



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Council Meeting

Jubilee Centre Council Chamber
9909 Franklin Avenue, Fort McMurray

Tuesday, April 14, 2015
6:00 p.m.

Swearing-In of Councillor-Elect

Agenda

Persons in attendance wishing to speak to an Item on the Agenda will be given that opportunity when the Item comes up during the meeting, with the exception of a bylaw scheduled only for first reading. For those items for which a Public Hearing is required or has been held, the opportunity will arise only during the associated Public Hearing. All speakers are allowed a maximum of five minutes, not including any time Council wishes to use for asking questions.

Call To Order

Opening Prayer

National Anthem

Adoption of Agenda

Minutes of Previous Meetings

1. Minutes from Council Meeting - March 24, 2015

Presentations

2. Darby Allen and Alan McIntosh, Regional Emergency Services re: Emergency Management - Elected Officials (Maximum time allocation: 10 minutes)
- delegations

Public Hearings and Related Reports

3. Land Use Bylaw Amendment - Portion of W 1/2 32-81-6 W4M, NE 32-81-6 W4M, S-82-6 W4M, NE 5-82-6 W4M - Highway 881, 77 km northwest of Janvier - Bylaw No. 15/005
 - public hearing
 - 2nd and 3rd readings

Bylaws

4. Delegation of Council Authority – Bylaw No. 15/007
 - 2nd and 3rd readings
 - delegations
5. Bylaw 15/006 Willow Lake Area Structure Plan
 - 1st reading (Proposed Date for public hearing - 2nd and 3rd readings - May 12, 2015)

Reports

6. Review of Approved Capital Projects
 - delegations
7. Jubilee Centre Reno/Construction 2014-2016
 - delegations
8. Transit Facility Construction Green Trip
 - delegations
9. Alternatives to the Current Flood Mitigation Plan
 - delegations
10. Subdivision Time Extension Request – Lot 2, Block 1, Plan 1320008 (Saprae Creek East)
 - delegations

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11. Reserve Designation Removal from portion of Lot 3MR, Block 10, Plan 792 0314
(recommended by Rural Development Committee - March 24, 2015)
- (Proposed Date for public hearing - April 28, 2015)
 12. Lease of Municipal Lands – Alberta First Responders Radio Communication System – Portion of Lot 35A, Block 1, Plan 032 1502, Hamlet of Janvier South
(recommended by Rural Development Committee - March 24, 2015)
-delegations
 13. Waterfront Steering Committee Recommendations for Snye Point Park
-delegations
 14. Policy LEG-180 - Attendance at Political Fundraising Events and Other Events – Elected Officials, Chief Administrative Officer and Executive Directors
-delegations
 15. Regional Municipality of Wood Buffalo Appointer Representatives - Fort McMurray Airport Authority
-delegations
 16. Municipal Corporate Utility
-delegations

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, March 24, 2015, commencing at 6:00 p.m.

Present: M. Blake, Mayor
T. Ault, Councillor
L. Bussieres, Councillor
J. Cardinal, Councillor
S. Germain, Councillor
P. Meagher, Councillor
J. Stroud, Councillor
A. Vinni, Councillor

Absent: J. Chadi, Councillor
K. McGrath, Councillor

Administration: M. Ulliac, Chief Administrative Officer
D. Leflar, Chief Legislative Officer
A. Hawkins, Acting Senior Legislative Officer
S. Harper, Legislative Officer
E. Franks, Legislative Coordinator

Call To Order

Mayor M. Blake called the meeting to order at 6:04 p.m.

Opening Prayer

National Anthem

Adoption of Agenda

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

CARRIED UNANIMOUSLY

Minutes of Previous Meetings

1. Minutes from Council Meeting - March 10, 2015

Moved by Councillor J. Stroud that the Minutes of the Council Meeting held on March 10, 2015 be approved as presented.

CARRIED UNANIMOUSLY

Bylaws

2. Delegation of Council Authority - Bylaw No. 15/007

(6:08 p.m. - 6:09 p.m.)

Moved by Councillor J. Stroud that Bylaw No. 15/007, being the Delegation of Council Authority Bylaw, be read a first time.

CARRIED UNANIMOUSLY

Reports**3. Subdivision Time Extension Request - Lot 2 Block 17 Plan 802 2678 Anzac**

(6:09 p.m. - 6:11 p.m.)

Moved by Councillor J. Stroud that the application for Subdivision Time Extension for Lot 2 Block 17 Plan 802 2678 be approved for one year until August 16, 2015.

CARRIED UNANIMOUSLY

4. Amalgamation 20th Anniversary

(6:11 p.m. - 6:12 p.m.)

Moved by Councillor P. Meagher that the celebration of the amalgamation be deferred until the 25th anniversary in 2020.

CARRIED UNANIMOUSLY

5. Small Communities Fund Grant Applications

(6:12 p.m. - 6:15 p.m.)

Moved by Councillor J. Stroud:

- That Administration submit an application for the Small Communities Fund Grant for the Rural Water and Sewer Servicing capital project.
- That Administration submit an application for the Small Communities Fund Grant for the Beacon Hill Outfall and Pipelines Upgrade capital project.

CARRIED UNANIMOUSLY

6. Rescinding of Leave of Absence Motion

(6:16 p.m. - 6:22 p.m.)

David Leflar, Chief Legislative Officer, provided explanation behind the intent of the report and answered questions of Council relative to the process that the Municipal Government Act defines for Councillor leave of absences.

Moved by Councillor P. Meagher that the following resolution passed by Council on November 26, 2013:

“the absence of Councillor John Chadi from regular Council meetings due to health reasons be authorized.”

be rescinded.

CARRIED UNANIMOUSLY

7. Council Committee Appointments

(6:23 p.m. - 6:25 p.m.)

Moved by Councillor J. Stroud that the following be appointed to the Community Services Committee:

- Michelle Bechtel, effective immediately, until December 31, 2015; and
- Jamie Fraleigh, effective April 1, 2015, until December 31, 2016; and

That Nabil Malik be appointed to the Public Art Committee, effective immediately until December 31, 2016.

CARRIED UNANIMOUSLY

8. Review of 2015 Operating Budget

(6:25 p.m. - 6:58 p.m.)

Elsie Hutton, Chief Financial Officer, presented Administration's findings in response to the Notice of Motion passed at the March 10 Council Meeting regarding review of discretionary spending in the Operating Budget.

Reegan McCullough, Oil Sands Community Alliance, expressed concerns related to the population growth forecast identified by the Municipality.

Exits and Returns

Councillor S. Germain exited the Chamber at 6:50 p.m. and returned at 6:51 p.m.

Councillor L. Bussieres exited the Chamber at 6:53 p.m. and returned at 6:55 p.m.

Moved by Councillor P. Meagher that the discretionary spending reductions of \$14,056,400 as identified by Administration within the 2015 Operating Budget be approved.

CARRIED UNANIMOUSLY

Recess

The meeting recessed between 6:55 p.m. and 7:15 p.m.

9. Review of Approved Capital Projects

(7:15 p.m. – 9:58 p.m.)

Ron Quintal, Fort McKay Metis Community, President, spoke in support of the Construction project for the Fort MacKay Fire Hall.

Reegan McCullough, Oil Sands Community Alliance, spoke in relation to the capital budget review process and highlighted potential areas for consideration including population forecast, optimization model and annual capital budget carry over.

Chief Travis Cramer and Sean Steil, Volunteer Firefighter, Anzac Fire Hall, expressed support for the Anzac Fire Hall Construction.

Bryce Kumka, Chamber of Commerce, spoke in relation to the economic climate and the opportunity for project optimization and local procurement.

Lengthy discussions ensued regarding several of the projects identified in the report.

Moved by Councillor T. Ault that the District Energy Supply and Return Pipe – PLB Portion Project be cancelled.

CARRIED UNANIMOUSLY

Moved by Councillor T. Ault that Project Number 27 - Clearwater Park System (Riverside Park System) - Construction Project, and that phases 1b and 2 of Project Number 26 Waterways and Horse Pasture Park be deferred to 2016.

CARRIED UNANIMOUSLY

Moved by Councillor L. Bussieres that discussion regarding Project 35 Jubilee Centre Reno/Construction 2014-2016 Project be deferred until April 14, 2015.

CARRIED UNANIMOUSLY

It was requested that Administration provide an itemized cost breakdown relative to the Jubilee Centre Reno/Construction project for the April 14, 2015 Council Meeting.

Recess

A recess occurred at 8:56 p.m. and the meeting reconvened at 9:08 p.m.

Moved by Councillor S. Germain that discussions on Project 22 Transit Facility Construction Green Trip be deferred until April 14, 2015.

CARRIED UNANIMOUSLY

Moved by Councillor P. Meagher that Project 23 - Conklin Wastewater Treatment Plant - Construction be cancelled.

CARRIED UNANIMOUSLY

Moved by Councillor T. Ault that Project 25 Road B at Saline Creek - Construction be deferred to 2016.

CARRIED UNANIMOUSLY

Moved by Councillor A. Vinni that Projects number 20 Rural Water and Sewer Servicing Conklin and 28 Conklin Multiplex - Construction be coordinated with Conklin Water Treatment Supply Upgrade Phase 2 so that redundant systems can be eliminated and the cost of those systems can be saved.

CARRIED UNANIMOUSLY

Moved by Councillor P. Meagher that the meeting be extended beyond 10:00 p.m.

DEFEATED

For: M. Blake, T. Ault, J. Cardinal,
S. Germain

Opposed: L. Bussieres, P. Meagher,
J. Stroud, A. Vinni

The meeting adjourned at 9:58 p.m.

Mayor

Chief Legislative Officer

EMERGENCY MANAGEMENT – ELECTED OFFICIALS

Darby Allen, Fire Chief, Director Emergency Management
Alan McIntosh, ADC Emergency Management

OBJECTIVE

To:

- Familiarize elected officials with their roles in Emergency Management
- Provide information on the Municipal Emergency Management Program

PROVINCIAL LEGISLATION

ALBERTA EMERGENCY MANAGEMENT ACT

- Municipality is responsible for direction and control
- Senior Government (Province) may assume responsibility

PROVINCIAL LEGISLATION

ALBERTA MUNICIPAL GOVERNMENT ACT

- Jurisdiction to pass bylaws
- Emergencies – a Municipality may take whatever actions or measures are necessary

MUNICIPAL BYLAW

NO. 09/036

“... to establish a Municipal Emergency Management Agency”

- Emergency Management Agency
- Delegation of Authority (CAO)
- Defines the authority to declare a State of Local Emergency
 - Mayor, Deputy or Acting Mayor, or two Councillors

ADMINISTRATIVE PROCEDURE NO. ADM-240

- Instructions re: Emergency Management Program
- Designates responsibilities of:
 - All Municipal employees
 - Director Emergency Management (DEM)

STATE OF LOCAL EMERGENCY (SOLE)

- Declared by the Local Authority where an emergency exists or may exist and might require the use of extraordinary powers
- A SOLE is not required to:
 - Activate the response plan
 - Access disaster funding

PROGRAM STANDARD

CANADIAN STANDARDS ASSOCIATION (CSA) Z1600

- Emergency and Continuity Management
 - Origin 2008
 - Revised 2014

EMERGENCY MANAGEMENT PROGRAM

Four Functions:

- Prevention and Mitigation
- Preparedness
- Response
- Recovery

EXAMPLE PROGRAM ELEMENTS

- Business Continuity Guide and Workbook
- Public Education
- Rural Engagement
- Volunteer Management Planning
- Emergency Social Services

MUNICIPAL RESPONSE ORGANIZATION

REGIONAL EMERGENCY OPERATIONS CENTRE (REOC)

To direct and coordinate response and recovery operations

- Municipal departments, including RCMP
- Local non-government partners
- Provincial and Federal representatives

River Breakup Program

- Coordination Meetings were held in March
 - No outstanding issues
- River Monitoring is in place
 - initial trial of automated water levels
- Increased Social Media presence
- Initial provincial “risk” forecast is “average”

RESPONSE PRIORITIES

- First Responder safety
- Save lives
- Reduce suffering
- Protect public health, government infrastructure, property and the environment
- Reduce economic and social losses

SUMMARY

- The local authority, Council, is the Governance for Emergency Management operations conducted by the Municipality
- Operations are conducted through appointments and delegation; however, the responsibility remains with the local authority

WE WOULD BE PLEASED TO ANSWER ANY QUESTIONS

3. Public Hearing re: Bylaw No. 15/005 – Land Use Bylaw Amendment – Portions of W ½ 32-81-6 W4M, NE 32-81-6 W4M, S 5-82-6 W4M, NE 5-82-6 W4M – Highway 881, 77 km northwest of Janvier

- A. Introduction from Administration
 - Bradley Evanson, Manager, Community Development Planning
- B. Opening Statement from Applicant
 - John Bennett, Inter-Chem Canada Ltd.
- C. Written Presentations
 - none received
- D. Verbal Presentations
 - none received
- E. Other Verbal Presentations (Time Permitting and with Consent of Council)
- F. Questions of Council
- G. Closing Statement from Applicant
- H. Closing Statement from Administration

Subject: Land Use Bylaw Amendment – Portions of W ½ 32-81-6 W4M, NE 32-81-6 W4M, S 5-82-6 W4M, NE 5-82-6 W4M – Highway 881, 77 Km northwest of Janvier – Bylaw No. 15/005

APPROVALS:

Marcel Ulliac, Chief Administrative Officer

Administrative Recommendations:

1. THAT Bylaw No. 15/005, being an amendment to Land Use Bylaw No. 99/059 be read a second time.
2. THAT Bylaw No. 15/005 be read a third and final time.

Summary:

The Regional Municipality of Wood Buffalo has received an application to amend Land Use Bylaw 99/059 to redesignate portions of W ½ 32-81-6 W4M, NE 32-81-6 W4M, S 5-82-6 W4M & NE 5-82-6 W4M from Rural District (RD) to Business Industrial Unserviced District (BIU). The purpose of this redesignation is to allow Inter-Chem to expand their current operation at the Barr transload facility to handle crude oil and molten sulphur.

The authority to amend the Land Use Bylaw is vested with Council under the *Municipal Government Act*.

Background:

Located 80 kilometers southeast of Fort McMurray and 17 kilometers northwest of Janvier, Inter-Chem Canada Limited operates a transload facility within CN's right-of-way in an existing siding known as Barr, through a Service Agreement. A railroad siding is a short stretch of railroad track, typically adjacent to the mainline, used for temporary railcar storage or to enable trains on the same line to pass. In 2012, the existing railway siding and access road at Barr was upgraded as an intermediate facility to handle up to six railcars of molten sulphur per day. Inter-Chem is proposing to expand the existing transload facility on an adjoining Miscellaneous Lease (DML 050016) and is to be completed in three phases.

The expansion will allow for a maximum capacity of 110 cars with an additional 75 car back-up storage on site, two loading zones to transfer sulphur from truck to railcar, two 10 car loading zones to transfer oil directly from the truck to railcar, and a tank farm (storage facility). Phase one includes the construction of two industrial tracks, interior road network, and portable top loading system enabling the transfer of product from truck to railcar. Phase two comprises of construction of two additional industrial tracks and second loading zone. Phase three comprises of fixed overhead loading racks and a tank (storage) farm.

The subject land is designated Rural District (RD) and does not permit the development of a transloading facility outside of the CN right of way. To pursue a development permit application on the subject lands, a re-designation is required.

Rationale for Recommendation:

The purpose of the Business Industrial Unserved District (BIU) is to provide for the development of industrial uses located on unserved lots outside of the urban area. If approved, the proposed amendment will allow for the development of a transloading facility, transferring crude oil and molten sulphur from truck to rail.

Both the Municipal Development Plan and the Highway 63/881 Area Structure Plan support the proposed amendment. Direction R.2.3 of the Municipal Development Plan encourages the expansion of rail transportation as the existing rail infrastructure provides an alternative to land transportation for movement of oil and bitumen to the south. The Highway 63/881 Corridor Area Structure Plan policies support industrial uses in the rural policy area relating to oil sands production and storage facilities.

A Traffic Impact Assessment has been completed and reviewed by Alberta Transportation for the proposed expansion. Based on this assessment, some improvements to Highway 881 will be required. These improvements will be the responsibility of the developer should Council approve this bylaw amendment and will be completed with phase two or in 2020, whichever is earlier.

Administration supports the proposed amendment and recommends that Bylaw No. 15/005 be given second and third readings.

Attachments:

1. Bylaw No. 15/005

BYLAW NO. 15/005

**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: Redesignating a portions of W ½ 32-81-6 W4M, NE 32-81-6 W4M, S 5-82-6 W4M, NE 5-82-6 W4M from Rural District (RD) to Business Industrial Unserviced District (BIU), as depicted in Schedule A.
2. This bylaw shall be effective when passed.

READ a first time this 10th day of March, A.D 2015.

READ a second time this _____ day of _____, A.D. 2015.

READ a third and final time this _____ day of _____, A.D. 2015.

SIGNED and PASSED this _____ day of _____, A.D. 2015.

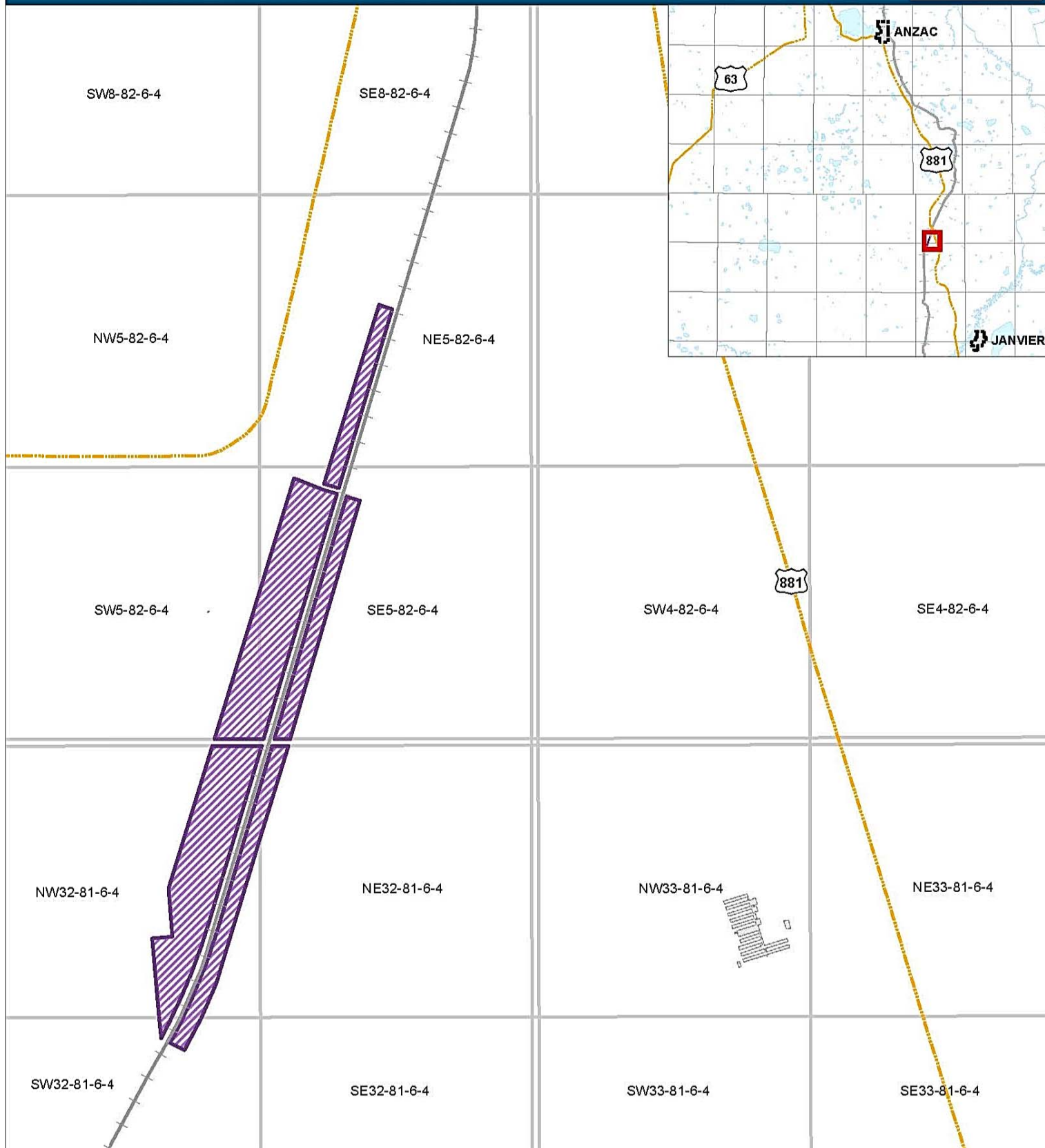
Mayor







Chief Legislative Officer

SUBJECT AREA MAP

Portions of NE5-82-6-4, SE5-82-6-4, SW5-82-6-4,
NW32-81-6-4, NE32-81-6-4 & SW32-81-6-4

Schedule A



-  RD to BIU
-  Railway
-  Quarter_Section
-  Water_Bodies
-  Roadways
-  Building_Outlines

1 cm = 150 meters



Subject: Delegation of Council Authority – Bylaw No. 15/007**APPROVALS:**

David Leflar, Director
Bob Couture, Acting Chief Administrative Officer

Administrative Recommendation:

1. THAT Bylaw No. 15/007, being the Delegation of Council Authority Bylaw be read a second time.
2. THAT Bylaw No. 15/007 be read a third and final time.

Summary:

Bylaw No. 15/007, if enacted, would delegate two specific types of authority conferred upon Council under the *Municipal Government Act*:

- (a) the authority under Section 547 of the statute to review a Stop Order issued under Section 545 or 546 – this is proposed to be delegated to the Subdivision and Development Appeal Board;
- (b) the authority under Section 657(6) of the *Municipal Government Act* to approve an extension of time for submission of a subdivision plan to the subdivision authority or for registration of a subdivision plan at the Land Titles Office – this is proposed to be delegated to the Chief Administrative Officer, who would be empowered to further sub-delegate this function.

Background:

With respect to the authority to review a Stop Order, these kinds of matters do not often come before Council but when they do they can be very technical and detailed, sometimes even requiring expert evidence. As such they have the potential to require a large amount of Council's time, to hear and consider all of the evidence and issue a decision. In addition, individual Council members may have already publicly expressed opinions on the circumstances that led to the issuance of a stop order – and in such cases it is not appropriate for a review [which is effectively an appeal] to be heard by persons who are on public record as favouring one or the other side in a dispute. The principles of fundamental justice require not only that an appeal body be independent and impartial, but that it be manifestly perceived as such.

With respect to the authority to grant an extension of time to complete a subdivision, these matters are frequently on Council agendas and are invariably of a routine, administrative nature. Council has on several occasions expressed a desire to focus more of its time and attention on policy and governance matters, and time extensions for subdivisions do not fall within that category of business. It is in fact something of an anomaly that the *Municipal Government Act* which

generally gives very clear direction that Council should deal with governance and policy matters, would also have assigned this relatively mundane administrative task to the council. However, the *Municipal Government Act* also contains a clause that allows Council to delegate any power or duty assigned to it, other than the power to pass bylaws. Accordingly, it is recommended that the authority to grant time extensions for subdivisions be delegated to Administration.

Rationale for Recommendation:

Delegation of the stop order review function would ensure that such reviews are carried out by a body that is better suited to handle them, from both the technical and the legal perspective.

Delegation of the authority to grant subdivision extensions would ensure that Council's time is more focused on high level matters of policy and governance.

Attachments:

1. Bylaw No. 15/007
2. Excerpts from *Municipal Government Act*.

BYLAW NO. 15/007

A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO DELEGATE CERTAIN POWERS AND DUTIES CONFERRED UPON THE COUNCIL UNDER THE MUNICIPAL GOVERNMENT ACT

WHEREAS Section 657(6) of the *Municipal Government Act* provides that a council may grant an extension of the time within which a plan or other instrument effecting a subdivision must be provided to the subdivision authority, or the time within which a subdivision plan must be registered at the Land Titles Office;

AND WHEREAS Section 547 of the *Municipal Government Act* provides that a council shall upon the request of a person receiving a stop order under Section 545 or 546 carry out a review of the order and make a decision to confirm, vary, substitute or cancel the order;

AND WHEREAS the Council of the Regional Municipality of Wood Buffalo is of the opinion that its authority under Section 657(6) of the *Municipal Government Act* is appropriately delegated to the administration of the municipality, and that its authority under Section 547 of the *Municipal Government Act* is appropriately delegated to an established independent and impartial tribunal with experience in dealing with both land matters and stop orders;

AND WHEREAS Section 203 of the *Municipal Government Act* allows Council to delegate any of its powers or duties, other than the power or duty to pass bylaws;

NOW THEREFORE the Regional Municipality of Wood Buffalo, in open council assembled, hereby enacts as follows:

SHORT TITLE

1. This Bylaw may be cited as the “Delegation of Council Authority Bylaw”.

DELEGATION OF POWERS AND DUTIES

2. The powers and duties of the Council of the Regional Municipality of Wood Buffalo under Section 547 of the *Municipal Government Act* are hereby delegated to the Subdivision and Development Appeal Board established under Bylaw No. 95/033, in accordance with the consequential amendments to Bylaw No. 95/033 set out in section 5 of this Bylaw.
3. The powers and duties of the Council of the Regional Municipality of Wood Buffalo under Section 657(6) of the *Municipal Government Act* are hereby delegated to the Chief Administrative Officer of the Regional Municipality of Wood Buffalo.
4. The Chief Administrative Officer may further delegate any power or duty delegated under Section 3 of this Bylaw.

CONSEQUENTIAL

5. Bylaw No. 95/033, the Subdivision and Development Appeal Board Bylaw, is amended by adding the following after Section 11 and before Section 12:

11.1 Review of Order under Section 547 of the Municipal Government Act

11.1.1 The Board shall conduct a review under section 547 of the Municipal Government Act upon the written request of a person who receives an order issued under section 545 or section 546, if the request is delivered to the Secretary of the Board within 14 days after the order is served upon that person.

11.1.2 The Board must conduct a review and issue a written decision under section 11.1.1 within 60 days after a request is made under Section 11.1.1 within the time limited for doing so.

11.1.3 In conducting a review under section 11.1.1 the Board may, but is not required to, follow or substantially follow the procedures prescribed for appeals under Part 17, Division 10 of the Municipal Government Act.

11.1.4 The Chair of the Board may appoint a single Board member or a panel of 3 or 5 Board members to conduct a review under Section 547 of the Municipal Government Act if the order being reviewed does not include a direction to demolish all or part of a building or other structure, and in such case the Board member or Board panel has all the powers and duties of the full Board.

COMING INTO FORCE

6. This bylaw comes into force when it is passed.

READ a first time this 24th day of March, AD. 2015.

READ a second time this _____ day of _____, A.D. 2015.

READ a third time this _____ day of _____, A.D. 2015.

SIGNED and PASSED this _____ day of _____, A.D. 2015.

Mayor

Chief Legislative Officer

Excerpts from

Municipal Government Act, c.M-26, R.S.A. 2000

Definition

- 1(1)(f) “council committee” means a committee, board, or other body established by a council under this Act.

Delegation by Council

- 203(1) A council may by bylaw delegate any of its powers, duties or functions under this or any other enactment or a bylaw to a council committee, the chief administrative officer or a designated officer, unless this or any other enactment or bylaw provides otherwise.
- 203(2)(e) A council may not delegate a duty to decide appeals imposed on it by this or another enactment or bylaw, whether generally or on a case by case basis, unless the delegation is to a council committee and authorized by bylaw.
- 203(3) The council when delegating a matter to a council committee, the chief administrative officer or a designated officer may authorize the committee or officer to further delegate the matter.

Order to remedy contraventions

- 545(1) If a designated officer finds that a person is contravening this or any other enactment that the municipality is authorized to enforce or a bylaw, the designated officer may, by written order, require the person responsible for the contravention to remedy it if the circumstances so require.

Order to remedy dangers and unsightly property

- 546(1) If, in the opinion of a designated officer, a structure, excavation or hole is dangerous to public safety or property, because of its unsightly condition, is detrimental to the surrounding area, the designated officer may by written order
- (a) require the owner of the structure to
 - (i) eliminate the danger to public safety in the manner specified, or
 - (ii) remove or demolish the structure and level the site;
 - (b) require the owner of the land that contains the excavation or hole to
 - (i) eliminate the danger to public safety in the manner specified, or
 - (ii) fill in the excavation or hole and level the site;

- (c) require the owner of the property that is in an unsightly condition to
 - (i) improve the appearance of the property in the manner specified, or
 - (ii) if the property is a structure, remove or demolish the structure and level the site.

Review by council

- 547(1) A person who receives a written order under section 545 or 546 may by written notice request council to review the order...
- 547(2) After reviewing the order, the council may confirm, vary, substitute or cancel the order.

Subdivision registration

- 657(1) An applicant for subdivision approval must submit to the subdivision authority the plan of subdivision or other instrument that effects the subdivision within one year from the latest of the following dates:
 - (a) the date on which the subdivision approval is given to the application;
 - (b) if there is an appeal to the subdivision and development appeal board or the Municipal Government Board, the date of that board's decision or the date on which the appeal is discontinued;
 - (c) if there is an appeal to the Court of Appeal under section 688, the date on which the judgment of the Court is entered or the date on which the appeal is discontinued.
- 657(5) If the plan of subdivision or other instrument is not registered in a land titles office within one year after the date on which it is endorsed pursuant to this section or within the extended period prescribed under subsection (6), the subdivision approval of the plan or instrument and the endorsement are void and the plan or instrument may not be accepted by a Registrar for registration.
- 657(6) The council may extend
 - (a) the one-year period referred to in subsection (1), or
 - (b) the one-year period referred to in subsection (5),whether or not the time period under those subsections has expired.

Subject: Bylaw 15/006 Willow Lake Area Structure Plan**APPROVALS:**

Bradley Evanson, Acting Director
Brian Moore, Executive Director
Marcel Ulliac, Chief Administrative Officer

Administrative Recommendations:

THAT Bylaw No. 15/006, being the Willow Lake Area Structure Plan, be read a first time; and

THAT the required public hearing be held on May 12, 2015.

Summary:

The proposed Willow Lake Area Structure Plan (ASP) is a long-term plan to guide sustainable land use in the area of Willow Lake. The proposed ASP will replace the existing Gregoire Lake Area Structure Plan (MO #477/91) as the key policy document for the Plan area. The authority to adopt or repeal area structure plans is vested with Council under the Municipal Government Act.

Background:

Originally known as Willow Lake, the lake became known as Gregoire Lake in the 1940s to reflect the name of the lake's only outlet, Gregoire River. In 1992 the lake's name was officially changed back to Willow Lake at the request of local residents. However, neither Gregoire Lake Estates nor Gregoire Lake Provincial Park has changed their names to reflect this change.

The area covered by the Willow Lake ASP lies some 30 kilometres southeast of Fort McMurray. The plan area includes the hamlet of Gregoire Lake Estates (population approximately 275 in 2012) and private holdings and residences on land along Surmont Creek. The plan area also includes the majority of land around Willow Lake which is Crown land administered by the Government of Alberta including a number of recreational land leases and Gregoire Lake Provincial Park. The plan area is bordered by the reserve lands of the Fort McMurray First Nation #468.

The Willow Lake Plan Area has seen relatively little development since the original subdivision of just over 80 lots in Gregoire Lake Estates. However, the Municipality as a whole has experienced significant growth in recent years and as the regional population grows, the maintenance and expansion of existing recreational areas as well as the establishment of new recreational areas will be necessary. Willow Lake is the most widely used recreational lake in the Municipality and an important amenity for residents.

There are existing Business Industrial designated lands found in the ASP area that allow for a range of commercial business and general industrial uses that are compatible with surrounding areas and do not adversely affect water quality of lakes or streams.

Preparation of the Willow Lake ASP included an extensive community engagement process that involved plan area residents, Fort McMurray First Nation #468, the Government of Alberta and the Municipality. The vision for Gregoire Lake Estates, the direction of the Municipal Development Plan (MDP), the Lower Athabasca Regional Plan (LARP), and the input of residents and stakeholders during the planning process, form the foundation of the Willow Lake ASP.

Rationale for Recommendations:

Planning and development in the province of Alberta follows hierarchy of legislation, bylaws, and policies. Each level of the hierarchy must be consistent with the level that precedes it. The Lower Athabasca Regional Plan (LARP) identifies the Willow Lake area as a Recreation/Tourism area and earmarks a large area within the proposed ASP for provincial park expansion. The Municipality's MDP designates Willow Lake as a potential recreation and tourism area as well as identifying the hamlet of Gregoire Lake Estates as an area of stability. The proposed Willow Lake ASP aligns with the recreation and tourism designation of both the LARP and MDP.

The current Gregoire Lake ASP is out-of-date. It was approved in 1991 when the area was part of Improvement District 18 (ID18), prior to amalgamation. The ASP review was undertaken to address resident concerns and changes that may have occurred in the plan boundary and surrounding area since the current ASP was adopted.

The proposed ASP's principles and their associated objectives and policies speak to key issues identified during the ASP review process and were derived from input gathered from community members and stakeholders as well as related professional reports and key background documents. These principles are:

1. Protect and Preserve the Natural Environment
2. Preserve Existing Character of the Willow Lake Area
3. Enhance Local Recreational Opportunities
4. Provide Safe Transportation Networks and Coordinate Municipal Services and Public Infrastructure
5. Promote Community Health and Safety

The proposed ASP also provides a Generalized Land Use Concept that reflects the desired future development pattern in the community which strives to maximize the recreational potential of the Willow Lake area while minimizing impacts on the natural environment.

The proposed ASP, if adopted, will guide the corresponding update of the Land Use Bylaw.

Administration supports the adoption of the draft Willow Lake Area Structure Plan, and recommends that Bylaw 15/006 be given first reading to allow for the scheduling of a public hearing.

Attachments:

1. Bylaw 15/006
2. Willow Lake Area Structure Plan

BYLAW NO. 15/006

**A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO
ADOPT THE WILLOW LAKE AREA STRUCTURE PLAN**

WHEREAS Section 633 of the *Municipal Government Act*, R.S.A., 2000, c.M-26 and amendments thereto authorizes Council to enact a bylaw adopting An Area Structure Plan.

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

1. Bylaw No. 15/006, being the Willow Lake Area Structure Plan as set out in Schedule A, is hereby adopted.
2. Ministerial Order No. 477/91 and all amendments thereto is hereby repealed.
3. This bylaw shall be passed and effective when it receives third reading and is signed by the Mayor and Chief Legislative Officer.

READ a first time this _____ day of _____, A.D. 2015.

READ a second time this _____ day of _____, A.D. 2015.

READ a third and final time this _____ day of _____, A.D. 2015.

SIGNED and PASSED this _____ day of _____, A.D. 2015.

Mayor

Chief Legislative Officer

WILLOW LAKE AREA STRUCTURE PLAN





ACKNOWLEDGEMENTS

The Willow Lake Area Structure Plan was developed by the Regional Municipality of Wood Buffalo in collaboration with residents of the Willow Lake area and other stakeholders. As a guide for future land use in the Willow Lake area, the Plan interprets residents' desires for the future while promoting sustainable principles that balance economic, social, environmental and cultural goals.

The Regional Municipality of Wood Buffalo thanks those residents and stakeholders who kindly gave their time to participate in the preparation of this plan.



PLAN PURPOSE

The Willow Lake Area Structure Plan (the “Willow Lake ASP”) is the principle document guiding land use in the Willow Lake area. The Willow Lake ASP is a statutory document prepared in accordance with the *Municipal Government Act* R.S.A. 2000 c. M-26.

The Willow Lake ASP intends to:

- establish policies that promote orderly and sustainable land use in the area, and
- integrate existing and future infrastructure requirements with proposed generalized land use classifications.

Although the plan is designed for the long-term, it will be reviewed periodically and be updated as needed to ensure the plan remains relevant to existing conditions.

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PART 1 SETTING THE STAGE

WILLOW LAKE

Willow Lake is located approximately 30 kilometres south of the Urban Service Area of Fort McMurray (see Map #1), it is one of the few accessible recreational lakes in the region and an important amenity for residents of the Regional Municipality. Willow Lake is the most widely used recreational lake in the Regional Municipality of Wood Buffalo. Recreational uses on Willow Lake during warm months include boating, rowing, canoeing, kayaking, seadooing, waterskiing, fishing, swimming, camping, hiking, picnics and other gatherings; in winter Willow Lake is used for hockey, skating, skidooing and cross country skiing. The area is the site of some events for the Western Canada Summer Games in 2015. Gregoire Lake Provincial Park is found on the northwestern side of the lake and is a popular recreational destination.

Inhabited by both the Cree and the Dené people for hundreds or even thousands of years, the wider Willow Lake area has long been a site for hunting, trapping and berry picking by First Nation peoples. Fur trading amongst the Cree and Europeans in the area dates back some 300 years.

Today, the majority of the land around Willow Lake is Crown land administered by the Government of Alberta (the Province).

Willow Lake Area Structure Plan

The Plan Area is shown on Map #2 and includes Gregoire Lake Estates, a residential community of around 275 residents located on the western shore of Willow Lake, it is the only Hamlet within the Plan Area. Outside of Gregoire Lake Estates, there are three recreational leases along the eastern and southern shores of Willow Lake. Gregoire Lake Provincial Park as established in the Provincial Parks Act is located in the northwestern corner of the Plan Area. Private holdings and residences, including a commercial campground, can be found on large parcels of land along Surmont Creek. The Plan Area is also bordered by the reserve lands of the Fort McMurray First Nation (FN 176, FN 176A and FN 176B), home to approximately 200 residents.

Regional Influences

Willow Lake is in close proximity to major oilsands projects, which may have direct and indirect impacts on the Plan Area in the future. This may include demand for housing and recreational facilities and consequentially increased traffic volumes. The Willow Lake Plan Area has seen relatively little development since the original subdivision of just over 80 lots in Gregoire Lake Estates. At the same time, the Regional Municipality as a whole has experienced significant growth in recent years, a trend that is projected to continue in the decades to come. As a result, the Willow Lake ASP must address the increasing pressure to provide recreational opportunities for the Regional Municipality's residents.

Anzac

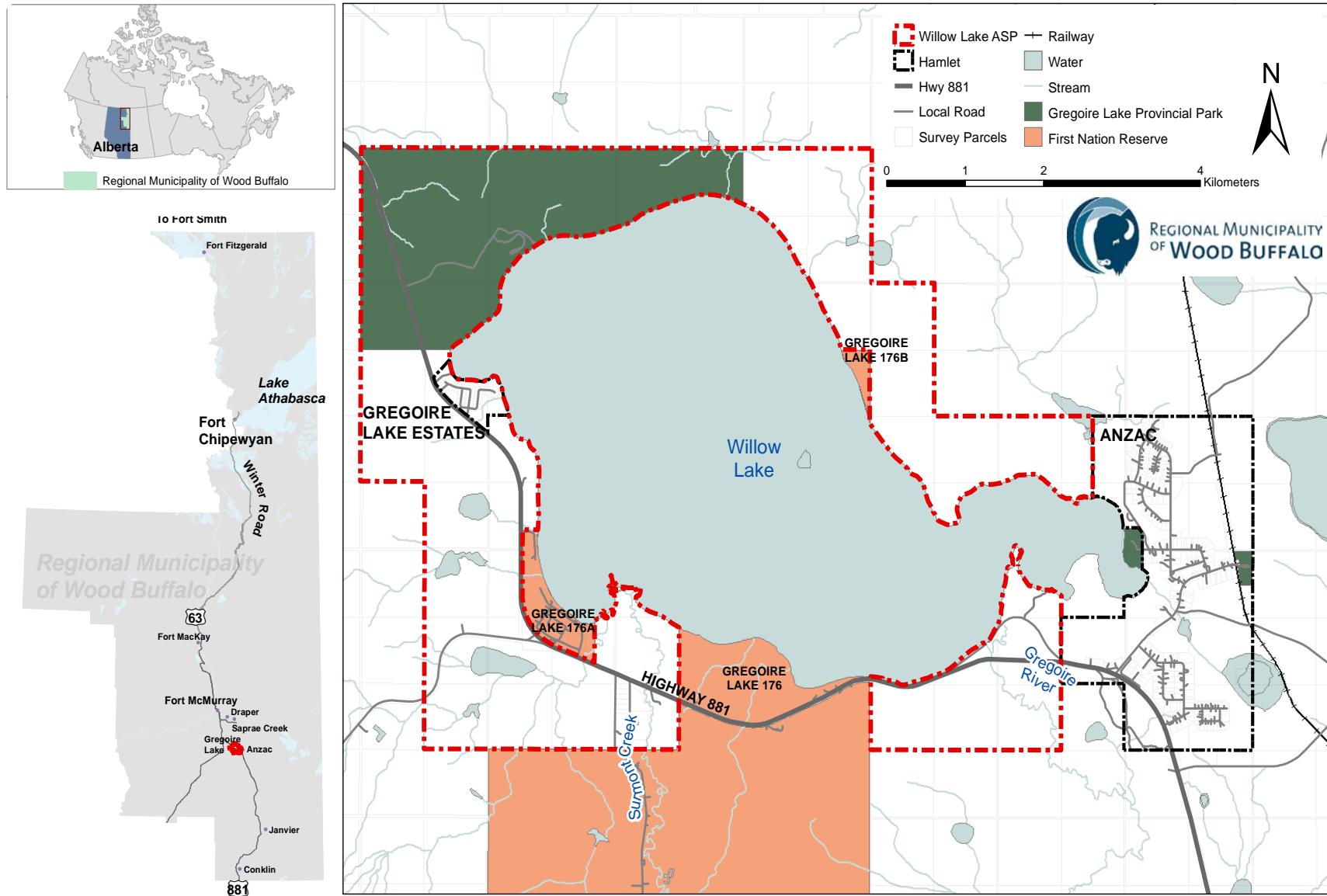
The Hamlet of Anzac, which lies on the eastern shores of Willow Lake, forms the eastern boundary of the Plan Area. Currently, Anzac is a primarily residential community of approximately 800 people; however ,the Hamlet has the capacity to become a regional growth centre offering important services to both the wider Willow Lake area as well as the southern communities of Conklin and Janvier. An ASP for Anzac was adopted in 2012.



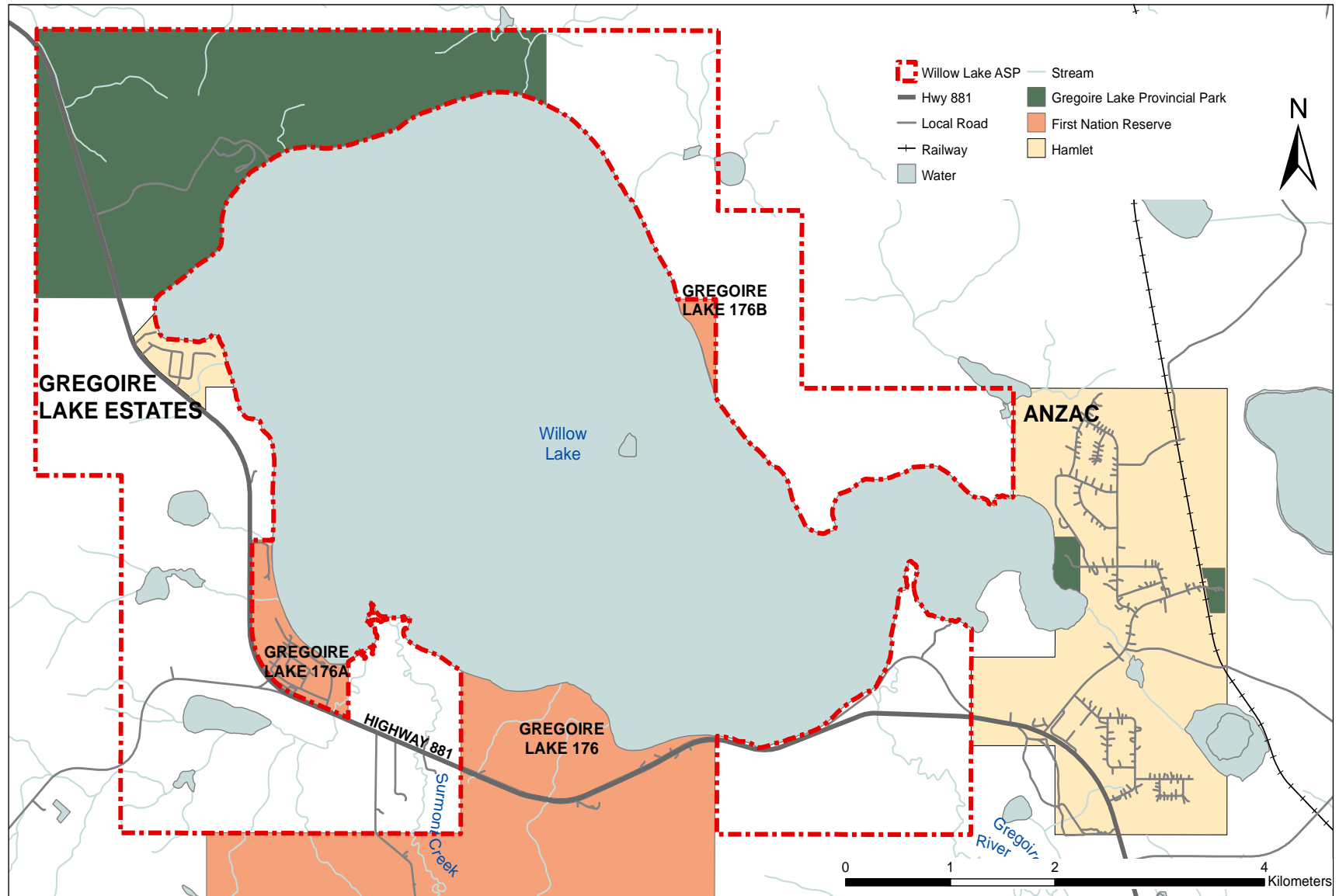
Willow or Gregoire?

Willow Lake became known as Gregoire Lake in the 1940s to reflect the name of the lake's only outlet, Gregoire River, which was itself named after an early settler to the area. In 1992, at the request of local residents, the lake's name was officially changed back to Willow Lake. It is still commonly known as Gregoire Lake and neither Gregoire Lake Provincial Park or the Hamlet of Gregoire Lake Estates have changed names to reflect the lake's official name change.

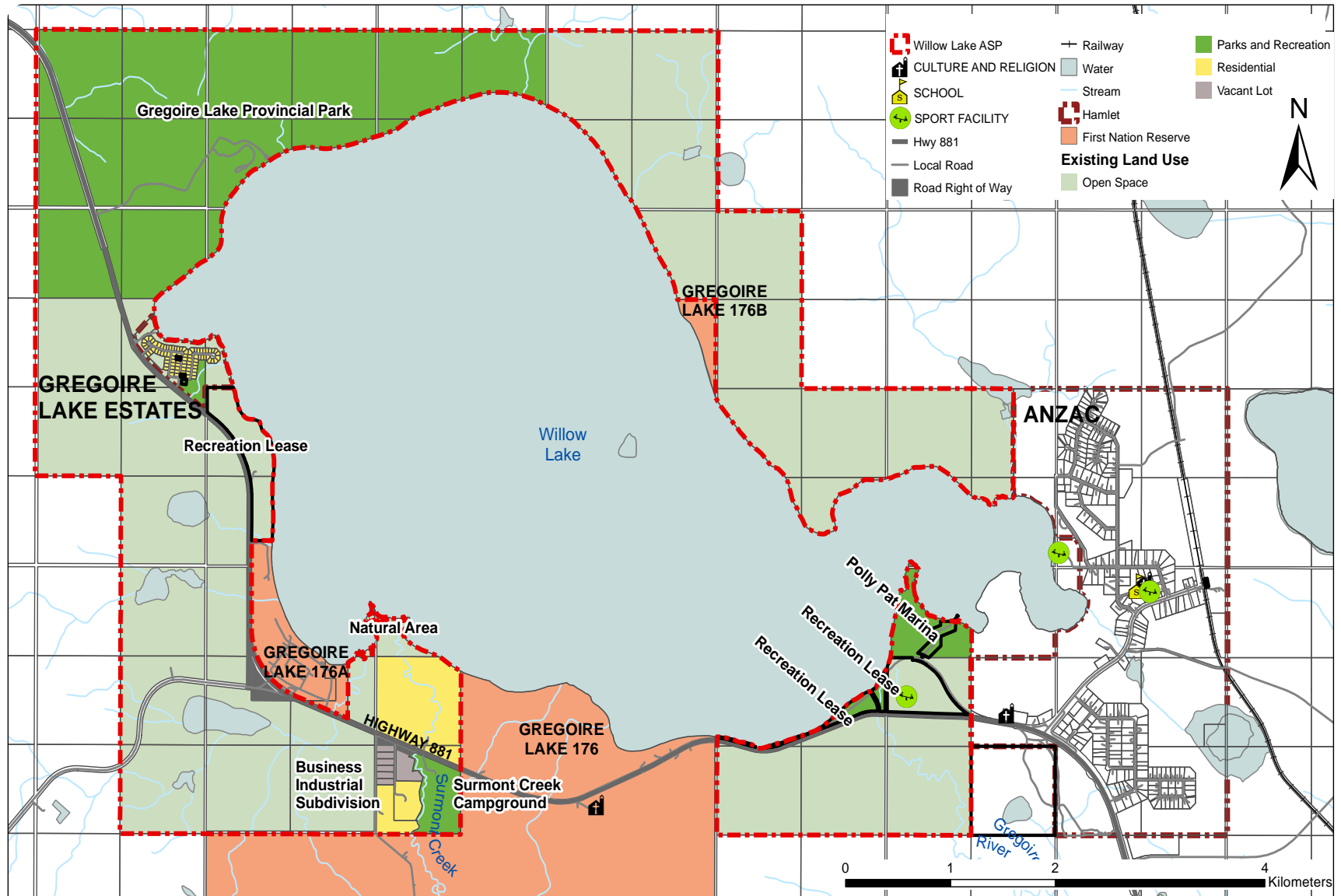
MAP 1: WILLOW LAKE REGIONAL CONTEXT



MAP 2: WILLOW LAKE PLAN AREA



MAP 3: EXISTING LAND USE



EXISTING CONDITIONS

Natural Environment

The Clearwater and Athabasca river valleys that form the distinct landscape surrounding Willow Lake resulted from melting glaciers around 10,000 years ago. The Willow Lake area is characterized by generally flat topography and a mix of well-drained soils and muskeg. Wetlands, streams and the lake itself are environmentally important features to the Plan Area.

Willow Lake is a large and shallow lake, covering a surface area of approximately 25.7 square kilometers. The mean depth of the lake is 3.9 metres and the maximum depth is 7.2 metres. The deepest water is located in the western portion of the lake. The lake also features an island of almost 600 square metres. The Willow Lake shoreline is composed mainly of gravel, with the exception of three large sandy beaches.

The lake has seven inlets, the largest of which is Surmont Creek, and only one outlet, Gregoire River. The drainage basin is mainly to the south and southwest of the lake and spans an area of 232 square kilometres.

Vegetation

The Willow Lake ASP area is located in the Boreal Central Mixed Wood Ecoregion. The predominant tree cover includes trembling aspen, balsam poplar, and white birch. Stands of jack pine are present in the sandy areas and black spruce stands in the poorly drained areas. There are several spruce/tamarack bogs on the southern shore of the lake. Aquatic vegetation is abundant along the shores of Willow Lake and there is thriving riparian vegetation along the banks of Surmont Creek. Aquatic vegetation in the eastern bay and western shore of the lake includes dense beds of swamp horsetail, yellow pond lily, bulrushes and common cattail; the list of submergent plants is dominated by pondweed.

Fish and Wildlife

A variety of fish species are known to inhabit Willow Lake, including: walleye, northern pike, yellow perch, lake whitefish, cisco, burbot, spottail shiner, and longnose sucker. Gregoire River is an important migration route and spawning area for the northern pike, longnose sucker, and white sucker. Willow Lake is also used for bald eagle nesting and as a staging area for migrating waterfowl. Wildlife found along the Gregoire River includes Northern Goshawk, red-tailed hawk, beaver, fox and moose. The Willow Lake area is located within the current range of the black bear, and is home to Woodland Caribou, which is an endangered species under the Province of Alberta's Wildlife Regulation.

Environmental Development Constraints

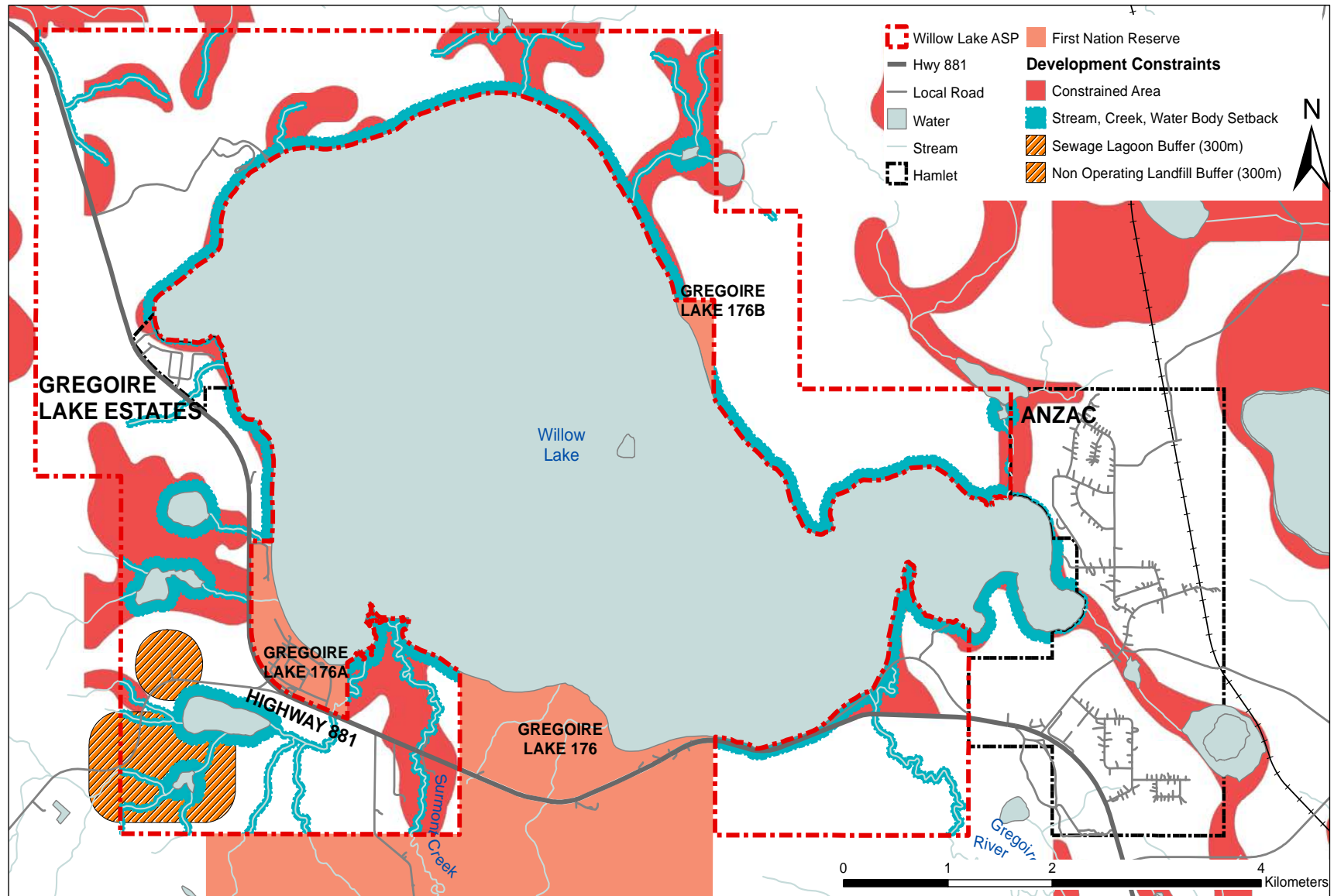
The overall environmental development constraints related to planning future developments within the plan area are summarized on Map #4. Lands identified as developmentally Constrained Area are highlighted in red are not recommended for development. Setbacks from riparian areas in the plan have been informed by a Biophysical Impact Assessment and Alberta Sustainable Resource Development Guidelines.



Surmont Creek

Surmont Creek is the major inflow into Willow Lake. Six other creeks flow into the lake, while the only outflow is Gregoire River on the southeastern side of Willow Lake. Surmont Creek flows through First Nation Reserve Land (FN 176) and large privately-held lots along Highway 881 before entering Willow Lake.

MAP 4: DEVELOPMENT CONSTRAINTS MAP



Historical Resources

The Listing of Historic Resources identifies lands that contain or are believed to contain historic resources, primarily archaeological and palaeontological sites, Aboriginal traditional use sites of a historic resource nature, and historic structures. Issued twice a year, it provides industry and other developers with advance notification of possible historic resource concerns. The Listing does not include all lands that may contain historic resources. When previously unknown historic resources are discovered, their locations are added to the Listing. In accordance with the Alberta Historical Resources Act, the Minister of Alberta Culture may require that any proposed activity likely to threaten the integrity of a historic resource, whether or not its location is on the Listing, be preceded by a Historic Resources Impact Assessment (HRIA). The Plan Area is considered to have high potential to contain archaeological, paleontological and Aboriginal traditional use resources. The most likely locations of historical resources in the Plan Area are shown on Map #5.

Early History

Inhabited by both the Cree (who came from the south) and the Dené (who came from the north) for hundreds or even thousands of years, the Willow Lake area has long been a site for hunting, trapping and berry picking by First Nations peoples. Fur trading among Cree and Europeans in the area dates back some 300 years.

Recent History

The Stony Mountain Royal Canadian Air Force radar station (known as "Site 800") was built in the Anzac area in 1957 as part of the mid-Canada early defense line set up to detect incoming Soviet bombers during the Cold War and provide early warning for a land based invasion. As a result, a 17-mile road was built from Anzac (which connected to the railway at the time) to the top of Stony Mountain near Willow Lake.

Built Environment

Land Ownership

Land ownership within the Plan Area is shown on Map #6. The majority of land is owned by the Province and includes Gregoire Lake Provincial Park. The Hamlet of Gregoire Lake Estates is currently at full build-out with each of the privately held lots developed. The Regional Municipality holds a small amount of undeveloped land within the Hamlet boundary. There are privately-held lots covering two quarter sections along Surmont Creek.

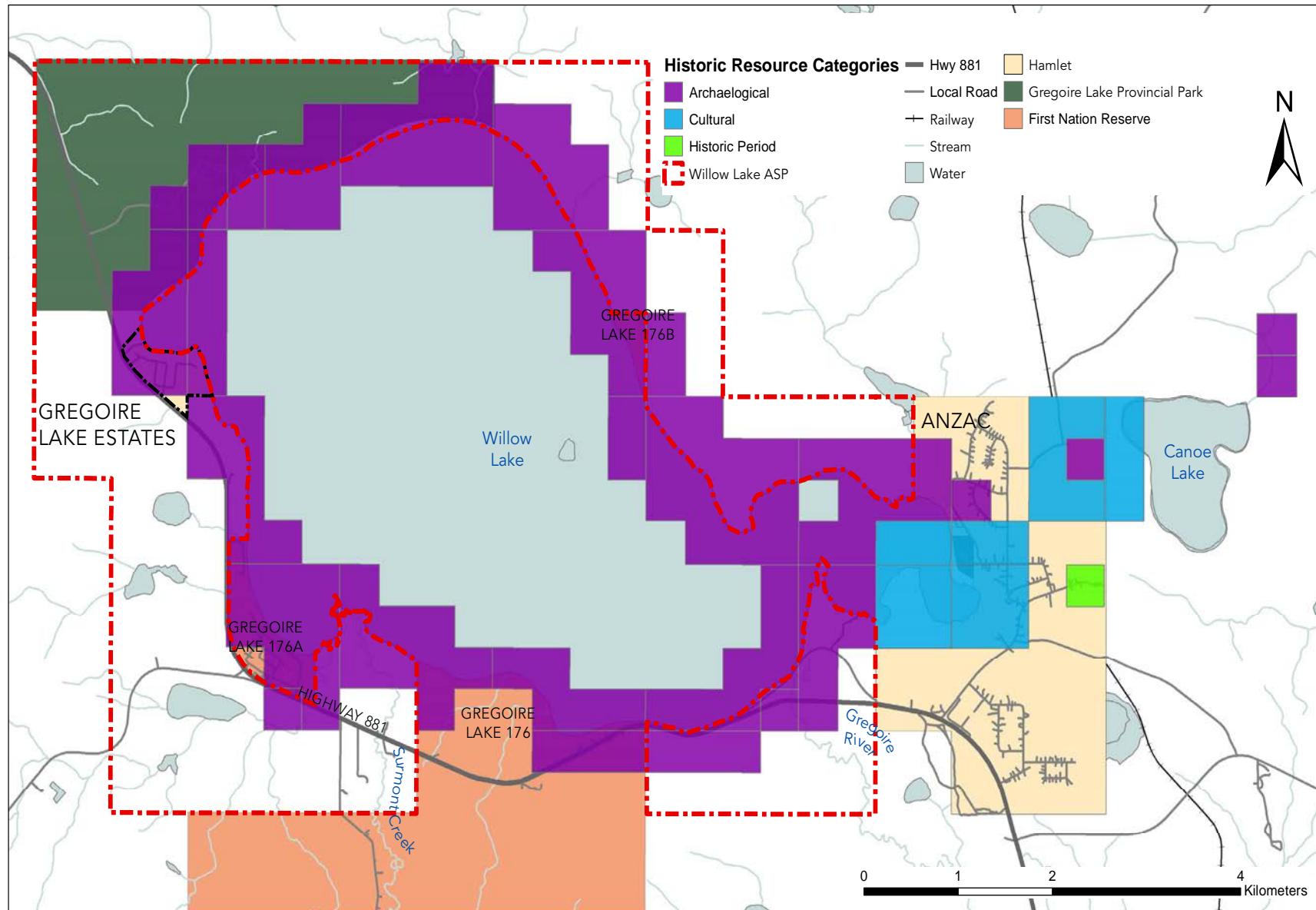
Existing Land Use (see Map #3)

Once a cottage community, Gregoire Lake Estates is now a community of single-family detached homes. Residents live in the community year-round and over 90% of residents are homeowners. Nearly each of the 84 lots in Gregoire Lake Estates is developed with a single-family detached home. There is an average of 3.2 residents per household in the community and 3 people per acre is the current gross population density. In 2030 gross population density is expected to increase to 3.275 people per acre.

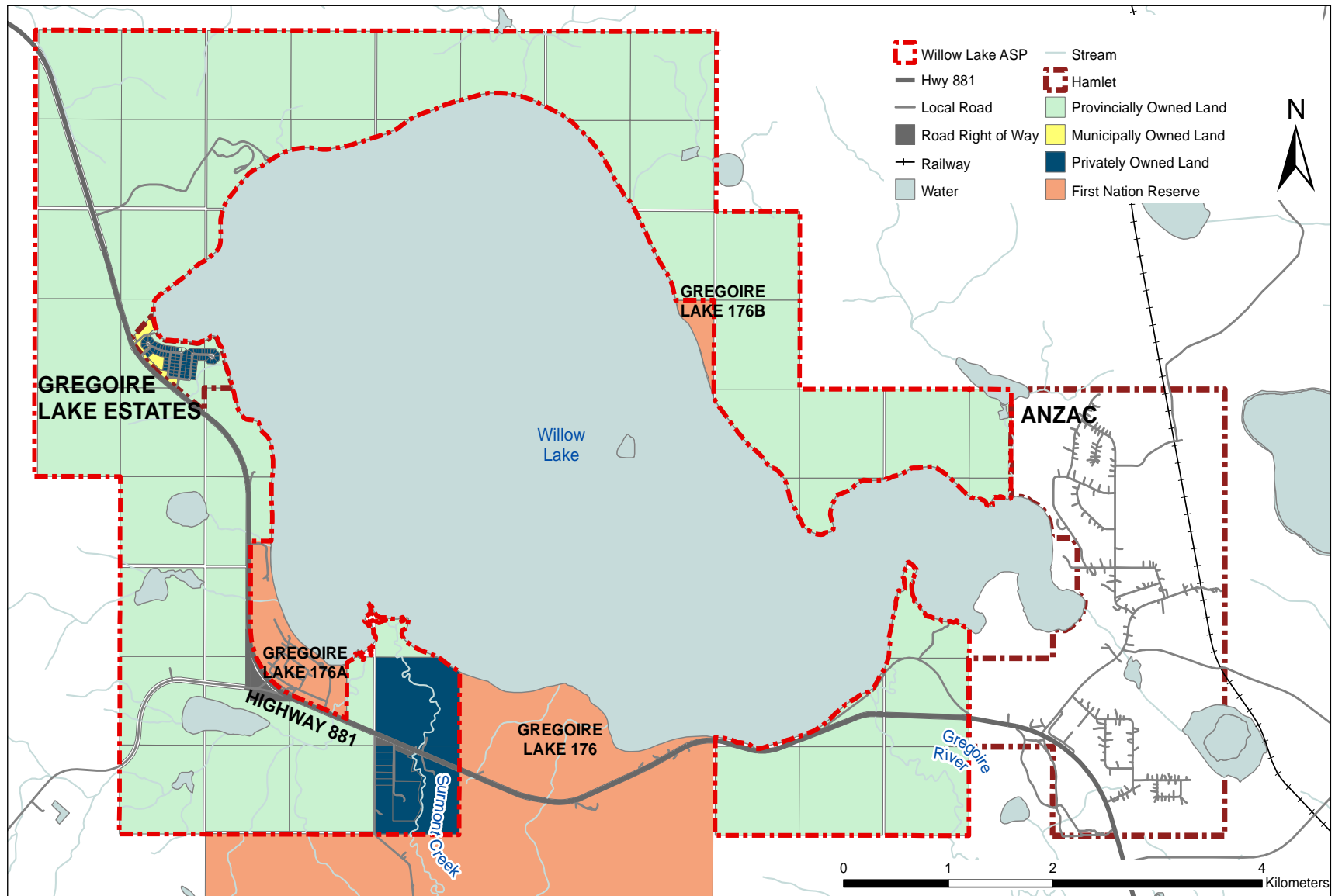
The Surmont Creek Campground, with a planned capacity for 96 sites, is a campground in the Plan Area. This year-round campground was opened in 2010 and operates on privately held land along Surmont Creek south of Willow Lake. Additionally, the Willow Lake Marina, formerly called Polly Pat Marina, is a privately-operated facility on the southeast shore of Willow Lake. It is located on leased Crown land and is used as a seasonal camping site, wharf, and boat launch.

There are no commercial developments in Gregoire Lake Estates. Gas stations exist in both Anzac and on First Nation Reserve 176A, while other services such as a restaurant, variety store and liquor store exist in Anzac.

MAP 5: HISTORICAL RESOURCES



MAP 6: LAND OWNERSHIP



Recreation

Parks

The 650-hectare Gregoire Lake Provincial Park was opened in the early 1970s. Access to the park is located on Highway 881, 30 kilometres south of Fort McMurray and 12 kilometres west of Anzac. The park is particularly busy during summer months as it offers a 140-site campground, day use area, beach, and hiking trails. There are two main trails at the park: a 5-kilometre loop along the north shore of the lake and a 1.2-kilometre woodland interpretive trail. In the winter, the park is used for cross-country skiing and snowmobiling.

Based on the Lower Athabasca Regional Plan, future expansion of the boundary and upgrades of Gregoire Lake Provincial Park are part of the planning process by Alberta Parks Division of ESRD. Improvements to the campsites including added power sites and a south shore boat launch have already occurred.

Camp Many Trees is located on the west shore of Willow Lake, just north of FN 176A. The land is owned by the Province and leased by the YMCA of Wood Buffalo. In the late 1990s, the YMCA made use of the land for day camps, but the camp is no longer operational. There are no utilities or sanitary facilities set up at the camp. The YMCA plans to refurbish the facility in the future.

Two day use areas are found on the southern shore of the lake: the South Shore Campground and Windsurfer Beach. These recreation destinations are located on Crown land that has been leased to the Municipality in the past, and is currently leased to the Province. Both the South Shore Campground and Windsurfer Beach are open to the public, although they are not currently being maintained regularly as conversations around future responsibility for the facilities are ongoing.

The community of Gregoire Lake Estates has one playground. This playground was completed in 2009 using a community grant and funding provided to the Hamlet by the Regional Municipality, the Anzac Recreation and Social Society and the Province.

Trails

The Regional Municipality does not currently operate any trails within the Plan Area. Informal trails exist along the lake but are not maintained by the Regional Municipality and are located on Crown land.

Sports Facilities

Residents have access to a new facility opened in Anzac, which includes a number of sports fields, trails, a covered ice rink and a multi-use recreation facility.



Willow Lake

Willow Lake is the most widely used recreational lake in the Regional Municipality of Wood Buffalo, with most visitors accessing the lake through Gregoire Lake Provincial Park. The lake permits both motorized boats and fishing. In the winter, it is used for ice fishing, snowmobiling and skating.

Institutional and Services

Schools

There are no schools in the Plan Area. Anzac currently has an elementary school and high school. Both of these schools can accommodate the current and projected population of youth in the Willow Lake Plan area. Alternatively, youth in the Plan Area can also attend school in Fort McMurray.

Health Facilities

There are no health services in the Plan Area and residents depend on health services provided in Anzac and Fort McMurray. The nearest clinic and family doctor are available in Fort McMurray, which also provides ambulance services to the Plan Area.

Religious Institutions

There are no religious institutions in the Plan Area, however Anzac has one Baptist church and Fort McMurray offers a wide range of religious institutions.

Emergency Services

Fire protection for the Plan Area is provided by the Anzac volunteer fire department, a strong group of volunteer fire fighters serving Anzac and the surrounding area.

Infrastructure and Servicing

Transportation

Highway 881 travels along the southern shore of Willow Lake and provides two access points to Gregoire Lake Estates and the only road access to Gregoire Lake Provincial Park. This two-lane highway has an approximate volume of 4,800 Annual Average Daily Traffic (AADT) and is the primary highway linking Fort McMurray and the southern Hamlets in the Regional Municipality. In 2006/2007, the Highway was paved from Anzac to Lac La Biche providing a viable alternative to Highway 63 for north-south travel in the region. Alberta Transportation recommends twinning highways when they reach a volume of 15,000 AADT. Stony Mountain road connects Highway 63 to Highway 881 near FN 176A.

Alberta Transportation currently has plans to upgrade Highway 881 between Anzac and Gregoire Lake Estates. Improvements consist of road resurfacing completed in 2014, the addition of a service road through FN176, as seen on Map #7, and the elimination of access points to the highway by removing the northwestern access to Gregoire Lake Estates.

Stormwater Management

Stormwater management in the Plan Area, including the Hamlet of Gregoire Lake Estates, is managed using natural drainage courses and surface ditches along Highway 881.

Potable Water

Residents in the Plan Area currently receive potable water via truck haul from the Anzac truck fill station. The construction of the Southeast Regional Water Supply Line from Fort McMurray to Anzac has brought piped water through the Plan Area, as seen on Map #7.

The Southeast Regional Water Supply Line was built to a capacity of 4,500 residents assuming future populations of 300 residents in Gregoire Lake Estates, 3,000 residents in Anzac, and 1,000 residents on the First Nation reserves. The Regional Municipality is currently designing a secondary water supply line to Anzac that will follow the alignment of Highway 881. The Regional Municipality has plans for installation of a full pressure piped water service to Gregoire Lake Estates. There is the possibility that development along Surmont Creek will be able to tie into the new water supply line in the future.

Wastewater Treatment

Residents in Gregoire Lake Estates use pump out tanks and vacuum truck service to dispose of their domestic wastewater. Wastewater is then dumped at the sewage lagoon in Anzac, as seen on Map #7. The 1991 Gregoire Lake Area Structure Plan identified that the use of septic mounds contributed to increased aquatic vegetation growth in Willow Lake. A Municipal-grant in the mid-1990s helped residents move to pump out tanks from septic mounds.

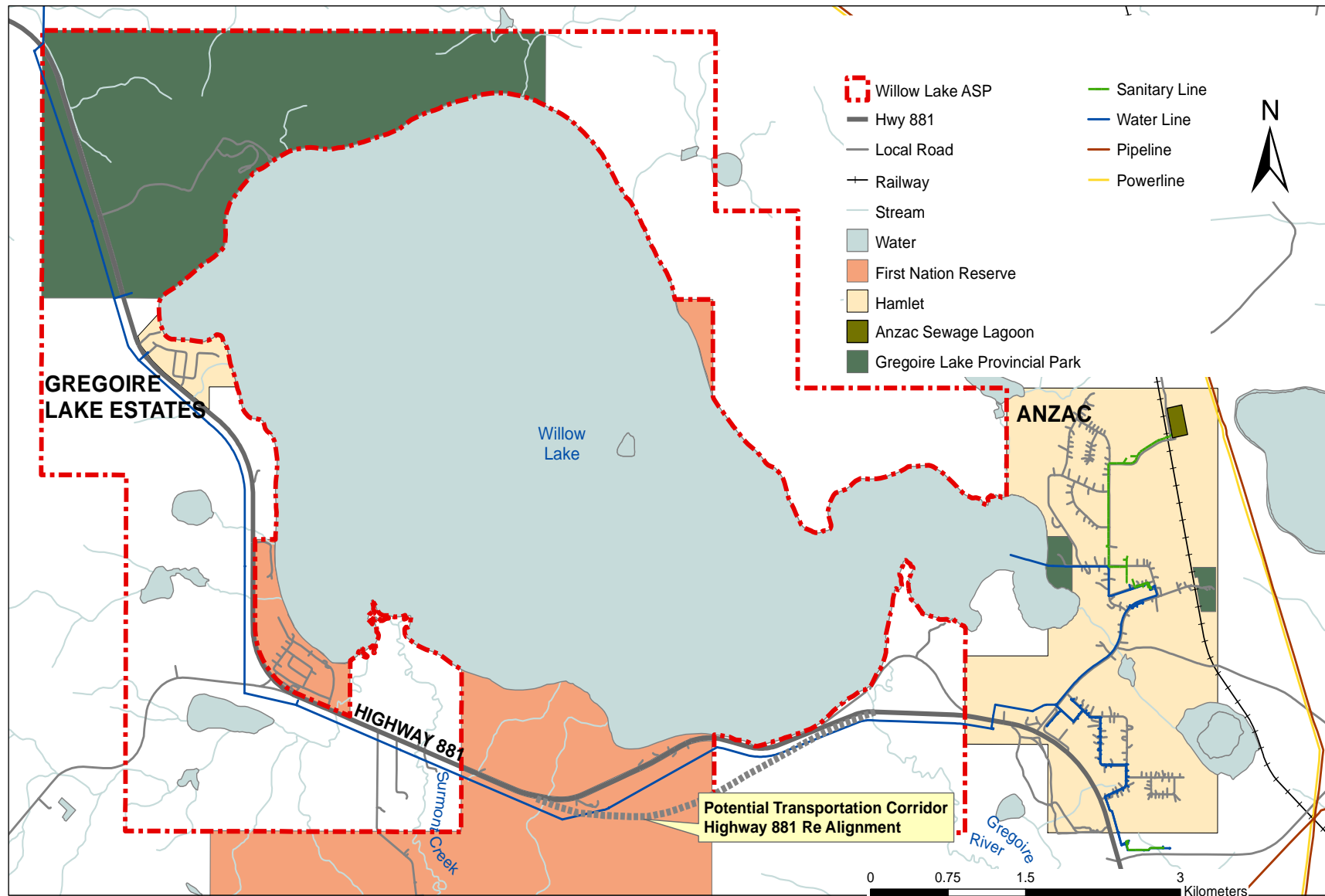
The Regional Municipality has plans for installation of a gravity sewer system in Gregoire Lake Estates that will tie into the new wastewater treatment plant in Anzac.

Property owners on large lots along Surmont Creek use septic fields to handle wastewater currently. There may be opportunity for these areas to tie into the new proposed piped service as well.

Franchised Utilities

Buried and overhead utilities are provided by ATCO Gas, ATCO Electric and Telus. Residents have access to 3-phase power running along Highway 881 provided by the Hangingstone substation.

MAP 7: INFRASTRUCTURE



PLANNING AND POLICY FRAMEWORK

Municipal Government Act

The Municipal Government Act (the “MGA”) enables municipalities to prepare statutory plans, such as area structure plans.

The requirements for area structure plans are outlined in Section 633(3) of the MGA. An area structure plan must describe:

- the sequence of development proposed for the area,
- the land uses proposed for the area, either generally or with respect to specific parts of the area,
- the density of population proposed for the area either generally or with respect to specific parts of the area,
- the general location of major transportation routes and public utilities,

and may contain any other matters the council considers necessary.

Lower Athabasca Regional Plan (2012)

The Lower Athabasca Regional Plan (“LARP”) identifies a strategic 10 year direction for a large region including the Regional Municipality. It is a statutory plan based on Alberta’s Land Use Framework, which was released in 2008 and sets out an approach to managing land and natural resources. Most importantly, it sets out seven planning regions and requires that regional plans be developed for each of those regions. The LARP is the result of that provincial direction and applies to all persons, including the Crown and local government bodies. The Regulatory Details Plan requires local government bodies to consider the Strategic Plan and Implementation Plan found within the LARP.

Under the LARP, Willow Lake, referred to as Gregoire Lake, has been identified as a new Recreation/Tourism area. The LARP specially designates a large area around the shorelines of Willow Lake as a potential provincial park expansion.

Recreation/Tourism areas are intended to provide diverse, enjoyable, outdoor recreation opportunities that contribute to healthy lifestyles and will be managed to minimize industrial disturbance and ensure quality recreational experience.

Municipal Development Plan (Bylaw No. 11/027)

The Regional Municipality adopted a municipal development plan in 2011. The Municipal Development Plan (the “MDP”) is a regional, urban and rural plan combined into one comprehensive document. As a result, the MDP addresses issues at a variety of scales, providing integrated direction to the urban area, the distinct rural communities and vast tracts of hinterland.

The MDP outlines a strategic path forward to manage growth. It does not directly identify capital projects or infrastructure spending, nor does it provide specific zoning requirements. Rather, it will be used to guide both short and long term decision making at the Regional Municipality over the next few decades until the year 2030.

The 2011 MDP provides statutory direction for the Willow Lake ASP with a vision to make the region “a global model for sustainable living in the north.” The MDP provides direction on regional and rural community growth management, as well as building sustainable communities, to which this plan aligns.

The MDP designates the Hamlet of Gregoire Lake Estates as an area of stability. The Regional Municipality will work to protect the existing pattern of development characterized by single family housing, (MDP strategy C.3.3). Along with this, no physical expansion of the community will be accommodated. Community access to Willow Lake will be enhanced while ensuring minimal impact on the lake environment and other natural features.

Anzac has been designated as a priority growth area in the MDP. Anzac is not within the Willow Lake ASP; it is however, directly adjacent to the eastern boundary. It is expected that most development can be accommodated within Anzac as opposed to within the Willow Lake ASP boundaries.

Adjacent Plans

Other plans in the vicinity of the Willow Lake ASP include:

- Anzac Area Structure Plan (Bylaw 12/018), 2012. The planning process involved close cooperation to ensure compatibility.
- Highway 63/881 Corridor ASP (Bylaw no. 07/050), 2007.



VISION

A vision for Gregoire Lake Estates was developed through community engagement. The vision reflects how area residents would like to describe their community 20 years in the future. In this case, the vision identifies a community that is close-knit and has plenty of opportunity to enjoy the rich natural surroundings. Much of what is desired by the community currently exists.

In 2010, the Regional Municipality adopted an Integrated Community Sustainability Plan, Envision Wood Buffalo. Contained within this plan is a region-wide vision for sustainable development. The Statement of Sustainability is a declaration by the Regional Municipality that it will work to ensure a healthy future not only for current residents, but for future residents as well, paying specific attention to the economic, environmental, social and cultural pillars that form the fabric of the region.

From here, Generalized Land Use Classifications have been created as well as Principles, Objectives and Policies for the Willow Lake Plan Area.

The Regional Municipality's commitment to sustainability is emphasized in the Willow Lake ASP. The Willow Lake ASP presented here makes an effort to protect and repair riparian zones and address environmentally sensitive areas. It also ensures that the impact of future development on the natural environment is addressed through the appropriate studies. These measures are aimed at preserving the health of Willow Lake and ensuring its value as a recreational amenity for residents of this region for many years to come.

Vision for Gregoire Lake Estates

Gregoire Lake Estates is a quiet and safe community where our residents value the rich natural setting and close relationships with neighbours. Set on the shores of beautiful Willow Lake, we take tremendous pride in an ongoing commitment to preserve the natural landscape that surrounds us and is integral to our active rural lifestyle. The foundation of our small residential community is built on strong friendships, community pride and neighbours that look out for one another. Trails and community access to the lake provide us with excellent recreational opportunities throughout the year. The level of residential servicing in Gregoire Lake Estates meets the needs of the community. We maintain access to the amenities in neighbouring Anzac and Fort McMurray while retaining the privacy and high quality of life that we enjoy so much.

Statement of Sustainability

We value living in a region that is safe, healthy, inclusive of all residents and provides local opportunities. We have a strong economy, a healthy environment, a rich culture and an abundance of social capital that together form the pillars of sustainability and contribute to quality of life and well being.

We strive to find balance in our economic, environmental, cultural and social systems and to live within their natural limits. We make decisions that reflect an understanding of the interdependence of these systems and consider residents long-term needs to ensure the resources of today are sustainable into the future.

GUIDING PRINCIPLES

The vision for Gregoire Lake Estates, the direction of the MDP, and the input of residents and stakeholders during the planning process, form the foundation of the Willow Lake ASP.

The Willow Lake ASP will be guided by the following five principles:

1. Protect and Preserve the Natural Environment
2. Preserve Existing Character of Willow Lake Area
3. Enhance Local Recreational Opportunities
4. Provide Safe Transportation Networks and Coordinate Municipal Services and Public Infrastructure
5. Promote Community Health and Safety

These principles act as a guide for future development in the area and form the basis of the Generalized Land Use Classifications as well as Objectives and Policies.

PART 2

ACHIEVING THE VISION



GENERALIZED LAND USE CONCEPT

Generalized Land Use Concept and Policies for the Willow Lake ASP promote the potential of the Plan Area as an important natural and recreational amenity, while minimizing the impact of human activity on the natural environment. For the most part, development in the area should be focused on recreational uses, while other uses such as recreation with commercial elements or industrial development can be considered if this activity does not adversely affect water quality of lakes or streams, or limit the recreational potential of the surrounding area.

Map #8 shows the generalized land use concept for Willow Lake. This is a conceptual map that provides general description and approximate location of proposed future land uses. The following are the descriptions of the land use classifications:

Established Neighbourhood

The intent of the Established Neighbourhood Land Use classification, is to maintain the existing development pattern and prevailing density in the form of a single detached house on an individual lot.

Business Industrial

The Business Industrial classification is intended to accommodate a range of commercial businesses and general industrial uses compatible with surrounding areas, which may include general office buildings, light manufacturing, lay-down yards and service uses that support nearby development and industrial activity.

GENERALIZED LAND USE CONCEPT

The Willow Lake ASP endeavors to address the significance of the lake as a key feature of this region and one that will provide recreational opportunities for residents for years to come. In doing so, the Willow Lake ASP strives to maximize the recreational potential of the Willow Lake area while minimizing impacts on the natural environment. The Willow Lake ASP will also ensure the protection of the areas many historical resources. As such, it is anticipated that the area will retain much of its natural character and future development will be limited.

Open Space

The intent of the Open Space classification is that land will remain in its natural state and allow for the protection of environmental features and wildlife. A major portion of this area has some or significant constraints to development. These constraints include low lying wet terrain, shallow to deep muskeg coverage or areas prone to flooding. Development within the Open Space area will be restricted to uses, such as walking trails that have low impact on the environment.

Environmental Preservation

The intent of the Environmental Preservation classification is the preservation and the protection of environmentally sensitive areas. The area in its natural state may be used as a park or walking trails.

Parks and Recreation

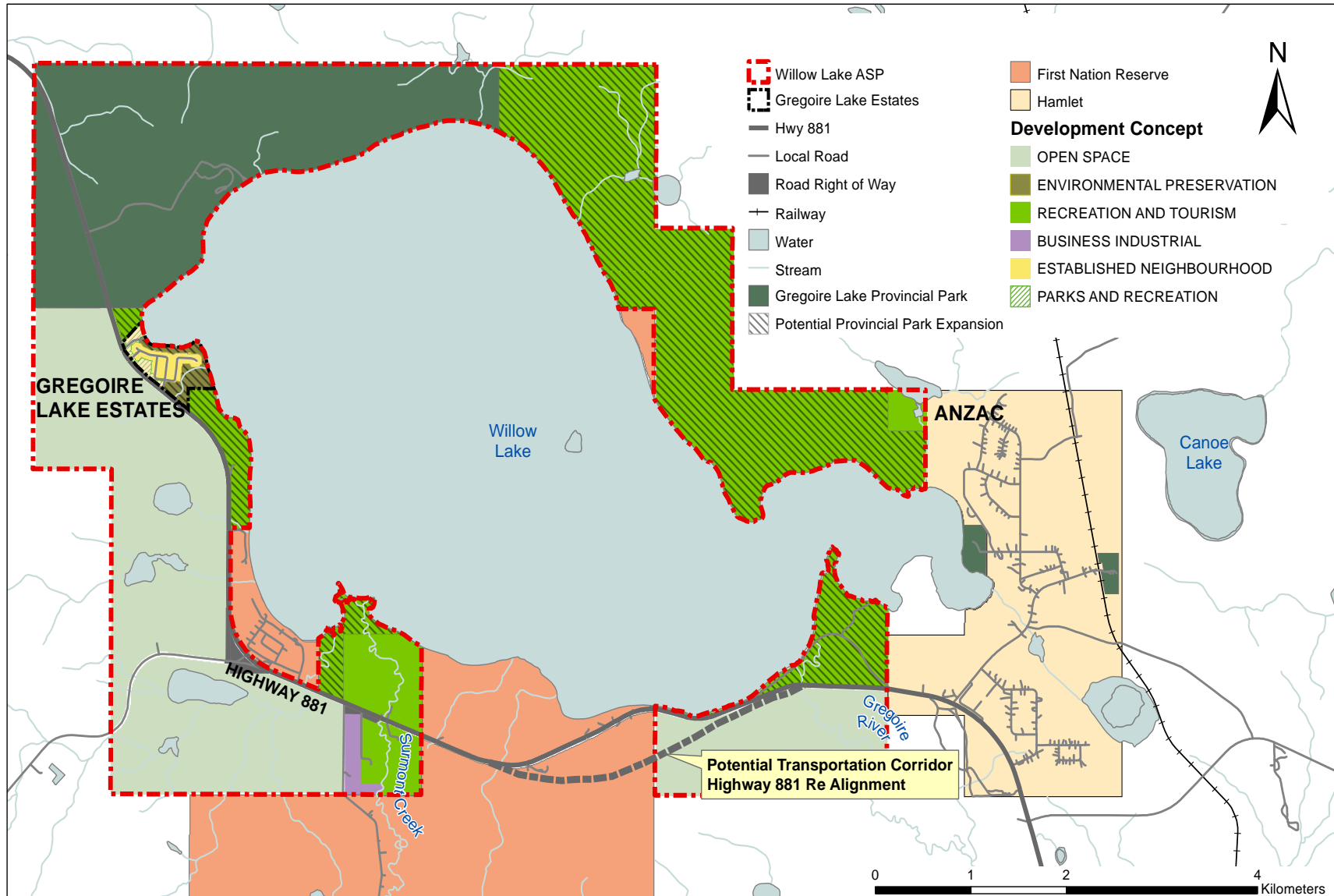
The Parks and Recreation classification is intended to allow for parks and recreation facilities. Parks, trails, outdoor recreation facilities, and playgrounds are examples of uses considered.

Recreation and Tourism

The Recreation and Tourism classification influenced by the LARP is intended to allow for outdoor recreation facilities that also include commercial elements for tourism purposes, such as boat launches and recreational campgrounds. The classification applies to a large part of the Plan Area, much of which is undeveloped Crown land.

MAP 8: WILLOW LAKE GENERALIZED LAND USE CONCEPT MAP

The following map represents the Generalized Land Use Concept for the Willow Lake Area Structure Plan.



PRINCIPLE 1:

PROTECT AND PRESERVE THE NATURAL ENVIRONMENT

Ecological integrity and protection of environmental features are fundamental components of the Willow Lake ASP vision. There is a strong desire within the community to ensure environmental features are preserved, protected and enhanced for future generations to enjoy. The community shares a special bond with the surrounding water and land based environment and prides itself in the relationship community members share with natural areas.

Willow Lake is of fundamental importance to the immediate adjacent land uses within the Willow Lake ASP area, including the Hamlet of Gregoire Lake Estates, Gregoire Lake Provincial Park, day use areas and camp grounds, as well as land uses outside the Plan Area, including the First Nation's Reserves and the Hamlet of Anzac. The lake provides habitat for fish and wildlife. Willow Lake also provides a desirable setting for the adjoining uses and opportunities for recreational uses including day use facilities, camping and fishing.

The Gregoire River, that flows from the Lake, eventually flows into the Athabasca River. Surmont Creek is the major inflow into Willow Lake. Environmental protection of Willow Lake and the riparian areas adjoining the lake, Gregoire River, Surmont Creek, other streams and creeks and the lake's drainage basin together with responsible land use management will ensure that the lake's amenities are protected for the enjoyment of future generations.

Objective 1.1 Protect Willow Lake, Gregoire River and all associated tributaries and watercourses

In the Hamlet of Gregoire Lake Estates:

- 1.1.1 A 30 metre development setback will be required as a minimum from the top of bank of Willow Lake and all other water bodies.

In the Plan Area outside of the Hamlet of Gregoire Lake Estates:

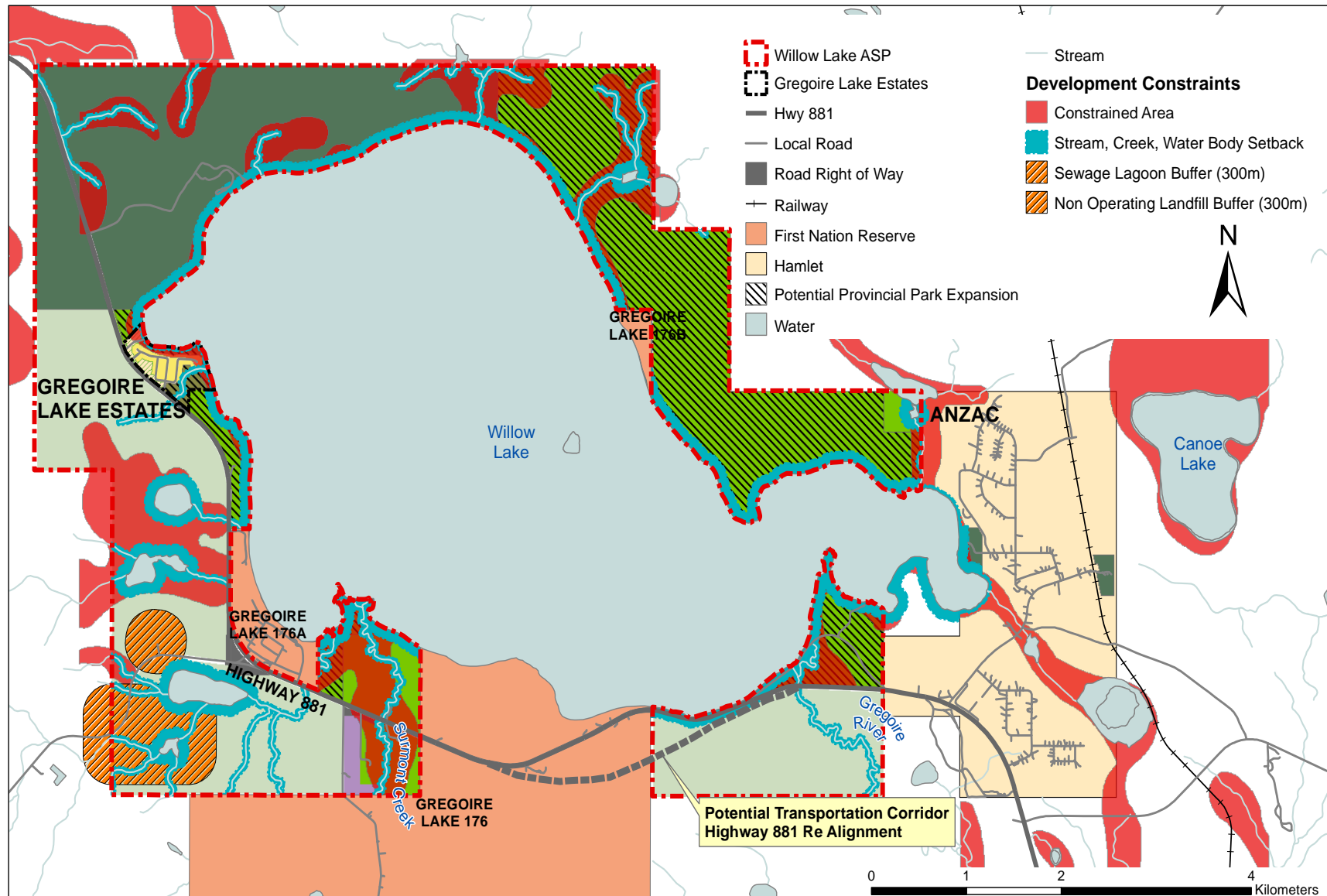
- 1.1.2 A 100 metre development setback will be required as a minimum from the top of bank of Willow Lake and all smaller lakes.
- 1.1.3 A 30 metre development setback will be required as a minimum from the top of bank of Gregoire River, Surmont Creek and all other streams and creeks.
- 1.1.4 Land within the development setback is to remain in its natural state. Low impact development such as walking trails and equipment associated with day use activities (picnic tables, boat launches and viewing platforms) may be allowed.

- 1.1.5 An application for development within areas identified as Constrained Area will require an environmental assessment to ensure measures are taken to mitigate any potential adverse environmental impacts.

- a) An environmental assessment may include but is not limited to:
 - i) biophysical impact assessment,
 - ii) geotechnical study,
 - iii) any other assessment required by the development authority.
- b) The environmental assessment studies and analysis must be prepared by an accredited professional.

- 1.1.6 The Regional Municipality will endeavor to encourage Alberta Environment and Sustainable Resource Development to maintain and restore vegetation in riparian areas of the rivers, streams and creeks within the drainage basin of Willow Lake.

MAP 9: DEVELOPMENT CONSTRAINTS OVERLAY



Objective 1.2 Promote stewardship of the environment

Within the Plan Area:

- 1.2.1 The Regional Municipality will endeavor to work closely with the community, Alberta Environment and Sustainable Resource Development, and other stakeholders to protect lakes, streams, natural vegetation, fish and wildlife habitats.
- 1.2.2 The Regional Municipality will endeavor to encourage Alberta Environment and Sustainable Resource Development and other interest groups to monitor:
 - i) water quality in Willow Lake; and
 - ii) fish habitat in Willow Lake and Gregoire River.
- 1.2.3 The Regional Municipality will endeavor to encourage the Province to complete a Lake Management Plan for Willow Lake, based on the principles of Integrated Land Management. The Plan may address the following:
 - i) shoreline management;
 - ii) water quality;
 - iii) fisheries management;
 - iv) wildlife management; and
 - v) public access
- 1.2.4 To safeguard the natural drainage pattern and reduce soil erosion and nutrient runoff into Willow Lake and all other water bodies, the Regional Municipality will:
 - a) Discourage the removal of vegetation and any alterations to the drainage pattern in areas adjacent to riparian zones; and
 - b) Encourage lot clearing to be kept to a minimum
- 1.2.5 The use of environmentally friendly technologies and practices will be encouraged. These may include the use of Low Impact Development standards for storm water management and energy conservation.

Objective 1.3 Preserve and protect wildlife habitats and corridors along with native vegetation

Within the Plan Area:

- 1.3.1 The Regional Municipality will encourage the community and other stakeholders to work with Alberta Environment and Sustainable Resource Development to preserve intact habitat types (i.e. riparian areas, wetlands, and forests) and maintain wildlife corridors.
- 1.3.2 Landowners will be required to manage invasive, weedy and/or non-native species of plants on their lands to prevent their establishment and to minimize their spread. The planting of non-native species is discouraged.
- 1.3.3 Developers will be required to dedicate Environmental Reserve, in accordance with section 664 of the MGA, at the time of any future subdivision.

In the Environmental Preservation Area:

- 1.3.4 Only development that has a low impact on the natural environment will be allowed. Appropriate land uses include parks and walking trails.

Objective 1.4 Enhance environmental protection of water features flowing into Willow Lake

Within the Plan Area:

- 1.4.1 Developers must demonstrate that the development will not detrimentally impact the water quality and riparian areas of all streams, creeks, rivers and Willow Lake. Factors that will be taken into consideration when determining a development application include, but are not limited to:
 - i) type of land use and potential for contamination of the site and groundwater
 - ii) on-site stormwater management
 - iii) site layout

PRINCIPLE 2: PRESERVE EXISTING CHARACTER OF WILLOW LAKE AREA

A specific function of the Willow Lake ASP is to recognize and protect the qualities of rural living enjoyed by area residents. Willow Lake and its associated water courses are important features of the environment and frame the desired lifestyle of its residents. The shoreline of Willow Lake has seen minimal disturbance by residential development, although currently some recreation and tourism activity is located along the lakeshore. The Plan Area is considered to have high potential to contain archaeological, paleontological and Aboriginal traditional use resources. Given this potential any future development could result in impact to undisturbed, significant historic resource sites.

Since the adoption of the 1991 ASP (Ministerial Order #477/91), development in the Plan Area has been limited by development restrictions and public ownership of large parcels of land. The 1991 ASP restricted all development in areas south of the Willow Lake and limited redevelopment within Gregoire Lake Estates by not allowing new residential lot subdivisions. A change in the pattern of development occurred when approximately 16 hectares of privately owned land west of Surmont Creek received subdivision (2008) and redesignation (Bylaw 08/042) approvals that allowed industrial uses.

The MDP designates the Hamlet of Gregoire Lake Estates as an area of stability. The Regional Municipality will work to protect the existing pattern of development characterized by single family housing. Along with this, no physical expansion of the community will be accommodated. Community access to Willow Lake will be enhanced while ensuring minimal impact on the lake environment and other natural features. In the MDP, Anzac has been designated as a priority growth area. Anzac is not within the Willow Lake ASP; it is however, directly adjacent to the eastern boundary. It is expected that most development can be accommodated within Anzac as opposed to within the Plan Area.

Objective 2.1 Provide for appropriate development in the Plan Area

Within the Plan Area:

- 2.1.1 The development of project accommodations and structures intended to be used for such purposes will not be accommodated.
- 2.1.2 The redesignation of land for the expansion of or the development of residential, commercial or industrial uses shall not be accommodated.

- 2.1.3 An outline plan may be required for all subdivision applications where two or more lots are contemplated. Outline plans must include, but are not limited to a future land-use scenario, servicing strategy and open space connections, development phasing, development constraints analysis and proposed strategy to deal with identified actions, consistent with this plan.

In areas identified as Established Neighbourhood:

- 2.1.4 The redevelopment of a residential building will be required to be in keeping with the character, housing form and density of the area.
- 2.1.5 The subdivision of existing lots will not be allowed.

In areas identified as Business Industrial:

2.1.6 Business and industrial uses will be allowed that are deemed compatible with the rural character and have minimal impact on the environment. These may include general office buildings, light manufacturing, lay-down yards and service uses that support nearby development and industrial activity.

a) Development may be considered incompatible for reasons such as those listed below unless appropriate mitigation measures are adopted, to the satisfaction of the development authority:

- i) emissions of fumes and odor;
- ii) continuous and excessive noise;
- iii) emission of air or water pollution and other contaminants;
- iv) creation of dust;
- v) light pollution; and
- vi) inappropriate volume or type of traffic

In areas identified as Open Space:

2.1.7 Only development that has low impact on the natural environment, such as walking trails will be allowed.

In areas identified as Parks and Recreation:

2.1.8 Recreational facilities for use by the community will be allowed. Such uses include parks and playgrounds, trails and outdoor recreation facilities, which may include tennis courts, bowling greens, ice surfaces or rinks.

In areas identified as Recreation and Tourism:

2.1.9 Outdoor recreation facilities that also include commercial elements for tourism purposes, such as boat launches, parks and recreational campgrounds, will be allowed.



Objective 2.2 Protect culturally and historically significant areas

Within the Plan Area:

2.2.1 The Municipality will promote the preservation and enhancement of cultural and historical resources.

a) At the time of application for development or subdivision, developers will be required to demonstrate compliance with the provisions of the Historic Resources Act.

PRINCIPLE 3: ENHANCE LOCAL RECREATIONAL OPPORTUNITIES

Willow Lake is an important recreational amenity in the region. The Lake and surrounding areas provides recreational activities year-round including fishing, boating, swimming, day use facilities, camping, cross country skiing, ice fishing and snowmobiling. Residents from the wider region, especially Fort McMurray, which is located a short driving distance of 30 kilometres to the northwest of the Willow Lake area, are frequent visitors and make use of the recreational amenities.

Gregoire Lake Provincial Park, one of the region's major parks and recreation destination for Fort McMurray residents forms a greenbelt around the Lake. There are plans to expand the Provincial Park around the north and south shore of Willow Lake and provide low impact recreational uses through trail development.

There is also potential for a trail system connecting the Provincial Park with the Hamlet of Gregoire Lake Estates and other areas within the Willow Lake ASP. This trail would provide greater access to the Willow Lake shoreline. There is a need to work within the community to determine where trails should be located.

There is an opportunity for new recreational uses to provide more recreation facilities for the growing population of the region. New recreational uses and redevelopment of existing recreational uses will need to respect the carrying capacity of the lake and be mindful not to detrimentally impact on the natural environment.

Objective 3.1 Support and enhance recreational uses that complement the natural environment

In areas classified as Recreation and Tourism:

- 3.1.1 The Regional Municipality will support Provincial plans to extend the area of Gregoire Lake Provincial Park and expand the range of facilities available with the Provincial Park.
- 3.1.2 The development of new recreational uses and facilities or the development or expansion of existing recreational uses and facilities must not have a detrimental impact on the natural environment.

Objective 3.2 Enhance trail linkages and access to the Willow Lake waterfront

In the Plan Area:

- 3.2.1 The Regional Municipality will work with the Province and the community to identify potential locations for future trails that will provide access to the Willow Lake waterfront.
- 3.2.2 Trails must be compatible with the protection and preservation of natural areas and with adjacent land uses.
 - a) In Constrained Areas, riparian areas or areas of cultural or historic significance, only walking trails will be allowed.
- 3.2.3 The use of Off-Highway Vehicles must be only on designated trails. Trails may be designated based on considerations such as impact on riparian areas, cultural and historic sites and adjacent land uses.

PRINCIPLE 4: PROVIDE SAFE TRANSPORTATION NETWORKS AND COORDINATE MUNICIPAL SERVICES AND PUBLIC INFRASTRUCTURE

The ability of residents and visitors to use various means of transportation to move around the Plan Area has important consequences for the social well-being, environmental health and economic prosperity of the ASP area. Transportation related issues include safe highway access, the condition of local roads, pedestrian safety and provision for cyclists and off highway vehicles.

The vehicular traffic on the section of Highway 881 within the Plan Area will increase as a result of the projected population growth in the Hamlet of Anzac and the projected increase in recreational use of Willow Lake.

There are opportunities to provide walking trails in Gregoire Lake Estates and as part of recreational development. A key consideration must be given to the development of a safe non-vehicular network of trails, paths and sidewalks throughout the Plan Area.

To be sustainable, municipal services and infrastructure must be efficient and durable, while creating minimal impacts on the environment and meeting both the present and future needs. Willow Lake is in close proximity to major oilsands projects, which will have direct and indirect impacts on the Plan Area in the future. This will include increased traffic volumes.

The Regional Municipality has plans for the installation of a full pressure piped water service to Gregoire Lake Estates. There is the possibility that development along Surmont Creek will be able to tie into the new water supply line in the future. The Regional Municipality has plans for installation of a gravity sewer system in Gregoire Lake Estates that will tie into the new wastewater treatment plant in Anzac. Property owners on large lots along Surmont Creek use septic fields to handle wastewater currently. There may be opportunity for these areas to tie into the new proposed piped service as well.

Objective 4.1 Encourage Highway 881 upgrades and improvements

In the Plan Area:

- 4.1.1 The Regional Municipality will endeavor to work with Alberta Transportation and the community to
 - a) help facilitate future upgrades and improvements to highway 881;
 - b) ensure provision for additional safety measures and improvement to the access points to Gregoire Lake Estates and areas of development along Surmont Creek.

Objective 4.2 Require road improvement as a result of development

In the Plan Area:

- 4.2.1 A developer may be required to provide a Traffic Impact Assessment (TIA) based on the criteria set out in the Regional Municipality's Engineering Traffic Impact Assessment Guidelines.
 - a) The TIA must be carried out by an accredited professional.
 - b) The developer will be required to implement the improvements in accordance with the Traffic Impact Assessment, and align as well with Engineering Servicing Standards.

Objective 4.3 Create a safe pedestrian environment

In the Plan Area:

- 4.3.1 The Regional Municipality will work towards creating a pedestrian-friendly environment on local roads which include, but is not limited to the provision of pedestrian pathways and road access connections, such as sidewalks and crosswalks.

Objective 4.4 Provide municipal services in an efficient, economical, environmentally friendly and coordinated manner

In the Plan Area:

- 4.4.1 The Regional Municipality will encourage private development to develop sound environmental practices by:
- a) Incorporating principles of Low Impact Development (LID),
 - b) Integrating storm water best management practices such as vegetated swales, bioretention gardens and engineered wetlands to capture and treat storm water run off.
- 4.4.2 The use of life cycle analysis techniques to assess the capital and operating costs of alternative investment options for infrastructure will be supported.

- 4.4.3 The provision of appropriate servicing options for water and sewer will be explored.

- 4.4.4 Proposed subdivision and development will be evaluated based on the criteria established by the Regional Municipality, which includes but is not limited to:
- i) proposed density (e.g., people per unit);
 - ii) planned site development for parking;
 - iii) submission of Environmental Assessment;
 - iv) Traffic Impact Assessment; and
 - v) Outline Plan showing all proposed phases and future uses



PRINCIPLE 5: PROMOTE COMMUNITY HEALTH AND SAFETY

The high quality of life the Willow Lake area provides for its residents is one of the most valuable elements of living in the community for many residents. This high quality of life includes the feeling of community safety for residents.

Fire protection for the Plan Area is provided by the Anzac volunteer fire department, a strong group of volunteer fire fighters serving Anzac and the surrounding area. The emergency response time standard may be extended in the Plan Area due to geographical constraints.

Local knowledge suggests that flooding is a potential hazard within the Willow Lake ASP in low lying riparian areas, specifically in areas along Surmont Creek.

Objective 5.1 Support the provision of appropriate social and emergency services

In the Plan Area:

- 5.1.1 The Regional Municipality will work in partnership with the community and emergency responders in maintaining appropriate emergency response services.

Objective 5.2 Protect the community from environmental hazard

In the Plan Area:

- 5.2.1 Future subdivision and development shall incorporate fire preparedness measures, such as FireSmart guidelines prepared by the Province.
- 5.2.2 An application for development within a Constrained Area will require an Environmental Assessment to ensure measures are taken to mitigate any potential adverse environmental impacts. The Regional Municipality will adhere to the recommendations set out in the required Environmental Assessment, which may include restrictions with regard to:
 - i) development of permanent structures,
 - ii) removal of vegetation; and
 - iii) the alteration of the natural drainage pattern

PART 3

MAKING IT WORK



IMPLEMENTATION STRATEGY

Principles and policies contained in the Willow Lake ASP are consistent with those in the overarching Lower Athabasca Regional Plan and the MDP. The ASP policies provide guidance regarding growth and development within the Plan Area and reflects the community's interests. All new subdivision plans and development proposals must be evaluated in terms of the intent of this ASP.

Although the Willow Lake ASP is intended to be a long term document whose principles and policies will be valid into the long-term, it will be reviewed and updated as required to ensure it remains relevant. At a minimum, it is recommended that the Willow Lake ASP be reviewed every five years. The purpose of review is to identify any major changes to the Plan's assumptions. The review will also ensure there are not any major conditions that have changed within the Plan Area or changes to the surrounding areas that will require a substantial change to the Vision, Principles, Objectives and Policies.

A major component of implementation is the Land Use Bylaw. Land designations based on the policies and the Generalized Land Use Concept, Map #8, will be implemented through the Land Use Bylaw.

This section encourages aligning the policies and key priorities in the ASP with the Regional Municipality's capital budget planning and preparation process as an important step towards implementation.

PROPOSED DEVELOPMENT SEQUENCING

Future development and subdivision will be based on consideration of the following:

- Environmental suitability of vacant lots with appropriate designation,
- Availability of existing access,
- Servicing capacity of existing infrastructure and,
- Contiguity to existing development, infrastructure ,servicing capacity and access

GLOSSARY OF TERMS

Area Structure Plan (ASP)	A plan adopted by council as a bylaw in accordance to the Municipal Government Act that provides a framework for future development of an area or community.
Biophysical Impact Assessment	A study undertaken when projects have the potential to incur negative environmental impacts to environmentally significant or sensitive areas, in order to ensure adequate protection of environmentally significant areas and natural areas with ecologically diverse components and prevent and/or minimize environmental impacts
Constrained Area	Area ranked as sensitive to development due to multiple physically and biologically valuable factors present. The majority of these areas occurred along watercourses and wetlands and their riparian areas or lowland habitat muskeg.
Drainage Basin	The area of land where runoff surface water from rain, melting snow or ice converges to a single stream, lake or other water body
Engineering Servicing Standards	The Regional Municipality of Wood Buffalo standards that define the minimum expectation for public infrastructure
Environmental Assessment	A report that assesses all environmental characteristics of an area and determines what effects or impacts will result if the area is altered or disturbed by a proposed action. In instances where an Environmental Impact Assessment is not required under federal or provincial law, an environmental assessment may be required to help the Municipality consider the environmental impacts of a proposed plan, and consider alternatives or appropriate mitigation strategies during the planning stage. It is based on information from a desktop review and field reconnaissance. An environmental assessment may include but is not limited to a biophysical impact assessment, geotechnical study, any other assessment required by the development authority.
Environmentally Friendly Technologies	Practices that conserve the natural environment and resources; thereby, reducing the negative impacts of human development
Environmental Reserve (ER)	Environmental Reserve shall be as defined in the Municipal Government Act
Environmental Stewardship	Managing and protecting sensitive natural areas, including watersheds, wetlands, and riparian areas, while valuing the integrated role our natural environment plays in the health of the region
FireSmart Guidelines	Recommendations of FireSmart Canada directing rural land use to protect communities from wildfires
Full Build-Out	The development of land to its full potential or theoretical capacity as permitted under the Area Structure Plan
Geotechnical Study	A study that identifies geotechnical risks and mitigation measures, carried out by an Accredited Professional, which must acknowledge that the Municipality may rely upon the study when making decisions

GLOSSARY OF TERMS

Greenbelt	A designated area of largely undeveloped natural or agricultural land around a community on which development is restricted
Gross Population Density	A measure of population density as calculated by dividing the total population of a community by the total area of that community.
Historic Resource	Historic Resource shall be as defined in the Historical Resources Act.
Integrated Land Management	The strategic planned approach to managing and reducing the human caused footprint on public land. Goals are to reduce land use disturbances relative to what would occur in the absence of integrated efforts and to foster stewardship ethic in all land users
Land Use Bylaw (LUB)	A bylaw adopted by Municipal Council pursuant to the Municipal Government Act for the establishment of land use districts and the regulation of development, used for implementing statutory plan policies including the Municipal Development Plan, Area Structure Plans and Area Redevelopment Plans.
Life Cycle Analysis	A technique to assess the environmental aspects and potential impacts associated with a product, process or service by compiling an inventory of relevant energy and material input and environmental releases along with environmental impact
Low Impact Development (LID) Standard	A land management strategy that emphasizes conservation by use of on-site natural features integrated with engineering controls. Development aligns closely to pre-development stages. The LID is intended to prevent harm to streams, lakes, and wetlands from commercial, residential, or industrial development. This allows land to still be developed in a cost-effective manner that helps mitigate potential environmental impacts
Muskeg	Waterlogged, spongy ground, consisting primarily of mosses and acidic, decaying vegetation that may develop into peat
Municipal Development Plan (MDP)	A plan that functions as a municipality's overall policy guide for future growth and development. It is a statutory plan adopted by a Municipal Council under the authority of the Municipal Government Act. The plan outlines the direction and scope of future development, the provision of required transportation systems and municipal services, the coordination of municipal services and programs, environmental matters, and economic development
Natural Habitat	An ecological or environmental area that is inhabited by a particular species of animal, plant or other type of organism
Off-Highway Vehicle (OHV)	A motor vehicle registration class for vehicles including all-terrain vehicles, off-highway motor cycles, and off-road vehicles such as 4x4 trucks or jeeps
Outline Plan	An intermediate planning document, required in specific circumstances, in order to bridge the gap between large scale Area Structure Plan and an individual plan of subdivision

GLOSSARY OF TERMS

Project Accommodation	A residential complex of mobile units, excluding campgrounds, used to provide basic living facilities for workers on a temporary basis
Park	Land or premises used for conservation, horticulture or public recreation, including picnic areas, playgrounds, pedestrian and bicycle paths, landscaped areas and public washrooms
Riparian Area	Areas around lakes, estuaries and streams that function as transition areas between land and water, and host a wide array of plant and animal life. These areas are likely to have an influence on the total ecological character and functional process of a watercourse or water body
Setback	The minimum required horizontal distance between a development and a property line or any other features of a site, including, but not limited to, lease boundaries, watercourses, slopes, and other environmental features
Sustainability	The World Commission on the Environment and Development (1987) defines sustainability as "development that meets the needs of the present without compromising the ability of future generations to meet their own needs."
Top of Bank	Top of Bank means the point closest to the boundary of the active floodplain of a lake, stream, or other body of water where a break in slope of the land occurs such that the grade beyond the break is flatter than 3 (horizontal) to 1 (vertical) at any point for a minimum of 15 metres measured perpendicularly from the break. Where banks are not well defined (e.g. in the case of lakes, wetlands or ponds), the top of the bank is equivalent to the high water mark or active floodplain, whichever is greater
Traffic Impact Assessment	The purpose of a Traffic Impact Assessment (TIA) study is to determine the transportation impacts a particular development will have on the existing roadway network system. A TIA study identifies the need for any improvements and mitigating measures to the adjacent and nearby roadway system to maintain a satisfactory Level of Service (LOS) and safety of the roadway network in the vicinity of the proposed development. It also identifies improvements needed to integrate the proposed development within the pedestrian and cyclist pathway system
Wetland	Those areas that are inundated or saturated by surface water or ground water sufficient to support a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include, muskeg, swamps, marshes, bogs and similar areas
Wildlife Corridor	A protected route that allows wildlife to move safely between areas of suitable habitat
Water Bodies	Any location where water flows or is present, whether or not the flow or the presence of water is continuous, intermittent or occurs only during a flood

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Willow Lake Area Structure Plan

Presented By:

Latosia Campbell-Walters

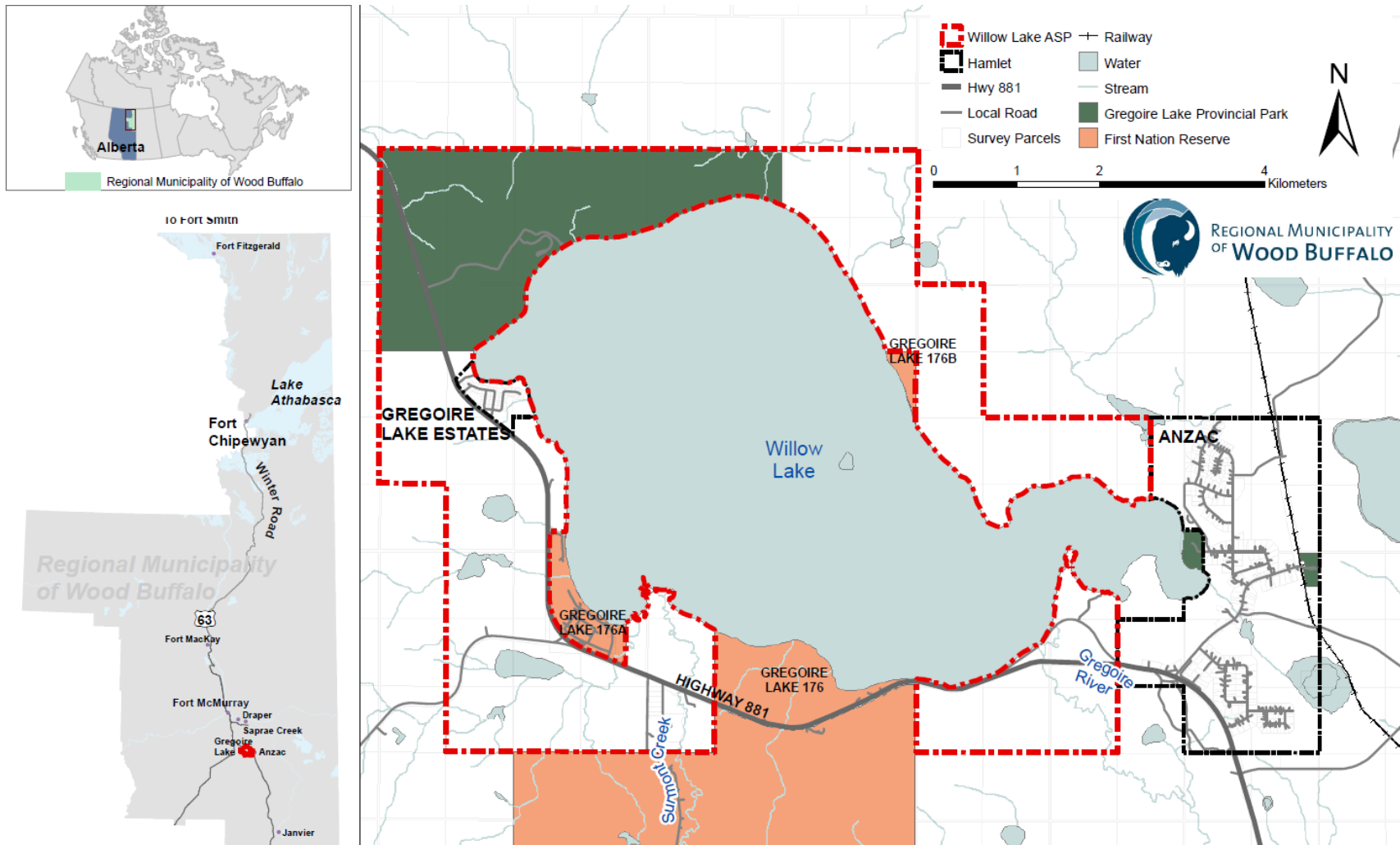
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Warren Rourke

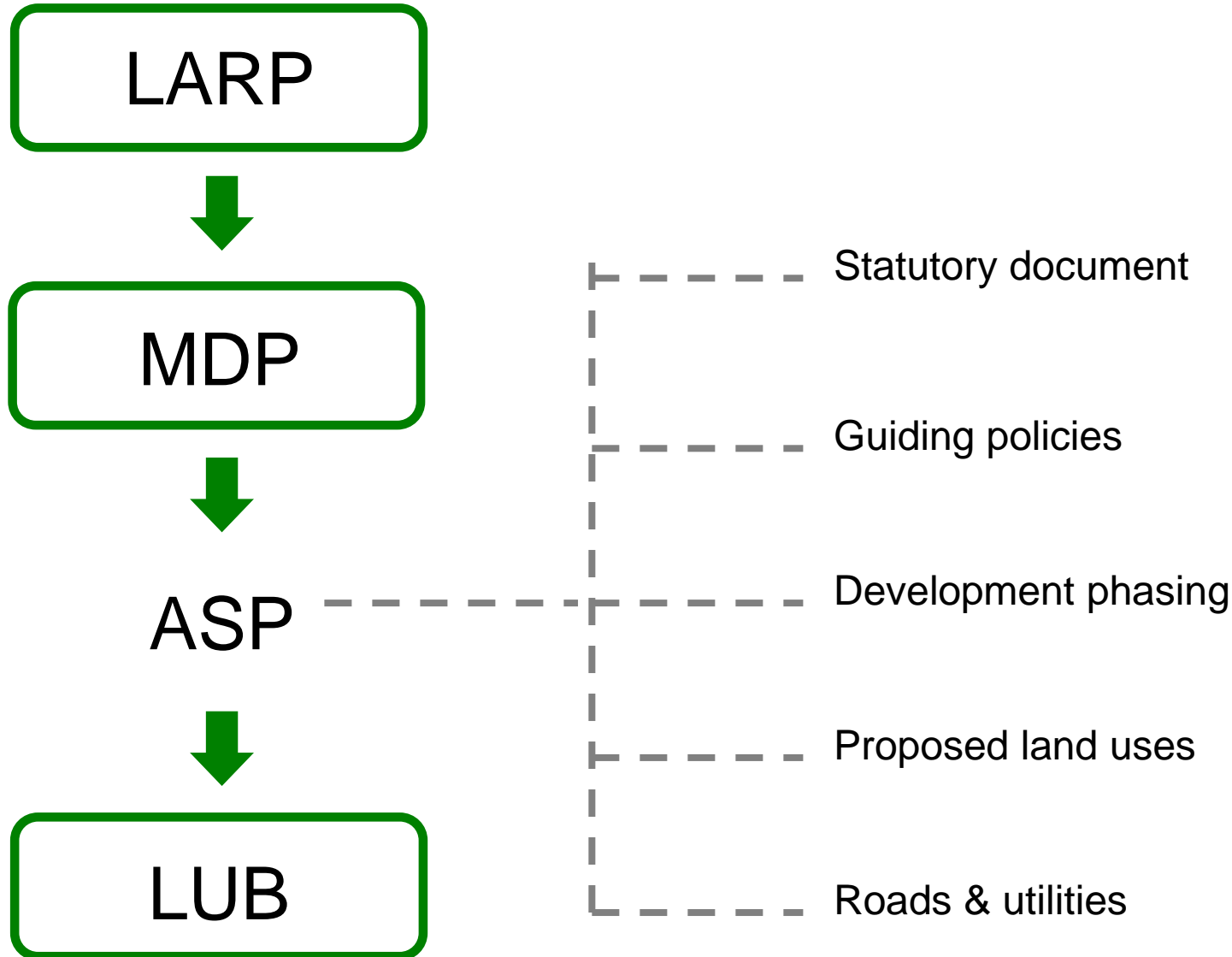
April 14, 2015

Planning & Development

Willow Lake ASP Boundary



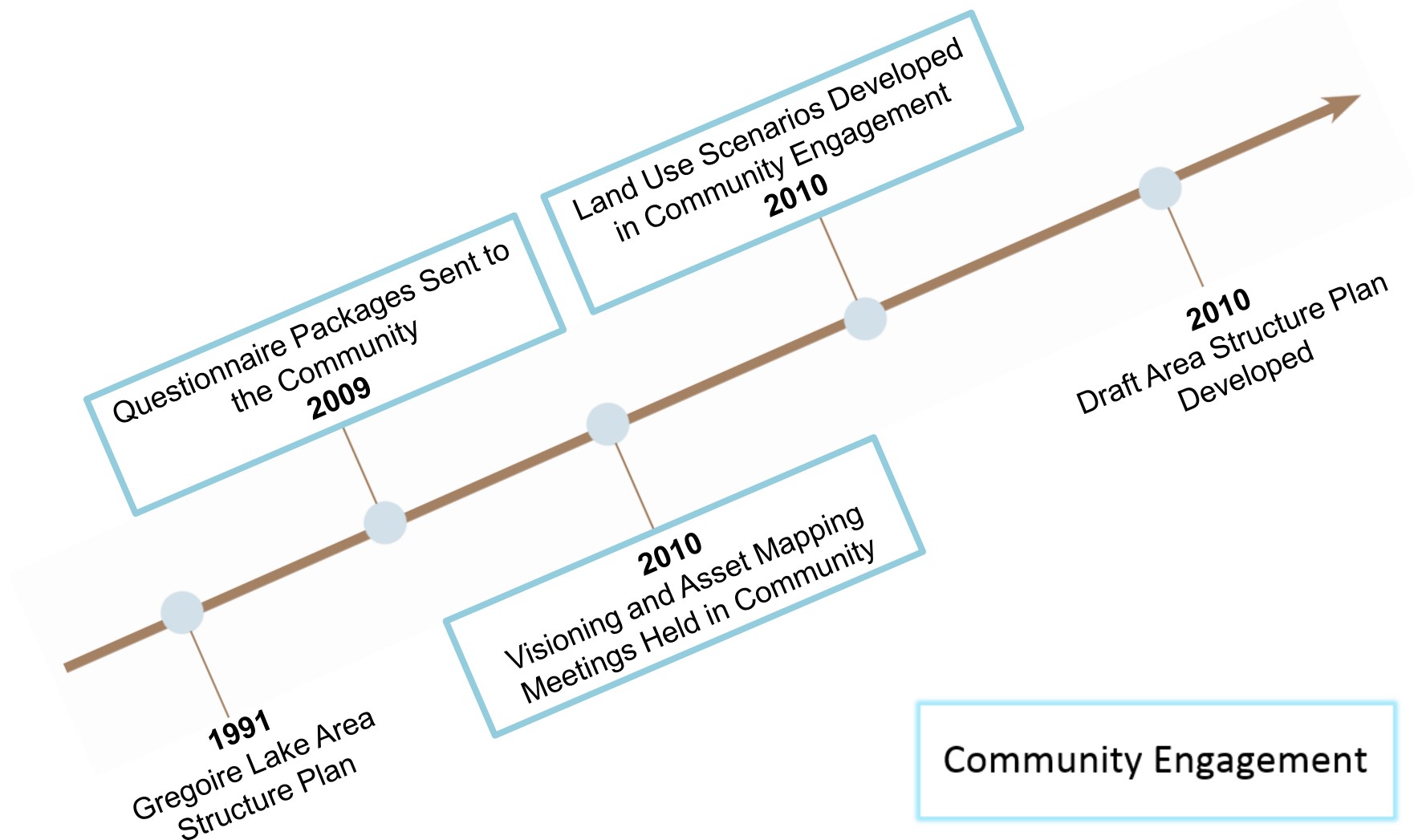
Policy Framework



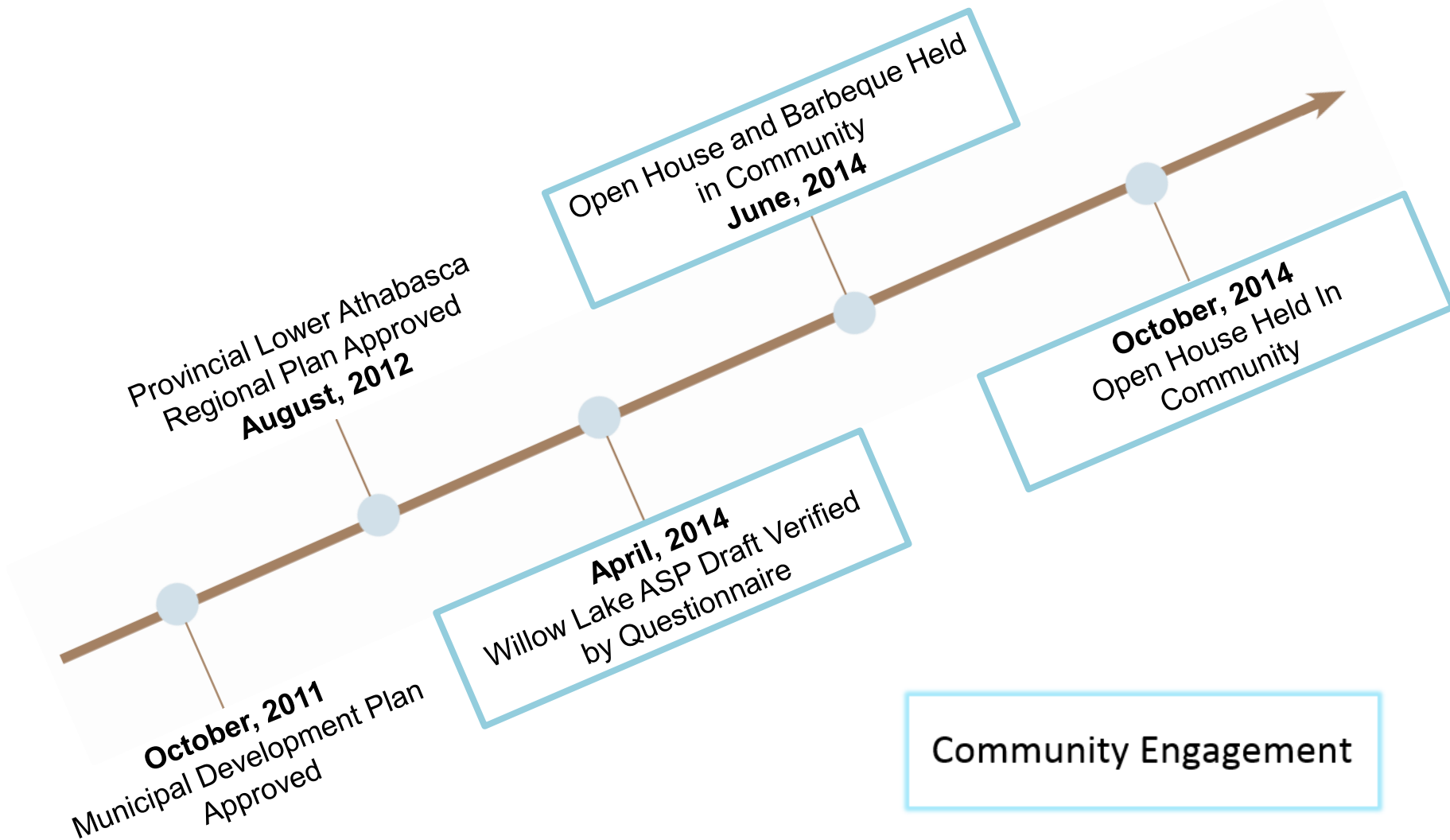
Why Review The ASP?

- 1 Current ASP is out-of-date (1991)
- 2 Align with statutory documents
- 3 Align with current trends and resident concerns

Willow Lake ASP Process



Willow Lake Asp Process



Willow Lake ASP Alignment

- 1 Aligns with Lower Athabasca Regional Plan - New Recreation/Tourism Area
- 2 Aligns with Municipal Development Plan – Recreation and Tourism Designation
- 3 Supports the Community Recreation / Preservation Scenario as Identified by Local Community

Principle 1

Protect and Preserve the Natural Environment

“Tremendous pride in our ongoing commitment to preserve the natural landscape”

“Want to keep the area relatively pristine except for more beach areas which should be expanded.”



Policy 1.1.3 A 30 meter development setback will be required as a minimum from the top of bank of Gregoire River, Surmont Creek and all other streams and creeks.

Principle 2

Preserve Existing Character of Willow Lake Area

“We like the size of the neighbourhood, the quiet and the nature.”

“It is a close-knit community and should stay this way. People live here for a reason – it is miles away from industry, commercial outlets and large apartment blocks.”



Policy 2.1.2 The redesignation of land for the expansion of or the development of residential, commercial or industrial uses shall not be accommodated.

Principle 3

Enhance Local Recreational Opportunities

“trails, public access to the lake provide us with excellent outdoor recreational opportunities”

“Our new playground has an excellent mixture for all ages and nice area for picnics.”



Policy 3.2.1 The Regional Municipality will work with the Province and the community to identify potential locations for future trails that will provide access to the Willow Lake

Principle 4

Provide Safe Transportation Networks and Coordinate Municipal Services and Public Infrastructure

“Roads are in poor condition. Street lights would provide enhanced security. Water and sewage would increase value.”

“The only development that I would like to see is sewer system – the sewer and water tank system is very difficult to live with.”



Policy 4.4.3 The provision of appropriate servicing options for water and sewer will be explored..

Principle 5

Promote Community Health and Safety

“quiet and safe community”

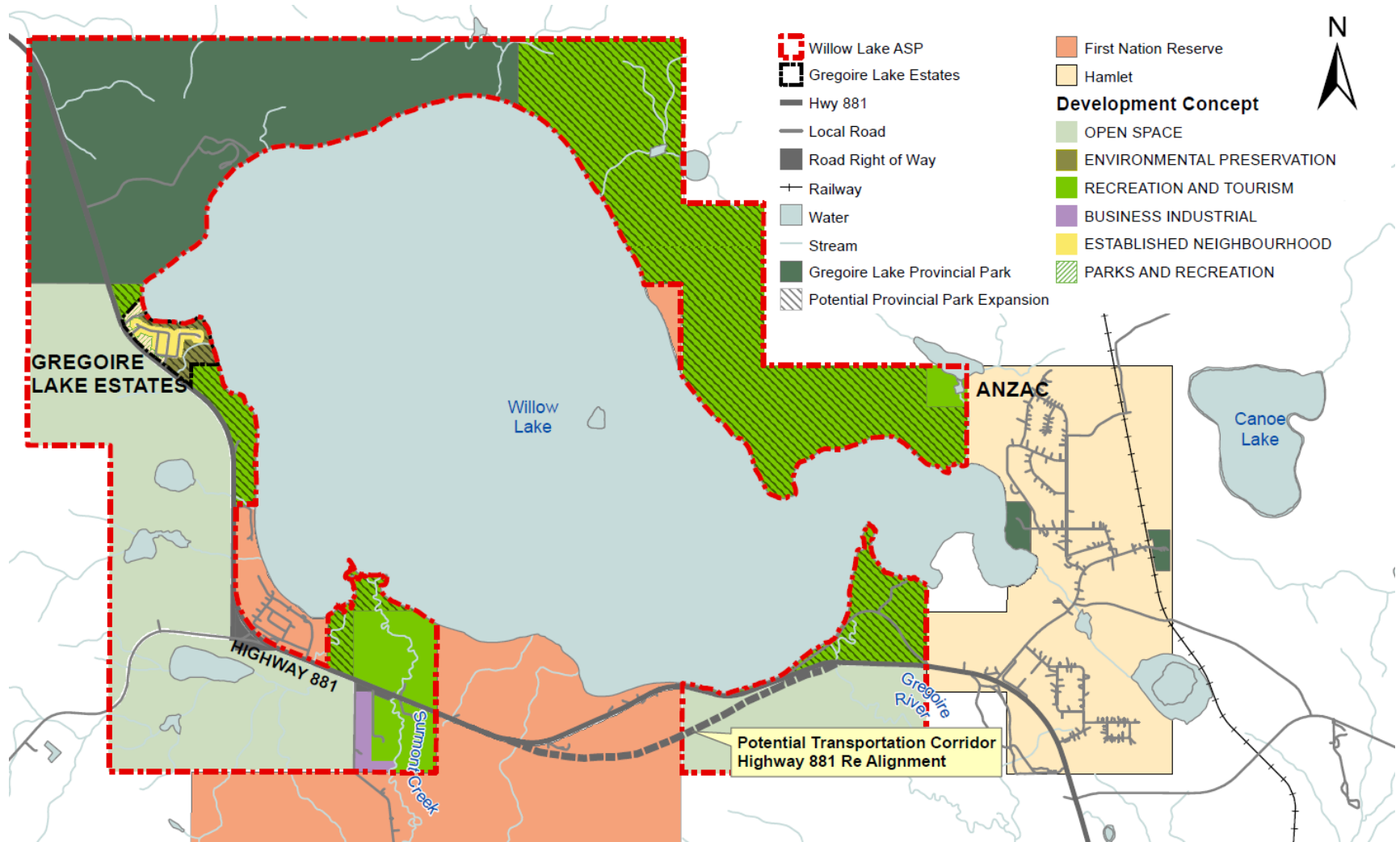
“muskeg along the eastern side of hamlet restricts land use”

“flooding every 6 to 8 years”



Policy 5.1.1 The Regional Municipality will work in partnership with the community and emergency responders in maintaining appropriate emergency response services.

Willow Lake ASP Land Use Concept



Implementing The ASP

- 1 Land Use Bylaw Amendment
- 2 Development evaluated by terms of ASP
- 3 Encourage aligning the policies and key priorities in the ASP with the Regional Municipality's capital budget

Recommendation

THAT Bylaw No. 15/006, being the Willow Lake Area Structure Plan, be read a first time; and

THAT the required public hearing be held on May 12, 2015.

Thank You



REGIONAL MUNICIPALITY
OF **WOOD BUFFALO**

Approved Multi-Year Capital Projects >\$10 Million by Priority
Council Meeting, April 14, 2015

Legend
Approved in a prior year (carry forward), no future budget request
Other than first year of a multi-year project
First year of a pre-approved multi-year project - Construction Phase
First year of a multi-year project
Single year project

#	Budget Approval Year	Priority Ranking	Project Name	2015 & Prior Approved	Actual Costs to Date (March 2015)	Commitments (March 2015)	Total Costs to Date (March 2015)	Available (March 2015)	2015 Approved Budget	2016 Request	2017 Request	2018 Request	2019 Request	Total Budget All years
30	2012	B1	MacDonald Island Park Expansion Grant	128,900,000	121,600,000	5,300,000	126,900,000	2,000,000	2,000,000	-	-	-	-	128,900,000
31	2014	B1	Vista Ridge 2014-2016 Capital Grant	12,035,000	6,575,000	-	6,575,000	5,460,000	5,460,000	1,150,000	-	-	-	13,185,000
32	2014	B1	Northside Multi-Use Facility - Phase 1 (Twin Arenas)	38,842,310	-	-	-	38,842,310	33,409,310	2,957,690	-	-	-	41,800,000
33	2013	B1	Northside Multi-Use Facility Phase 2 (75% Design Complete)	13,500,000	5,529,806	-	5,529,806	7,970,194	6,500,000	-	-	-	-	13,500,000
34	2007	C5	Enterprise Resource Planning	29,868,043	22,949,521	-	22,949,521	6,918,522	5,000,000	17,200,000	1,000,000	-	3,000,000	51,068,043
				223,145,353	156,654,327	5,300,000	161,954,327	61,191,026	52,369,310	21,307,690	1,000,000	-	3,000,000	248,453,043

NB Actual + Commitments as at 18 March, 2015

Priority Ranking Matrix	
A - Core Services	7 - Imminent Health or Safety
B - Non Core Services	6 - Legislation/Contractual Obligation
C - Organizational	5 - Maintain Existing Assets
D - New Development	4 - Maintain Current Service Levels
	3 - Increase Efficiencies
	2 - Increase Level of Existing Services
	1 - New Service

Subject: Jubilee Centre Reno/Construction 2014-2016**APPROVALS:**

Kevin Scoble, Executive Director
Marcel Ulliac, Chief Administrative Officer

Administrative Recommendation:

THAT the Municipality continues with the rehabilitation work associated with the Jubilee Centre Reno/Construction 2014-2016 Capital Project.

Summary:

Rehabilitation to the Jubilee 3rd and 5th floors has commenced with demolition activities. Issued for construction (IFC) drawings and specifications have been completed in anticipation of construction tendering for the renovation activities. It is anticipated the IFC documents will be posted within the next month to ensure certain aspects of remedial work are undertaken during the summer season.

Background:

In 2008, a five-year rehabilitation plan was developed to address the infrastructure rehabilitation of the Jubilee Centre.

Renovations commenced in 2009 with the 4th floor and subsequently the main floor, 7th floor and a partial upgrade to the 6th floor. Modifications to the remaining floors were placed on hold at the direction of Senior Leadership in 2011 as discussions regarding a proposed new Civic Centre ensued, and further investment to maintain this asset (Jubilee Centre) was not supported. With the removal of the Civic Centre from the Capital Plan, renovation of the final two floors of the Jubilee Centre, the 3rd and 5th floors, is required to enable the main administration building to serve the Municipality in the long term. The project currently has funds to complete the required technical and layout design modifications to these floors during the 2015/2016 calendar years.

The existing Jubilee Centre facility is nearing 35 years of age. Many of the core infrastructure components have surpassed their useful lifecycle and require replacement. Presently the sustained use and operation of the facility is at risk. The approach being taken is to ensure the Jubilee Centre's field systems are sustainable for another 25 years. The Condominium Corporation (which is representative of both the Jubilee Centre/Municipal and the Provincial Tower) is incurring significant capital costs separate from this project, to replace the common systems that serve both the Provincial and Municipal towers. Undertaking the renovations of both the Condominium and the Municipal facility will position the Municipality to have sustainable office space with no risk of negatively impacting service levels to the public through loss of Administration productivity that may be caused by system failures or interruptions.

The 2014-2016 renovations include relocating the server room to the main floor Jubilee Centre, furniture and equipment to support occupancy of both floors, and complete rehabilitation of the 3rd and 5th floors to accommodate up to 70 work spaces per floor. Administration is presently undertaking a short range accommodation plan to address our staff accommodations for the next five years within leased and owned facilities.

Alternatives:

Complete demolition and cancel remaining rehabilitation portion of Capital Funding for Jubilee 3rd and 5th floor renovations and leave floors vacant and unoccupied. Develop mitigating plan for accommodating personnel situated on floors 4 and below in alternate locations in the event of further impending systemic failures.

Cancel current Capital Funding for Jubilee 3rd and 5th floor renovations, rehabilitate any demolition completed to date and develop plan to transition personnel back to respective floors. Develop mitigating plan for accommodating personnel situated on floors 5 and below in alternate locations in the event of further impending systemic failures.

Budget/Financial Implications:

Costs associated with ‘reactive’ versus ‘preventative’ maintenance are traditionally holistically much greater. There are undetermined associated costs with the implementation of contingency plans to accommodate personnel in alternative locations in the event of a systemic failure.

Costs to business continuity are unknown at this time.

Cost implications on the ability to capitalize on construction costs during current economic downturn are unknown at this time.

Total approved capital funding for the design and construction costs (inclusive of all fixtures, furnishings and equipment) is \$15,110,000 of which approximately 15% is mechanical and electrical. The prior renovation program completed from 2008 to 2010 was completed at a cost of approximately \$14 million. The cost of the Condominium renovations is approximately \$7.7 million. These costs, combined with the current capital project, represents a combined investment of \$ 36.8 million which is significantly less to meet the Municipality’s needs for the next 25 years compared to the new Civic Centre, which was estimated at \$310 million.

Rationale for Recommendation:

A significant capital cost avoidance is realized in forgoing the Civic Centre and investing in rehabilitation of the Jubilee Centre to serve as the main Administration Centre for the Municipality for the next 25 years.

The project provides sustained use and effective occupancy of the Jubilee Centre for Administration, ensuring business continuity and service delivery to the public.

Subject: Transit Facility Construction Green Trip**APPROVALS:**

Kevin Scoble, Executive Director
Marcel Ulliac, Chief Administrative Officer

Administrative Recommendation:

THAT the Municipality defer construction of the proposed permanent transit facility until May 2015, pending the outcome and conclusion of a needs assessment for the permanent facility; and

THAT Administration request an extension of the Green Trip Funding from the Province.

Summary:

The original project entails construction of both a temporary transit facility, as part of the TOK contract, and a permanent facility. The temporary facility has been constructed and is in service with some deficiencies outstanding. Review of final payment of \$5.5 million is underway with the transition of transit services from TOK to the Municipality in May 2015.

The temporary facility was intended to meet interim needs while a permanent facility (South Bus Barn) was constructed. The original design was for a \$53 million permanent facility that was eligible for \$29 million (66 2/3%) Green Trip Funding. With the recent decision to bring the transit system in-house, Administration has reexamined the needs and believes that the proposed \$53 million building is not necessary and would prefer to re-design to a smaller scale building. This smaller building would still be eligible for the Green Trip Funding (expires December 31, 2017) and will accommodate transit growth over the next ten years. Administration will validate this plan over the next month.

Background:

In 2012, the South Municipal Multi-Use Facility project, intended to combine facilities for Transit Services and other Public Works branches, was postponed because of budget issues. The project was then broken into smaller purpose-built facilities and re-launched as the South Operations Centre and the South Facility Green Trip Project. Separate design, construction and demolition plans were advanced in tandem, which allowed Transit Services to apply for a provincial Green Trip grant, which was awarded to build the new facility.

Design and construction of the Transit Facility was approved in 2013. Site preparation began in summer 2013. The project was put on hold after Council directed Administration to investigate the possibility of developing a facility in conjunction with Keyano College's proposed new industrial campus at the landfill site. KPMG was hired to analyze this and any other options, including buying or leasing other space and adding heated storage tents to the temporary storage site. KPMG reported back in April 2014, concluding that the original plan is still the best way to meet the Municipality's long term needs. Other options were deemed to be short-term and half-

measure solutions. However, the current economic situation and growth forecasts have significantly changed since then requiring re-validation of this model as appropriate.

The permanent facility would be sufficient to meet the transit needs for at least the next 15 years. It would house all of the fleet indoors, extending the life cycle of the buses, making maintenance easier and protecting the new technologies that are being introduced as transit operations are being reorganized, improved and upgraded to better serve the community. It would also enable effective and efficient operations.

Alternatives:

Cancel the Capital Project for a permanent transit facility and continue to park buses outside during the harsh winter climate, which would require excessive idling that causes premature wear to the engines as well as high fuel consumption.

Budget/Financial Implications:

Some of the monies budgeted in the original \$53 million project have been spent on demolition and remediation of the site. Below are other costs from the project that have been committed from the \$53,887,500.

**Budget information as of April 1, 2015

Committed / Spent	Balance Remaining	Details
\$6,456,053	\$47,431,447	Demolition, Site Remediation
\$5,368,132	\$42,063,315	Purchase of Temporary Bus Garage (TOK)

Total Budget: \$53,887,500

Provincial Grant (Green TRIP) - \$29 million

Rationale for Recommendation:

Administration is evaluating continuing to use the temporary facility and enhancing it with a smaller scale permanent bus garage and body shop to meet the needs of long term transit storage.

Administration will also evaluate the implications on the Green Transit Incentive Program (Green TRIP) and the construction timelines required to continue to receive this funding. Recommendations will be brought back to Council in May 2015.

Subject: Alternatives to the Current Flood Mitigation Plan**APPROVALS:**

Kevin Scoble, Executive Director
Marcel Ulliac, Chief Administrative Officer

Administrative Recommendations:

1. THAT the construction of Reach 1 of Flood Mitigation along the Snye be finished, and the construction of Prairie Loop Boulevard between Riedel Street and McLeod Street be continued.
2. THAT the Government of Alberta be requested to authorize a one-year deferral in implementing flood mitigation while alternative flood mitigation solutions are evaluated; and that the design and construction of the remainder of Flood Mitigation and Prairie Loop Boulevard sub-projects be placed on hold, pending resolution of the deferral request with the Government of Alberta.
3. THAT Administration continue to interact with the former Waterfront Steering Committee and their recommendations regarding key design elements for Flood Mitigation and Prairie Loop Boulevard continue to be considered.
4. THAT identified alternative flood mitigation solutions be evaluated and recommendations provided on the preferred solutions in October 2015 for consideration through the 2016 Capital Budget process, pending resolution of the deferral request with the Government of Alberta.

Summary:

The project's complexity is further increased by its inter-relationship to Prairie Loop Boulevard, Snye Point Park, the Western Canada Summer Games, the current economic environment and local stakeholder concerns.

During the March 10, 2015 Council Meeting, Administration was directed to "examine alternatives to the current Flood Mitigation Plan and present those findings to Council on April 14, 2015." The current Flood Mitigation Plan involves building a system of diking, retaining and flood walls around the perimeter of Lower Townsite and Waterways to an elevation of 250.0m.

Also during the March 10, 2015 Council Meeting, Administration was directed to "advise the former Waterfront Steering Committee members of the findings of the preliminary review related to Flood Mitigation/Prairie Loop Boulevard and Administration present final recommendations for the upcoming construction season to Council on April 14, 2015." Administration met with the former Waterfront Steering Committee (WFSC) on March 18, 2015 to discuss their preliminary review of the former Committee's recommendations related to Flood

Mitigation and Prairie Loop Boulevard and the parties reached consensus on the key design elements of the projects.

Among the projects deferred by Council at the March 24, 2015 Council meeting were: Flood Mitigation, Predesign/Design; Flood Mitigation, Construction; and Prairie Loop Boulevard. The current ongoing related sub-projects include: Reach 1 of the Flood Mitigation from McDonald Drive to approximately 480 meters easterly towards Band Stand at Borealis Park; Prairie Loop Boulevard from Riedel Street to McLeod Street; a desktop study on Hangingstone River Basin (in response to the 2013 open water flood); and Pre-design and design on Reach 2, 7, and 8 and 9 which includes coordination work with the owners of DC R4 lots, Longboat Landing and Heritage Park.

Background:

Fort McMurray has a long recorded history of ice-related flooding. The most significant flood occurred in 1875 to an elevation of 252.0m and the most significant flood event in recent history occurred in 1977 to an elevation of 247.9m.

The AEP (annual exceedance probability) represents the risk of flooding in any year, the 1:100 AEP, for example, indicates there is a one percent chance of flooding in any particular year. Alberta Environment and Sustainable Resource Development (AESRD) defines a flood hazard area as the area being impacted by a 1:100 AEP.

A list of the ten highest flood levels on record is provided in the following table.

Rank	Year	Level (m)
1	1875	252.0
2	1936	250.1
3	1928	248.6
4	1885	248.0
5	1977	247.9
6	1997	247.5
7	1963	247.5
8	1925	247.4
9	1979	246.5
10	1962	246.2

A summary of the probabilities of the 1:40 and 1:100 AEPs for select durations is provided in the following table.

Duration (Years)	1:40	1:100
1	2.5%	1%
20	40%	18%
40	64%	33%
70	83%	51%

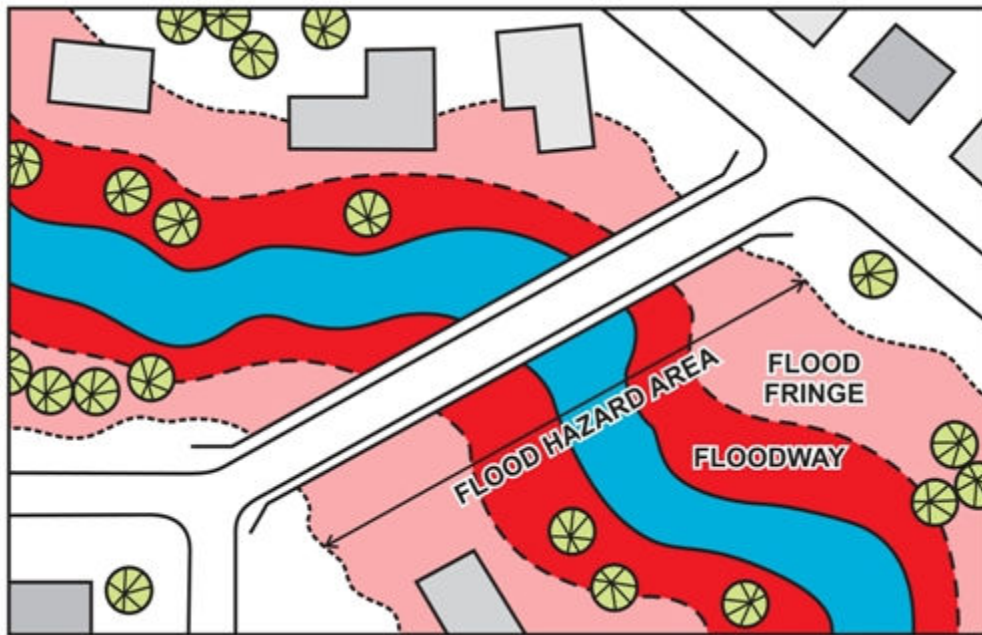
100	92%	63%
150	98%	78%

As shown in the above table, there is no guarantee that a 1:100 AEP will happen in any one hundred year period, and in the next 70 years there is a 51% chance of it occurring.

There is about a three percent probability of a 1:100 year flood in the next three years and about a four percent probability of a 1:100 year flood in the next four years, illustrating there is only a marginal incremental risk in deferring the program for one additional year.

AESRD's definitions and an illustrating figure of the potential flood impacted areas are:

- **Flood hazard area:** includes both the floodway and the flood fringe, and is defined by AESRD as the 1:100 AEP.
- **Floodway:** during a flood, land within the floodway will typically experience flooding of one-metre depth or greater with velocities of one metre per second (m/s) or faster. Typically the floodway includes river channels and adjacent overbank areas.
- **Flood fringe:** the land along the edges of the flood hazard area that would likely experience relatively shallow water (less than one metre deep) during a flood event, with lower velocities (less than 1m/s).



Fort McMurray's flood hazard area was defined by AESRD based on a 1993 study and mapping which was updated in 2003. The study defined the flood hazard area based on the flood elevation defined by the 1:100 AEP. The current elevation of the flood hazard area is 250.0m. The study also noted that the 1875 event was a 1:350 AEP and if it was taken off the historical record, as it

has “some limitations” but it was “considered to be sufficiently reliable”, the flood hazard area would decrease by one meter from an elevation of 250.0m to 249.0m.

AESRD was recently contacted by Administration to confirm the elevation of the floodway as it was not defined in the 1993 study. The Municipality was informed that as ice-related flooding in Alberta is unique to Fort McMurray, no hydraulic model was undertaken and that the floodway was determined by subtracting one meter from the flood hazard area. The current elevation of the floodway is 249.0m. Administration has reservations about how the floodway was determined as AESRD’s definition of a floodway requires velocities of one meter per second or faster. Administration undertook a desktop analysis and the highest velocity calculated was less than half a meter per second. Administration believes that other approaches, such as using return periods (as done by five other provinces) to determining the floodway may be more applicable in this case. The five provinces that use return periods to define the floodway use the 1:20 AEP; the 1:20 AEP for Fort McMurray is 247.2m.

In 2000, the Municipality engaged a consultant to undertake a flood protection study. The study provided an evaluation of strategies for protecting the Municipality from ice related flood events and included a cost estimate for protection from both the 1:40 year and 1:100 year ice jam flood events. In 2009, Council approved the Lower Townsite Area Redevelopment Plan which included continuing a flood protection strategy at the 1:40 AEP ice jam flood elevation. Prairie Loop Boulevard along the waterfront and Saline Creek Drive were purposefully constructed to an elevation of 248.5 m to provide a 1:40 AEP flood mitigation.

In October 2013, after flooding throughout the province, the Government of Alberta enacted the Flood Recovery and Reconstruction Act through Bill 27. The Bill provides the province the ability to make regulations “controlling, regulating or prohibiting any use or development of land that is located in a floodway within a municipal authority, including, without limitation, regulations specifying the types of developments that are authorized in a floodway” and “exempting a municipal authority or class of municipal authorities from the application of all or part of this section or the regulations made under this subsection, or both”. An overview of Bill 27 is available on the Alberta Government’s website: <http://www.municipalaffairs.alberta.ca/1934.cfm>.

In 2013, in response to the pending exemption of Fort McMurray from Bill 27 if flood mitigation measures were implemented, Administration re-engaged a consultant to undertake an update of the 2000 study, incorporating data from the 2013 open water flood event. The 2013 study confirmed the 1:100 AEP elevation that was determined in earlier studies and it presented a solution consisting of a system of diking, retaining and flood walls around the perimeter of Lower Townsite and Waterways to an elevation of 250.0m

Administration will continue its review of legislation, the technical aspects of the floodway definition relative to Fort McMurray’s uniqueness (ice jam flood), alternative project delivery and financing methods, and combinations of technology and liability mitigation methods that will provide equivalency to the current plan at potentially less expense.

Alternatives:

1. Continue, as planned, to build flood protection to 250.0 m. This would maintain current schedules and budgets. It would also allow Administration to meet commitments made to Council to complete Prairie Loop Boulevard for the Fall of 2016 and to the Government of Alberta to complete Flood Mitigation by 2017.
2. Provide Administration one year to confirm the elevation required for flood mitigation and determine if the current elevation of 248.5m is sufficient and develop new, appropriate flood mitigation strategies accordingly. In this alternative, Administration proposes to discuss technical definitions used to define the floodway, the requirements of flood mitigation measures required by the Government of Alberta under Bill 27 and the exemption provided to the Municipality. This could potentially save the Municipality the capital expense of the 250.0m elevation (the net savings would be approximately \$60 million to construct to 248.5 m based on preliminary estimates), however, it would delay Prairie Loop Boulevard completion until 2017 and Flood Mitigation completion until 2018.

With the second alternative, Administration will also give further consideration to the use of ice breaking machines. An ice breaking system consisting of amphibious machines (excavators, ice cutters, and argos), similar to what is used in Manitoba on the Red River between Selkirk and Lake Winnipeg, was considered. It is estimated that the capital and operating costs of a comparable system is approximately two million dollars per year. It is not known how effective this system would be on the Clearwater River or if the Government of Alberta would permit this system in lieu of the berm and still be eligible for flood damages in the case of a flood event. Administration will undertake further evaluation of this alternative to determine its feasibility.

Administration will also consider undertaking ice jam modelling to determine the flood elevation with Alternative #2. Previous reports used statistical analysis, a backward looking approach relying entirely on historical data, to determine the flood elevations. Changes in the environment include decreasing glaciers in the headwaters, changes in precipitation and temperature – the impacts of climate change are not certain. Other environmental changes include residential, commercial and industrial development including the addition of the Fort McMurray Wastewater Treatment Plant which treats 30 million litres of effluent each day and releases it to the Athabasca River at about 15 degrees Celsius. Considering the wastewater treatment plant, it is believed that it would have no impact on extreme events. Modelling would produce results reflective of today's environment; however, the results may not be materially different from previous results or may not be accepted by the Government of Alberta.

Finally Administration, under Alternative #2, will undertake further evaluation of financial liability management alternatives to constructing to a 1:100 ice jam flood AEP. Alternatives such as entirely self-insuring the liability of flood damages or a combination of a 1:40 ice jam flood AEP mitigation system with self-insurance could be practical alternatives to full-scale construction of a 1:100 ice jam flood AEP mitigation system.

Budget/Financial Implications:

The recommendations would result in the Flood Mitigation and part of the Prairie Loop Boulevard project being placed on hold, except for the noted sub-projects, and the resulting deferral of a total of \$39.5 million in capital expenditures in 2015.

As the flood protection would only protect to the event it was designed for, it is always possible that a larger event could occur (i.e. the 1:100 AEP would not provide protection against an event similar to the 1875 flood). An event larger than the flood protection design elevation would result in flooding of all the areas that were protected plus an additional area. Regardless of what elevation the flood protection is designed for, as seen in 1875, there is always the potential for a larger event exceeding the threshold of the Flood Mitigation design.

In order to estimate flood damages, a present value analysis was completed on a 1982 study that reviewed the cost of flood damages for various flood elevations. Adjusted for inflation, the elevation associated with a 250.0m flood event is \$271 million, and the damage from an event at 248.7m event is \$80 million, and the damage in between these areas is \$191 million comparable to the 1:100 AEP capital cost, however, this cost does not account for any post 1982 development in the flood area.

Upon review of insurance, the Municipality currently has flood insurance for public property. In order to manage private property flood damages, Administration will evaluate “self-insuring” the private properties through the potential off-site levies or developer charges or establishing a flood liability contingency fund with contributions approved annually by Council during the annual operating budget approval process.

Further, the Municipality’s Land Use Bylaw 99/059, currently restricts the development in the flood hazard area. Permits that are issued by the Municipality, in this area, may require the applicant to enter into a save harmless agreement relieving the Municipality of responsibility for any damage or loss caused through flooding. If it is determined in the discussion with Government of Alberta that the elevation of the flood hazard area or the floodway is lower than the current elevations, then it could open up more developable land as development is permitted within the flood fringe (granted that it is appropriately flood proofed).

Rationale for Recommendations:

Administration is recommending that Council approve and support further discussions of technical definitions used to define the floodway, the requirements of flood mitigation measures required by the Government of Alberta under Bill 27, the exemption provided by the Bill to the Municipality, and to determine with the Government of Alberta the appropriate elevation for flood mitigation. Given the potential anticipated cost savings, Administration believes the deferral of the current Flood Mitigation Plan for one year is warranted.

Attachment:

1. Flood Mitigation and Prairie Loop Boulevard

FLOOD MITIGATION AND PRAIRIE LOOP BOULEVARD (PLB)

Reach 1: Berm at 250m – **Constructed**,
Remaining Work for
summer 2015
– **Currently Underway**

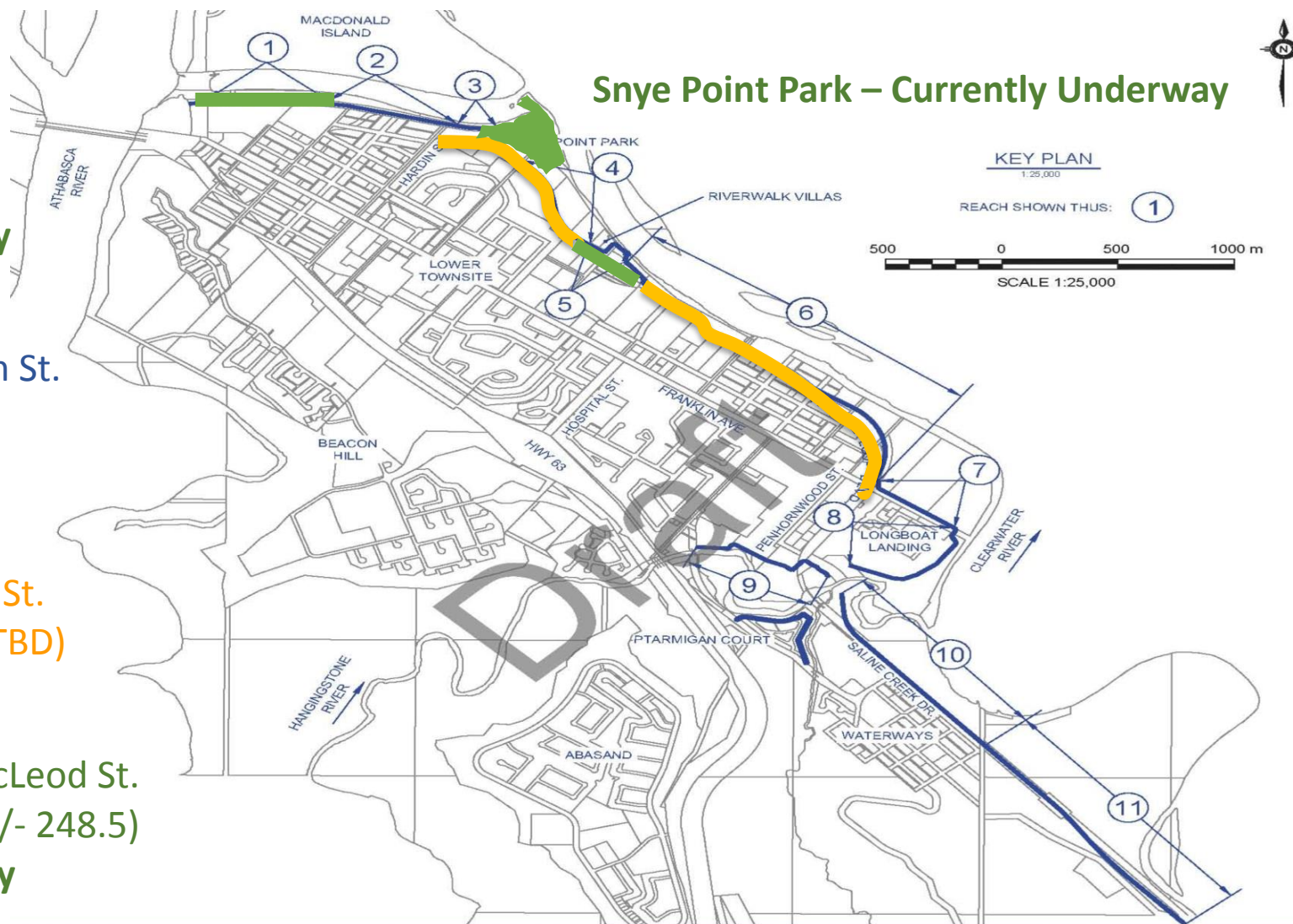
Reach 2: PLB from
Morrison St. to Hardin St.
(Berm or Road TBD)
– **On Hold**

Reach 3, 4: PLB from
Hardin St. to McLeod St.
(PLB at 248.5 or 250 TBD)
– **On Hold**

Reach 5: PLB from McLeod St.
to Riedel St. (PLB at +/- 248.5)
– **Currently Underway**

Reach 6: PLB from Riedel St. to
Franklin Av. intersection
(PLB at 248.5 or 250 TBD) – **On Hold**

Reach 7, 8, 9, 10, 11:
Preliminary design work – **Completed**
Detailed Design (248.5 or 250 TBD) – **On Hold**



**Subject: Subdivision Time Extension Request – Lot 2, Block 1,
Plan 1320008 (Saprae Creek East)**

APPROVALS:

Bradley Evanson, Acting Director
Brian Moore, Executive Director
Marcel Ulliac, Chief Administrative Officer

Administrative Recommendation:

THAT the application for Subdivision Time Extension for Lot 2, Block 1, Plan 1320008 be approved for one year until November 7, 2015.

Summary:

An application has been received to request a Subdivision Time Extension for Lot 2, Block 1, Plan 1320008 in the Saprae Creek East residential subdivision.

The authority to grant a time extension on a subdivision approval is vested with Council under Subsection 6 of Section 657 of the *Municipal Government Act*.

Background:

The subdivision application for the lands described as Lot 2, Block 1, Plan 1320008 in Saprae Creek was approved on November 7, 2013. This approval granted permission to subdivide this parcel into 33 residential lots and was in effect until November 7, 2014. (Attachment 1)

Rationale for Recommendation:

The proposed subdivision is still in accordance with the Highway 69/Clearwater River Valley Area Structure Plan (Bylaw No. 99/058), as there have been no changes to this statutory plan since the original subdivision approval. Additionally, the application still aligns with the Land Use Bylaw (Bylaw No. 99/059) and applicable regulations. The applicant requires a subdivision time extension of one year to allow for future residential development to take place.

Administration supports this extension and recommends that a time extension of one year be granted for this subdivision approval.

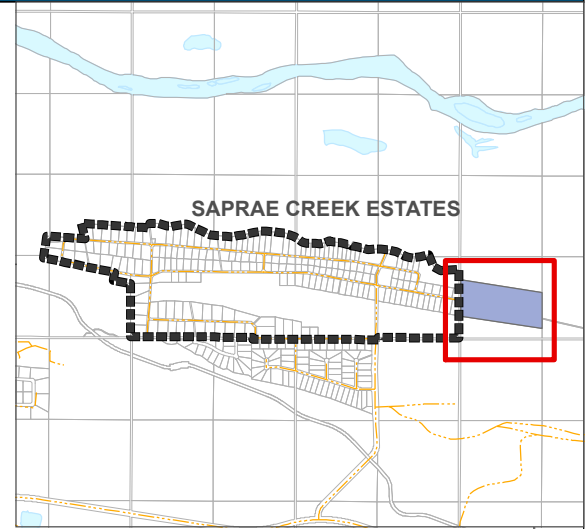
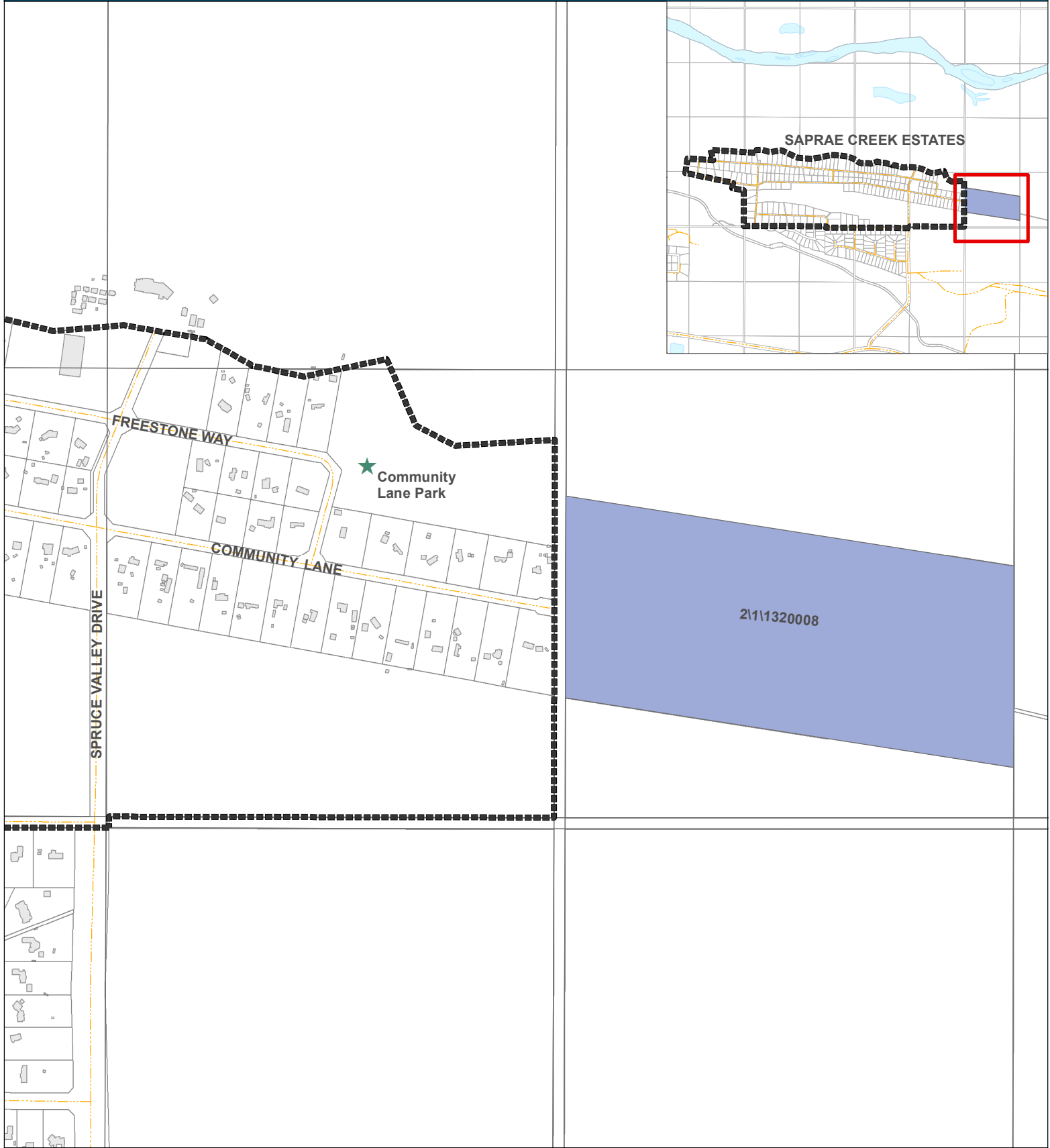
Attachment:

1. Subject Property Map

SUBJECT AREA MAP

Lot 2, Block 1, Plan 132 0008

Attachment 1



- Subject_Area
- Building_Outlines
- Survey_Parcels
- Roadways
- Water_Bodies
- Landmarks
- Community_Boundary

1 cm = 91 meters



Subject: Reserve Designation Removal from portion of Lot 3MR, Block 10, Plan 792 0314
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Rural Development Committee Recommendation:

THAT the removal of the Municipal Reserve designation from the property legally described as Lot 3MR, Block 10, Plan 792 0314 be approved; and

THAT a non-statutory public hearing be held on April 28, 2015.

Background:

The Reserve Designation Removal from portion of Lot 3MR, Block 10, Plan 7920314 was presented to the Rural Development Committee on March 24, 2015. At that meeting, the Rural Development Committee passed the following resolution:

“THAT the removal of the Municipal Reserve designation from the property legally described as Lot 3MR, Block 10, Plan 792 0314 be forwarded to Council for approval.”

Attachment:

- I. Rural Development Committee Report – March 24, 2015



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

RURAL DEVELOPMENT COMMITTEE REPORT

Meeting Date: March 24, 2015

**Subject: Reserve Designation Removal from portion of Lot 3MR,
Block 10, Plan 7920314**

APPROVALS:

Keith Smith, Director
Brian Moore, Executive Director
Bob Couture, Acting Chief Administrative Officer

Administrative Recommendation:

THAT the Rural Development Committee recommends that Council approve removal of the Municipal Reserve designation from the property legally described as Lot 3MR, Block 10, Plan 792 0314.

Summary:

Based on community engagements and a cost feasibility study, the subject lot was selected for the construction of the proposed Anzac Community Emergency Operation Facility. The subject land was designated as Municipal Reserve (MR) in 1995 in conjunction with a subdivision approval, and a portion of it has been used by the Anzac Community School (NorthLand School Division No. 61). However, the subject lot is no longer required for school expansion or further development, therefore removal of the Municipal Reserve designation will not adversely impact the school site.

To permit the construction of the emergency facility in Anzac, the removal of the Municipal Reserve designation is required. The authority to remove the Municipal Reserve designation is vested with Council under the Municipal Government Act.

A Public Hearing is not legally required as would be the case if the Municipality were proposing to dispose of the land to a third party. The Committee could however recommend, and Council could direct, a non-statutory public hearing.

Background:

The Anzac Fire Hall constructed in 1983 has met growing community needs in the past, but the extent to which the fire hall footprint can be increased for future growth is limited. In 2012 the Municipality conducted a pre-design study of the requirements and siting for a new Fire Hall in the Hamlet of Anzac.

The feasibility study suggests the need to replace the existing facility in order to enhance functionality, match growth and meet service level standards. After consultation with stakeholders it was recommended that the new facility be centrally located in the heart of Anzac since the primary function of the facility is to serve the Hamlet of Anzac and servicing Highway 881 is secondary. It was determined that the best suitable site among the sites considered is the MR land located at the northeast corner of Cheecham Drive and Christina Drive.

The cost analysis conducted on the selected sites clearly indicated that this particular site has the lowest development costs, which are approximately 50% lower than other sites considered. The Municipality performed extensive consultation with Anzac community members and NorthLand School Division No. 61 prior to the design of the Emergency Operation Facility. The comments and feedback received from the consultations were used in the design and in determining the location of the facility.

Alternatives:

Maintain the reserve designation on Lot 3MR, Block 10, Plan 7920314, and select a privately owned site or other municipal site. The purchase of private land or the cost to extend municipal services to an alternate site would increase project costs and impact the timing of the project.

Budget/Financial Implications:

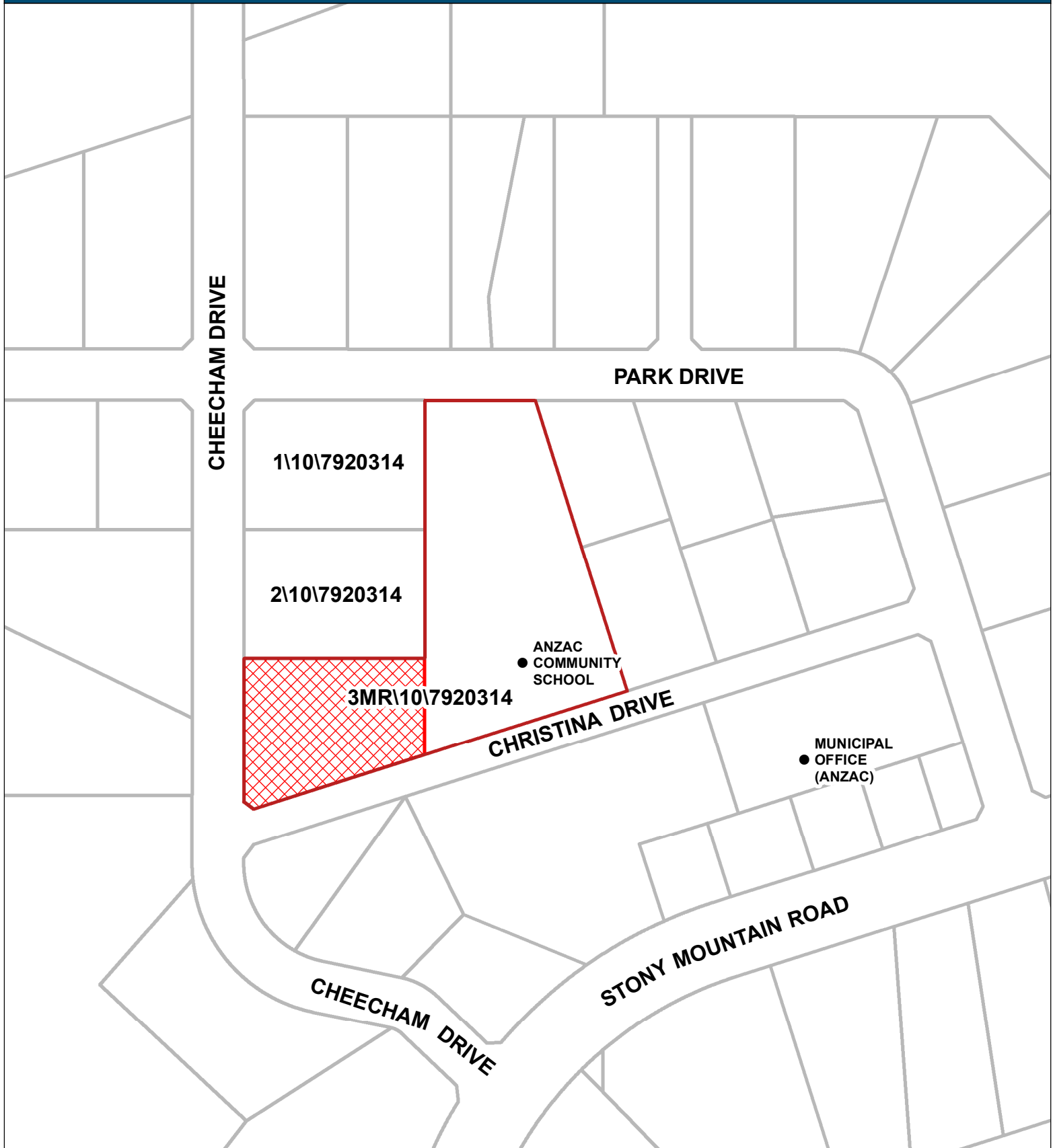
As the facility will be located on municipal land, the project will not incur costs to purchase land.

Rationale for Recommendation:

Administration supports the removal of the Municipal Reserve designation from a portion of Lot 3MR, Block 10, Plan 7920314 for the construction of the Emergency Operations Facility. The land is no longer required for the school based on community consultation and feasibility studies. Further, when built, the facility will provide enhanced emergency services delivery in the area.

Attachments:

1. Subject Area Map



Reserve Designation Removal

1 cm = 30 meters



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

Map created by the Land Administration Department
The use of this map is for reference only.
18 Feb 2015 / JM011

**Subject: Lease of Municipal Lands – Alberta First Responders Radio
Communication System – Portion of Lot 35A, Block 1, Plan
032 1502, Hamlet of Janvier South**

Rural Development Committee Recommendation:

THAT the request to authorize the lease of the property legally described as a portion of Lot 35A, Block 1, Plan 032 1502, known as 110 Janvier Drive in the Hamlet of Janvier South, to the Minister of Justice and Solicitor General for the Province of Alberta, in accordance with the terms and conditions outlined in the Letter of Intent, dated March 6, 2015, be approved.

Background:

The Lease of Municipal Lands – Alberta First Responders Radio Communication System was presented to the Rural Development Committee on March 24, 2015. At that meeting, the Rural Development Committee passed the following resolution:

“THAT the request to authorize the lease of the property legally described as a portion of Lot 35A, Block 1, Plan 032 1502, known as 110 Janvier Drive in the Hamlet of Janvier South, to the Minister of Justice and Solicitor General for the Province of Alberta, in accordance with the terms and conditions outlined in the Letter of Intent, dated March 6, 2015, be forwarded to Council and recommended for approval.”

Attachment:

- I. Rural Development Committee Report – March 24, 2015



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

RURAL DEVELOPMENT COMMITTEE REPORT

Meeting Date: March 24, 2015

**Lease of Municipal Lands – Alberta First Responders Radio
Subject: Communication System – Portion of Lot 35A, Block 1,
Plan 032 1502, Hamlet of Janvier South**

APPROVALS:

Keith Smith, Director
Brian Moore, Executive Director
Bob Couture, Acting Chief Administrative Officer

Administrative Recommendation:

THAT the request to authorize the lease of the property legally described as a portion of Lot 35A, Block 1, Plan 032 1502, known as 110 Janvier Drive in the Hamlet of Janvier South, to the Minister of Justice and Solicitor General for the Province of Alberta, in accordance with the terms and conditions outlined in the Letter of Intent, dated March 6, 2015, be forwarded to Council and recommended for approval.

Summary:

The Municipality received a request from the Ministry of Justice and the Solicitor General for the Province of Alberta to lease 0.0229 hectares of land to accommodate installation of a 55 metre self-support telecommunication tower, adjacent to an existing municipally-owned 30.5 metre tower which houses radio frequency (RF) installations for Regional Emergency Services and an independent third party co-locator, abutting the Janvier Municipal Office. Positioning of this proposed tower is a critical element in the Alberta First Responders Radio Communications System (AFRRCS) network.

Background:

The Municipality received a lease request for a telecommunication tower from AFRRCS in late 2012 to fulfill a provincial initiative under which the Ministry of Justice and Solicitor General is establishing a two-way radio network serving first responder agencies, including police, fire and ambulance. It is designed to meet their current and future needs by eliminating technical barriers while facilitating inter-connectedness and inter-agency cooperation. Extensive investigation into alternative site selections, including tentative co-location arrangements and two other municipally owned sites, have proved unworkable.

Details of the proposed lease have been circulated to internal municipal departments, Alberta Transportation, Alberta Environment and Sustainable Resource Development, police, energy companies, and franchise and utility agencies. Responses from all stakeholders support the project. Also, a public engagement was held in the Hamlet of Janvier, and no objections were received. Final execution of a lease will depend upon the applicant fulfilling conditions which ensure that this project is both practically and economically viable, including compliance with all federal, provincial and municipal rules, regulations and guidelines. These conditions include Industry Canada's requirement for public consultation.

Budget/Financial Implications:

The Municipality will realize lease payments of \$15,000.00 per annum, with this rate increasing by 10% every 5 years over a span of 30 years. The rate is based on average regional rates paid by TELUS in six major urban centers throughout Alberta.

Rationale for Recommendation:

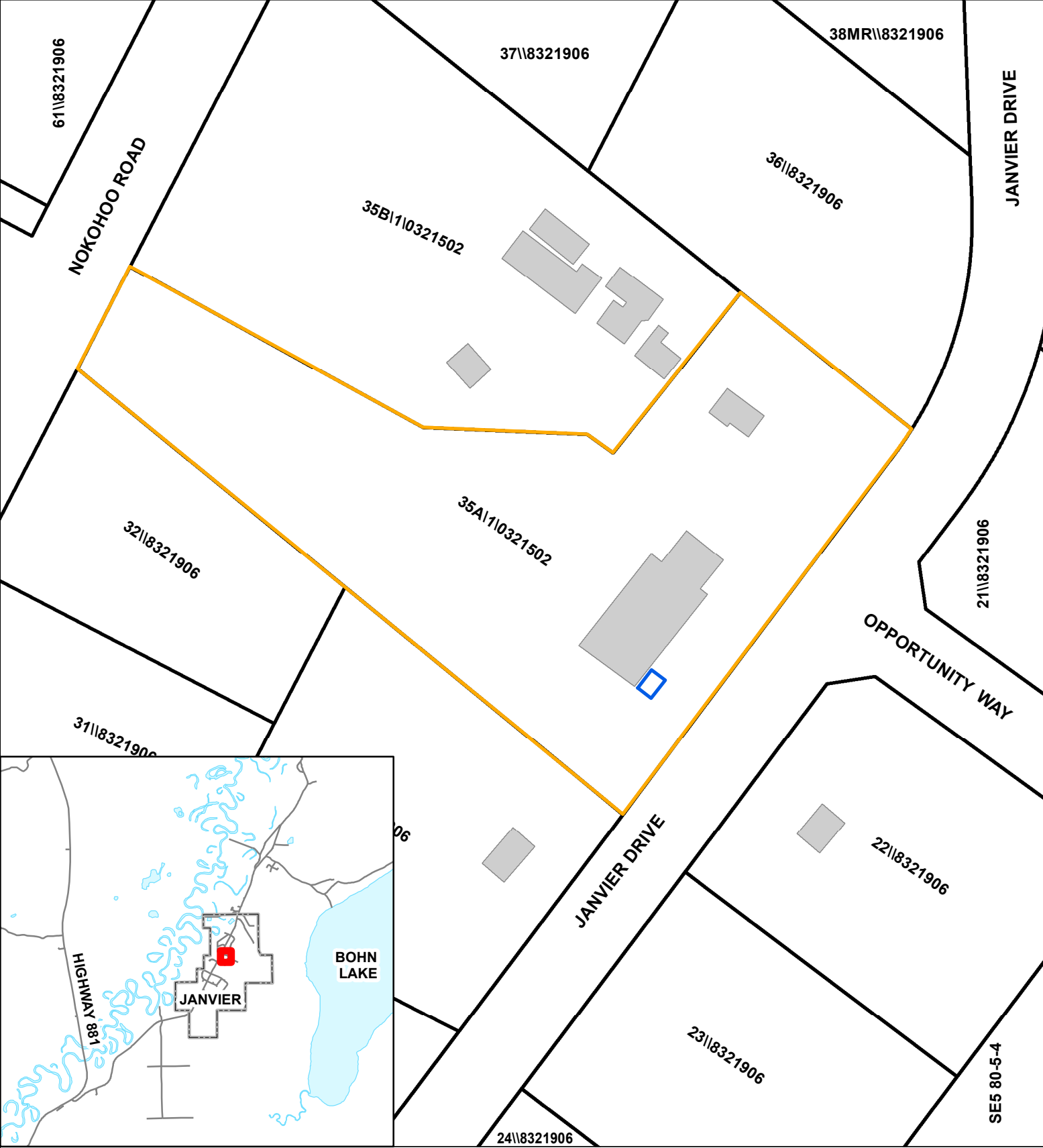
Administration supports granting this lease as the tower will support:



- Alberta's provincial government in their mandate to create a standardized radio network for first responders, thereby achieving network coverage for over 95% of primary and secondary roadways within the Province;
- the Municipality's identified initiatives including rural broadband connectivity and other Smart City and Intelligent Community initiatives, thereby improving electronic communication effectiveness, efficiency and quality of service in municipal operations;
- third party commercial interests: numerous service providers have expressed a desire to co-locate on this proposed tower;
- AFRRCS will be free to address co-location requests from third parties in accordance with Industry Canada/AFRRCS policies, and based on their individual merits.

This proposed tower is a critical element in the provincially mandated Alberta First Responders Radio Communication System project.

Attachments:

1. Subject Area Map
2. Letter of Intent



-  Proposed Lease Area
-  Lot

1 cm = 15 meters



Map created by the Land Administration Department
The use of this map is for reference only.
09 Mar 2015 / JM009



REGIONAL MUNICIPALITY
OF **WOOD BUFFALO**

LETTER OF INTENT

ATTACHMENT 2

Elaine Martens, Lease Coordinator

March 6, 2015

**Minister of Justice and the Solicitor General for the Province of Alberta
Suite 300 Sun Life Place
10123 99 Street,
Edmonton, AB T5J 3H1**

**Attention: Guy Bertrand, Director, Site Acquisition and Finance, AFRRCs
Attention: Stephen Bull, Executive Director, AFRRCs**

Dear Messrs. Bertrand & Bull:

The following is a summary of the anticipated business terms with respect to the **Minister of Justice and the Solicitor General for the Province of Alberta on behalf of the Alberta First Responders Radio Communication System project located within a portion of Lot 35A, Block 1, Plan 032 1502 (municipally known as 110 Janvier Drive, Janvier, AB T0P 1G0) (the "Premises")**.

- 1. LEGAL NAME OF LANDLORD :** Regional Municipality of Wood Buffalo
9909 Franklin Avenue, Fort McMurray, AB T9H 2K4
- 2. LEGAL NAME OF TENANT:** Minister of Justice and the Solicitor General for the Province of Alberta
TENANT'S HEAD OFFICE ADDRESS: Suite 300 Sun Life Place
10123 99 Street,
Edmonton, AB T5J 3H1
- 3. PREMISES:** Fenced compound approximately 40 ft. x 60 ft. (2400 square feet, being 0.055 acres) or 12.192m x 18.288m (222.967 meters squared, being 0.0229 hectares), in the approximate location shown on Schedule "A".
- 4. LEGAL DESCRIPTION** A portion of Plan 032 1502, Block 1, Lot 35A, municipally known as 110 Janvier Drive, Janvier, AB T0P 1G0
- 5. LEASE MUST BE FINALIZED BY:** **April 30, 2016.** Tenant will execute Landlord's form of lease for the Premises incorporating the relevant provisions of this letter (the "Lease"). Tenant acknowledges that this letter contains the basic terms and conditions upon which Landlord will consider leasing the Premises to Tenant and that supplementary language and revisions to the language contained in this letter may be warranted in the Lease.

- 6. DUE DILLIGENCE PERIOD**

The period commencing on the date Landlord notifies Tenant that the Premises are ready to commence Tenant's Work, estimated to be **May 1, 2015** and expiring on the date which is the earlier of: (i) **365** days after the Due Diligence Period began; (ii) the date on which the Tenant begins construction of the structure(s) intended for its use upon the leased Premises; and (iii) **April 30, 2016**. Tenant is responsible for all permitting and insurance during the Due Diligence Period.
- 7. TERM:**

Five Years with Five consecutive fixed option periods of five years each, totaling approximately **Thirty (30)** years commencing on the day following expiration of the Due Diligence Period (the "Commencement Date") and expiring on **April 30, 2045**.
- 8. MINIMUM RENT :**

Years 1 to 5 inclusive:\$15,000.00 per annum;

Option Term #1:
Years 6 to 10 inclusive:\$16,500.00 per annum;

Option Term #2:
Years 11 to 15 inclusive:\$18,150.00 per annum;

Option Term #3:
Years 16 to 20 inclusive:\$19,965.00 per annum;

Option Term #4:
Years 21 to 25 inclusive:\$21,961.00 per annum;

Option Term #5:
Years 26 to 30 inclusive:\$24,157.00 per annum.

Tenant is responsible for all business taxes, surcharges, etc.
- 9. SURRENDER OF PREMISES:**

In the event the Tenant determines during the Due Diligence period that operating the Site for its intended purpose of a **self-supporting telecommunication tower measuring approximately 55 metres (180 feet) in height, accompanied by an equipment shelter (10' x 14'), waveguide bridge from shelter to tower, standby generator and propane tank, all within a fenced compound measuring approximately 40'x 60' (12.2m x 18.3m)** is or has become commercially impractical, for any reason, Tenant is relieved of its obligation to execute the Lease which is the subject of this Letter of Intent without damages or penalty upon sixty (60) days prior written notice to the Landlord. In the event of such termination, the Landlord shall refund to the Tenant any rent paid in advance for any period of time subsequent to the effective date of termination.
- 10. REMEDIATION:**

In the event Tenant is relieved of its obligation to execute the Lease for reasons set out in Item 9 above, Tenant covenants to restore the subject lands to their original condition.

11. **USE CLAUSE:** Tenant shall continuously and actively use the Premises solely for a **telecommunication tower** and as ancillary thereto, a **fenced compound to house an equipment shelter**, and for no other purpose.
12. **LANDLORD'S WORK:** Landlord will complete Landlord's Work, if any, in accordance with Schedule "B".
- Upon receiving evidence of:**
- a) **network analysis evidencing compatibility with existing RF installations on adjacent RMWB Regional Emergency Services tower; and**
- b) **compliance with Industry Canada CPC 2-0-03, Issue 5**
- Landlord agrees to provide Tenant with a Letter acknowledging such compliance for delivery to Industry Canada.**
13. **TENANT'S WORK:** Subject to Landlord's Work described above, if any, Tenant accepts the Premises in "as is" condition and will complete Tenant's Work at its expense prior to expiry of the Due Diligence Period in accordance with Schedule "B". Such Tenant's Work includes all work required in order for Tenant to commence business operations.
14. **FEDERAL, PROVINCIAL AND MUNICIPAL RULES AND REGULATIONS:** The Tenant acknowledges and agrees to provide evidence of compliance with all Federal, Provincial and Municipal rules and regulations, as required under law and as set out specifically in Schedule "C".
15. **AFFECTED DISPOSITIONS:** The Tenant agrees, if applicable, to provide evidence that appropriate authorizations from any disposition holders affected by the proposed Lease are in place in advance of execution of the proposed Lease
16. **DEPOSIT:** Tenant shall deliver a deposit cheque in the total sum of **\$15,000.00**, which shall be held by Landlord, without interest, and applied on account of Minimum Rent first becoming payable during the Term.
17. **EXTENSION OPTION(S):** **See Item #8**
18. **ENGINEERING STANDARDS:** The Tenant covenants to provide geotechnical data compiled during performance of due diligence with regards to this lease, and to comply fully with Engineering Standards established by the Regional Municipality of Wood Buffalo.

19. **REDEVELOPMENT / RELOCATION RIGHTS** Tenant acknowledges and agrees that the Lease will contain rights in favor of Landlord to (a) terminate the Lease in the event of a redevelopment of the lands; and/or (b) relocate the Premises, all in accordance with the Lease.
20. **SPECIAL PROVISIONS:**
- I - The Landlord shall be provided the opportunity to include tower apertures for the purpose of re-locating radio transmission equipment from the existing tower at the Premises, to the Tenant's tower, without neither a one-time nor a recurring cost to the Landlord, provided the request to re-locate this equipment is made in writing by the Landlord to the Tenant within ninety (90) calendar days of the date hereof.
- II – After ninety (90) calendar days from the date hereof, the Landlord shall be granted a right of first refusal for access to tower aperture for the purpose of installing radio transmission equipment, at terms typical for commercial use of tower space in the area, including the payment of recurring rent and the Landlord accepting all costs for analyzing the tower's capacity to accept the Landlord's radio transmission equipment - as well as the cost of installation and any tower reinforcement required;
- III - The Tenant will not be obligated to provide access to tower aperture to others, and will review such requests from time to time and make arrangements without the Landlord's involvement or influence.

This Letter of Intent ("LOI") constitutes only an expression of intent and does not constitute a binding agreement between the parties. No party will be under any legal obligation unless and until a Lease containing the terms outlined in this LOI and other terms mutually agreeable to the parties has been executed and delivered by all parties intended to be bound.

Please return this LOI to the undersigned together with the required deposit cheque in the amount of \$15,000.00, payable to **Regional Municipality of Wood Buffalo** by **April 30, 2015**.

Yours truly,

REGIONAL MUNICIPALITY OF WOOD BUFFALO

Keith Smith, Director, Land Administration

Acknowledged by:

**MINISTER OF JUSTICE and the SOLICITOR
GENERAL FOR THE PROVINCE OF ALBERTA**

Per: _____

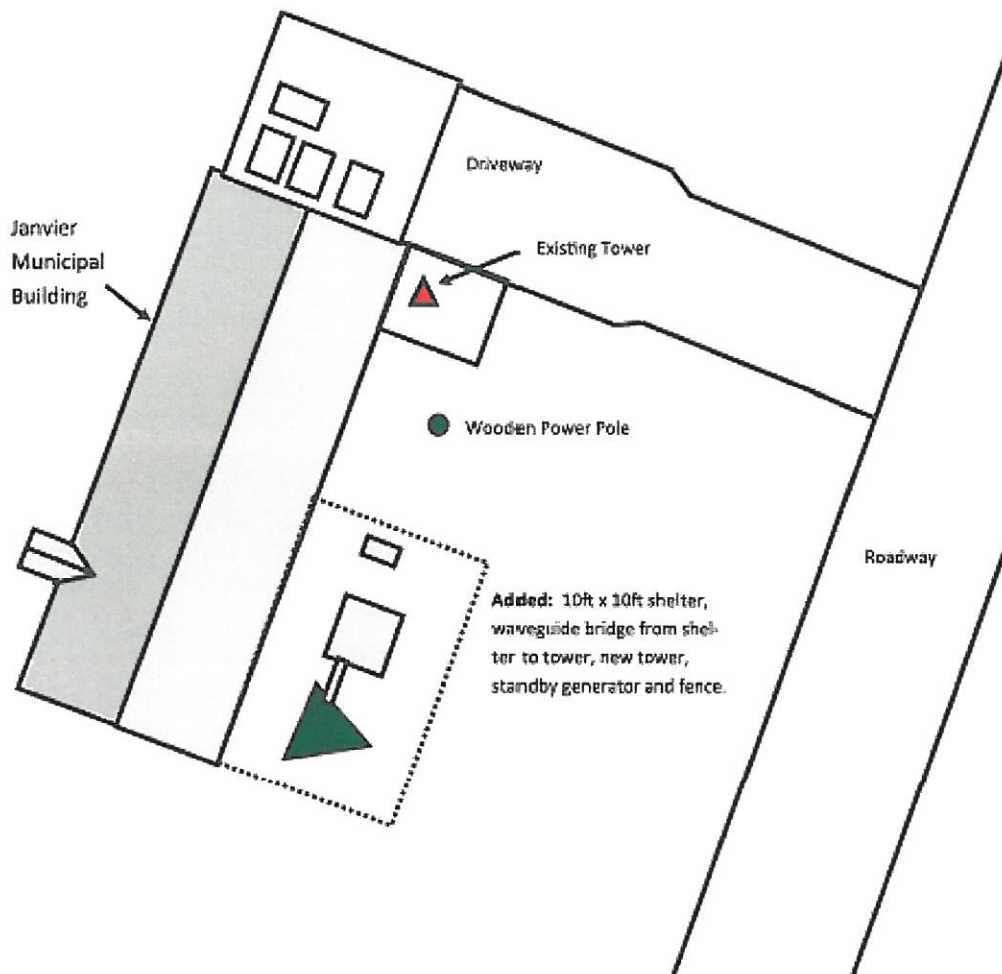
Date: _____

SCHEDULE "A" -SITE PLAN

The sole purpose of this plan is to identify the approximate location of the Premises. Landlord reserves the right at any time to relocate, rearrange, or alter the buildings and structures, other premises from that which is shown on this site plan. Depictions on this site plan do not constitute a representation, warranty or assurance from Landlord regarding the current location of municipal equipment or buildings.

Janvier Site Layout (RM of Wood Buffalo Municipal Building site).

The following is a very preliminary sketch of the tower and shelter compound that the Alberta First Responders Radio Communications System (AFRRCS) would propose at the Janvier Municipal Building site. The layout is provided for conceptual purposes only. The fenced compound footprint will be (maximum) 40ft x 60ft. The existence of Natural Gas at this site could help tighten the design layout (the propane tank if required, requires 3m of clearance from the shelter).





SCHEDULE "B"**Landlord's Work and Tenant's Work****Tenant's Work**

- 1 – Tenant will provide the Landlord with a Real Property Report denoting the subject premises in advance of execution of the subject Lease.
- 2 – Tenant will provide Landlord with evidence of authorization from Transport Canada to erect a self-supporting telecommunication tower in advance of execution of the subject Lease.
- 3 – Tenant will provide Landlord with all analyses and documentation required by IT Manager, Information Technology (AnnMarie Hintz), Regional Municipality of Wood Buffalo in advance of execution of the subject Lease.
- 4 – Tenant will comply with all Industry Canada criteria for telecommunication towers as described in CPC-2-0-04, including public engagement sessions, if required.

SCHEDULE "C"**Authorities with Rules and Regulations Pertinent to this Letter of Intent**

- 1 – Canadian Radio-television and Telecommunications Commission (CRTC)
- 2 - Industry Canada Client Protocol Procedure 2-0-03, Issue 5
- 2 – Canadian Transport Commission
- 3 – NAV Canada
- 4 – Regional Municipality of Wood Buffalo Land Use Bylaw 99/059
- 5 – Regional Municipality of Wood Buffalo Municipal Development Plan Bylaw 11/027
- 6 – Regional Municipality of Wood Buffalo City Centre Area Redevelopment Plan Bylaw 12/003

**Subject: Waterfront Steering Committee Recommendations for
Snye Point Park****APPROVALS:**

Kevin Scoble, Executive Director
Marcel Ulliac, Chief Administrative Officer

Administrative Recommendations:

THAT the construction of Snye Point Park proceed as outlined in the Revised Design Concept, dated April 14, 2015 (Attachment 2), which incorporates the Waterfront Steering Committee's recommendations.

Summary:

Administration met with the former Waterfront Steering Committee (WFSC) on March 18, 2015 to discuss their preliminary review of the former Committee's recommendations related to Snye Point Park, Flood Mitigation and Prairie Loop Boulevard; the parties reached consensus on key design elements of these critical capital projects. The resulting adjusted design concept for Snye Point Park incorporates stakeholder concerns and satisfies needs for the upcoming construction season, including timelines as required for the 2015 Western Canada Summer Games.

Background:

On March 10, 2015, Administration presented to Council a preliminary review of the recommendations proposed by the WFSC, and Council directed Administration "to incorporate the Waterfront Steering Committee recommendations for Snye Point Park in an expedient manner for the 2015 Western Canada Summer Games."

Alternatives:

Status Quo: Continue with the design approved by Council in June, 2014, which was approved prior to the formation of the WFSC and which does not reflect the recommendations provided by the WFSC.

Budget/Financial Implications:

The cost estimate for the changes remains within the approved Budget.

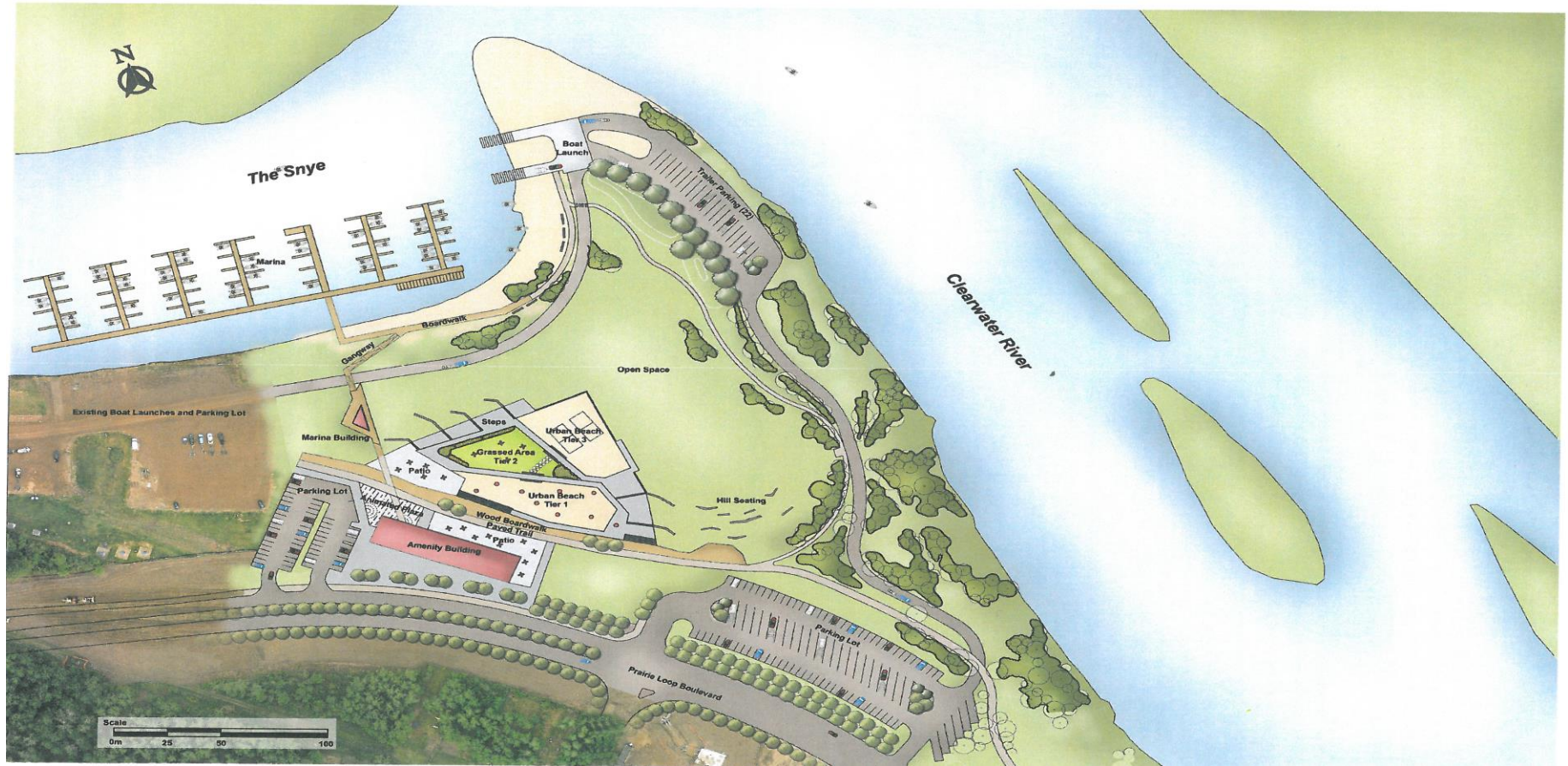
Rationale for Recommendations:

The recommendation will allow the Municipality to meet the required timelines and progress as committed for the upcoming construction season. The adjusted design also incorporates the WFSC recommendations, resulting in a design considerate of stakeholder concerns.

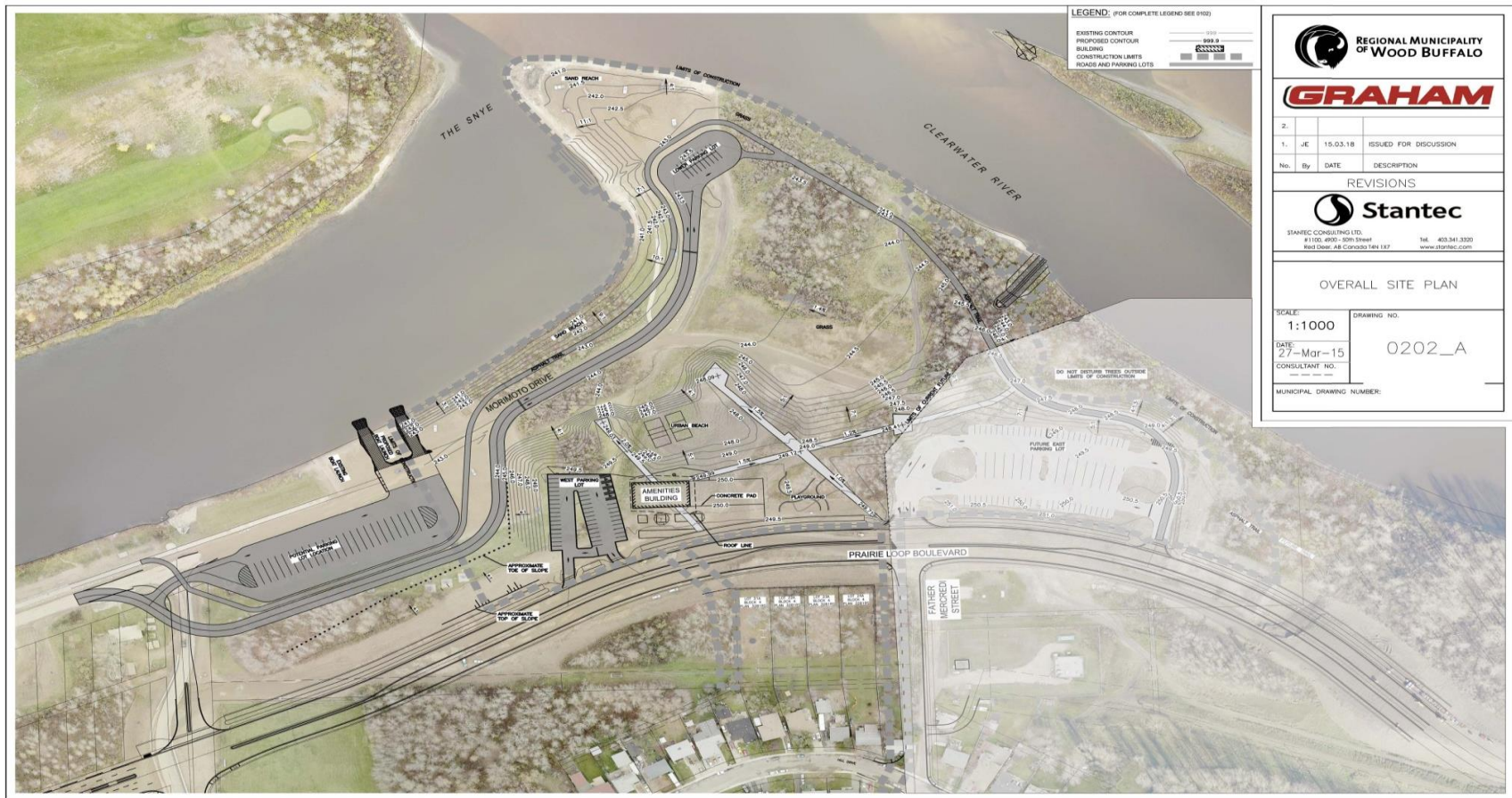
Attachment:

1. Snye Point Park – Original Design Concept (June 17, 2014)
2. Snye Point Park – Revised Design Concept (April 14, 2015)

SNYE POINT PARK - ORIGINAL DESIGN CONCEPT (June 17, 2014)



SNYE POINT PARK – REVISED DESIGN CONCEPT (April 14, 2015)



WATERFRONT STEERING COMMITTEE RECOMMENDATIONS FOR SNYE POINT PARK

April 14, 2015

Presented by: Kevin Scoble



PURPOSE

To present final recommendations for the upcoming 2015 construction season, specific to the design of Snye Point Park, as addressed by the Waterfront Steering Committee's (WFSC) recommendations.

WFSC RECOMMENDATIONS

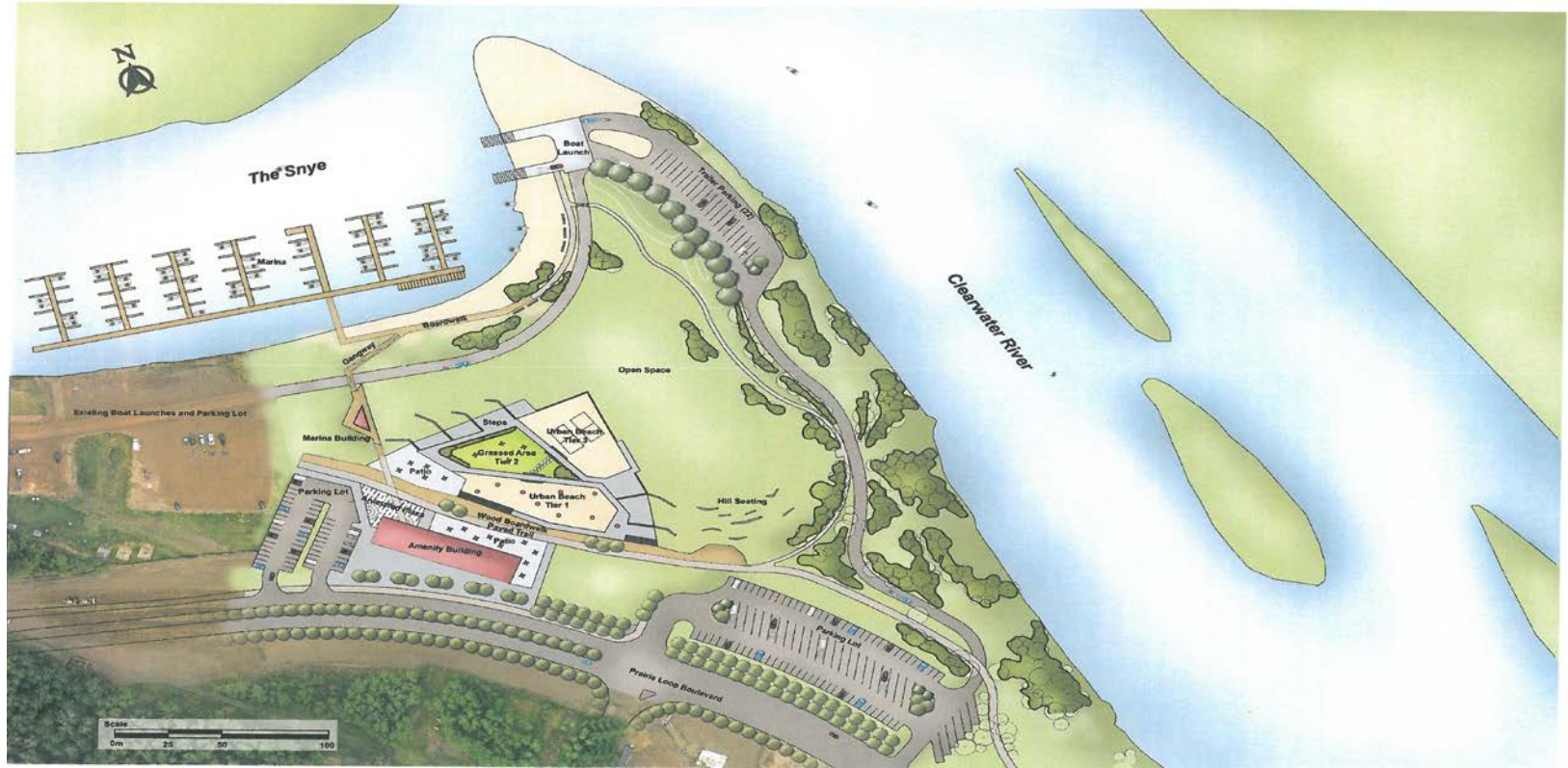
- Administration met with the former WFSC on March 18, 2015 to discuss their recommendations related to critical capital projects
- Consensus on key design elements was achieved

WFSC RECOMMENDATIONS

Snye Point Park: Original Recommendations

- Refine traffic circulation through the park and west of Snye Point - proper integration, softer interface with park extensions and pedestrian friendly scale.
- The design continue to be refined, and access, parking and additional circulation reflect the nature of the park's mixed use and pedestrian needs.

SNYE POINT – JUNE 2014



DESIGN CHANGES

- Boat Launch: Location changed (from the point to the original location) and boat trailer parking expanded.
- Continuous Walking Trail: Follows the waterfront to the point, and wraps around the east to ultimately connect to the trail/sidewalk within Prairie Loop Boulevard project. Trail alignment travels around the new parking at the existing boat launch location (rather than crossing the boat launch ramp, for pedestrian safety).
- Pedestrian-only access from Hardin St. to Morimoto St.

DESIGN CHANGES

- Traffic Circulation Revised: Elimination of vehicular path from east parking lot to Snye Point, and vehicular access from Hardin St. to Morimoto St. to reduce thoroughfare (vehicle access to Morimoto St. only from Morrison St.)
- River Access: Possibility for winter crossings, as well as dedicated over-night parking stalls.
- Natural Park Setting: Hard-scaping converted to soft-scaping (increased usage of natural material such as wood and plantings rather than concrete).

SNYE POINT – APRIL 2015



SNYE POINT PARK

- Schedule required by 2015 Western Canada Summer Games (WCSG) still achievable
- The cost estimate for the changes remains within the approved Budget.

FUTURE DESIGN ELEMENTS

- Many additional future design elements relating to critical projects were discussed with the former WFSC
- Examples include the continuity of the trail system along the waterfront (alignment and type), extent of Prairie Loop Boulevard (connecting to Morrison vs. Hardin), etc.
- Comments and design changes not critical to the 2015 WCSG timetable will be incorporated where possible after future discussions with the WFSC to work on consensus based solutions for implementation

RECOMMENDATION

THAT the construction of Snye Point Park proceed as outlined in the Revised Design Concept, dated April 14, 2015 (Attachment 2), which incorporates the Waterfront Steering Committee's recommendations.

Subject: Policy LEG-180 - Attendance at Political Fundraising Events and Other Events – Elected Officials, Chief Administrative Officer and Executive Directors**APPROVALS:**David Leflar, Director
Marcel Ulliac, Chief Administrative Officer**Administrative Recommendation:**

THAT Policy LEG-180, being the Attendance at Political Fundraising Events and Other Events – Elected Officials, Chief Administrative Officer and Executive Directors, dated April 14, 2015, be approved.

Summary:

By virtue of the office and position held by municipal elected officials and members of senior management, many invitations and opportunities arise to attend and participate in a host of events and functions. Although it is generally recognized and acknowledged that representation at such events is part of the responsibility vested with the roles, the Municipality does not have a policy that establishes the accountability or provides the necessary guidance relative to such attendance.

Background:

As part of the conduct and discharge of their duties, and based on municipal membership in various organizations, elected officials and senior management receive invitations and or are provided with opportunities to attend and participate in various dinner discussions, ceremonies, cultural and artistic performances, sporting venues or tournaments, meetings, conferences, workshops, tradeshow and seminars which may include political and non-political fundraiser events. One of the prime responsibilities of elected officials as supported by its senior management team is to consider and promote the welfare and interests of the municipality as a whole, and every opportunity should be taken to advance that responsibility as well as foster positive, productive and trusting relationships with a wide host of stakeholders. Attendance at such events can be used to open up communication lines both at the political and administrative levels.

The proposed policy will provide elected officials and those members of senior management with a clear guideline and accountability framework relative to the attendance at such events and clarifies the entitlement to payment or reimbursement for reasonable expenses incurred relative to travel, meal and accommodations as prescribed in the Elected Officials Compensation Policy LEG-50 Travel, Expense and Support or the Administration Procedure FIN-180 Travel and Subsistence.

This proposed policy does not authorize the payment for or reimbursement of ticket prices or other cost of admittance related to political fundraising events as that is prohibited by provincial law.

Rationale for Recommendation(s):

Recognizing that contributions to registered political entities are prohibited by provincial legislation, in the interest of supporting necessary and appropriate networking opportunities, promoting the exchange or acquisition of information, or to advance the greater interest of the municipality and its residents or to support the interface and dialogue with various stakeholders, elected officials and members of senior municipal management should attend events, and payment for or reimbursement of reasonable travel, meal and accommodation expenses incurred to attend such events should be permitted.

Attachments:

1. Policy LEG-180

Council Policy

Policy Name: Attendance at Political Fundraising Events and Other Events – Elected Officials, Chief Administrative Officer and Executive Directors

Policy No.: LEG-180

Effective Date: April xxxx, 2015

Review Date: April 2018

STATEMENT:

The Elected Officials, Chief Administrative Officer and Executive Directors are entitled to payment or reimbursement of reasonable travel, meal and accommodation expenses incurred in accordance with Policy LEG-50 – Elected Officials Compensation, Travel, Expense and Support or Administrative Procedure No.: FIN 180 – Travel and Subsistence to attend:

- (a) Political Fundraising Events that take place inside or outside of the Municipality but within Alberta, for which reimbursement of the ticket price or other cost of admittance is prohibited under provincial law;
- (b) Other Events, inside or outside the Municipality but within Canada, that are not sponsored or funded in whole or in part by the Municipality

provided that the Event affords an opportunity for meetings, discussions, exchange or acquisition of information or knowledge so as to become informed or aware to the extent that it could reasonably be expected to advance or serve in the interests of the Municipality and its residents or which serves as an opportunity to interact and interface with community stakeholder representatives.

The Elected Officials, Chief Administrative Officer and Executive Directors are entitled to payment or reimbursement [which may take the form of free or complimentary admission] in respect of their attendance at any Event that is sponsored or funded in whole or in part by the Municipality, a Non-Profit Community Organization or the Private Sector.

PURPOSE AND OBJECTIVE:

The purpose of this policy is to establish an accountability and to provide guidance which ensures consistency with respect to the Elected Officials, Chief Administrative Officer and Executive Directors attendance at Political Fundraising Events and Other Events and the payment or reimbursement of reasonable travel, meal and accommodation expenses incurred to attend such Events.

1. Definitions

- 1.1. “Documentation” means a written or electronic record of the request along with a valid reason and rationale for attendance at an Event as well as the documented decision to approve or deny the request.

- 1.2. “Elected Officials” means the Mayor and Councillors of the Municipality collectively referred to as Council.
- 1.3. “Municipality” means the Regional Municipality of Wood Buffalo.
- 1.4. “Non-Profit Community Organization” means an organization or group that conducts operations within the Municipality on a not-for-profit basis.
- 1.5. “Other Events” means a dinner, a ceremony, a cultural or artistic performance or a sporting event or tournament at which attendees participate that is hosted by a Non-Profit Community Organization or Private Sector stakeholder, or a meeting, a conference, workshop, trade show or seminar hosted by a provincial or national local government organization which the Municipality holds membership in.
- 1.6. “Political Fundraising Events” means an Event in respect of which all or a portion of the cost of admission is used to provide financial support to a political campaign or political party.
- 1.7. “Private Sector” means any business that conducts operations within the Municipality on a for profit basis.

2. Responsibilities

2.1. Elected Officials:

- (a) Approve amendments to this policy.
- (b) Document the valid reason(s) and rationale for attending a particular Event and file the documentation with the Legal and Legislative Services Department for record retention.
- (c) Ensure that expenses incurred for attendance at Political Fundraising Events and Other Events are in accordance with Policy No.: LEG-050 - Elected Official Compensation, Travel, Expense and Support.

2.2 Mayor:

- (a) Consider and approve or deny, in writing, all requests submitted by the Chief Administrative Officer to attend Political Fundraising Events or Other Events as provided for in this Policy.

2.3 Chief Administrative Officer:

- (a) Submit written request along with valid reason(s) and rationale to the Mayor for approval to attend a Political Fundraising Event or Other Event.
- (b) Retain the documentation prepared under Article 2.3(a) for retrieval and production as may be required from time to time.

- (c) Ensure that expenses incurred for attendance at Political Fundraising Events and Other Events are in accordance with Administrative Procedure No.: FIN-180 – Travel and Subsistence.
- (d) Consider and approve or deny, in writing, all requests submitted by the Executive Directors to attend Political Fundraising Events or Other Events as provided for in this Policy.

2.4 Executive Directors:

- (a) Submit written request along with valid reason(s) and rationale to the Chief Administrative Officer for approval to attend a Political Fundraising Event or Other Event.
- (b) Retain the documentation prepared under Article 2.4(a) for retrieval and production from time to time.
- (c) Ensure that expenses incurred for attendance at Political Fundraising Events and Other Events are in accordance with Administrative Procedure No.: FIN-180 – Travel and Subsistence.

2.5 Legal and Legislative Services:

- (a) Review and ensure sufficient budgeted funds are available on an annual basis, in consultation with Councillors, for attendance at Political Fundraising Events and Other Events.
- (b) Retain the documentation filed by Council referenced in Article 2.1(b) for retrieval and production as may be required from time to time.
- (c) Coordinate necessary arrangements for Councillors as may be required to attend Political Fundraising Events and Other Events including the processing of payment or request for reimbursement of expenses for attendance at Political Fundraising Events and Other Events in accordance with Policy No.: LEG-050 - Elected Official Compensation, Travel, Expense and Support.

MANAGEMENT, REFERENCES AND APPROVAL:

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:	Council
Approval Date:	Insert Approval Date
Revision Approval Dates:	Insert Date if applicable
Review Due:	Insert Date
Policy Manager:	Insert Name
Department Contact:	Insert Name
Legal References:	Not applicable
Cross References:	Elected Officials Compensation, Travel, Expense and Support Policy - LEG-050 Travel and Subsistence Administrative Procedure – FIN 180

Melissa Blake, Mayor

David Leflar, Chief Legislative Officer

Date

**Subject: Regional Municipality of Wood Buffalo Appointer
Representatives - Fort McMurray Airport Authority****APPROVALS:**

David Leflar, Director
Marcel Ulliac, Chief Administrative Officer

Administrative Recommendations:

1. THAT the December 14, 2010 Resolution appointing the Chief Administrative Officer and the Executive Director, Stakeholder Relations as the Municipality's representatives to attend the Fort McMurray Airport Authority annual Appointers Meeting be rescinded.
2. THAT two Councillors be appointed to represent the Municipality at the Fort McMurray Airport Authority 2015 Appointers Meeting and reconsider the matter annually at the Organizational Meeting of Council.

Summary:

The Regional Municipality of Wood Buffalo (RMWB), as an appointer for the Fort McMurray Airport Authority (FMAA), is required to send one or two representatives to the annual Appointers Meetings. In 2010, Council appointed the Chief Administrative Officer and the then Executive Director, Stakeholder Relations as the Municipality's representatives. The position of Executive Director, Stakeholder Relations no longer exists, therefore, the Municipality currently has only 1 representative.

Background:

On June 30, 2009, the Municipality and the Fort McMurray Regional Airport Commission petitioned the Government of Alberta to incorporate the FMAA. On December 1, 2009, the FMAA was established by Order in Council 605/2009.

Four organizations appoint directors to the FMAA: the Municipality, the Fort McMurray Chamber of Commerce, the Oil Sands Community Alliance and the CUPE Local 1505 (the "Appointers"). In addition to appointing directors, the Municipality is required to appoint one or two representatives who attend an annual Appointers meeting which must be held within 135 days after the end of each fiscal year on December 31 ("Appointers Meetings"). The Municipality can appoint a specific individual or a certain officeholder to be a representative.

Notice for an Appointers Meeting must be sent out at least 30 days prior to the Appointers Meeting. Appointers may add items to the agenda by sending in notice of the item in writing at least 14 days prior to the Appointers Meeting.

At the Appointers Meeting, the FMAA must provide the following documents: its annual financial statements together with the auditor's report on them, its annual report for the previous fiscal year and a statement of its operational goals for the current fiscal year.

Notably, the FMAA is required to have an independent performance review conducted every five years with the first five year period beginning on the date on which the FMAA first managed the airport. Appointers are entitled to receive a free copy of this review.

On December 14, 2010, the Municipality appointed two officeholders as its representatives: the Chief Administrative Officer and the then position of Executive Director, Stakeholder Relations. Considering that this matter has not been reviewed in over four years, it is appropriate for Council to revisit the appointment of the Municipality's representatives.

Appointing and sending representatives to the annual Appointers Meetings is not only a statutory obligation but the key means by which the Municipality can ensure the FMAA is meeting its purposes pursuant to the *Regional Airports Authorities Act*.

In considering the matter, Council has the following options:

- Nominate one officeholder (i.e. Office of Mayor, Office of Councillor or Office held by a member of Administration) to attend future Appointers Meetings in addition to the existing Chief Administrative Officer's appointment;
- Rescind the previous appointments and nominate one or two new representatives (certain officeholders – Administration positions) to attend future Appointers Meetings;
- Rescind the previous appointments and nominate one or two new representatives (specific individuals) to attend the 2015 Appointers Meeting and reconsider the matter annually at the Organizational Meeting of Council; or
- Delegate the authority to the Chief Administrative Officer to appoint one or two certain officeholder representatives (Administration positions) to attend the Appointers Meetings.

Budget/Financial Implications:

None.

Rational for Recommendations:

Appointing Councillors as the Municipality's representatives for the Appointers Meeting allows Council to exercise its governance role.

Appointing two representatives will ensure that the Municipality is adequately and appropriately represented at the Appointers Meeting.

The annual Appointers Meeting is the sole opportunity for Councillors to be directly engaged with the FMAA.

Subject: Municipal Corporate Utility**APPROVALS:**

Kevin Scoble, Executive Director
Marcel Ulliac, Chief Administrative Officer

Administrative Recommendations:

THAT the Municipality be authorized to enter into a Master Service and Franchise Agreement and/or lease agreement with 1698718 Alberta Ltd. (Municipal Corporate Utility); and

THAT the resolution, “the Chief Administrative Officer be appointed for two years as chair of a transitional board of directors to provide continuity”, passed by Council on June 26, 2012, be rescinded.

Summary:

On March 3, 2015 Administration hosted a joint workshop with Financial Services to review the Municipal Corporate Utility (MCU), utility rates and sustainable initiatives. As follow-up to that workshop, Administration has prepared this Council Report that incorporates feedback and comments from Council into a series of recommendations for consideration.

Background:

In 2006, a study completed by Deloitte recommended that the Municipality explore the creation of a MCU for the provision of environmental services. This recommendation was revisited in 2010, and a business case was presented to Council in June, 2012 during which time the formation of a utility corporation was approved.

Throughout 2012 to 2014, Administration met numerous times with the Provincial government to finalize the Municipality’s application for the MCU formation. A letter outlining the final requirement for MCU formation was received in January, 2015, which required the Municipality to transfer assets to the MCU through various options including a franchise and/or lease agreement.

Alternatives:

Administration continues to implement a MCU for the provision of environmental services within the Regional Municipality of Wood Buffalo.

Administration halts implementation of the proposed MCU.

Budget/Financial Implications:

To confirm the viability of the MCU, a financial model was developed to determine if the MCU would be profitable and sustainable. The model used realistic and achievable revenue and it did not include any sustainability projects, such as zero waste and utility corridors. It assumed moderate growth, two contractual operations and marginal revenue for effluent sales. Model results for the net change in financial position consolidated for both the MCU and the Municipality are provided in the following table.

Year	1	2	3	4	5	6	7	8	9	10
Million	\$0	\$1	\$1	\$2	\$3	\$4	\$4	\$4	\$4	\$4

The model results indicate there is a net benefit to the MCU and Municipality when they are considered together. The net present value (NPV) of the combined financial position over a ten year period is \$21 million. In the future, either through growth or revenue generating sustainable initiatives, the net profit will increase above and beyond what is shown. The results indicate that the MCU is sustainable and profitable and it places the Municipality in a forward position.

Administration is unaware of any tangible downside to the formation of the MCU. However, if the MCU does not produce the returns expected, Council could return to the current municipal department, noting these same conditions would predicate worse financial performance from the municipal configuration.

Rationale for Recommendations:

Administration recommends that the continued implementation of the MCU be approved by Council.

The conservative financial model for all scenarios (high, low and medium growth) suggests that formation of a MCU for the provision of environmental services will always provide a higher net benefit than status quo municipal operations.

The MCU business plan is focused on concurrent high quality service provision, and new revenue generation for the Municipality.

Municipal Corporate Utility

April 14, 2015

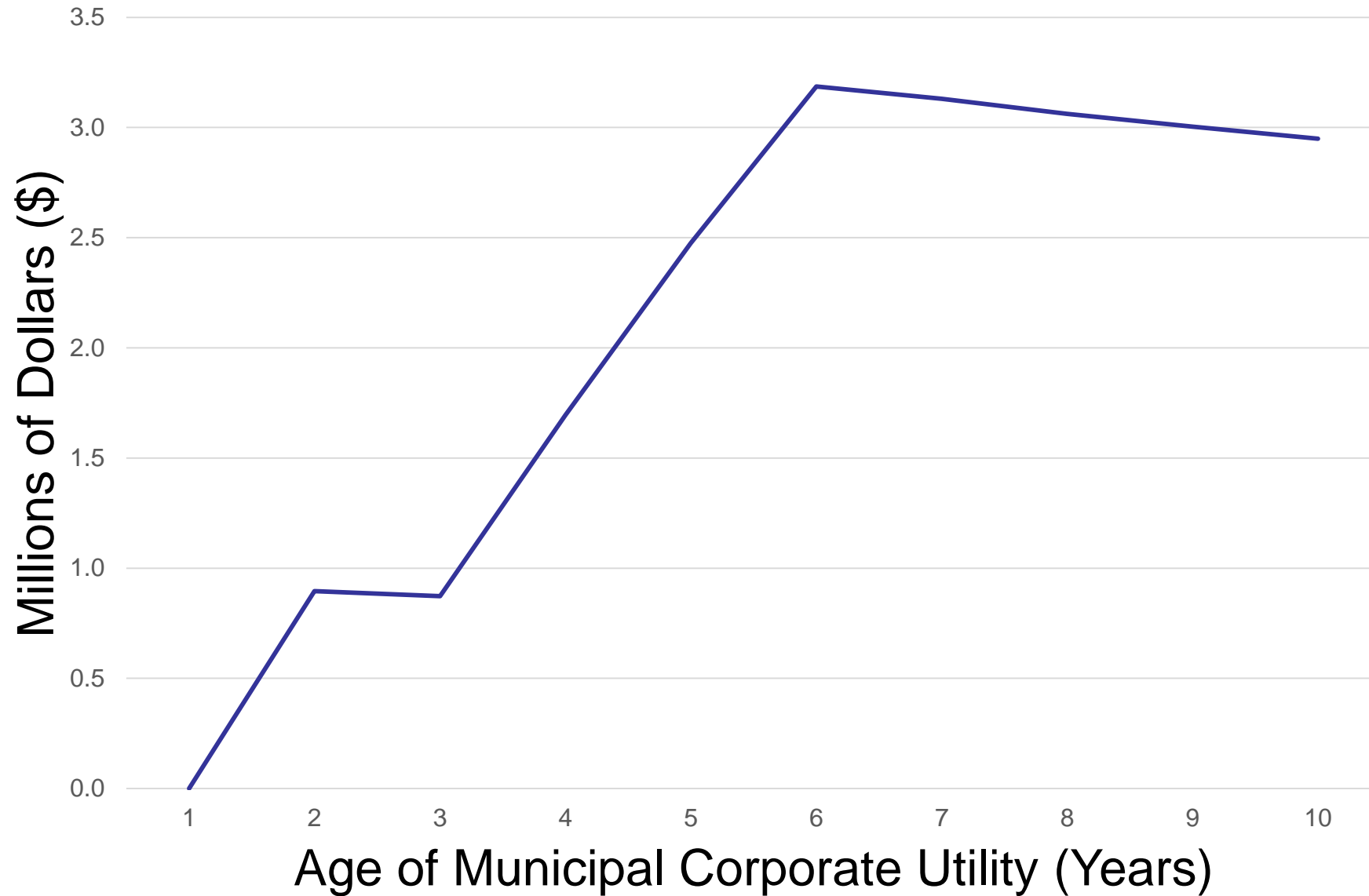
Presented by: Kevin Scoble



Current Status

- All Municipal Affairs requirements for approval of the MCU were met, except for resolution of asset transfer
- Upon Council approval of amended resolutions, Administration will finalize the asset transfer terms with the Province for provincial approval
- The Financial Model was redone, post Council Workshop, to incorporate feedback

Net Benefit



Previously Passed Resolutions

THAT the establishment of a municipal corporation for the provision of environmental services be approved;

THAT Administration be authorized to apply to the Minister of Municipal Affairs for consent for the Municipality to control the corporation under Section 73 of the Municipal Government Act, and to obtain securities of the corporation, as required under Section 250(2)(e);

THAT Administration be authorized to apply to Provincial Cabinet for exemption from the Alberta Utilities Commission Regulation;

Previously Passed Resolutions (continued)

THAT the Chief Administrative Officer be appointed for two years as chair of a transitional board of directors to provide continuity; and

THAT Administration be authorized to take all necessary steps to implement the Municipal Corporate Utility

Amended Resolutions

THAT the Municipality be authorized to enter into a Master Service and Franchise Agreement and/or lease agreement with 1698718 Alberta Ltd. (Municipal Corporate Utility); and

THAT the resolution, “the Chief Administrative Officer be appointed for two years as chair of a transitional board of directors to provide continuity”, passed by Council on June 26, 2012, be rescinded

Questions/Discussion

