2015	RPC		Please provide information regarding the status update and maintenance/ revitalization plan report on spray decks in Strathcona County.	10/05/2015	<ul style="list-style-type: none">• Strategy phase of outdoor aquatics planning is projected to take place in Q1-Q2 2016.• This strategy will look at outdoor aquatics as a whole, throughout Strathcona County.• Additional public engagement and assessment of community needs will be included in the study.• Study will look at both the older, existing spray decks as well as strategic options for future sites as identified on Page 8 of the 5-year Open Space Recreation Facility Strategy (OSRFS) update, outdoor aquatic infrastructure strategy/concept stages to be completed within the 2014-2018 timeframe.• Based on this timeline, RPC will be in a position to make strategy recommendations and move into the concept/design stages as early as the 2017 budget cycle.	In Progress
89	DELAINEY Linton	Employee Learning and Development	Information	11/24/2015	4/12/2015	HR		How many County employees are currently attending or registered in University, College or Trade School up-grading or after-degree programs on either a full-time or part-time basis, for which the County is providing direct financial assistance? What is the value of this assistance for the current budget year?	12/04/2015	Currently there are 39 employees receiving a total of approximately \$120,000 this year in County funding assistance for formal post-secondary and higher educational programs including the Certificate in Municipal Management and Leadership (CMML) program. The CMML program builds on our Supervising for Results and part of our overall approach to leadership development as we seek out and encourage staff to participate in the program. Total funding includes contributions from both corporate and department budgets.	Complete
90	DELAINEY Linton	Health Care Spending & Learning and Wellness Accounts	Information	11/24/2015	12/4/2015	HR		Please provide information regarding the annual cost of this benefit program, how it works, which employees are eligible and when, how much they receive annually, as well as the requirements for reporting expenditures and submitting receipts.	12/04/2015	<p>The HSA is a non taxable benefit which reimburses employees for eligible medical related expenses as defined by the Canada Revenue Agency (CRA). The HSA must be administered according to the rules established by CRA. Employees are required to submit a claim form with receipts to Blue Cross who administers the benefit on behalf of Strathcona County. The LFA is a taxable spending account which reimburses employees for eligible learning and fitness expenses. Employees are required to submit a claim form with receipts to Benefits within Human Resources who reviews and approves eligible claims.</p> <p>Permanent Classified, Library and Elected Officials are eligible for an annual \$500 flex account that they can allocate to either the HSA or LFA or both. Some temporary classified staff are also eligible for the \$500 flex account. Currently, part time irregular staff receive a \$300 LFA annually after 12 months of employment. Permanent AUPE and IAFF staff receive a \$300 LFA after 12 months of employment.</p> <p>The annual budget for both of these programs is \$677,000 and overall utilization is about 80%. Unused funds remain with Strathcona County.</p>	Complete
91	BIDZINSKI Victor	St. Theresa School Expansion	Information	12/08/2015	12/18/2015	ETeam		Please provide information regarding the St. Theresa School expansion and what involvement Strathcona County has on the project.			

Expenditure of Council Priority Funds Report - Strathcona Christian Academy Fine Arts**Recommendation**

THAT Council authorize an expenditure of \$7,250 from Council Priority Funds as follows:

Councillor Vic Bidzinski	\$ 500.00
Councillor Dave Anderson	\$ 500.00
Councillor Carla Howatt	\$3000.00
Councillor Paul Smith	\$ 250.00
Councillor Linton Delainey	\$2000.00
Councillor Fiona Beland-Quest	\$1000.00

for the purpose of providing funds to the Strathcona Christian Academy for costs associated with their production of Disney's The Little Mermaid.

Enclosure

- 1 Strathcona Christian Academy Fine Arts Priority Fund Application

Cheque Payable to:

Vendor: 47209

1011 Clover Bar Road
Sherwood Park, Alberta
T8A 4V7

Council Priority Funds – Application

(Page 2 of 2)

PRIORITY FUND INFORMATION – Completed by ApplicantOrganization name SCA FINE ARTSAddress 1011 Clover Bar Rd
Street and number Subdivision if ruralCity or town Sherwood Park Province AB Postal code T8A 4V7Contact person Cynthia FosterTelephone 780-446 9828Email address (optional) Cynthia.foster@cps.caProject type ☒ Event ☐ Project ☐ ExpenseAmount requested \$ 10,000

Brief description of request

See attached Letter.CYNTHIA FOSTER
Print nameC Foster
SignatureNov 25, 2015
Date**Collection and use of personal information**

Personal information is being collected under the authority of the *Municipal Government Act* (MGA) and the *Freedom of Information and Protection of Privacy Act* (FOIP) and is managed in accordance with the provisions of FOIP. This information will be used for the purpose of assessing your eligibility for Priority Funds. It may also be used by the Office of the Elected Officials for statistical, research or training purposes, in order to improve the Priority Fund process. If you have any questions about the collection and use of your personal information, contact the Access and Privacy Advisor, Strathcona County at 780-464-8211.

Please remember to attach a proposed budget and request letter to this request.

Number of attached pages 5

Strathcona County Priority Funds

Our SCA Fine arts program is a performing arts class within the Strathcona Christian Secondary School. SCA Fine Arts has performed world class theatre productions since 2000, within our Sherwood Park community. In 2013 we were selected by the American High School Theatre Festival (AHSTF) to perform at the World Renowned Fringe Theatre Festival in Edinburgh, Scotland! The program creates a collaborative environment made up of local community arts & professionals, students and volunteer parents. Our program focuses on developing leadership and confidence in our students, challenging them to excel in their acting, singing, dancing, orchestral, technical, interpersonal and personal skills.

This year our Musical Theatre students under the thoughtful direction of Ms. Cynthia Foster will be performing Disney's 'Little Mermaid', during 8 shows, February 9-12, 2016.

The students not only sing & collaborate in dance sequences, they are involved with every aspect of the production process! As an example, prior to this year's production a senior student, took it upon themselves to contact Disney directly, requesting that they release the script early to our school so that this production could be considered by the the Director and School Administration for this year! The students spend their own time and resources to research and build their own props to be used during the show. A team of theatre students (with assistance) create & construct the backdrops & staging, design and sew the costumes to be worn on stage. This event is not just about a single production, this is an opportunity for our students to learn real life skills while together creating beautiful art!

We are currently asking for your kind consideration to assist with funding our Musical Production for the following areas:

1. Programs that expand the development of students in the areas of Choreography/Dance
-Miss. Victoria Waslen - Dance/Choreography
2. Programs that further develop students vocal expertise
-Ms. Rachel HaverKamp - Music
3. Programs that build upon our current fashion design program to include Costume Design and Construction
- Ms. Lola Davies - Costume Design
4. Lighting Design prior to production
- Mr. Jonathan Reid - Lighting Design

Due to privacy laws we are unable to list the contracts individually, however the budgeted costing for these areas is a total of \$11,500.

For each of these programs we have hired local professionals, who are expert in their given fields. Not only will this be an opportunity for our students to learn more about these important aspects of Musical Production,(beyond what a single instructor could provide), it will encourage & foster relationships with local professionals who have perfected their crafts and are thrilled to share this knowledge with our young adults right here in Strathcona!

These funds be used in the creation of a production that will be performed within Sherwood Park at Sherwood Park Alliance Church to an audience of over 4,000, your funds will be supporting local experts who live & work within our community! Supporting our youth & our local arts professionals is investing your funds within our Strathcona Community twice!

None of these funds are needed to cover an operational deficit, travel expenses. Thanks to our wonderful Marketing team (which does consist of Volunteer Parents as well as a student), over 2,600 tickets have already been purchased.

Our goal is to enhance the learning environment for our students, while increasing the calibre of our final production. All of the professionals above have offered their time & talents at a fraction of actual cost to themselves and their companies, because they are passionate about investing in Strathcona's future!

Thank you for your consideration! Please feel free to contact me if you have any questions or concerns regarding this application.

SCA FINE ARTS									
2016 BUDGET									
INCOME									
ITEM	Budget 2016	Actual 2015	Codes						
Ticket Sales		[1]	739	180	4520				
Front of House	45,000.00 [2]	47,482.00 [3]	739	180	4682				
Sponsorship/Advertising Revenue	3,000.00	4,512.45	741	180	4675				
Total Income	8,000.00	8,175.00 [4]	739	180	5082				
	56,000.00	60,169.45							
EXPENSES									
Contracts									
	Contract (based on \$52,000)		Codes						
TECHNICAL DIRECTOR			739	180	7410				
SET DESIGNER									
HEAD OF PROPS									
LIGHTING DESIGNER									
COSTUME DESIGNER									
HEAD OF SOUND									
VIDEO/MEDIA PRODUCTION									
VIDEO AUDIO									
ADVERTISING/MARKETING MANAGER									
ORCHESTRA HONORARIUMS									
CHOROGRAPHER									

[illegible]

SCA Fine Arts

Disney's Little Mermaid

February 9th-12th, 2016



'Around here, we don't look backwards for very long...We keep moving forward, opening new doors and doing new things, because we're curious, and curiosity keeps leading us down new paths.' - Walt Disney

Our SCA Fine arts program is a performing arts class within the Strathcona Christian Secondary School. SCA Fine Arts has performed world class theatre productions since 2000, within our Sherwood Park community. The program creates a collaborative environment made up of local community arts & professionals, students like us and volunteer parents. Our program focuses on developing leadership and confidence in our students, challenging them to excel in their acting, singing, dancing, orchestral, technical, interpersonal and personal skills.

2015 our class performed 'Annie' the Musical to an audience of over 3500 people within our community! We received 16 Cappies nominations, walking away with awards for Best Supporting Actress Kendra Benterud & Choreography Kaylin Schenk!

2014 saw the fine arts students perform 'Shrek' the Musical to an audience of over 4000 adoring fans! Receiving 9 Cappies nominations, Winning - Technical Theatre - Student Team, Outstanding Performance by a Comic Actor in a Musical - Bretton Theune,

2013 our class performed "Seussical the Musical" which thrilled an audience of over 3300 fans! Not only were we nominated for 11 Cappie Awards & winning Comic Actor in a musical as well as Props; our performers were selected by the American High School Theatre Festival (AHSTF) to perform at the World Renowned Fringe Theatre Festival in Edinburgh, Scotland! In 1947, the Edinburgh International Festival was formed as an event to promote peace and unity in the world after World War II. With nearly 3,000 productions, 40,000 performances and thousands of performers from across the globe, the Edinburgh Festival Fringe is the largest performance arts festival in the world!

It was a honor for us to represent our Strathcona County and Canada on the Global stage!

This year we are excited to 'share the LOVE' with our Strathcona community by performing Disney's 'Little Mermaid'! Under the skilled and thoughtful direction of our Director Mrs. Cynthia Foster we look forward to sharing the gift of theatre with over 4000 of our fellow Edmontonians!

We hope to see you there!!

Expenditure of Council Priority Funds Report - Sunshine Generation**Recommendation**

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

Councillor Vic Bidzinski	\$250.00
Councillor Fiona Beland-Quest	\$250.00

for the purpose of providing funds to Sunshine Generation for costs associated with renting the Agora.

Enclosure

1 Sunshine Generation Priority Fund Application

Cheque Payable to:

Vendor: 58573

49 Ridgerock Point
Sherwood Park, Alberta
T8A 6G5

Council Priority Funds – Application

(Page 2 of 2)

PRIORITY FUND INFORMATION – Completed by ApplicantOrganization name Sunshine GenerationAddress 49 Ridgerock Point
Street and number

Subdivision if rural

City or town Sherwood Park Province AB Postal code T8A6G5Contact person Jenni MosierTelephone 780-242-7788Email address (optional) Sunshinegeneration@hotmail.comProject type ☒ Event ☐ Project ☐ ExpenseAmount requested \$ 500.00

Brief description of request

We are hoping this funding will cover the cost of the Agora rental for our event. Local Love will support local businesses in the Strathcona County area. Thank you for your consideration.

Jenni Mosier
Print name
SignatureNov 25, 2015
Date**Collection and use of personal information**

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Please remember to attach a proposed budget and request letter to this request.

Number of attached pages ____

EO 3513-B

November 24, 2015

Re: Letter of Request – Council Priority Funds

Growing up in Sherwood Park I thought local love was meeting friends at the "old" 7-11, riding bikes to Zellers, babysitting for neighbors and part-time jobs at family run businesses. I knew I was fortunate to live in a healthy, safe and caring community. I know now it is much more.

It is hours dedicated behind the scenes. Making dreams become reality.
It is building relationships. Creating unique products.
It is investing in community. Supporting businesses run by neighbors.
It begins with an idea, a passion, a leap of faith.

Supporting local business is possible and easier than you think.

I have felt the love, from friends, neighbors, clients and strangers.
This is how I give back. This is Local Love.

Local Love will be held at the Agora in the Sherwood Park community centre on March 5th, 2016, from 10:00 am – 4:00 pm. This is an event that will showcase a variety of diverse local businesses in and around the community of Strathcona County including family and parenting related items, homemade goods, fashion and home products and specialized services families are always on the lookout for. The goal is to connect Strathcona County families with community connections, create partnerships and reduce our environmental footprint by encouraging residents to buy and support local in our vibrant, creative community.

The event will include an entertainment stage showcasing local programs and local musicians. It will feature vendors consisting of a variety of local businesses from the community, local artists, services provided to community members, that benefit families and community members, and a number of activities that attendees can participate in at no cost, including but not limited to, family yoga, an interactive story time with the Strathcona Public Library, a Photo Booth, face painting and tattoos.

Vendor booths will be given at no charge to companies such as Alberta Health Services, Strathcona Public Library, and Mommy Connections. A number of Local businesses are already involved in a variety of ways. Sculpt Barre will be starting a surprise (don't tell anyone) Flash mob, Spin Unity will hold an advance fundraiser to raise additional funds to support the event, and YEGTweeup is donating services to help spread the word in the community. As we continue to build these cooperative partnerships, public involvement will increase.

Local Love will be held at the Agora and the expected attendance of this event is upwards of 2500 participants. All attendees, local businesses and community resources will benefit from the enjoyment of the event and the connections they will make throughout the day. We will be collecting donations at the door for the Strathcona County Food Bank. The event is open to all community members at no cost. This building is accessible to all community members and includes free, underground parking.

Local Love will be put on by myself and a committee of volunteers. I am the director of Sunshine Generation. This program has been in the community of Strathcona County for 22 years. The goal of the program is to teach the fundamentals of song and dance while building confidence through performing around the community. Sunshine Generation thrives as a local business for two reasons. First, because of the nature of the program's philosophy of allowing children to enjoy a fun program with no pressure or competition and building their confidence by sharing their talents with family, friends, neighbors and the community. Second, because the County of Strathcona has been supportive of our program over the years, allowing us to rent their facilities at a nominal fee, inviting us to perform and participate in County events and keeping us involved in the happenings of the community.

I am leading the Local Love committee and Sunshine Generation will be the main sponsor, providing initial funding of \$1000 to get the event up and running. This money will go specifically towards promoting the event through local media including, but not limited to, the Sherwood Park Newspaper, a radio station, local online sites and social media promotions as well as posters and other materials to be posted and distributed prior to the event. Our hope is that this is an annual event that will continue to grow over the years. We are confident in the success of this event. With your support, the opportunity to receive additional funds will enable the event to grow immensely. All sponsorship monies and grant dollars will be put back into the event to ensure the success and give back to the community.

The success of this event will rely on a number of volunteers that are dedicated to the success of this event because of their love for the community and support of local businesses. The organizing committee consists of 10 people and we will be recruiting upwards of 25 volunteers to ensure everything unfolds smoothly. These volunteers will include a number of parents from the Sunshine Generation program, local community members, as well as youth involved in the Boys and Girls club in Sherwood Park. The number of volunteer hours is unknown at this time but will be upwards of 500 hours between preparation leading up to the event.

If successfully approved to receive funds from the Strathcona County Council Priority Funds, these dollars will be used specifically toward the location rental of the Agora for the day of the event. With this support, we will be able to get up and running and put all additional funds back into the local event which will support the local businesses involved and, in turn, the community.

We are very excited about this event and appreciate the support we have already found in the community. Thank you in advance for considering providing funds to increase the success of this event. For further information, please email sunshinegeneration@hotmail.com

Sincerely,

Jenni Mosier M.Ed., B.Ed.
 Director, Sunshine Generation Canada
Sunshinegeneration.ca
Local-Love.ca

Proposed Budget – Local Love – March 5th, 2016**Revenue**

Sunshine Generation initial start up sponsorship	\$1000
Vendor Tables 30 (projected number) @ \$100/table	\$3000
Sponsorship 5 (projected number) @ \$250	\$1250
 Total Revenue	 \$5250

Expenses

Agora Rental	\$520
Table Skirting	\$1350
Graphic design and printed materials	\$500
Sound technician \$50/hour at 7 hours	\$350
Photobooth	\$787.50
Advertising	\$1500
Website/domain set up	\$100
Volunteer support/recognition (food and gift)	\$1000
 Total projected expenses	 \$ 6107.50

Expenditure of Council Priority Funds Report - Peacock Park Community Association**Recommendation**

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

Mayor Roxanne Carr	\$1000.00
Councillor Vic Bidzinski	\$500.00
Councillor Carla Howatt	\$1000.00
Councillor Linton Delainey	\$2000.00
Councillor Fiona Beland-Quest	\$500.00

for the purpose of providing funds to Peacock Park Community Association for costs associated with revitalizing and increasing the accessibility of Peacock Park.

Enclosure

- 1 Peacock Park Community Association Priority Fund Application

Cheque Payable to:

Vendor: 69953

Peacock Park Community Association
43 Peacock Drive
Sherwood Park, Alberta
T8A 0B1

11/18/15

Good afternoon,

We are the Peacock Community Association, and we are working towards the revitalization of a great community playground. We are looking to add as much accessible equipment as possible as at least one of the children in our neighborhood has physical challenges and is unable to enjoy a traditional playground.

We are requesting support in providing an arch swing, which will cost \$12311.04 as per the attached quote.

We will be applying for the CFEP grant ~~on Dec 15th~~ allowing us to double all funds raised by our association.

↑
in March 2016

Thank you for your consideration,

Jenn Weldon
Peacock Community Association

Council Priority Funds – Application

(Page 2 of 2)

PRIORITY FUND INFORMATION – Completed by ApplicantOrganization name Peacock Park Community AssociationAddress _____
Street and number Subdivision if ruralCity or town Sherwood Park Province AB Postal code T8A0B1Contact person Jenn WeldonTelephone 780 449-5370 or 780 217 2479Email address (optional) Jweldon@gmail.comProject type ☐ Event ☒ Project ☐ ExpenseAmount requested \$ 12 000

Brief description of request

We are requesting funds to help us with the peacock park revitalisation. with a children in the neighbourhood with muskular dystrophy, we are looking add as much accessible equipment as possible. the cost of the Arch Swing is \$12 311.04, We will be applying for the CFEF grant on Dec 15th & any funds provided, will be doubled

Jenn Weldon
Print nameJweldon
Signature11/18/15
Date**Collection and use of personal information**

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Please remember to attach a proposed budget and request letter to this request.

Number of attached pages _____

EO 3513-B



STRATHCONA COUNTY
Sherwood Park, Alberta

November 10, 2015

PLAY EQUIPMENT QUOTE
QUOTE # 111015
JOB # N1915

SUPPLY ONLY INCLUDING FREIGHT TO SHERWOOD PARK

- 1 #5056—Arch Swing
This play equipment is recommended for children ages—2 to 12

RETAIL EQUIPMENT COST	\$ 11,724.80
<u>5% G.S.T.</u>	<u>\$ 586.24</u>
TOTAL	\$ 12,311.04

FREIGHT: INCLUDED
INSTALLATION: NOT INCLUDED

*****See Not Included Items & Terms & Conditions on Page 2*****

*****SECOR CERTIFICATE # 20140403-SE4814*****

Signature of Acceptance: _____ Date: _____

YOUR PARK N PLAY REPRESENTATIVE IS: SHELLEY ROBINSON—780 242 6453—shelleyparknplay@shawbiz.ca

HEAD OFFICE: #20—10 Wrangler Place S.E. Rocky View County, Alberta T1X 0L7

*Phone: (403) 208-0521 * Fax: (403) 208-0531 * Toll Free Phone: (866) 551 8188 * Toll Free Fax: (888) 308-0531*

Email: parknplay@shaw.ca * Website: www.parknplaydesign.com

PARK N PLAY DESIGN CO. LTD.**TERMS & CONDITIONS**

Prices **ARE SUPPLY ONLY**

Delivery available approximately 6 weeks after receipt of confirmation of order.

If equipment is not installed at no fault of Park N Play Design we will not be responsible for storage unless an agreement is in place by both parties in writing.

A 50% deposit is required at time of acceptance of job. Final payment is due when product is delivered to site.

Pricing valid 90 days unless otherwise stated.

RETAIL EQUIPMENT COST	\$ 11,754.00
TOTAL	\$ 11,754.00

FREIGHT INCLUDED
INSTALLATION NOT INCLUDED

See Map Enclosed Terms & Conditions on Page 2

INSTALLATION CERTIFICATE & SOLELY-SELLER

DATE:

SIGNATURE OF REPRESENTATIVE:

YOUR PARK N PLAY REPRESENTATIVE IS: SHELLEY ROBINSON—780 242 6453—shelleyparknplay@shawbiz.ca

HEAD OFFICE: #20—10 Wrangler Place S.E. Rocky View County, Alberta T1X 0L7

*Phone: (403) 208-0521 * Fax: (403) 208-0531 * Toll Free Phone: (866) 551 8188 * Toll Free Fax: (888) 308-0531*

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