



Council Meeting

Jubilee Centre Council Chamber
9909 Franklin Avenue, Fort McMurray

Tuesday, May 28, 2013
6:00 p.m.

Agenda

Call To Order

Opening Prayer

Adoption of Agenda

Minutes of Previous Meetings

1. Minutes of May 14, 2013

Delegations

Those individuals in attendance at the meeting will be provided with an opportunity to address Council regarding an item on the agenda, with the exception of those items for which a Public Hearing is required or has been held. Consistent with all delegations, each presentation will be allowed a maximum of five minutes.

Public Hearings and Related Reports

2. Special Events - Land Use Bylaw Amendment - Bylaw No. 13/014
Council Policy - PRL-130 - Special Event Policy for Municipal Parks and Public Open Spaces
- Public Hearing
- 2nd and 3rd readings

Bylaws

3. Closure of Undeveloped Government Road Allowance – Proposed Conklin Multi-use Community Centre Site - Bylaw No. 13/021
-1st reading (Proposed date Public Hearing - June 11, 2013)
4. Land Use Bylaw Amendment – Election Sign Provisions – Bylaw No. 13/018
-1st reading (Proposed date for 2nd and 3rd readings, Public Hearing - June 11, 2013)

Reports

5. Fort Chipewyan Residential Land Strategy

Reporting - Boards and Committees

Adjournment

Unapproved Minutes of a Meeting of the Council of the Regional Municipality of Wood Buffalo held in the Council Chamber at the Municipal Offices in Fort McMurray, Alberta, on Tuesday, May 14, 2013, commencing at 6:00 p.m.

Present: M. Blake, Mayor
D. Blair, Councillor
C. Burton, Councillor
S. Germain, Councillor
D. Kirschner, Councillor
P. Meagher, Councillor
J. Stroud, Councillor
C. Tatum, Councillor
R. Thomas, Councillor
A. Vinni, Councillor

Absent: L. Flett, Councillor

Administration: G. Laubenstein, Chief Administrative Officer
S. Kanzig, Chief Legislative Officer
A. Hawkins, Legislative Officer
R. Kendall, Legislative Coordinator

Call To Order

Mayor Blake called the meeting to order at 6:05 p.m.

Opening Prayer

Mayor Blake invited those so inclined to join her in Prayer.

Adoption of Agenda

Moved by Councillor P. Meagher that the agenda be adopted as presented.

CARRIED UNANIMOUSLY

Minutes of Previous Meetings

1. Minutes of April 23, 2013

Moved by Councillor R. Thomas that the minutes from the April 23, 2013 Council meeting be accepted as presented.

CARRIED UNANIMOUSLY

Delegations

Jim Rogers, resident, spoke to the Local Improvement Bylaw regarding Waterways.

Moved by Councillor R. Thomas that Jim Rogers' presentation be accepted as information.

CARRIED UNANIMOUSLY

Bylaws

**2. Election Bylaw - Bylaw No. 13/010
- 2nd and 3rd readings**

The following motion was presented by Councillor J. Stroud: "That Bylaw No. 13/010, being a bylaw to establish the rules to follow in conducting regional elections, be read a second time." The following amendment was put forward by Councillor J. Stroud.

Moved by Councillor J. Stroud that Bylaw No. 13/010 be amended by adding the following to "Schedule C":

- a. Metis Nation of Alberta membership card under "Identification with Elector's Name; and
- b. Vehicle Registration under "Identification with Elector's Name and Address.

CARRIED UNANIMOUSLY

Moved by Councillor J. Stroud that Bylaw No. 13/010, being a bylaw to establish the rules to follow in conducting regional elections, be read a second time, as amended.

CARRIED UNANIMOUSLY

Moved by Councillor P. Meagher that Bylaw No. 13/010 be read a third and final time.

CARRIED UNANIMOUSLY

**3. 2013 Property Tax Rate - Bylaw No. 13/016
- 2nd and 3rd readings**

Moved by Councillor R. Thomas that Bylaw No. 13/016, being the 2013 Property Tax Rate Bylaw, be read a second time.

CARRIED UNANIMOUSLY

Moved by Councillor C. Tatum that Bylaw No. 13/016 be read a third and final time.

CARRIED UNANIMOUSLY

4. Special Events**Bylaw No. 13/014 - Land Use Bylaw Amendment**

Moved by Councillor R. Thomas that Bylaw No. 13/014, being a Land Use Bylaw Amendment to define, regulate, and add Special Events as a use within the Land Use Bylaw of the Regional Municipality of Wood Buffalo, be read a first time.

That the required Public Hearing be held on Tuesday, May 28, 2013.

CARRIED UNANIMOUSLY

5. Amendment to Local Improvement Debenture Borrowing Bylaws - Bylaw No. 13/017**- 1st, 2nd and 3rd readings**

Moved by Councillor P. Meagher that Bylaw No. 13/017, being a bylaw to amend local improvement debenture borrowing bylaws for the South Entry Service Road - Gregoire, 1994 Waterways Street Upgrading, Gordon Avenue Upgrading (2003), and Highway 63 North Water Supply Line Local Improvement Bylaw, be read a first time.

CARRIED UNANIMOUSLY

Moved by Councillor P. Meagher that Bylaw No. 13/017 be read a second time.

CARRIED UNANIMOUSLY

Moved by Councillor R. Thomas that Bylaw No. 13/017 be considered for third reading.

CARRIED UNANIMOUSLY

Moved by Councillor P. Meagher that Bylaw No. 13/017 be read a third and final time.

CARRIED UNANIMOUSLY

Reports**6. Council Expense Summary – January 1 - March 31, 2013**

Moved by Councillor R. Thomas that the Council Expense Summary for the period January 1 – March 31, 2013 be received as information.

CARRIED UNANIMOUSLY

Reporting - Boards and Committees

- North American Occupation Safety and Health Conference (NAOSH week) (Councillor A. Vinni)
- Regional Municipality of Wood Buffalo Open House-Janvier, Trade Show-Conklin, Communities in Blooms Meeting (Councillor J. Stroud)
- Inter-City Forum On Social Policy Committee (Councillor C. Burton)
- Communities in Bloom (Councillor P. Meagher)
- RACIDE Committee (Councillor C. Tatum)
- MacDonald Island Park Corporation (Councillor S. Germain)
- National Day of Mourning (Mayor M. Blake)

Reporting – Administration

G. Laubenstein, Chief Administrative Officer, spoke to the issue of animal control within the Municipality and the expiration of the contract with the SPCA.

Adjournment

Moved by Councillor D. Blair that the May 14, 2013 be adjourned.
CARRIED UNANIMOUSLY

The meeting adjourned at 7:15 p.m.

Mayor

Chief Legislative Officer

**2. Public Hearing re: Special Events – Land Use Bylaw Amendment –
Bylaw No. 13/014**

- A. Introduction from Administration and Opening Statement
 - Tom Schwerdtfeger
- B. Written Presentations
 - None Requested
- C. Verbal Presentations
 - Howard Rensler, Boys & Girls Club, UDI Wood Buffalo
 - Daphne van't Wout, Chair, Draper Residents' Society
 - Susan Smith
- D. Other Verbal Presentations (Time Permitting and with Consent of Council)
- E. Questions of Council
- F. Closing Statement from Administration

Email received in Legislative Assistant's Inbox
Sunday, May 19, 2013

Hello:

I would like to appear before Council on May 28th and speak in support of this Amendment.

As Executive Director of both the Fort McMurray Boys & Girls Club and the Urban Development Institute [UDI] I have a vested interest in this Amendment as it may impact community initiatives such as Chateau Boo and other charity related events.

In particular, as the producer of Chateau Boo I read this Amendment as an exemption from the need for a Development Permit and implicitly as permission to hold that event at Dunvegan Gardens or at any other location within RMWB assuming that we have permission from the landowner.

In the broader context, I see this Amendment as opening up virtually any landowner in RMWB to participating in community and social profit events which will enrich the quality of life here.

Howard Rensler



Council Meeting Presentation Request

Completed requests to make a public presentation must be received by 12:00 noon on the Wednesday immediately prior to the scheduled meeting. Presentations are a maximum of 5 minutes in duration.

Presentation Information	
Preferred Date of Presentation	Tuesday, May 28 th , 2013
Name of Presenter(s)	Daphne van't Wout & Susan Smith
Organization Represented	Draper Road Residents Society
Topic	Special Event bylaw amendment
Please List Specific Points/Concerns	Definition and parameters
Action Being Requested of Council	oppose
<p>Are you providing any supporting documentation (ie: Powerpoint)?</p> <p>If yes, the documentation <u>must</u> accompany this request, as handouts will not be distributed at the meeting. To ensure that your documents meet minimum standards, please see presentation guidelines on the next page.</p> <p>Supporting documents may be e-mailed to Legislative.Assistants@woodbuffalo.ab.ca.</p>	

As per Procedure Bylaw No. 06/020, a request to make a presentation may be referred or denied.

Subject: Special Events
Bylaw No. 13/014 - Land Use Bylaw Amendment
Council Policy - PRL-130 - Special Event Policy for Municipal Parks and Public Open Spaces

APPROVALS:

Bruce Irvine, Director
Brian Makey, Chief Operating Officer
Glen Laubenstein, Chief Administrative Officer

Administrative Recommendations:

1. THAT Bylaw No. 13/014, being a Land Use Bylaw Amendment to define, regulate, and add Special Events as a use within the Land Use Bylaw of the Regional Municipality of Wood Buffalo, be read a second time.
2. THAT Bylaw No. 13/014 be read a third and final time.
3. THAT Policy PRL-130, Special Event Policy for Municipal Parks and Public Open Spaces dated May 28, 2013 be approved.

Summary:

Special events occurring on municipally owned lands are regulated under the Special Events Permit process, which is currently governed by Policy PRL-130. Special events that occur on privately owned lands have not been regulated by the Municipality. Recent events have made it clear that the Municipality should have greater interest in some special events which occur on privately owned land. As well, Policy PRL-130 is in need of revision to reflect changes in the municipal organization, since it was originally adopted in 2001.

The Land Use Bylaw is the most appropriate vehicle to regulate special events on private land. Policy PRL-130 remains the most appropriate vehicle to regulate special events held on municipally owned land. The authority to amend the Land Use Bylaw is vested with Council under the Municipal Government Act. The authority to approve revisions to Policy PRL-130 rests with Council.

Background:

Since 2001, the Regional Municipality of Wood Buffalo has regulated special events through Policy PRL-130. That policy specifically applies only to events which occur outside on municipally owned land such as parks and public open spaces. The objective of this policy is to provide a consistent and equitable framework for the effective management and approval of public and private special events held in municipal parks and public open spaces.

In 2012, an application was made to the Municipality for a Special Event Permit to be held on privately owned land. The Municipality was unable to consider such an application because Policy PRL-130 does not apply to private land. Nevertheless it was concluded that some events held on private land should be regulated through a permit process. The purpose of this regulation would be to identify and mitigate potential nuisance issues resulting from the event, coordinate logistics for event travel and parking, ensure public safety and security, and ensure the event organizer is adequately insured.

The development permit process is well positioned to regulate special events on private land; however, not all events are of a scale or character to need such regulation. The proposed amendment to the Land Use Bylaw limits the types of events which would require a development permit to those relatively few which exhibit the potential to create public safety risks, conflict, and nuisance.

The proposed bylaw to amend the Land Use Bylaw No. 99/059 (Attachment 1) creates a new definition of Special Event under Section 10 and adds a Special Event section to Part 5: General Regulations. The bylaw also makes amendments to Section 20.1 to delineate which types of Special Events are exempt from requiring a development permit.

Policy PRL-130 (Attachment 3) has been updated to incorporate feedback from municipal departments involved in reviewing applications for special events. The specific changes to this policy are summarized in Attachment 4.

Recently some events have taken place at indoor municipally owned and/or operated facilities that exposed the Municipality to risk of damage to the facility and injury to persons while the event was taking place. This has led Administration to conclude that such events should also be regulated through a policy, to bring indoor events into the Special Event Permit process. Various mechanisms for regulating these indoor events will be researched.

Rationale for Recommendations:

Special Events present different challenges to the Municipality depending on whether they occur on municipal land or on private land. This is why two different processes are needed to regulate them. An event organizer will need either a Special Event Permit or a development permit, but not both. However, as has always been and will continue to be the case, where temporary structures such as stages and kiosks are proposed, building permits are required to ensure the safety of those structures.

The proposed amendment to the Land Use Bylaw would make Special Events a discretionary use in residential areas, meaning that the application can be approved, approved with conditions or refused. The decision is appealable to the Subdivision and Development Appeal Board (SDAB), which is an independent, quasi-judicial board, appointed by Council for the purpose of hearing appeals on development matters. The process associated with filing an appeal is outlined in Attachment 2.

Attachment:

1. Bylaw No. 13/014
2. Subdivision and Development Appeal Board Process
3. Council Policy PRL-130: Special Event Policy for Municipal Parks and Public Open Spaces – Dated May 28, 2013
4. Overview of Changes to Policy PRL-130

BYLAW NO. 13/014

BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO AMEND LAND USE BYLAW NO. 99/059

WHEREAS Section 639 of the *Municipal Government Act*, R.S.A., 2000, c.M-26 and amendments thereto authorizes Council to enact a bylaw adopting a Land Use Bylaw.

AND WHEREAS Section 191(1) of the *Municipal Government Act*, R.S.A., 2000, c.M-26 and amendments thereto authorizes Council to adopt a bylaw to amend a Land Use Bylaw.

NOW THEREFORE, the Council of the Regional Municipality of Wood Buffalo, in the Province of Alberta, in open meeting hereby enacts as follows:

1. Land Use Bylaw No. 99/059 is hereby amended by:

(a) Adding the following to Section 10:

GARAGE SALE means the sale of used household goods by the occupant of a dwelling for a maximum of two (2) consecutive days and for a maximum of three (3) sales in any one calendar year starting on January 1. A Garage Sale may also be called a yard sale, lawn sale, moving sale, rummage sale, renovation sale, tag sale, attic sale, or junk sale, but does not include Home Business or Home Occupation.

SPECIAL EVENT means a temporary activity that:

- (a) changes the use of land or a building, or that changes the intensity of use of land or a building;
- (b) does not exceed ten (10) consecutive calendar days, excluding the time required to erect and dismantle the event, which shall not exceed an additional ten (10) cumulative calendar days;
- (c) does not occur for more than thirty (30) cumulative days in one calendar year, starting on January 1, excluding the time required to erect and dismantle the event;
- (d) is not part of a use at the site for which there is an existing Development Permit; and
- (e) May include a Carnival or a Festival but does not include Project Accommodation or a Garage Sale.

(b) Adding the following to Section 20.1:

20.1 A development permit is not required for the following developments provided that they comply with the requirements of this bylaw:

- (aa) A Special Event on public land, on a public roadway, or in a publicly operated facility which has obtained a Special Event Permit and is subject to the provisions of Council Policy PRL-130;
- (bb) A Garage Sale;
- (cc) A Special Event that is held entirely within the existing building(s) on a site and where the site has sufficient on-site parking to accommodate persons attending the Special Event and the site is more than 100 metres from the boundary of a parcel of land with an existing residential use;
- (dd) A Special Event that is a maximum of three (3) consecutive days, excluding the time to erect and dismantle the Special Event, with expected event attendance of less than 150 persons at any one time, and for which no fee is charged to attend;
- (ee) A Special Event that is seasonal, does not occur for more than 90 consecutive calendar days, and is accessory to a principal agricultural use, where the site has sufficient on-site parking to accommodate all persons attending the Special Event, for example a corn maze or Christmas tree sale lot;

(c) Adding the following to Part Five: General Regulations:

300 Special Events

- 300.1 Special Events are a discretionary use in all residential and mixed use districts, and in all other districts where the site on which the Special Event occurs is less than 100 metres from the boundary of a parcel of land with an existing residential use.
- 300.2 Special Events are a permitted use in all agricultural, commercial and industrial districts, and on lands districted MR – Municipal Reserve, PS – Public Service, PR – Parks and Recreation, or PUL – Public Utility Lot where the site on which the Special Event occurs is more than 100 metres from the boundary of a parcel of land with an existing residential use.
- 300.3 A complete application for a Special Event Development Permit shall include, but may not be limited to, the following:

- a) A site plan which identifies where the Special Event is proposed to take place and the facilities and structures which comprise the Special Event or are required to support it;
- b) A context plan identifying how the Special Event relates to surrounding land uses;
- c) A parking and traffic management plan which is satisfactory to the Development Authority;
- d) Building plans of any proposed temporary structures over 10m²;
- e) A signage plan that details sign content and location;
- f) An emergency response plan; and
- g) Hours of operation of the proposed event.

300.4 Applications for a Special Event Development Permit shall be considered using the following criteria:

- a) Compatibility of the Special Event with its proposed site;
- b) Compatibility of the Special Event with surrounding land uses;
- c) Availability of parking and/or transit to accommodate the expected event attendance;
- d) Emergency preparedness, as determined by regional emergency services;
- e) Mitigation measures for any potential health and safety risks;
- f) Identification and mitigation of potential nuisance factors such as, but not exclusive to, pollution, noise, visual blight, dust, traffic congestion, garbage disposal and recycling; and
- g) The proposed hours of operation of the Special Event.

300.5 The Development Authority may, as a condition of issuing a development permit for a Special Event, impose conditions respecting the following matters:

- a) The operation of the Special Event in accordance with the application submitted to and the plans approved by the Development Authority;

- b) Requirements for police, EMS, and fire services to be provided at the event and at the cost of the event organizer;
 - c) Mitigation of potential nuisance factors that may be caused by the Special Event, including but not exclusive to pollution, noise, visual blight, dust, traffic congestion, garbage disposal, and recycling;
 - d) The time or times during which the Special Event may be carried out; and
 - e) Any other conditions that in the opinion of the Development Authority may be necessary for the Special Event to operate in a manner that meets the criteria for Special Events in the Municipality.
2. Bylaw No. 12/039 is hereby repealed.
3. The Chief Administrative Officer is authorized to consolidate this bylaw.
4. This bylaw shall be passed and become effective when it receives third reading and is signed by the Mayor and Chief Legislative Officer.

READ a first time this 14 day of May, A.D 2013.

READ a second time this _____ day of _____, A.D. 2013.

READ a third and final time this _____ day of _____, A.D. 2013.

SIGNED and PASSED this _____ day of _____, A.D. 2013.

Mayor

Chief Legislative Officer

Subdivision and Development Appeal Process

Notice of Appeal Filed

- Applicants must file the Notice of Appeal within **14 days** after receipt of the written decision/order from Planning and Development;
- Once the development authority has issued a written decision, the decision must be advertised. Affected Property Owners must file the Notice of Appeal within **14 days** after the date of advertising.

MGA 686(1)



Appeal Hearing

The appeal hearing must be scheduled to be heard within **30 days** of receiving the Notice of Appeal.

MGA 686(2)



Hearing Notification

14 days prior to the scheduled appeal hearing, written notification is sent to the appellant, persons affected by the appeal (adjacent property owners) and the development authority (Planning and Development Department). Legislation requires a minimum of 5 days notice.

MGA 686(3)



Advertising

Although advertising is not required by legislation, the date, time, location, and subject matter of the appeal hearing is advertised in local newspapers and on the municipal website a minimum of **5 days** prior to the scheduled hearing.



Decision

The Subdivision and Development Appeal Board's written decision must be issued no later than **15 calendar days** after closing the hearing.

MGA 686(2)



Appealing Subdivision and Development Appeal Board Decision

Decisions of the Subdivision and Development Appeal Board can be appealed to the Provincial Court of Appeal on a question of law or jurisdiction within **30 days** after issue of the written decision.

MGA 688



Council Policy

Policy Name: Special Event Policy for Municipal Parks and Public Open Spaces
 Department Name: Community Services
 Policy No.: PRL-130
 Effective Date: May 28, 2013

Review Date: May 28, 2016

STATEMENT:

The Regional Municipality of Wood Buffalo has identified a need to provide information and direction on who should be permitted to host events and outlines the requirements for obtaining a permit for use of municipal parks and public open spaces.

PURPOSE AND OBJECTIVE:

The Regional Municipality of Wood Buffalo supports and promotes a vibrant culture that will bring our story to life through celebrations and events that help build pride in our region and encourage the use of public places for increased social interaction. The objective of this policy is to provide a consistent and equitable framework for the effective management and approval of public and private special events held in municipal parks and public open spaces.

PROCEDURES:

1. Definitions

- 1.1. Administration – Employee(s) of the Regional Municipality of Wood Buffalo that are responsible for accepting and processing special event applications.
- 1.2. Application Fee – A non-refundable fee intended to help recover costs associated with processing the special event application.
- 1.3. CAO – Means the Chief Administrative Officer of the Municipality within the meaning of the Municipal Government Act, or their delegate.
- 1.4. Commercial Organization – Any organization which operates on a for-profit basis.
- 1.5. Community Group – Shall mean a non-incorporated group composed of individual residents whom have joined together or a nonprofit organization incorporated under the Societies Act of Alberta and/or Canada. The groups shall meet all of the following criteria:
 - 1.5.1. Individuals within the group must be residents of Wood Buffalo, or work at a business address in the Municipality.
 - 1.5.2. The group's membership is open, and available to any municipal resident.
 - 1.5.3. The purpose and practices of the group are not in opposition of the Alberta Human Rights Act; and
 - 1.5.4. The group is not a registered political party.

- 1.6. Event Manager – The person designated by the event organizers as the primary person responsible for the event and identified as the contact person on the special event application.
- 1.7. Municipal Parks – Municipal parks and reserve lands.
- 1.8. Municipality – Regional Municipality of Wood Buffalo.
- 1.9. Parade – A large public procession, usually including a marching band and often of a festive nature, held in honor of an anniversary, person or event.
- 1.10. Procession – A group of people or things moving forward in an orderly, regular, or ceremonial manner.
- 1.11. Public Open Space – Municipally owned parks, trails, public squares, parking lots, roadways and/or areas that could be used for an event.
- 1.12. Special Event means a temporary activity that:
 - 1.12.1. Changes the intended use of a municipal park or public open space; or
 - 1.12.2. Changes the intensity of land use in a municipal park or public open space.

2. Responsibilities

- 2.1. Council to:
 - 2.1.1. Approve this policy.
- 2.2. Chief Administrative Office (CAO) or their delegate to:
 - 2.2.1. Support the implementation of this policy.
 - 2.2.2. Review all applications for parades or processions; unconditionally approve or refuse the application.
- 2.3. Executive Director to:
 - 2.3.1. Support the implementation of this policy.
 - 2.3.2. Ensure all municipal accounting procedures are followed.
- 2.4. Director to:
 - 2.4.1. Ensure recommendations from any policy reviews are submitted for approval and implementation.
- 2.5. Manager to:
 - 2.5.1. Implement this policy and recommend any amendments.

2.6. Administration to:

- 2.6.1. Ensure that the Special Event Policy for Municipal Parks and Public Open Spaces is adhered to.

3. General Procedures

3.1. Applications:

- 3.1.1. It is highly recommended that Event Managers submit a Special Event application form to the Regional Municipality of Wood Buffalo a minimum of 90 days prior to the event date to ensure adequate time for application review and circulation.
- 3.1.2. Depending on the size and scope of the event, a complete application for a Special Event Permit shall include, but may not be limited to, the following requirements:
- 3.1.2.1. A site plan which identifies where the Special Event is proposed to take place and the facilities and structures which comprise the Special Event or are required to support it;
 - 3.1.2.2. A parking and traffic management plan;
 - 3.1.2.3. Building plans of any proposed temporary structures over 10m²;
 - 3.1.2.4. A signage plan that details sign content and location;
 - 3.1.2.5. An emergency response plan;
 - 3.1.2.6. Hours of operation of the proposed event; and
 - 3.1.2.7. Proof of liability insurance acceptable to the Municipality. A copy of approved insurance is required prior to permit approval. The Municipality reserves the right to revise insurance requirements at its discretion.
- 3.1.3. Applications for a Special Event Permit shall be reviewed under the following criteria:
- 3.1.3.1. Compatibility of the Special Event with its proposed site;
 - 3.1.3.2. Compatibility of the Special Event with surrounding land uses;
 - 3.1.3.3. Availability of parking and/or transit to accommodate the expected event attendance;
 - 3.1.3.4. Emergency preparedness, as determined by Regional Emergency Services, RCMP and Bylaw;
 - 3.1.3.5. Mitigation measures for any potential health and safety risks;
 - 3.1.3.6. Identification and mitigation of potential nuisance factors such as, but not exclusive to, pollution, noise, visual blight, dust, traffic congestion, garbage disposal and recycling;
 - 3.1.3.7. The proposed hours of operation of the Special Event.

- 3.2. Event Allocation Prioritization: The criteria and order of priority for the allocation of municipal parks and public open spaces in the Municipality will be as follows:

- 3.2.1. Programs, festivals, and special events sponsored by the Municipality.
- 3.2.2. Programs, festivals, and special events sponsored by a school.
- 3.2.3. Community groups. In situations where an organized community group who is a regular user, an informal group, or occasional user apply for use of the same space at the same time, preference may be given to the regular user groups.
- 3.2.4. Nonprofit organizations.
- 3.2.5. Commercial Organizations that do not charge a fee or generate revenue.
- 3.2.6. Commercial Organizations that operate within the Regional Municipality of Wood Buffalo.
- 3.2.7. Commercial Organizations that operate outside the Regional Municipality of Wood Buffalo.
- 3.3. Commercial Organization
 - 3.3.1. Commercial organizations are not permitted in municipal parks and public open spaces, unless specifically authorized by the Municipal employee responsible for parks and public open spaces. Commercial organizations must have a valid municipal business licence.
- 3.4. Event Approval Process
 - 3.4.1. Administration will receive, review, circulate (to all internal departments) and approve or decline the special event permit application. No conditional permits will be granted.
 - 3.4.2. Applications for parades or processions must be reviewed and approved by the Chief Administrative Officer or their designate after all internal departments have reviewed and commented on the special event application.
 - 3.4.3. Event Management: An Event Manager must be designated by the event Organization and will be the prime contact for the Municipality. The Event Manager is responsible for the action and consequences arising from the event and must:
 - 3.4.3.1. Obey all instructions and requirements outlined on the Special Event Permit.
 - 3.4.3.2. Ensure that all bylaws and other applicable legislation are obeyed.
 - 3.4.3.3. Acquire additional permits and licences required by the Municipality and/or external organizations, in order to obtain special event permit approval from the Municipality. Application and permit processing times may vary in each department and in external organizations. Additional permits may include but are not limited to food, temporary

structures and fireworks. Additional licenses may include but are not limited to municipal business and liquor licenses. Permits and licensing for amusement rides are governed by the Province of Alberta Safety Codes Act and specific certifications are required for this type of Special Event.

3.5. Civic Services

3.5.1. There are costs associated with some civic services required for special events. All requests for civic services are coordinated by an administrator within the Community Services Department. Fees are independently determined by each of the impacted departments at cost recovery. Civic services include, but are not limited to:

- 3.5.1.1. Special event policing;
- 3.5.1.2. Road closures;
- 3.5.1.3. Transportation of municipal property (i.e., picnic tables, waste receptacles, fire pits, barricades, etc.);
- 3.5.1.4. Clean up;
- 3.5.1.5. Wood Buffalo Transit system detours; and
- 3.5.1.6. Medical services.

APPROVAL, MANAGEMENT AND REFERENCES:

This policy shall be reviewed in three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect organizational change.

Approving Authority: Regional Council

Approval Date: May 28, 2013

Revision Approval Dates: May 28, 2013

Review Due: May 28, 2016

Policy Manager: Director, Community Services Department

Department Contact: Manager, Community Strategies Branch

Legal References:

Cross References: Alberta Fire Code
Alberta Safety Codes Act; Regulation 28/2012
Bylaw No. 02/079
Bylaw No. 83/24
Bylaw No. 07/045

Mayor

Chief Legislative Officer

Date

Overview of Changes to Policy PRL-130

PURPOSE AND OBJECTIVES:

Reflects highlights within the Municipal Development Plan and condenses similar content from the existing PRL-130 into sentence format rather than bullets.

PROCEDURES:

1. Definitions

New definitions add clarity within the policy

- CAO
- Municipal parks
- Parade
- Procession

Modified definitions

- Application fee
- Event manager
- Public open space

Deleted definitions

- Event
- Facility booking coordinator
- Festival
- Public agency

2. Responsibilities

Updated to reflect organizational change and current roles and responsibilities within the municipality.

3. General Procedures

3.1 Applications:

- 3.1.1 The updated statement highly recommends that Event Managers submit Special Event applications 90 days prior to the event date rather than a definitive statement in the existing policy that indicates that annual applications must be submitted 60 days prior to the event date and new applications at least 30 days in advance.
- 3.1.2 Additional details have been added within this section to increase clarity for administrators whom use this policy to approve or decline special event applications. Added details highlight what should be included in a complete special event application such as:

- A site plan
- Parking and traffic management plan
- Building plans
- Emergency response plans
- Hours of operation
- Proof of liability insurance

3.1.3 All criteria included in this section are new additions to the policy.

3.4 Event Approval Process

3.4.1 No conditional special event permits will be granted. Historically, conditional special event permits have been granted and in some cases events have been hosted without proper permitting in place.

3.4.2 This statement has been added to reflect consistency between PRL-130 and Bylaw No. 02/079 Part 10.

3.5 Civic Services

3.5.1 A cost recovery component for civic services has been added. At this time, some Departments charge a fee for civic services and the addition reflects current practice.

Bylaw No. 13/021 – Closure of Undeveloped Government Subject: Road Allowance – Proposed Conklin Multi-use Community Centre Site
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APPROVALS:

Marcel Ulliac, Director Sudhir Sandhu, Executive Director Brian Makey, Chief Administrative Officer

Administrative Recommendation:

1. THAT Bylaw No. 13/021 being a bylaw to close an undeveloped government road allowance, be read a first time.
2. THAT the required public hearing be held on June 11, 2013.

Summary:

A portion of undeveloped government road allowance within the proposed Conklin Multi-use Community Centre site, as highlighted in red on Attachment 1 (Conklin Multi-use Community Centre Road Closure dated March 15, 2013) requires closure and consolidation with the adjacent municipal lands to enable the Conklin Multi-use Centre project to proceed.

In accordance with the Municipal Government Act, any proposed closure of a road that is under the direction, management and control of a municipality may be closed by bylaw.

Background:

The Multi-use facility, when completed, will serve many recreational purposes and include amenities such as a swimming pool, hockey rink, gymnasium, and information centre, among others. Engineering Services Department has identified a portion of NW 31-76-7-W4M as a suitable site for construction of the Multi-use facility. The road closure will enable consolidation of the road allowance with the adjacent municipal owned land and creation of one contiguous parcel.

The proposed closure was circulated to internal municipal departments, Alberta Transportation (AT), Alberta Environment and Sustainable Resources Development (AESRD), along with franchise and utility companies. No objections were raised regarding the proposed road closure, and the closure will have no impact on municipal operations.

The Municipality has direction, control and management of all roads within the municipality, but ownership lies with the Crown. Ministerial approval of the road closure is required prior to the Road Closure Bylaw being given a second reading as the subject area is located outside of the Municipality's Urban Service Area boundaries.

The Road Closure Bylaw has been reviewed by Alberta Land Titles to ensure the accuracy of legal descriptions.

Rationale for Recommendation:

The subject road allowance is currently undeveloped and does not serve a functional purpose. The closure will facilitate incorporation of the road allowance with adjacent municipal lands, thereby making administration and development of these lands more efficient.

Such a closure is considered standard practice as it will allow the entire plot of land to be consolidated and treated as a contiguous parcel.

Closure and consolidation of the road allowance with the adjacent municipal owned lands will provide an increased footprint for the design of the Multi-use Facility.

Attachments:

1. Proposed Bylaw No. 13/021
2. Subject Area Map

BYLAW NO. 13/021

BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO FOR THE PURPOSE OF CLOSING AND CREATING TITLE TO UNDEVELOPED GOVERNMENT ROAD ALLOWANCES

WHEREAS application has been made to the Council of the Regional Municipality of Wood Buffalo to close an undeveloped government road allowance pursuant to the requirements of section 22 of the *Municipal Government Act*, c.M-26, RSA 2000, as amended;

WHEREAS the Council of the Regional Municipality of Wood Buffalo deems it expedient to provide for a bylaw for the purpose of closing certain roads, or portions thereof, situated in the said Municipality, and thereafter disposing of same, and

WHEREAS, notice of the intention of Council to pass a bylaw has been given in accordance with Section 606 of the *Municipal Government Act*, and

WHEREAS, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw.

NOW THEREFORE BE IT RESOLVED that the Council of the Regional Municipality of Wood Buffalo in the Province of Alberta does hereby close for the purpose of creating title to the following described road allowances, subject to the rights of access granted by other legislation:

1. Meridian 4, Range 7, Township 77
All that portion of the original government road allowance adjoining the south boundary of the south west quarter of section 6 described as follows:
Commencing at the intersection of the south west boundary of Railway Plan 1884 CL and the south boundary of said road allowance then proceeding westerly 209.64 metres along the south boundary of said road allowance, thence north easterly to a point on the north boundary of said road allowance distance 171.01 west of the intersection of the south west boundary of Railway Plan 1884 CL and the north boundary of said road allowance, thence easterly to the intersection of the south west boundary of Railway Plan 1884 CL and the north boundary of said road allowance, thence south easterly to the point of commencement,
Containing 0.382 hectares more or less
Expecting thereout all mines and minerals

2. This Bylaw shall become effective when it has received third and final reading and has been signed by the Mayor and Chief Legislative Officer.

READ a first time this _____ day of _____, 2013.

Mayor

Chief Legislative Officer

APPROVED this _____ day of _____, 2013.

Minister, Alberta Transportation

READ a second time this _____ day of _____, 2013.

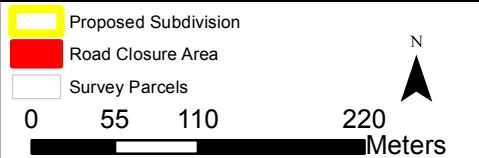
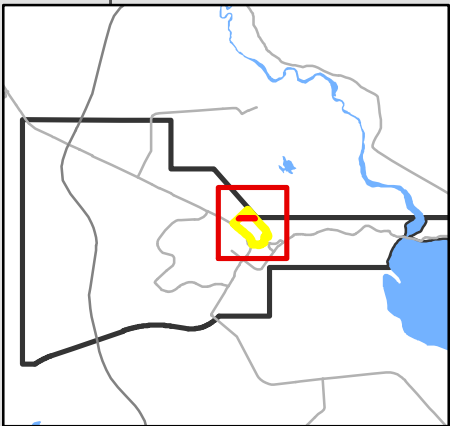
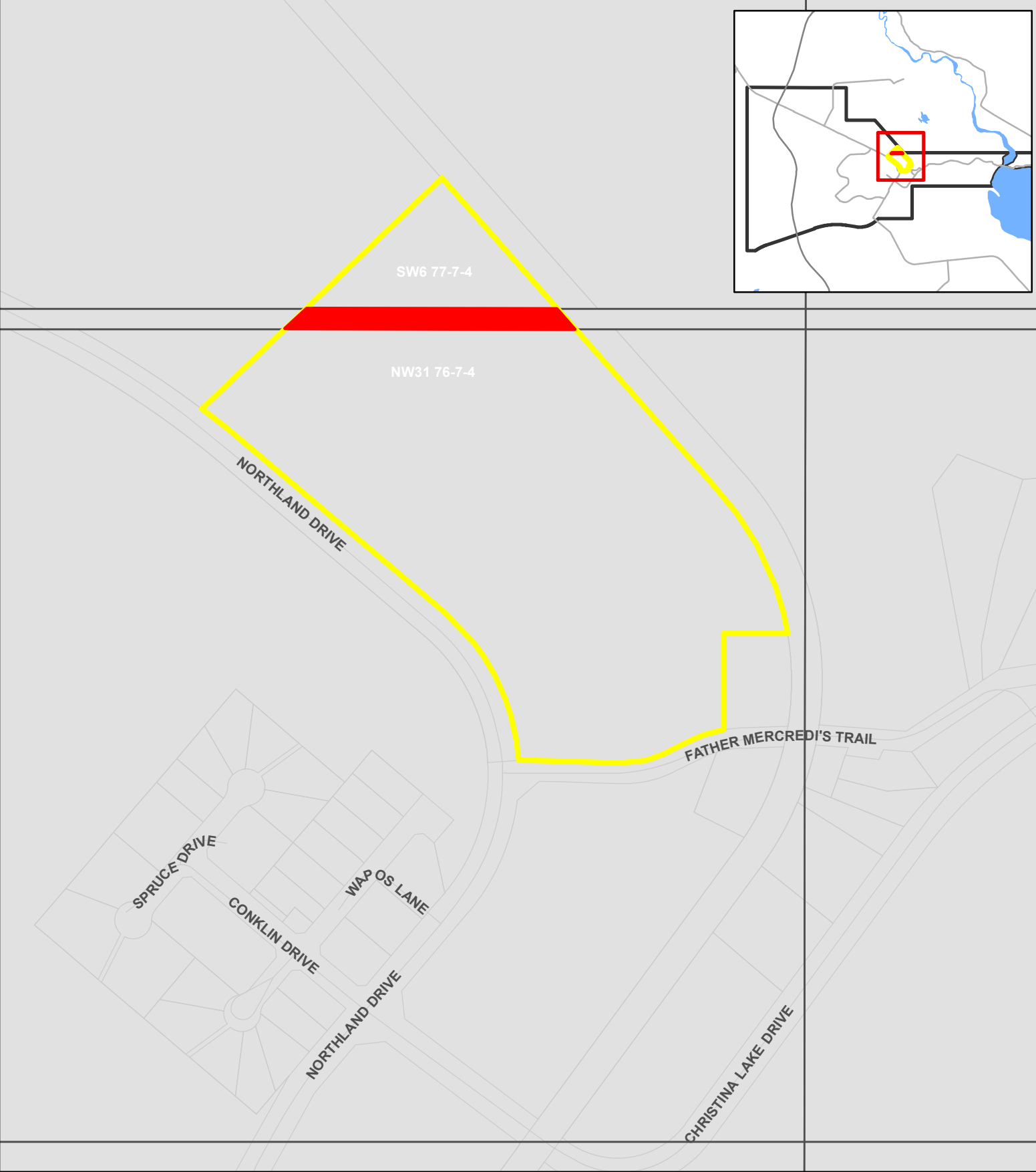
READ a third and final time this _____ day of _____, 2013.

SIGNED and PASSED this _____ day of _____, 2013.

Mayor

Chief Legislative Officer

CONKLIN MULTI-USE COMMUNITY CENTRE ROAD CLOSURE



Portion of SW6 77-7-4 and
Portion of NW31 76-7-4



Map created by the Land Administration Department
March 15, 2013
RP001-2

**Subject: Land Use Bylaw Amendment – Election Sign Provisions –
Bylaw No. 13/018****APPROVALS:**

Audrey Rogers, Director
Brian Makey, Chief Operating Officer
Brian Makey, Chief Administrative Officer

Administrative Recommendations:

THAT Bylaw No. 13/018, being an amendment to the Land Use Bylaw specific to Election Sign Provisions, be read a first time; and

THAT the required public hearing be held on Tuesday, June 11, 2013.

Summary:

Following the 2012 Provincial Election and 2012 Ward 1 Municipal By-Election it was determined that an update was required to the Land Use Bylaw sign provisions relating to the size of election signs on municipal property and rights-of-way. The Municipal Government Act states that a municipality's land use bylaw may provide for the construction, placement or use of signs, including governing the height, size and character of a sign. Council approval is required to amend the Land Use Bylaw.

Background:

In 2012, Council adopted Bylaw No. 12/004, which amended the Land Use Bylaw election sign provisions for both the Rural and Urban Service Areas of the Municipality. These provisions focus on the safety of residents, motorists, and pedestrians while balancing a candidate's right to freedom of expression. To aid the public in understanding the new election sign requirements, a comprehensive information guide with detailed maps depicting allowable sign locations along major roadways was prepared and distributed.

During the 2012 elections, the main issue brought forward was the proliferation of small election signs on municipal property and municipal rights-of-way. Regulating the minimum size of election signs in these areas could potentially reduce driver distraction and ensure the safety of our motorists and pedestrians. The proposed minimum is 1.49 square metres, which is equivalent to a 4' x 4' election sign.

Rationale for Recommendations:

The proposed amendment focuses on the safety of residents, motorists and pedestrians, and controlling visual blight while balancing a candidate's right to freedom of expression. To aid the public in understanding the amended election sign requirements, they will be highlighted in the comprehensive information guide for candidates with detailed maps depicting allowable sign

locations along major roadways within the Municipality, as well as corresponding size restrictions and setbacks.

Attachment:

1. Bylaw No. 13/018

BYLAW NO. 13/018

**BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO
TO AMEND BYLAW NO. 99/059 BEING THE LAND USE BYLAW FOR THE
REGIONAL MUNICIPALITY OF WOOD BUFFALO**

WHEREAS Section 639 of the *Municipal Government Act*, R.S.A. 2000, c.M-26 and amendments thereto authorizes Council to enact a bylaw adopting a Land Use Bylaw;

AND WHEREAS Section 191(1) of the *Municipal Government Act*, R.S.A. 2000, c.M-26 and amendments thereto authorizes Council to adopt a bylaw to amend the Land Use Bylaw;

NOW THEREFORE, the Council of the Regional Municipality of Wood Buffalo, duly assembled, hereby enacts as follows:

1. Bylaw No. 99/059, being the Land Use Bylaw, is hereby amended by:
 - (a) Inserting the following in Section 150 (4) in Part 7A - Rural Area Sign Provisions and Section 180 (4) in Part 7B - Urban Area Sign Provisions:
 - (d) on municipal property or municipal rights-of-way that are immediately adjacent to any municipal roadway,
 - i. be a minimum 1.49 m² in sign area; and,
 - ii. not exceed 2.0 m in height from finished grade to highest point of sign structure.
2. The Chief Administrative Officer is authorized to consolidate this bylaw.
3. This bylaw shall become effective upon receiving third and final reading and being signed by the Mayor and Chief Legislative Officer.

READ a first time this _____ day of _____, A.D. 2013

READ a second time this _____ day of _____, A.D. 2013

READ a third and final time this _____ day of _____, A.D. 2013

SIGNED and PASSED this _____ day of _____, A.D. 2013.

Mayor

Chief Legislative Officer

Subject: Fort Chipewyan Residential Land Strategy**APPROVALS:**

Marcel Ulliac, Acting Executive Director
Elise Hutton, Acting Chief Administrative Officer

Administrative Recommendations:

1. THAT the Municipality forego the development of residential lots on land near “Little Lake” and land formerly known as the “Yanik Airstrip” in the Hamlet of Fort Chipewyan due to the prohibitive costs associated with the development.
2. THAT Administration report the findings and conclusions on the Fort Chipewyan Residential Land Strategy to the Community at an open-house.

Summary:

As directed by Council, Administration has previously undertaken a review of two options on how to possibly expand the availability of residential lots in the Hamlet of Fort Chipewyan.

The first option focused on a review of the potential development of partially serviced and / or fully serviced residential subdivisions along McDermot Avenue and the “Sandy Bay” area. The conclusion of that examination was that the cost of developing new fully serviced and/or partially serviced subdivisions in that area was not financially feasible.

The second option that was explored focused on the potential purchase of privately owned vacant residential lots in the Hamlet with the objective of having the Municipality acquire an inventory of lots to be disposed of under a municipal residential lot disposition program.

Although, an inventory of privately owned vacant residential lots was identified, engaging the property owners yielded no results as none of them were willing to consider a sale of their vacant lots.

This third option (Attachment 1) has focused on the potential development of various subdivision and servicing concepts on lands near “Little Lake” and land formerly known as the “Yanik Airstrip” which are located outside the core area of the Hamlet of Fort Chipewyan. The vast majority of these lands are owned by the Municipality, however, 0.833 ha (2.06 acres) located along “Little Lake” are privately owned which would need to be incorporated as part of the design / subdivision layout.

Background:

As a result of an unsolicited offer to purchase 0.809 ha (2 acres) of un-subdivided and un-serviced municipal land in the Sandy Bay area that was considered by Council on August 24, 2010, Administration was directed to formulate a residential land disposal strategy and bring forward a plan for Council's consideration by the end of 2011.

On December 13, 2011, Administration presented Council with a report regarding the potential development of fully serviced and partially serviced lots on municipal lands along McDermot Avenue and within the "Sandy Bay" area.

The findings concluded that the cost of developing partially serviced and / or fully serviced subdivisions in that area was not financially feasible. In a related study, it had been determined that the market threshold for vacant residential lots in the Hamlet of Fort Chipewyan was in the price range of \$35,000 - \$40,000. Yet the cost of developing new partially serviced and / or fully serviced subdivisions along McDermot Avenue and the "Sandy Bay" area was \$5,700,000 - \$17,200,000 (\$333,333 - \$570,000 per lot).

Key contributors to those costs included required upgrading of the water treatment and distribution system as well as the sewage collection and treatment / disposal system. Further, installation of the distribution and collection systems would have required the blasting of granite rock, a procedure that was deemed to be cost prohibitive. Road construction costs were also a significant cost component which collectively priced the project well beyond any economic feasibility.

As an alternative, on December 13, 2011, Council directed Administration to pursue the acquisition of privately owned vacant residential lots in the Hamlet of Fort Chipewyan with the objective of establishing an inventory of lots to be disposed of under a municipal residential lot disposition program.

Based on an assessment of the existing inventory of vacant residential lots in the Hamlet, twenty-one (21) lots were identified as being suitable for development. Administration then undertook to contact all of the vacant lot owners and presented them with an offer to purchase. Regrettably, none of the property owners were willing to sell their vacant lots.

In conjunction with the direction given by Council on December 13, 2011, Administration was also directed to examine the feasibility of developing large (partially serviced) single family Hamlet Residential lots on land near "Little Lake" and land formerly known as the "Yanik Airstrip" and report back to Council.

This most recent examination consisted of a land use planning analysis of developable land, costing of potential development concepts, and the financial analysis of four (4) development concepts.

The four (4) potential development concepts (Attachment 2) which were examined included the following:

- Concept One: 47 large hamlet residential lots with water and sanitary truck haul systems
- Concept Two: 58 large and medium sized hamlet residential lots with water and sanitary truck haul systems
- Concept Three: 58 large and medium sized hamlet residential lots with a communal, piped water and sewer collection system
- Concept Four: 58 large and medium sized hamlet residential lots with a municipal, piped water and sewer collection system

The following table summarizes the estimated expenditures and revenues associated with each development concept.

Table #1
Summary
Potential Fort Chipewyan Residential Lot Development
Little Lake and Former Yanik Airstrip Land Base
Expenditures and Estimated Revenues

	<i>Concept One 47 Large Hamlet Residential Lots with water and sanitary truck haul services</i>	<i>Concept Two 58 Large & Medium Hamlet Residential Lots with water and sanitary truck haul services</i>	<i>Concept Three 58 Large & Medium Hamlet Residential Lots with a communal, piped water and sewer collection system</i>	<i>Concept Four 58 Large & Medium Hamlet Residential Lots with a municipal, piped water and sewer collection system</i>
Construction Expenditures	(\$2,283,097)	(\$2,442,278)	(\$11,846,218)	(\$15,457,478)
Soft/Other Expenditures*	(\$840,224)	(\$880,631)	(\$3,385,118)	(\$4,346,881)
Contingency (30% of Expenditures)	(\$861,832)	(\$919,507)	(4,107,443)	(\$5,331,660)
Total Expenditures	(\$3,985,153)	(\$4,242,416)	(\$19,338,779)	(\$25,136,019)
Less Total Est. Sales Revenue	\$1,735,000	\$2,120,000	\$2,120,000	2,120,000
Total Estimated Loss	(\$2,250,153)	(\$2,122,416)	(\$17,218,779)	(\$23,016,019)
Expenditure Per Lot	\$84,790.49	\$73,145.10	\$333,427.22	\$433,379.64
Estimated Sales Revenue Per Lot**	\$36,914.89	\$36,551.72	\$36,551.72	\$36,551.72
Projected Loss Per Lot	\$47,876	\$36,593	\$296,876	\$396,828

*Includes geotechnical, engineering, project management, legal, interest charges, and land costs

**Based on the average Residential Market Value

It is acknowledged that these estimates are “order of magnitude”; however, they are sufficient enough upon which to reach a conclusion.

Because the noted residential development scenarios are not deemed to be economically feasible, Land Administration cannot justify or rationalize proceeding with the development of residential lots on land located near “Little Lake” or the land formerly known as the “Yanik Airstrip”.

Alternatives:

1. That the Municipality subsidize the estimated loss per lot and proceed with implementation of Concept 2, the development of 58 large and medium sized hamlet residential lots with water and sanitary truck haul systems.

However, it must be noted that this alternative is not budgeted for in the 2013 Capital Budget, nor is it identified in the Five-Year Capital Plan.

Further, if the Municipality decided to proceed with this alternative, the Municipality would be required to advertise its intention to dispose of the residential lots at below fair market value, as required under the *Municipal Government Act, RSA 2000, c.M-26*. Furthermore, pursuant to the current CAO bylaw, disposition of each individual lot would need to be approved by Council.

2. That the Municipality undertake to obtain 58 pre-sale commitments based on full cost recovery prior to implementation of Concept 2.

Budget/Financial Implications:

By not pursuing with the development of any residential subdivision near “Little Lake” and the land and formerly known as the “Yanik Airstrip” the Municipality will not incur any adverse financial implications.

Rationale for Recommendations:

It is not financially feasible for the Municipality to undertake the development of lots on land near “Little Lake” and land formerly known as the “Yanik Airstrip” to any servicing level given that the market threshold for vacant residential lots in the Hamlet of Fort Chipewyan is in the \$35,000 - \$40,000 price range.

Based on economic conditions in the Hamlet of Fort Chipewyan, land market values have remained relatively constant for the last few decades whereas construction costs have continued to increase, resulting in the undertaking of land development being cost prohibitive in the Hamlet of Fort Chipewyan.

Due to the high development costs and potential losses associated with the development of partially serviced lots on the land near “Little Lake” and land formerly known as the “Yanik Airstrip” Administration cannot justify any further land development investigation in the Hamlet of Fort Chipewyan.

Attachments:

1. Attachment 1 - Residential Land Strategy
2. Attachment 2 - Concept Plans

Hamlet of Fort Chipewyan
Residential Land Strategy
Outside the Core of the Hamlet of Fort Chipewyan

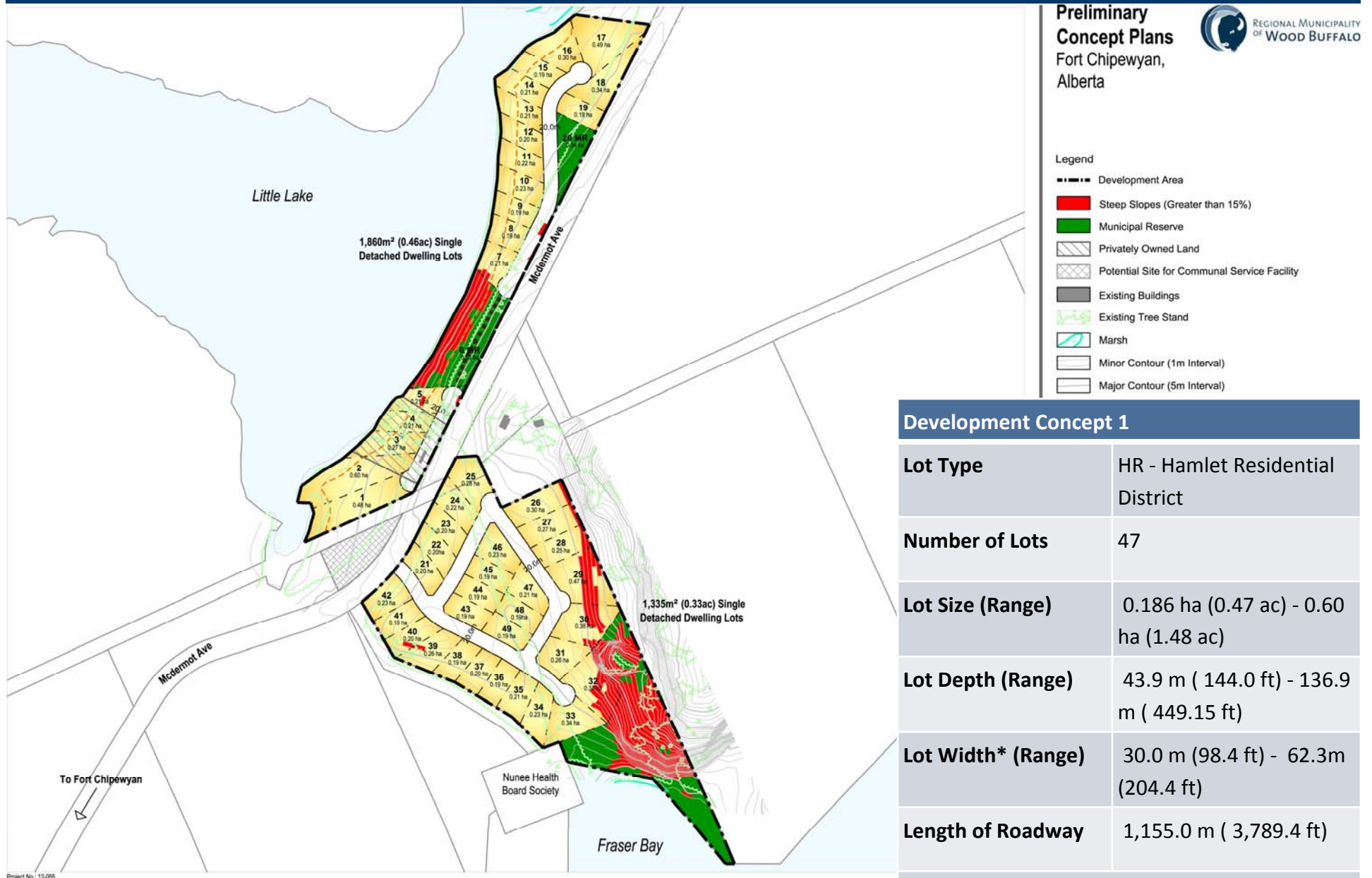
In follow up to the 2011 Fort Chipewyan Land Development Strategy exploring the possibility of creating residential lots along McDermott Avenue and in the Sandy Bay area, Council directed Administration to undertake an additional investigation of residential land located outside the core of the Hamlet of Fort Chipewyan (land near “Little Lake” and land formerly known as the “Yanik Airstrip”) and report its findings and recommendations.

Development of the plan has taken into account the following components:

- **Community Engagement/Communication**
Land Administration actively participated in all public engagements and communication related to the Area Structure Planning process (which was subsequently halted in 2011 in order to focus on the Municipal Development Plan) and also held independent community open houses when applicable. The objective was to assist in developing an understanding of the community’s views, opinions and needs as it relates to growth and where the residents see the possible location of future residential development within the existing Hamlet boundary.
- **Market Analysis**
Due to the limited amount of information on the market for residential land, a detailed market analysis was undertaken in order to confirm supply and demand conditions in the Hamlet of Fort Chipewyan. Open house sessions, in person, and telephone interviews were utilized to gather the necessary information.
- **Development of Concept Plans**
Based on the completed market study, several concept plans were developed. These concept plans examined location, type, lot size, lot configuration, subdivision layout, and other factors.
- **Preliminary Servicing Design and Costing Analysis**
Once the concept plans were developed, the associated servicing costs for four different concept plans were developed. Onsite costs associated with the installation of underground utilities (water and sewer) for serviced lots, mobilization start up costs, site preparation work, and power supply installations to each lot were assessed as part of the overall costing analysis. Offsite infrastructure costs associated with the concept plans (including road construction) were also assessed and taken into account as part of the overall cost estimates.
- **Financial Analysis**
The final step undertaken as part of this review was to develop financial pro formas for the different development concept plans so that the total costs of development (i.e. both hard and soft costs) could be assessed against potential sales revenue. Soft costs include design and planning, survey work, legal services, other associated professional services and fees, interim financing costs, and contingency allowances.

Development Concept & Servicing Option 1

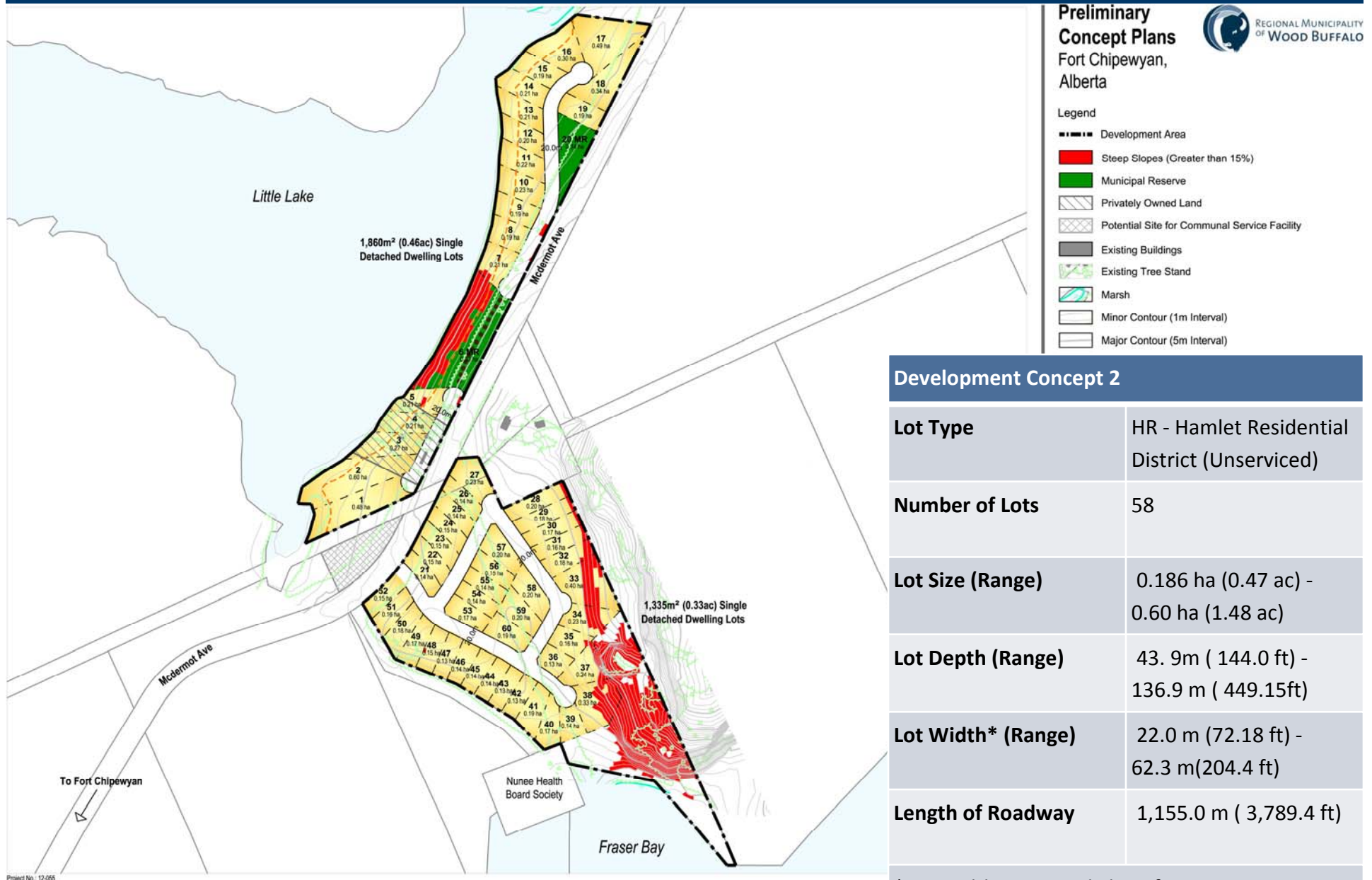
Attachment 2 – Concept Plans



*Lot Width measured along frontage

Development Concept & Servicing Option 2

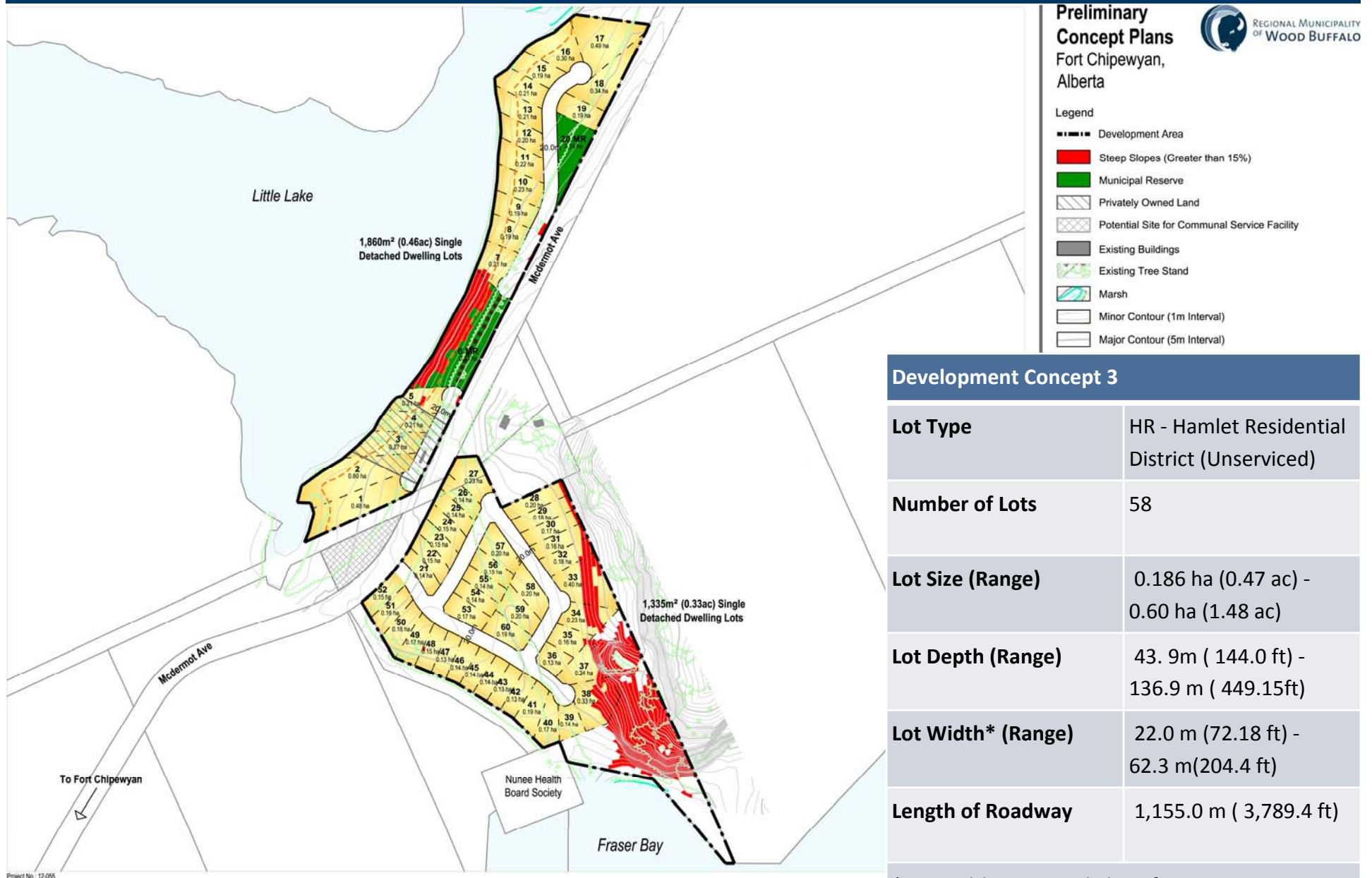
Attachment 2 – Concept Plans



*Lot Width measured along frontage

Development Concept & Servicing Option 3

Attachment 2 – Concept Plans



Development Concept & Servicing Option 4

Attachment 2 – Concept Plans

