

Park, Trail and Landscape Service Level and Maintenance Agreement Framework

Regular Council, April 23, 2024



Sturgeon
C O U N T Y

Council Direction

January 30, 2024 – Regular Council Meeting - MOTION 030/24

- That Council direct Administration to provide a summary of the scope and anticipated timelines of the review of trail and associated landscape maintenance service levels and responsibilities as it relates to the County and Homeowners Associations (HOAs).

March 26, 2024 – Regular Council Meeting – MOTION 096/24

- That Council postpone item 5.6 of the March 26, 2024, Regular Council Meeting Agenda to the April 9, 2024, Regular Council Meeting.

April 9, 2024 – Regular Council Meeting – MOTION 101/24

- That Council postpone the Review of Trail and Associated Landscape Maintenance Service Levels to Homeowners Associations item to the April 23, 2024 Regular Council Meeting.

Maintenance and Operational Service Levels

- Operate and maintain large inventory of park, trail and landscape assets on MR's, ER's, Natural Areas, roads, County-wide parks and road allowances
- Including the following services:
 - Mowing and Turf Maintenance
 - Ornamental Tree and Natural Forest Management Activities
 - Landscape Feature Maintenance
 - Trail Operation and Maintenance including sweeping, snow removal and inspections
 - Weed and Pest Management
 - Other park amenity inspection and maintenance
- Service levels evolved over time, formally and/or informally defined and are closely linked to current resourcing levels

Project Scope

- Formal definition of 'base' or 'standard' service levels applicable to all Sturgeon County communities to be used as a baseline to ensure equity across all communities.
- Develop a standardized Homeowner Association (HOA) and Maintenance Agreement (MA) framework, policy, procedures, processes.
- Update internal work processes and roles, responsibilities, and requirements to support the new framework to ensure effective and efficient coordination and management across departments.
- Development and implementation of a framework which will allow for HOAs and other communities who currently or desire to take on responsibility for 'Enhanced Service Levels' on municipal land in a formalized and consistent way.
- MA framework and methodology that can be applied to new residential communities at the development application phase.

Service Level and MA Framework

Enhanced
Service
Levels

Park and trail operation and maintenance activities delivered by 'others',
including HOAs/RAs

+

Enhanced assets managed, maintained and replaced by others

Standard
Service
Levels

Park and trail operation and maintenance activities delivered by Sturgeon
County across all communities

+

Assets managed, maintained and replaced by Sturgeon County

Project Timeline and Resource Requirements

Phase	Timeline	Resources
Phase 1	Q2-Q4 2024	Internal Resources
Phase 2	Q1-Q3 2025	\$35,000 for engagement and framework creation – will be determined in Phase 1
Phase 3	Q4 2025	\$15,000 for legal support for agreement negotiation with existing RAs/HOAs - will be determined in Phase 1
Operational Resource Impacts	Incorporated into Operating and Capital Budgets - 2026	TBD – will be determined in Phase 2

Project Deliverables and Timelines – Phase 1

Phase 1 – Defining Base and Enhanced Service Levels– Completion by Q3 2024

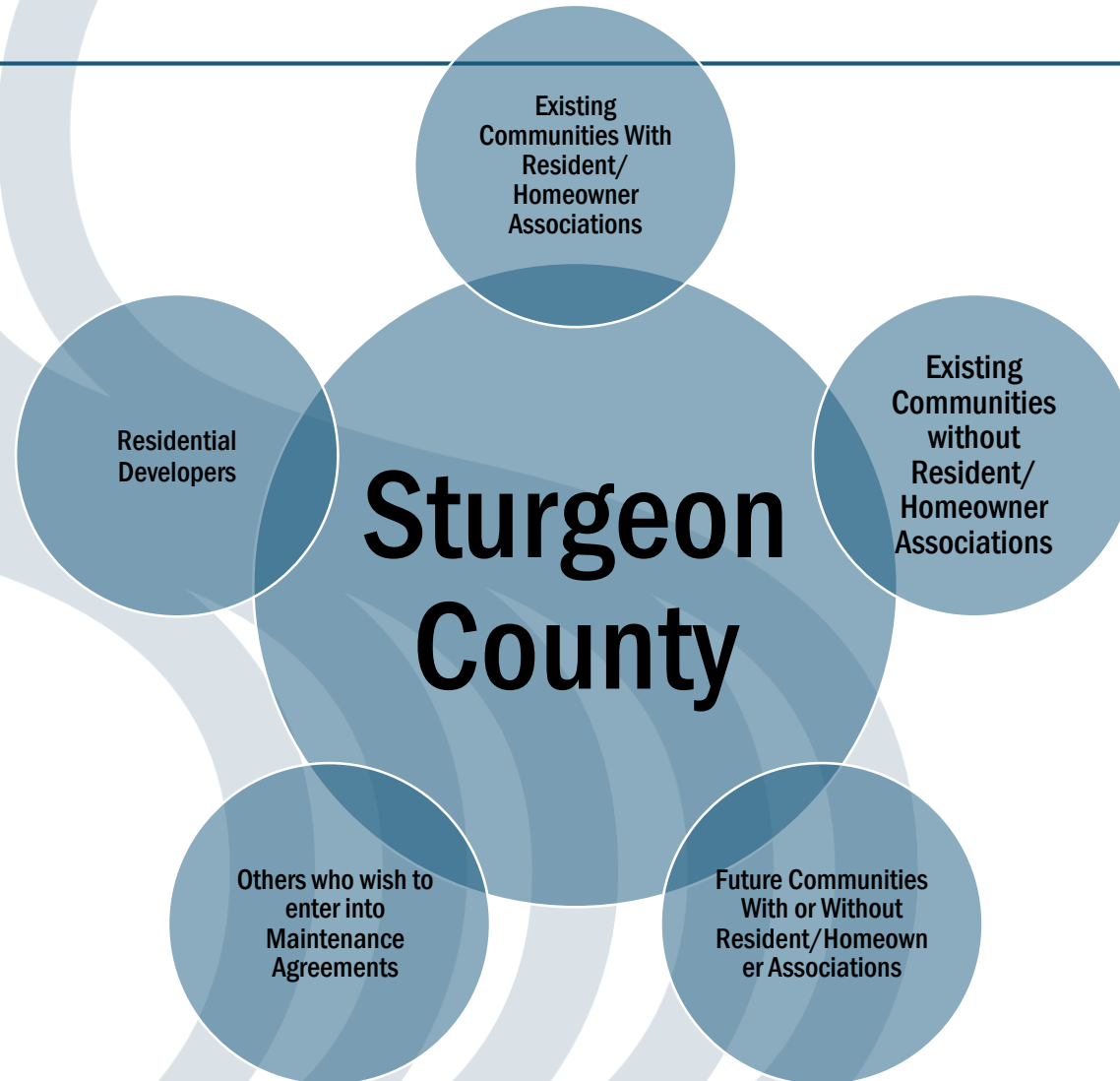
- Asset inventory and condition assessment of public land and park, trail, tree, forest, landscape, and open space assets.
- Draft “base” level maintenance and operational service levels for each type of asset
- Conduct best practice research on municipal HOA and maintenance agreement approaches and options.
- Develop approach for Phase 2 and 3, including engagement options and resource requirements, for Council

Project Deliverables and Timelines – Phase 2

Phase 2 – Develop County HOA Framework – Q1 to Q3 2025

- Develop an engagement and communication plan to get stakeholder input on the County’s definitions of “base” and “enhanced” services, service levels, and on the responsibilities for maintenance agreements.
- Review and finalize recommended “base” level maintenance and operational service levels relative to engagement input.
- Assess County resources required to meet the “base” service levels and identify resource gaps that need to be addressed to meet the new service levels.
- Develop a standardized Homeowner Association (HOA) and Maintenance Agreement (MA) framework, policy, procedures, processes.
- Present the future state framework, policy, and service level recommendation to Council for approval along with operational resource requirements (FTE, capital including equipment)
- Update internal work processes and roles, responsibilities, and requirements to support the new framework to ensure effective and efficient coordination and management across departments.

Project Stakeholders



Project Deliverables and Timelines – Phase 3

Phase 3 – Implement County HOA Framework – Q4 2025

- Implement standard maintenance agreements with the nine existing HOA's that align with the Homeowner Association (HOA) and Maintenance Agreement (MA) policy.
- Implement standardized Maintenance Agreement (MA) policy along with procedures, processes, and requirements.
- Implement internal work processes to support improved MA coordination and management across departments.
- Resource implications of changes incorporated into 2026 budget.

Questions?



Sturgeon
C O U N T Y