



REGIONAL MUNICIPALITY  
OF **WOOD BUFFALO**

## **Council Meeting**

Jubilee Centre Council Chamber  
9909 Franklin Avenue, Fort McMurray

Tuesday, May 25, 2010  
6:00 p.m.

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### **Agenda**

#### **Call to Order**

#### **Opening Prayer**

#### **Adoption of Agenda**

#### **Minutes of Previous Meetings**

1. Regular Meeting – May 11, 2010

#### **Delegations**

2. Ms. Sheila Bailey re: Roads and Transportation Bylaw – Alternating Flashing Lights on School Buses
3. Mr. Byron Bailey, Rotary Club of Fort McMurray re: Saline Creek Golf Course/Housing Update

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

#### **Presentations**

4. Mr. Allen Bradley, Northern Lights Regional Health Centre re: Information session on Northern Lights Regional Health Centre (to be received as information)

5. Mr. Larry Lavery, Project Manager, Parson's Creek /Director, Land Management, Alberta Housing and Urban Affairs re: Parsons Creek – Community Vision and Design Brief Additions – Urban Design Plan

### **Business Arising out of Presentation**

6. Parsons Creek – Community Vision and Design Brief Additions – Urban Design Plan
7. Parsons Creek Outline Plan

### **Public Hearings and Related Reports**

8. Bylaw No. 10/017 – Land Use Bylaw Amendment – Parsons Creek - Parts of Lot 1, Block 1, Plan 092 4694
  - Public Hearing
  - Consideration of 2<sup>nd</sup> and 3<sup>rd</sup> readings
9. Bylaw No. 10/012 – Land Use Bylaw Amendment re: Portion of N1/2 Section 15, Township 88, Range 8, W4M (along Highway 69)
  - Public Hearing
  - Consideration of 2<sup>nd</sup> and 3<sup>rd</sup> readings
10. Bylaw No. 10/013 – Land Use Bylaw Amendment – Portion of Lot 1A, Plan 012 3208 (Stonecreek – Parcel F)
  - Public Hearing
  - Consideration of 2<sup>nd</sup> and 3<sup>rd</sup> readings

### **Bylaws**

11. Bylaw No. 10/002 – Roads and Transportation Bylaw Amendment (*2<sup>nd</sup> and 3<sup>rd</sup> readings*)
12. Bylaw No. 10/016 - Agenda, Priorities and Governance Standing Committee (*3 readings*)

13. Abrams Land - Parts of Northwest 1/4 23-89-10-W4M
  - Bylaw No. 10/014 – Real Martin West Area Structure Plan (*1<sup>st</sup> reading*)
  - Bylaw No. 10/015 – Land Use Bylaw Amendment (*1<sup>st</sup> reading*)

### **Reports**

14. Community Identification Committee Recommendations – Fort Chipewyan Park
15. Land Sale: Lot 1, Block 1, Plan 902 2920 - Anzac
16. Uniform and Fire Quality Management Plans – Safety Codes
17. Elected Officials Compensation, Travel, Expense and Support Policy
18. Capital Budget Amendment – South Municipal Facility (Component 1) – South Station

### **New and Unfinished Business**

#### **Updates**

- Mayor's Update
- Reporting of Councillors on Boards and Committees
- Administrative Update

#### **Adjournment**



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

## Request To Make A Presentation At A Council Meeting Or Public Hearing

Requests to make a public presentation must be received by 12:00 noon on the Wednesday immediately preceding the scheduled meeting/hearing. *Presentations are a maximum of 5 minutes in duration.* Additional information may be submitted to support your presentation.

CONTACT INFORMATION	
Name of Presenter:	Sheila Bailey P.Eng PRSP
Mailing Address:	
Telephone Number:	(Day) If we cannot confirm your attendance, your request may be removed from the Agenda.
E-Mail Address (if applicable):	
PRESENTATION INFORMATION	
Preferred Date of Presentation:	May 11 2010
Topic:	Alternating Flashing Lights on School Buses
Please List Specific Points/Concerns:  If speaking at a Public Hearing, clearly state your support or opposition to the bylaw along with any related information:	1. Fort McMurray is one of a few municipalities in AB that prohibit flashing lights on buses within city limits; all other cities at least use yellow lights 2. Alberta, Saskatchewan & B.C are only provinces in Canada that allow the requirement to be waived - most of our population come from areas where buses use lights 3. My son witnessed a serious near miss 4. We need to be consistent in the rules.
Action Being Requested of Council:	Modify Bylaw 02/079 "Roads & Transportation Bylaw" section 40.9

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

Please return completed form, along with any additional information, to:

Chief Legislative Officer  
Regional Municipality of Wood Buffalo  
9909 Franklin Avenue  
Fort McMurray, AB T9H 2K4  
Telephone: (780) 743-7001  
Fax: (780) 743-7028



Please Note: All presentations are heard at a public meeting; therefore, any information provided is subject to FOIP guidelines and may be released upon request.





REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

## Request To Make A Presentation At A Council Meeting Or Public Hearing

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### CONTACT INFORMATION

Name of Presenter:	Byron Bailey ROTARY CLUB OF FORT McMurray
Mailing Address:	
Telephone Number:	(Day) If we cannot confirm your attendance, your request may be removed from the Agenda.
E-Mail Address (if applicable):	

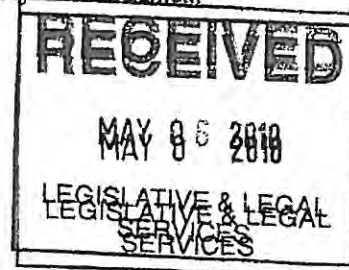
### PRESENTATION INFORMATION

Preferred Date of Presentation:	JUNE 8, 2010
Topic:	Saline Creek GOLF Course/Housing Update
Please List Specific Points/Concerns:	1. N/A
If speaking at a Public Hearing, clearly state your support or opposition to the bylaw along with any related information:	2. 3. 
Action Being Requested of Council:	To Recieve as INFORMATION

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

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# Northern Lights Regional Health Centre

## Presentation to Regional Municipality of Wood Buffalo Council

Allan Bradley, VP, Northern Lights Regional Health Centre

Dr. Kevin Worry, Medical Director, Northern Lights Regional Health Centre and North Zone

# Presentation overview

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- Quick facts
- Community connections
- Facility initiatives/highlights
- Questions

# Quick facts

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## Our Communities

### Regional Municipality of Wood Buffalo

Anzac

Conklin

Draper

Fort Chipewyan

Fort Fitzgerald

Fort McKay

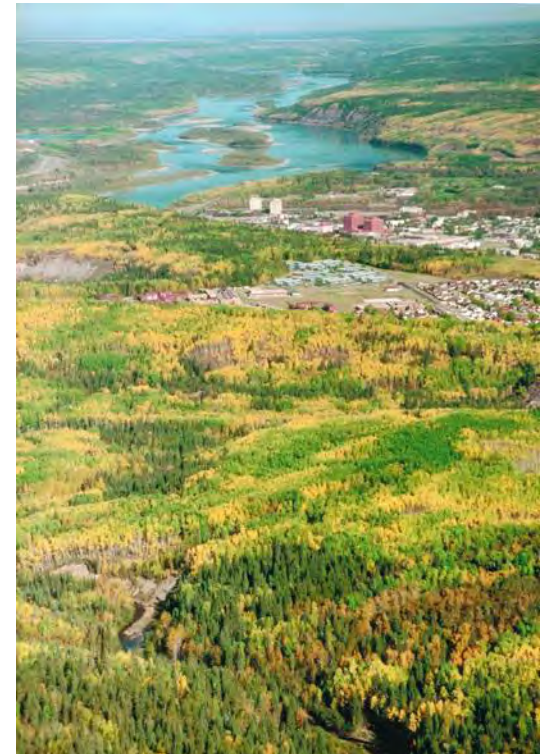
Fort McMurray

Gregoire Lake Estates

Janvier

Mariana Lake

Saprae Creek Estates



# Quick facts

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- **105 acute care beds**
  - 6 ICU
  - 27 Surgery
  - 43 Medicine
  - 11 Maternal Child
  - 8 Pediatrics
  - 10 Psychiatry
- **Emergency Department visits**
  - 60,000 plus annually
- **People numbers**
  - 992 full-time, part-time and casual



# Quick facts - Core Services

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Ambulatory Care

Emergency

Medicine

Surgery

Intensive Care

Diagnostic  
Imaging

Laboratory  
Services

Obstetrical  
Services

Mental Health  
Services

Continuing  
Care/Geriatric  
Services

Therapy Services

Pediatrics





## Quick facts - Utilization stats

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April 2008 – April 2009  
average occupancy rates

ICU	54.0%
Surgery	71.0%
Medicine	86.7%
Mat/Child	52.5%
Pediatrics	29.1%
Psychiatry	51.4%

April 2010 average  
occupancy rates

ICU	53.9%
Surgery	64.3%
Medicine	85.7%
Mat/Child	58.8%
Pediatrics	67.5%
Psychiatry	69.0%

## Quick facts - Utilization stats

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### Birth Statistics

- 1999 – 619 births
- 2009 – 1065 births
- % increase – 72%





# Community Connections

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- Wood Buffalo Primary Care Network
- Northern Lights Health Foundation
- Health Advisory Councils



# Facility Initiatives/Highlights

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## Upcoming Renovations

- Intensive Care Unit
  - Renovated patient and waiting rooms
  - Enhanced quality and patient safety
- Emergency Department
  - Enlarged ambulance bay
  - Enhanced quality and patient safety

# Facility Initiatives/Highlights – Quality

## Quality Improvements

- Emergency Department
  - Improved patient experience
  - Decreased wait times
- Increased Efficiency
  - Reduced wait times
  - Increased access for patients
- Musculoskeletal Clinic
  - Reduced wait and travel time
  - Coordinated care



## Facility Initiatives/Highlights – Quality Improvements

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- *Safer Healthcare Now!* interventions
  - Involved in national, collaborative interventions
- Surgery wait times
  - Increased access
- Enhanced Operating Room procedures
  - Adoption of effective, safety communication tool
- Patient Safety Leadership WalkRounds
  - Engaging staff

# Facility Initiatives/Highlights

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## Physicians/Medical

- Family physicians
- Residency
- Future? - Teaching Hospital



# Questions?

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- Thank you.



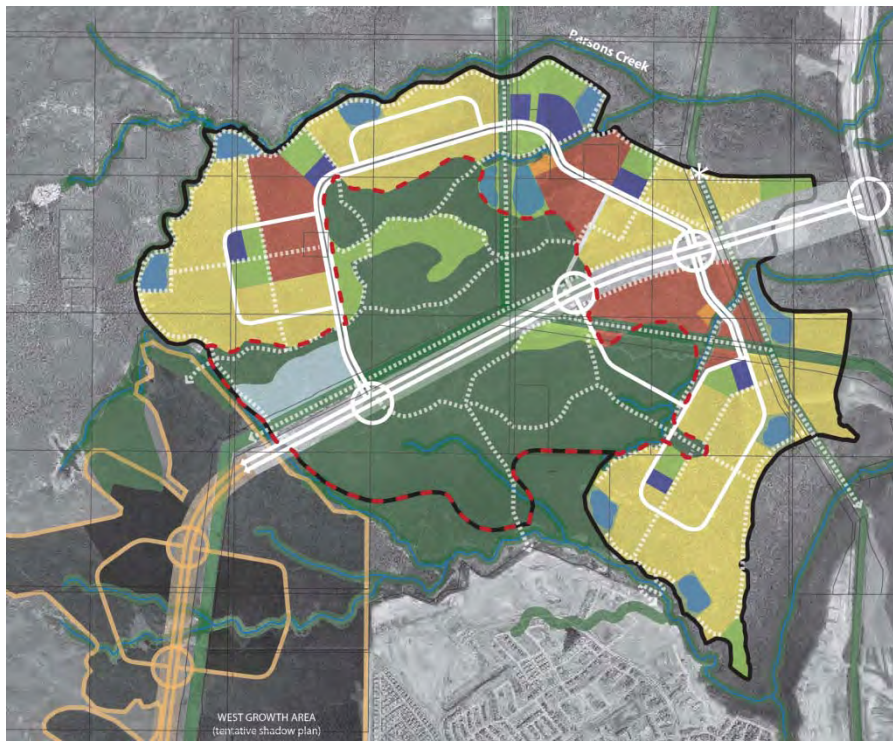
25 May 2010

*Tim Ainscough   Chris Jennings   Heather Kennedy   Larry  
Lavery*



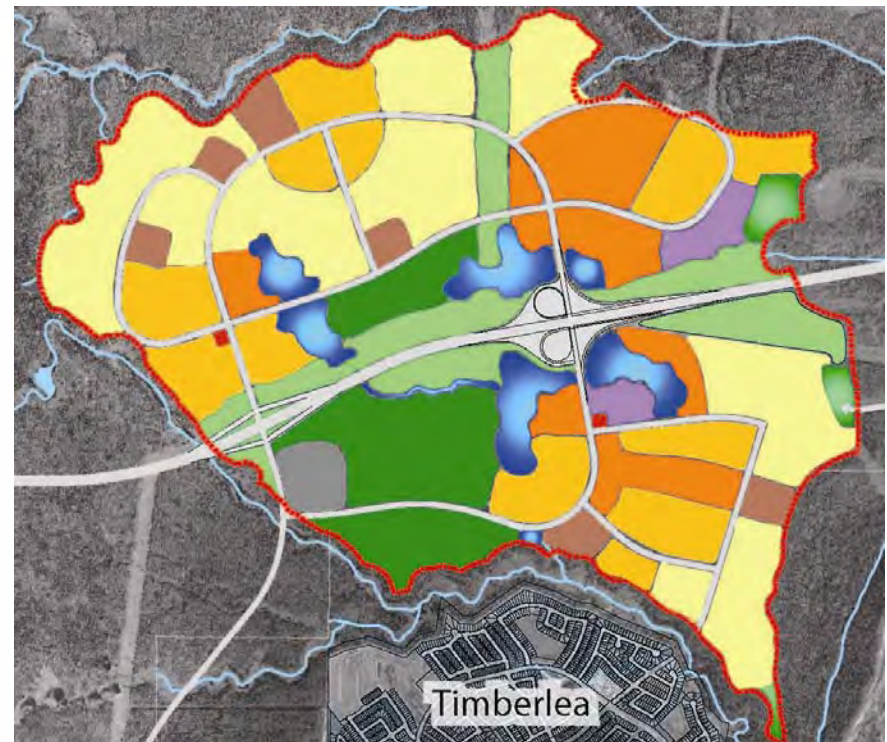
## DESIGN BRIEF





## Original Design Plan

- |                |                                  |
|----------------|----------------------------------|
| ■ Mix-Use Node | ■ Cultural Centre/<br>Swing Site |
| ■ Residential  | ■ EMS/Fire Station               |
| ■ Open Space   | ■ Constraints to<br>Development  |
| ■ School       |                                  |



## Revised Design Plan

- |                     |                         |
|---------------------|-------------------------|
| ■ Commercial        | ■ School Site           |
| ■ Mixed Development | ■ Open Space            |
| ■ Residential       | ■ Special Study<br>Area |
| ■ Civic Use         |                         |

# CONCEPT PLAN



# PUBLIC CONSULTATION

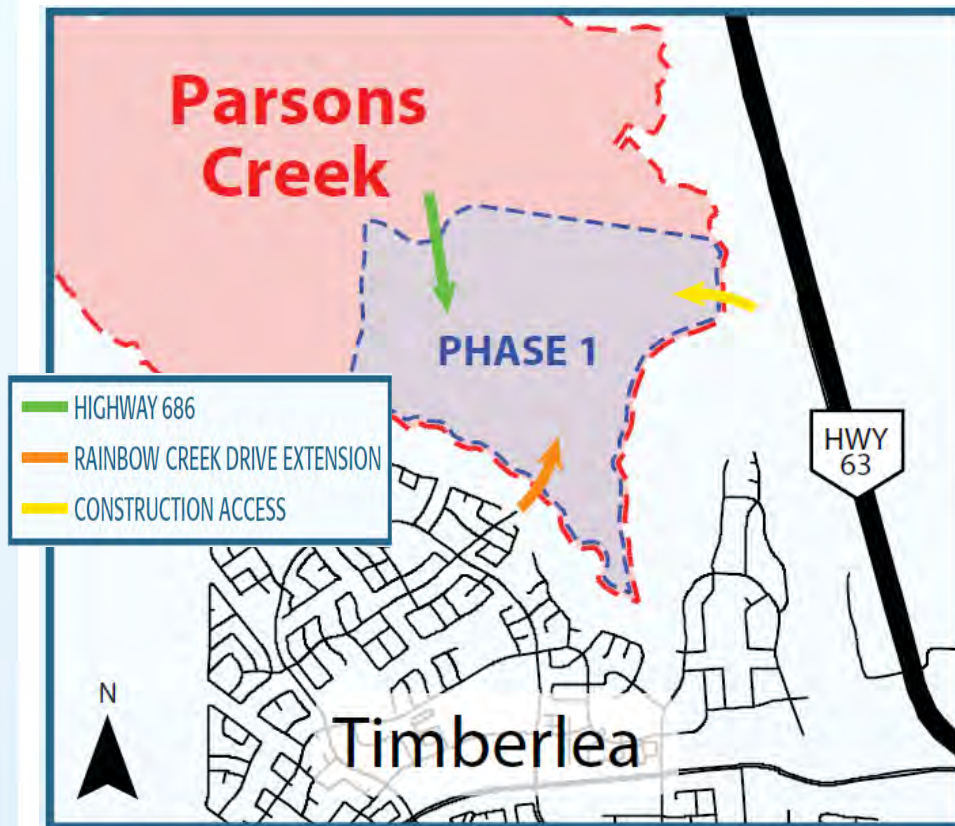


- Public Consultation
  - 3 Initial Design Workshops
  - 8 CDAB Meetings
  - 7 Public/ Industry and Agency Meetings
  - 10+ RMWB Update Meetings
  - 5 Open Houses
  - Extensive RMWB and Government of Alberta engagement
  - Specific Transportation Open House
  - 3,000 pamphlets distributed
  - Positive feedback from the community





# TRANSPORTATION ACCESS



## Highway 686

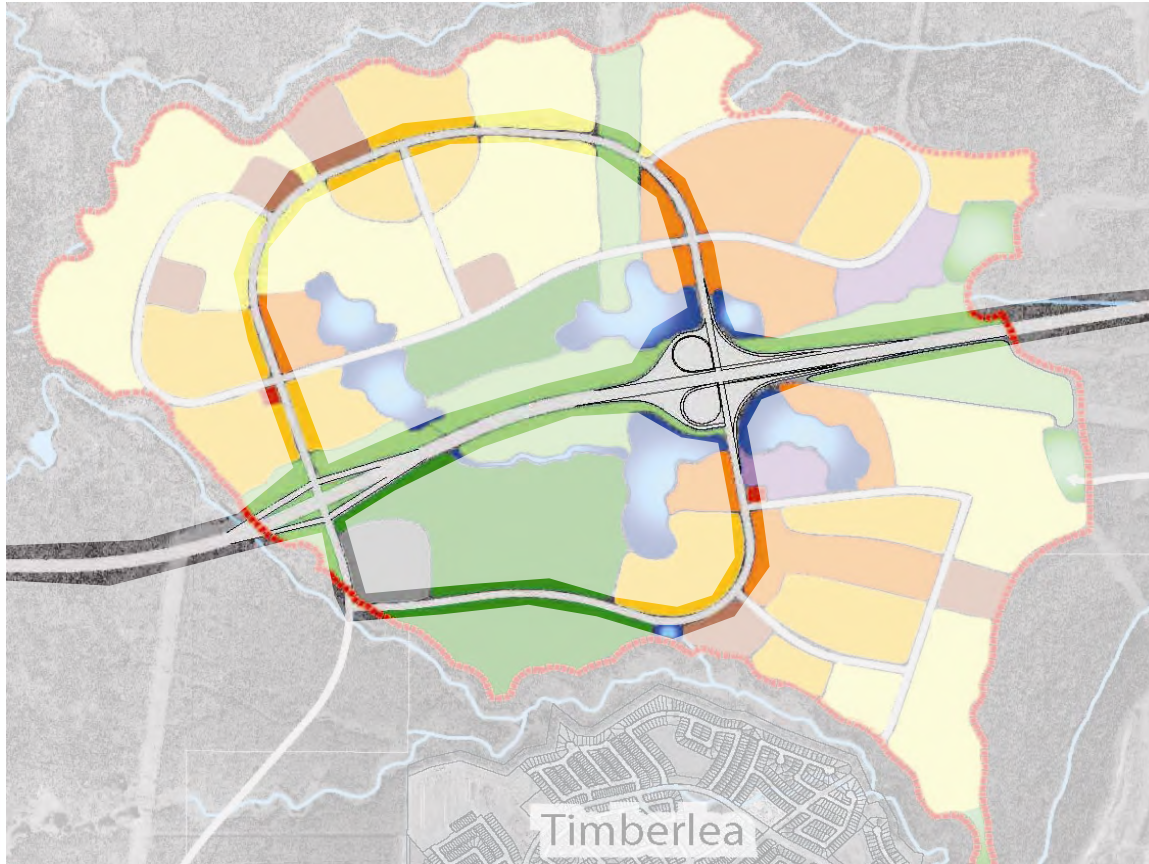
- Access from Highway 63
- 2014 build-out

## Construction Access

- Provide access for construction traffic
- Remediate into trail

## Rainbow Creek Drive Extension

- Access for residential traffic between Timberlea and Parsons Creek



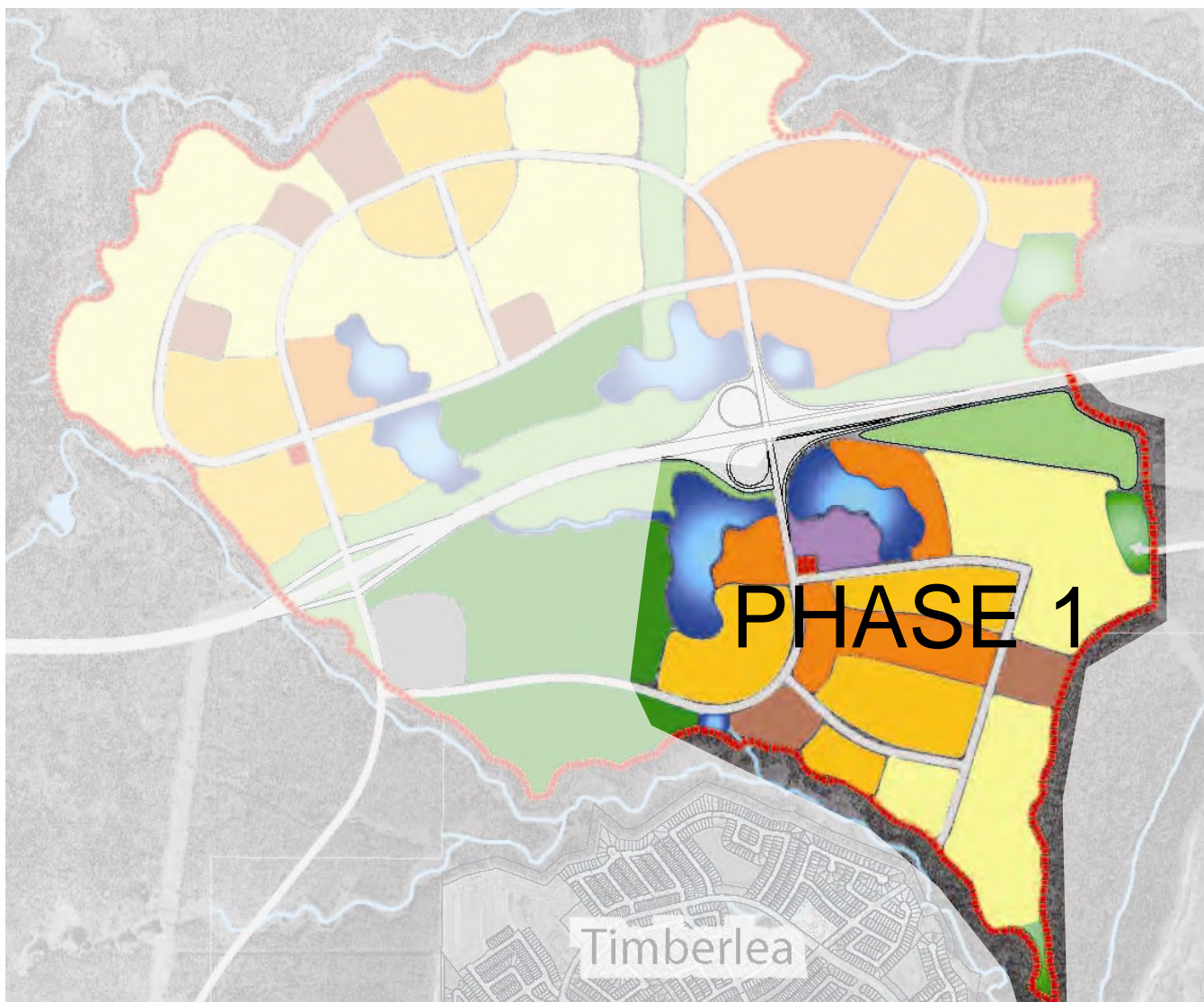
- East-west connector Highway 686.
- Two grade-separated interchanges
- Internal “loop” transportation system

## OVERALL TRANSPORTATION



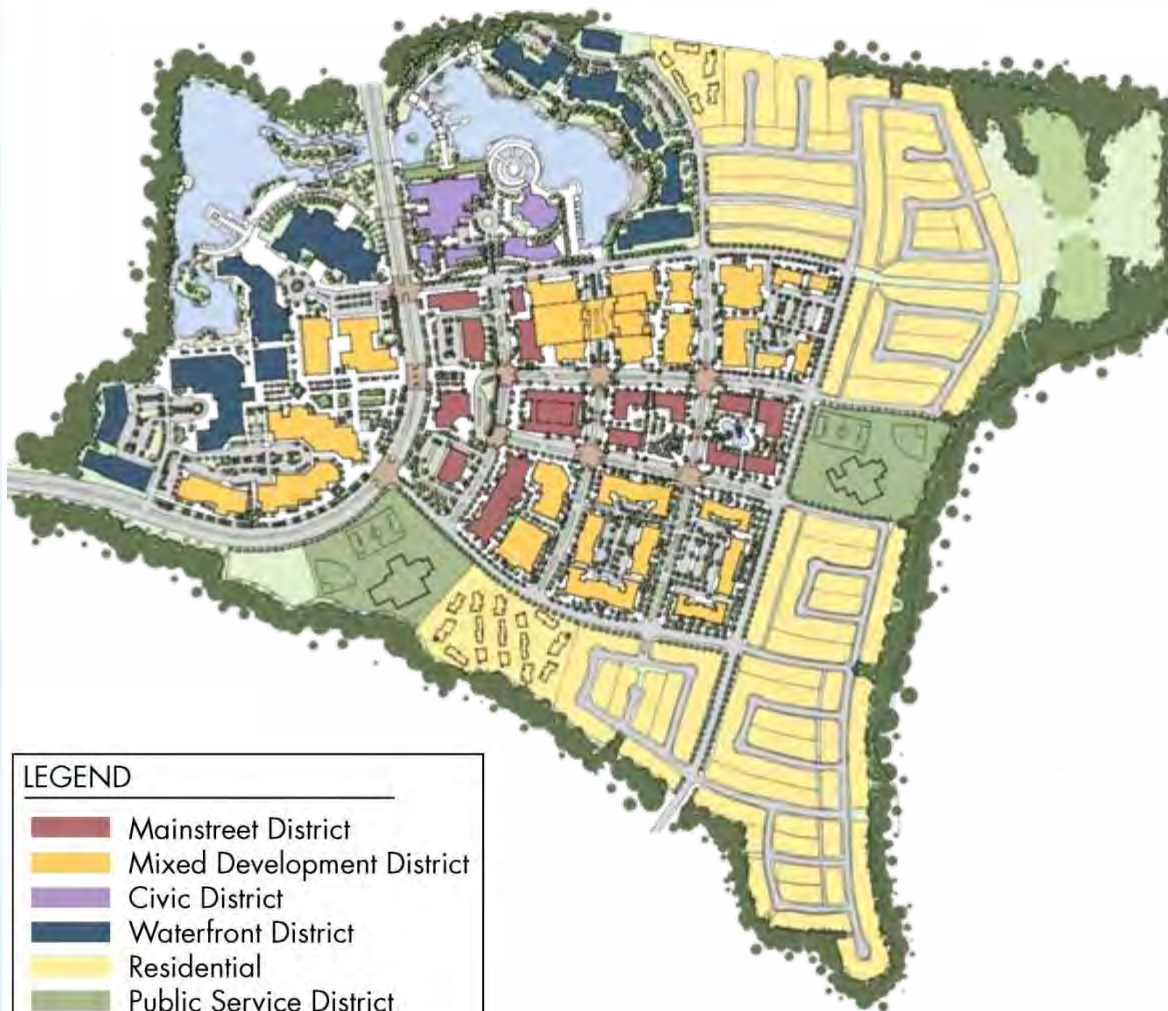
# PHASE ONE OUTLINE PLAN





## PHASE ONE LOCATION





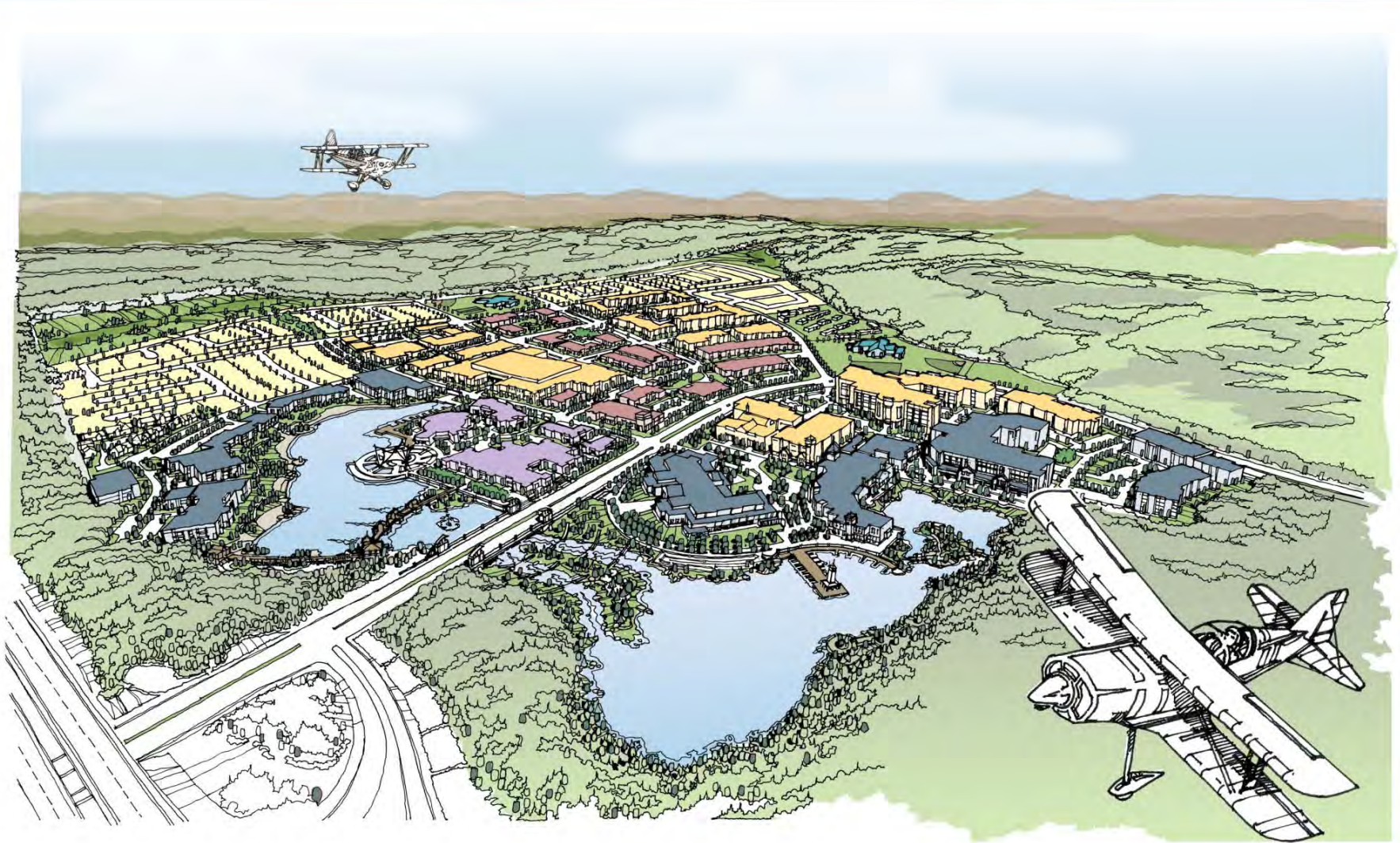
LEGEND

- Mainstreet District
- Mixed Development District
- Civic District
- Waterfront District
- Residential
- Public Service District
- Open Space

- Master Planned Community
- Sustainability Community
- Transit orientated design with fused grid
- Pedestrian friendly environment
- Enhanced recreational and park amenities and trails

# PHASE ONE





THANK YOU FOR YOUR TIME

**Subject: Parsons Creek – Community Vision and Design Brief  
Additions – Urban Design Plan****APPROVALS:**

Dennis Peck, GM, Planning and Development  
Carol Theberge, Divisional Manager, Public Services  
Kelly Kloss, Chief Administrative Officer (Interim)

**Administrative Recommendation(s):**

THAT the Parsons Creek Urban Design Plan (April 2010) be approved as a supplement to the Parsons Creek – Community Vision and Design Brief and used as a guiding document for the future development of the Parsons Creek area.

**Summary:**

The Parsons Creek – Community Vision and Design Brief was adopted on July 14, 2009; however, a number of design assumptions have changed since then. An Urban Design Plan (Attachment 1) to supplement the Parsons Creek – Community Vision and Design Brief has been prepared to reflect these changes.

**Background:**

On July 14, 2009, Council approved the extension of the Urban Service Boundary in the Municipal Development Plan to include the Parsons Creek area (Bylaw No. 09/025) and approved the Parsons Creek – Community Vision and Design Brief as a guiding document for the development of the Parsons Creek area. In addition, Council authorized the developer to initiate an outline plan process specific to the Parsons Creek area in lieu of an Area Structure Plan process.

Since July 2009, the applicant has been preparing all the necessary engineering studies and documentation to support the Outline Plan; however, the Design Brief as approved by Council was based on a number of design assumptions and, since its acceptance, some of the fundamental assumptions have changed.

**Proposed Ring Road:**

The proposed ring road will be significantly farther west than originally envisioned and will not be readily accessible to either this development nor to the West Growth Area as presently described in the Fringe Study. This has resulted in a need to revisit the design assumptions affecting access to and from the site.

At the time of the approved Design Brief (July 2009), it was assumed that the principal road providing access from Highway 63 to the Parsons Creek development would be a six lane,

municipal arterial road with three intersections. This roadway was intended to link to the future development of the West Growth Area and also link to a ring road at the western edge of the West Growth Area.

With the ring road being farther west, it will be more advantageous to have the road through Parsons Creek be an extension of Provincial Highway 686. This change will result in a significantly different road design, and therefore a changed land use design solution is also necessary.

Grades and design speeds on a provincial highway are substantially different than a municipal arterial. For example, road gradients are lower, design speeds are higher and distances between road access points are farther apart. As a result, the new standards reduce the number of road access points from three at-grade interchanges, as originally proposed, to two grade-separated access points. This road standard effectively creates two separate neighborhoods.

### **Rainbow Creek Drive Extension:**

The need for housing and the timing to develop suitable access impacts the area's design assumptions.

Current rates of consumption means that there will be few, if any, lots available for new housing within existing development areas by 2013; therefore, it is important to have lots in Parsons Creek available for construction in the latter part of 2012 or early 2013.

It is anticipated that the proposed Parsons Creek interchange at Highway 63 will be completed in late 2014, while the proposed interchange at Confederation Way will be open in late 2012. The connection of the area shown as the Phase 1 Outline Plan (page 24, Attachment 1) through Rainbow Creek Drive to Timberlea has become a necessity if lots are to be available in a timely manner.

Full community disclosure of this component of the plan was made available at all the developer's community meetings. In March 2010, an additional meeting was held for property owners in the immediate area of the proposed Rainbow Creek Drive extension. The main concerns expressed at that meeting were with respect to the need for lane improvements and new traffic lights along the highway leading to Confederation Way. These off-site improvements have been identified and it has been determined that the Confederation Way/Highway 63 interchange will have adequate capacity to handle the additional traffic.

The developer has provided a traffic impact assessment that suggests, with some significant upgrading of intersections in Timberlea, that traffic from a portion of Phase 1 can be handled without a large reduction in service levels on the existing road network (300 and 825 dwelling units). None of the commercial development should be permitted until the Highway 63 interchange and Highway 686 construction is approaching completion.

As a result of these significant changes, the Parsons Creek – Community Vision and Design Brief requires a supplementary document (Attachment 1). The Urban Design Plan (April 2010) is acceptable to Administration, and the new document shows a more than adequate response to

the challenges created by the noted design changes. Attachment 2 outlines the change between the original Design Brief and the Urban Design Plan.

**Alternatives:**

1. Council approve the Parsons Creek Urban Design Plan (April 2010)
2. Council approve the Parsons Creek Urban Design Plan (April 2010) with conditions
3. Council refuse the Parsons Creek Urban Design Plan (April 2010)

**Budget/Financial Implications:**

As the developer of Parsons Creek, the Government of Alberta is responsible for the cost of preparing the attached Urban Design Plan and any off-site improvements necessary to mitigate the impact of the Rainbow Creek Drive access.

**Rationale for Recommendation(s):**

The Planning and Development Department supports accepting the supplemental documentation to the Parsons Creek – Community Vision and Design Brief. The Design Brief and Urban Design Plan together provide for needed guidance to support development of residential and commercial land within the municipality. There were no outstanding objections heard at the public open house with regards to the concepts, nor the extension of Rainbow Creek Drive. The lands are within close proximity to Highway 63 and Confederation Way, which is ideal for connectivity and the movement of people and traffic.

The proposal is in alignment with the Municipal Development Plan and the Fringe Study.

**Attachments:**

1. Parsons Creek Urban Design Plan (April 2010)
2. Parsons Creek Urban Design Plan Highlights



# PARSONS CREEK

## urban design plan

May 2010



Prepared for:  
Government of Alberta  
Housing and Urban Affairs

Submitted to:  
Regional Municipality of Wood Buffalo

Prepared by:  
Stantec Consulting, Ltd  
Red Deer | Fort McMurray

May 13, 2010



# ACKNOWLEDGEMENTS

The preparation of the Parsons Creek Urban Design Plan would not have been possible without the support of the individuals outlined below; we would like to acknowledge and thank them for their generous contributions to the design and planning process.



## REGIONAL MUNICIPALITY OF WOOD BUFFALO

Chris Reddy, Planning and Development Department  
Jamie Doyle, Planning and Development Department  
Martin Frigo, Planning and Development Department  
Ken Ball, Parks, Recreation & Culture  
Cole Hendrigan, Parks Recreation & Culture  
Wayne McIntosh, Engineering Department  
Jody Soper, Engineering Department



## STANTEC CONSULTING LTD.

Russ Wlad, Corporate Sponsor  
Tim Ainscough, Project Manager  
Chris Jennings, Lead Designer  
Brad Currie, Lead Engineer  
Sara Labrash, Project Assistant

## OTHER CONSULTANTS

Thurber Engineering Ltd., Geotechnical Engineering





*Designing Parsons Creek has taken several months and has utilized the vision and wisdom of many different people. The success of the Parsons Creek is feasible only through the hard work and dedication of the design team.*

## REGIONAL MUNICIPALITY OF WOOD BUFFALO - PARSONS CREEK, Urban Design Plan

REGIONAL MUNICIPALITY OF WOOD BUFFALO  
Fort McMurray, AB

May 13, 2010



# 1.0 PROJECT BACKGROUND AND ANALYSIS

## PLAN PURPOSE

The Government of Alberta, Housing and Urban Affairs division, is undertaking the process of making the lands known as Parsons Creek ready for the development of a vibrant new neighbourhood. The design of the project was started in June of 2009 and is anticipated to continue well into 2012. This Urban Design Plan outlines the process, outcomes of the design process, and provides expectation on how new development within the Area is envisioned to occur.

While detailed engineering services and associated feasibility reports are not part of this Urban Design Plan, these documents have been comprehensively reviewed in the development of this Plan.



*Parsons Creek is located about 20 minutes from downtown Fort McMurray and will be accessible by major transportation routes*



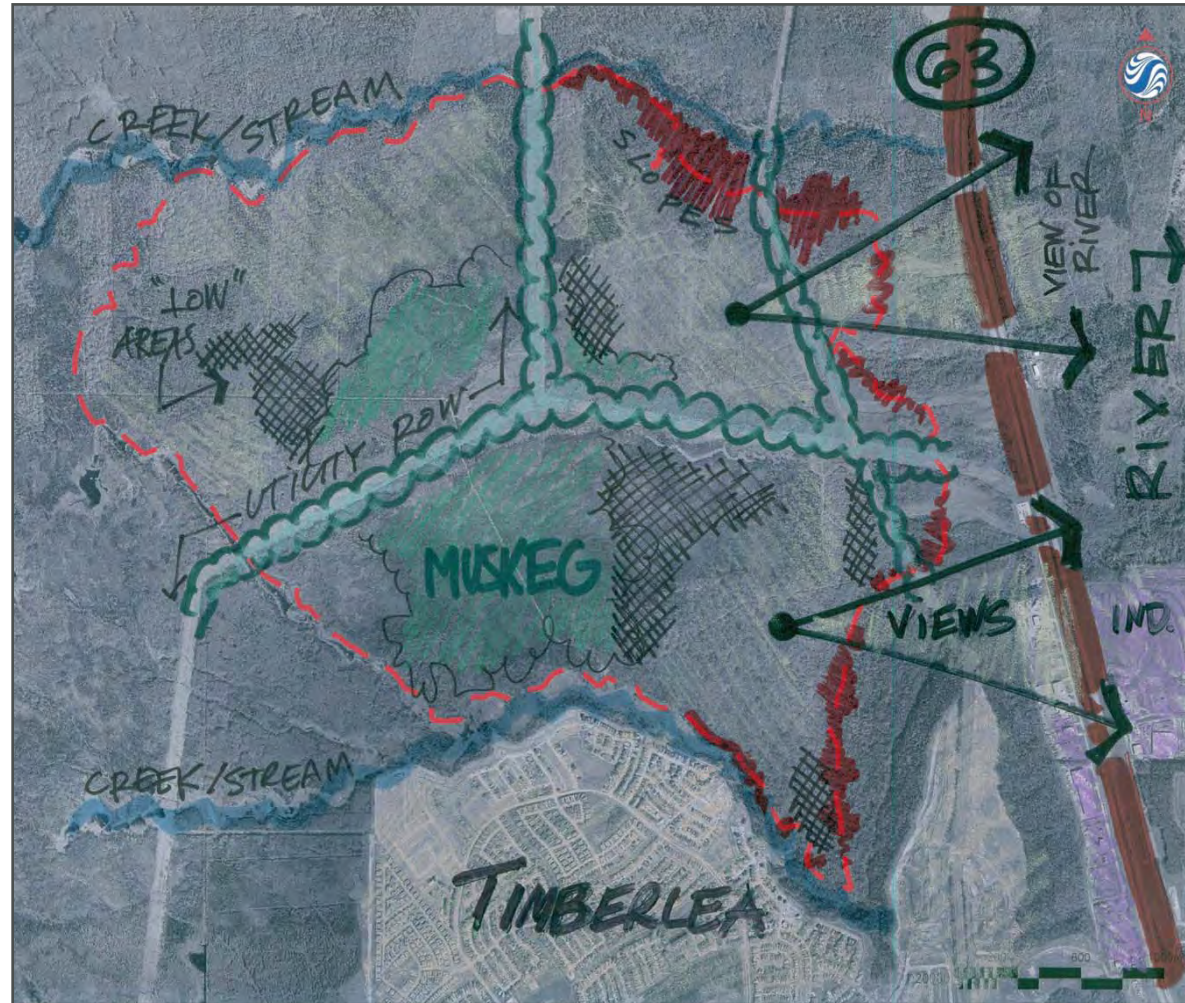
*The Parsons Creek site is largely undeveloped and in close proximity to the Timberlea community as seen in the photo above.*



## PROJECT ANALYSIS

In reviewing the project, it was identified that several existing conditions needed to be analyzed and considered when designing the final site layout.

- Utility and Gas Line ROW's - used as backbone of open space trails and pathways.
- Proximity of Highway 63 - great access to site.
- Views - take advantage of the views to the east towards the Athabasca River.
- Sun Orientation - streets and buildings should be oriented west-east as much as possible.
- Setbacks - development will be placed outside of setbacks for slopes & grading issues.
- Muskeg - consider preserving deeper areas of muskeg.
- Site drainage patterns - need for on-site water detention will create large storm water management ponds.
- Flat topography - the site is relatively flat.
- Near Timberlea - adjacent to existing Timberlea community.



Early analysis on the site identified minimal constraints exists on the Parsons Creek project site for potential development.



## 2.0 SITE SPECIFICS

### SITE LOCATION

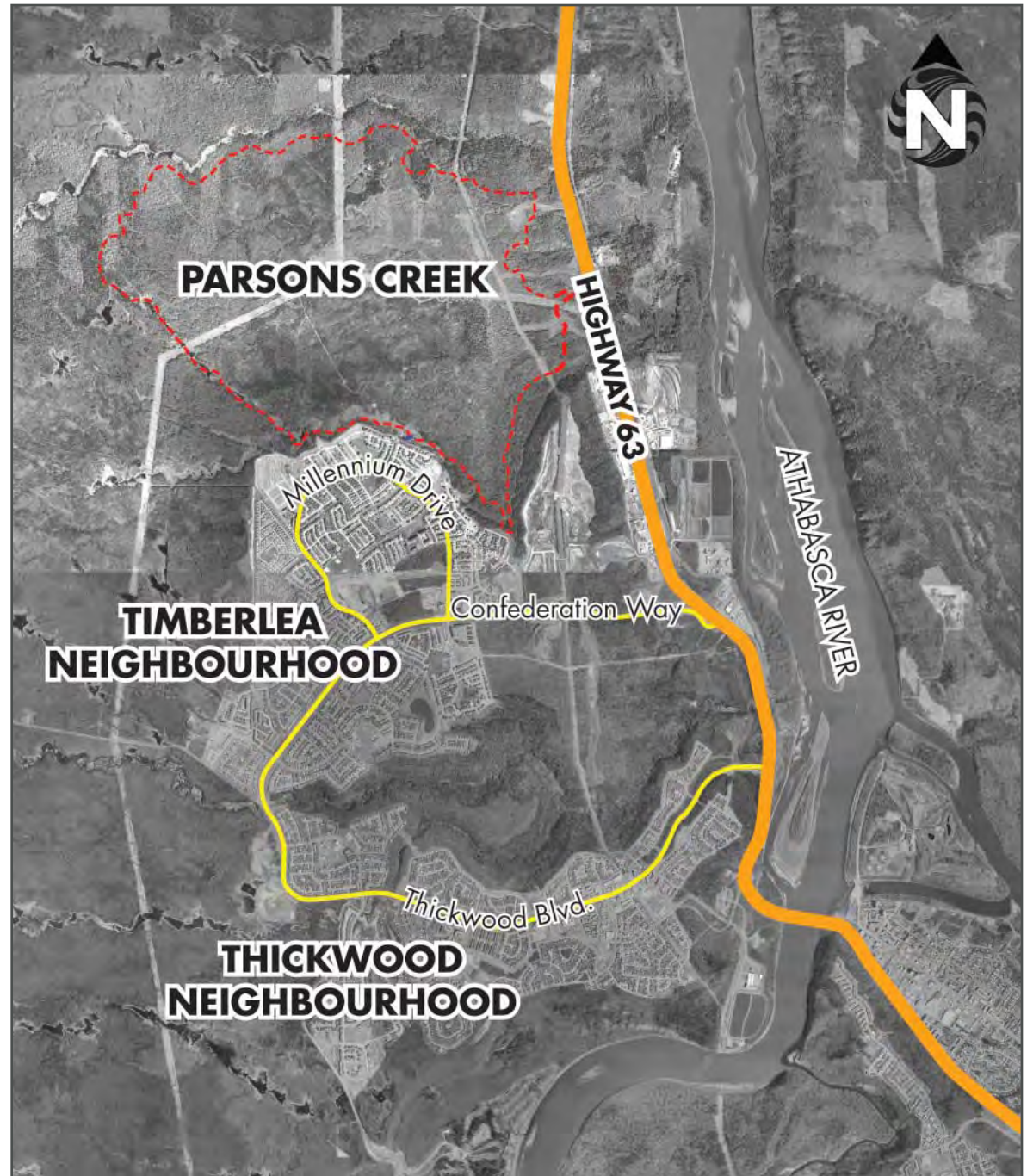
The Parsons Creek area is located in the north side of Fort McMurray in the Upper Townsite along Highway 63, north of the community of Timberlea.

### PROJECT SIZE

The total area is approximately 815 hectares (2014 acres) in size and encompasses approximately 14 quarter sections of land as illustrated on the accompanying map.

### LAND OWNERSHIP

The Parsons Creek site allows for an excellent opportunity for development as all lands within the project boundaries are owned solely by the Government of Alberta. Both surface and mineral rights are owned by the Government of Alberta for this project.



The Parsons Creek area has existing communities to the south and will have immediate access to Highway 63. Also noticeable is the size of Parsons Creek in relation to the Fort McMurray's Upper Townsite total area.

## 3.0 COMMUNITY CONSULTATION

### PUBLIC PARTICIPATION

An extensive public participation process has been undertaken to assist in the design development of the Parsons Creek project. The public participation process included sessions and meetings that were open to the general public and/or by invitation. Sessions were held during the project initiation stage, overall development Concept Plan stage, and continue for project-specific matters such as transportation and open space.

#### Stakeholder and Public Notification

Through communications with the Municipality and the Developer, three stakeholders were identified: 1) Industry and Agency, 2) Public Advisory, and 3) the general public. Within the three groups, many stakeholders and key people were identified and contacted via mail, email and telephone. Those who responded were invited to join the public participation process.

#### Industry and Agency Meeting

Three Industry and Agency Meetings were held to present and review the various Plans of Parsons Creek while gathering comments. During these meetings, discussion focused on overall design, schedule, operations, land use, detail design, transportation, and servicing. Comments were recorded and applied to the various Plans where appropriate.

#### Public Advisory

Three Public Advisory Meetings were held to present and review the various Plans of Parsons Creek while gathering comments. Discussion during these meetings centered around overall design, overall design, schedule, operations, land use, detail design, transportation, and servicing. Comments were recorded and applied to the various Plans where appropriate.

#### Open Houses

The first public open house was held October 14, 2009 at the Radisson Hotel in Fort McMurray with twenty-seven people in attendance. At this time the public was presented with relevant background information and detailed base plans of the area. Furthermore, the public was presented with key development factors being considered in planning for Parsons Creek.

The second public open house was held November 19, 2009 at St. Martha's School in Fort McMurray. Updates to the Parsons Creek Context Plan were presented to the attendees followed by a discussion period.

A third open house was held January 21, 2010 at Merrit Hotel in Fort McMurray to provide attendees with an update of the project and the process moving forward. A question and answer period was held to conclude the open house.

Feedback via forms, discussions, and e mails from all stakeholders have been taken into consideration and has been instrumental in shaping the design of Parsons Creek.



Stantec consulted with Regional Municipality of Wood Buffalo staff, Industry & Agencies representatives, Community Groups & Organization representatives and the general public during the formation of the Parsons Creek design. These stakeholders and community citizens assisted in the design and planning process, and were instrumental in shaping the vision for Parsons Creek.



## 4.0 SITE DEVELOPMENT POTENTIAL

### DEVELOPMENT POTENTIAL

The Parsons Creek site has a lot of potential for a high quality neighbourhood development. The site itself remained undeveloped and has excellent access to nearby transportation routes. The following summarizes the development potential of the area.

#### High Development Potential:

While the entire site is vastly developable, the eastern, and more specifically, the northeast portion of the site typically has the highest potential for development due to its proximity to Highway 63. These areas should have the projects most intense development which could include multi-family housing and commercial/retail uses.

#### Medium Development Potential:

The northwest portion of the site, while still very much developable, has been given a rating of medium potential due to its proximity from direct access off of the site as well as the need to extend infrastructure into these areas. Due to the distance away from major transportation, this area should be utilized for residential and recreation uses.

#### Low Development Potential:

These areas have been identified with low development potential due to either geotechnical or environmental constraints.



*In determining areas of potential development, many site characteristics such as access, topography, and environmental factors were reviewed.*



# 5.0 COMMUNITY VISION

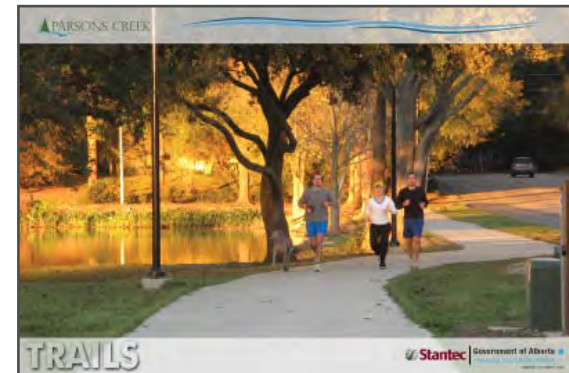
## PARSONS CREEK - COMMUNITY VISION

"The community of Parsons Creek will be home to over 24,000 residents. The community will be composed of transit-oriented neighbourhoods providing a range of housing types for a diverse population including families, singles, and people of all ages. The neighbourhoods are designed around transit nodes where retail, recreation, open space, schools and high density housing connect through a network of trails. Parsons Creek will be known for its environmental quality, commitments to sustainable practices and the vibrancy of its public spaces. Large areas of the natural landscape will express the unique northern character of Fort McMurray and sense of place whilst providing a place to live, work, and shop with safety and convenience."

*Community Vision & Design Brief*

Keywords that were identified through public consultation that shape and describe the envisioned character of Parsons Creek are as follows:

- Family
- Community
- Play Spaces
- Recreation
- Open Spaces
- Trails



A keyword study was completed early in the public participation process. Several "feel-good" phrases were brought forward by the general public. These were obviously important "feelings" to the community and were considered throughout the design process.

## 6.0 SUSTAINABLE PRACTICES

The Alberta Urban Municipalities Association define sustainable projects as those “that make economic sense today and that logically move the community towards a future of social inclusiveness, cultural vibrancy, environmental stewardship, and strong governance practices” (AUMA, 2007). As a Greenfield development, Parsons Creek has a significant opportunity to create a sustainable community that will be productive and efficient in the short-term, as well as the long-term. In order to design a community that could meet the wants and needs of the community today and into the future, a variety of sustainable community design aspects were taken into consideration.

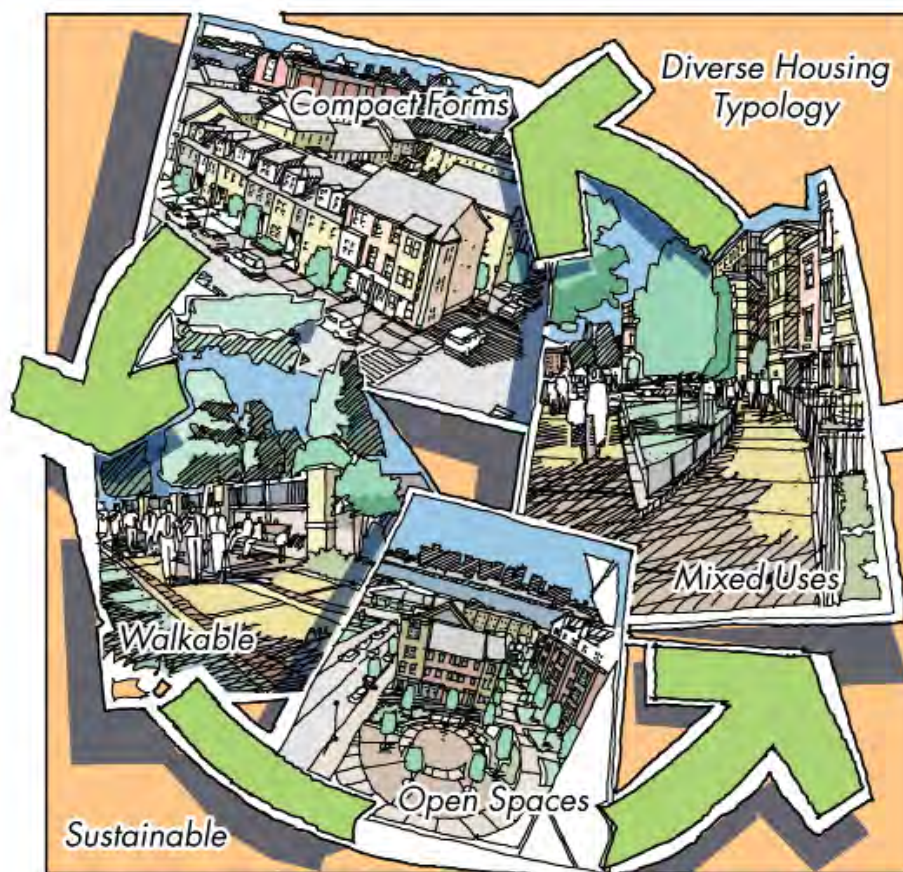
The vision of Parsons Creek provides for the creation of a compact, walkable, vibrant, mixed-use neighborhood with good connections to adjacent communities. Parsons Creek has been designed with these objectives in mind; the grid street network, mixed use areas, pedestrian scaled community centers, and extensive trail system all facilitate Parsons Creek as a comfortable and vibrant community.

The sustainability of any community will increase when residents are within close proximity to jobs, amenities, services, and/or public transportation nodes. As a walkable mixed use community with several public transportation nodes, Parsons Creek’s residents will be encouraged to use non-vehicular forms of transportation when traveling within the community and throughout the rest of the Urban Service Area. The reduced reliance on private vehicles lowers greenhouse gas emissions and increases face-to-face interactions creating a strong sense of community. Networks of open spaces and connections to the natural environment also encourage physical activity while protecting environmental systems.

A truly sustainable community will also emphasize the performance of the infrastructure and buildings within the development. Parsons Creek has had two energy related studies completed for it, both recommend two initiatives that would reduce the energy demand of the community significantly: 1) increasing energy efficiency through building materials, and 2) implementing a district heating system. The design of the community should be able to accommodate these suggestions as the Developer of Parsons Creek may actually require

upgraded building materials to be used and the clustering of similar land uses may simplify the deployment of district heating scenarios.

By designing Parsons Creek in this manner, as a sustainable community, residents will be able to enjoy the benefits of environmental preservation, reduction in energy costs, lowered emissions, reduced transportation costs, and an increase in community interaction among other benefits that may be realized.



Parsons Creek is designed to include a “system” a smart-growth planning principles that will aim to create a sustainable community.



# 7.0 PRINCIPLES AND GOALS

This Plan embraces the vision and design principles as outlined in the *Parsons Creek Community Vision and Design Brief 2009*. It also meets the vision and design characteristics as outlined by our public consultation process.

All of the principles and strategies have been identified and followed in anticipation of planning Parsons Creek as a "Complete Community".

The design of Parsons Creek Plan creates a complete community that has all of the services and opportunities to live, work and play within one common area. In general terms, a complete community provides everything a person would need for a healthy and safe environment at all stages of life.

It is our vision that the Parsons Creek community will meet this goal by including the following:

- A wide choice of housing types that meet all market segments including both larger homesite and affordable living opportunities
- A mix of employment and services in close proximity to locations of housing
- Readily available as well as having distributed recreational opportunities that can be used year-round, not only the residents of Parsons Creek, but also the surrounding communities.
- Parsons Creek should also be developed in a manner that creates a community that is walkable, transit focused, safe, environmentally and economically sustainable, and socially diverse.



**The landscape is the single most important element contributing to visual character and environmental quality**

- *The design of the Parsons Creek site will endeavor to retain ecological integrity where feasible. While a majority of the muskeg on site is ultimately developable, the design of the Parsons Creek community retains a large portion of muskeg in the southern portion of the site.*
- *Special care will also be taken in the design of open spaces in order to utilize indigenous vegetation and other plant species that are climitized to northern Alberta.*
- *Located around the perimeter of the site, a trail will be designed to function as one of the backbones of the pedestrian circulation network as well as provide a fire break as identified in the FireSmart design practices.*



**Parsons Creek shall have a unique sense of place that expresses the landscape and culture of northern Alberta.**

- *The scale of Parsons Creek and the associated land uses will immediately create a unique sense of place that is different from other communities in Fort McMurray.*
- *The design of the community takes into consideration the unique "sense of place" associated with the region. Design considerations such as product types, roadways, recreational opportunities and other development characteristics have been identified throughout our public consultation process and have been integrated into the design where appropriate.*
- *The final design of the community and architecture used within Parsons Creek will reflect the culture of the region.*



Extremes of climate shall be modified through site planning, building massing, and architectural and landscape design so that Parsons Creek will be known for its four season/all time comfort and use as a livable winter city.

- The street design and proposed building orientation for Parsons Creek will need to consider orientation and materials that will be able to lessen the impacts of climate extremes.
- A discussion on "livable winter city" occurred early in the design process. Is a livable winter city one that shelters and manipulates design in an effort to artificially increase comfort from climate or is it one that embrace the winter and design in a manner that works with nature - expecting to have to deal with the climate. For this project we have attempted to design a community that can take either approach.



Provide a range of housing types to accommodate a diverse population.

- The Parsons Creek project is first and foremost a community that is being developed to provide housing and recreation opportunities to the citizens of Fort McMurray and the surrounding area. A variety of housing types are being planned within the project, ranging from "studio" style lofts to larger estate style homes.
- Parsons Creek is attempting to respond to market conditions and provide both single family and multi-family residential housing opportunities within the first phase of development.
- A mandate of the Province for Parsons Creek is to not only provide housing, but a percentage of the housing will be affordable housing for purchase by qualified buyers.



A mix of uses shall be at the heart of the neighbourhood nodes to provide residents with the opportunity to live, work, study, and relax within a vibrant, livable, and walkable area.

- This project has been designed to provide a mix of uses, services and housing types that can be easily accessed by residents of Parsons Creek as well as the surrounding community.
- The community has been designed with a civic district that is envisioned to house cultural and community based/municipal sponsored land uses and amenities. This district is centrally located within Parsons Creek and is easily accessed from major transportation routes.
- Parsons Creek is also designed to house a regional park site that would meet the recreational needs of the area. There is also a provision for a regional arena site on the northeast portion of the project site.
- By using transit-orientated design principles and creating nodes of development, employment opportunities can be found within walking distance of most homes.



Urban form should respond to the unique transportation, circulation, and parking requirements found in the Urban Service Area.

- *Transit-Oriented Development* design principles have been utilized in the design vision of this project. Transit nodes have been identified based upon walking distances and these nodes will be developed with more intense mixed uses.
- The unique transportation issues related to the Diversified bussing system, as well as the large scale trucks used by locals, have been considered in the design of roadways and circulation patterns.
- Transit transfer stations are being considered within Parsons Creek to assist in lessening the traffic of busing into neighborhoods as well as create transfer positions for a future Bus Rapid Transit system between Parsons Creek and other destinations.



The public realm should be considered as the basic framework of infrastructure.

- The uses of a "fused-grid" layout provide walkable streets throughout Parsons Creek.
- An intensity of uses occur at transit nodes in an attempt to focus community uses in a small area that is easily accessible.
- In areas where higher-density residential uses occur, public open spaces and recreational parks are located to allow residents without a yard a place to recreate.
- The location of most parks have been designed so that surrounding residents and transportation routes have visual access to them. This create an "eyes-on-the-street" scenario and encourages social interaction within open spaces.
- Minimize potential risk through the use of Crime Prevention Through Environmental Design (CPTED) principles.



Urban form should lead to environmentally, economically, and socially sustainable neighbourhoods.

- Environmental sustainability should be accommodated in Parsons Creek through focusing higher densities in a single location rather than allowing "urban sprawl". The higher intensity of uses will also allow for preservation of open spaces and natural lands in the surrounding region.
- Economic sustainability is taken into consideration through designing consumer and work related opportunities within the project. Also by grouping more intense uses together you may avoid the cost of unnecessary infrastructure and service duplication.
- Social sustainability will be met by providing community and municipal based services within the area that will meet the needs of the residents of Parsons Creek as well as the surrounding community.



# 8.0 COMMUNITY DESIGN

## DESIGN CONCEPT

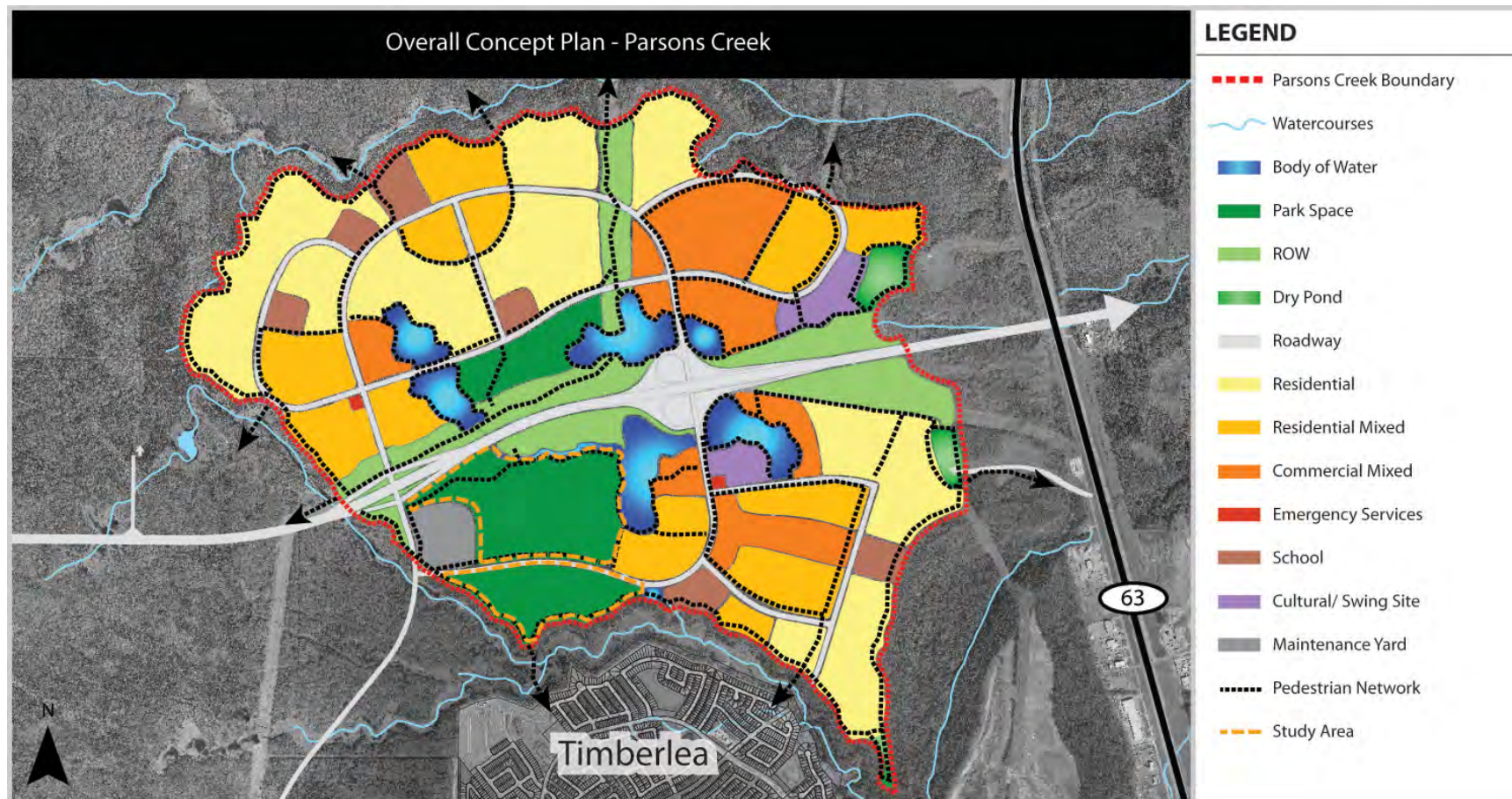
The Concept shown below shows the Developers intent in developing the Parsons Creek site. The design takes into consideration requests from local agencies, industry, citizens and various municipal departments. The design concept is further described in the remainder of this Urban Design Plan.

## POPULATION OUTLOOK

An estimated 170 hectares (420 acres) of net developable land has been identified at this preliminary stage. The Parsons Creek area currently has a total population outlook of 24,000 people based upon transportation constraints. Should those constraints ever be mitigated, the population outlook for Parsons Creek may be modified

## HOUSING OUTLOOK

In order to accommodate a current target population of 24,000, Parsons Creek will require approximately 8,000 dwelling units. Proposed housing would incorporate a mix of single family and multi-dwelling units. Based on the Vision and Sustainability Principles, housing will exist in both residential and mixed use areas and accommodate residents of a variety of incomes, classes, and stages of life.



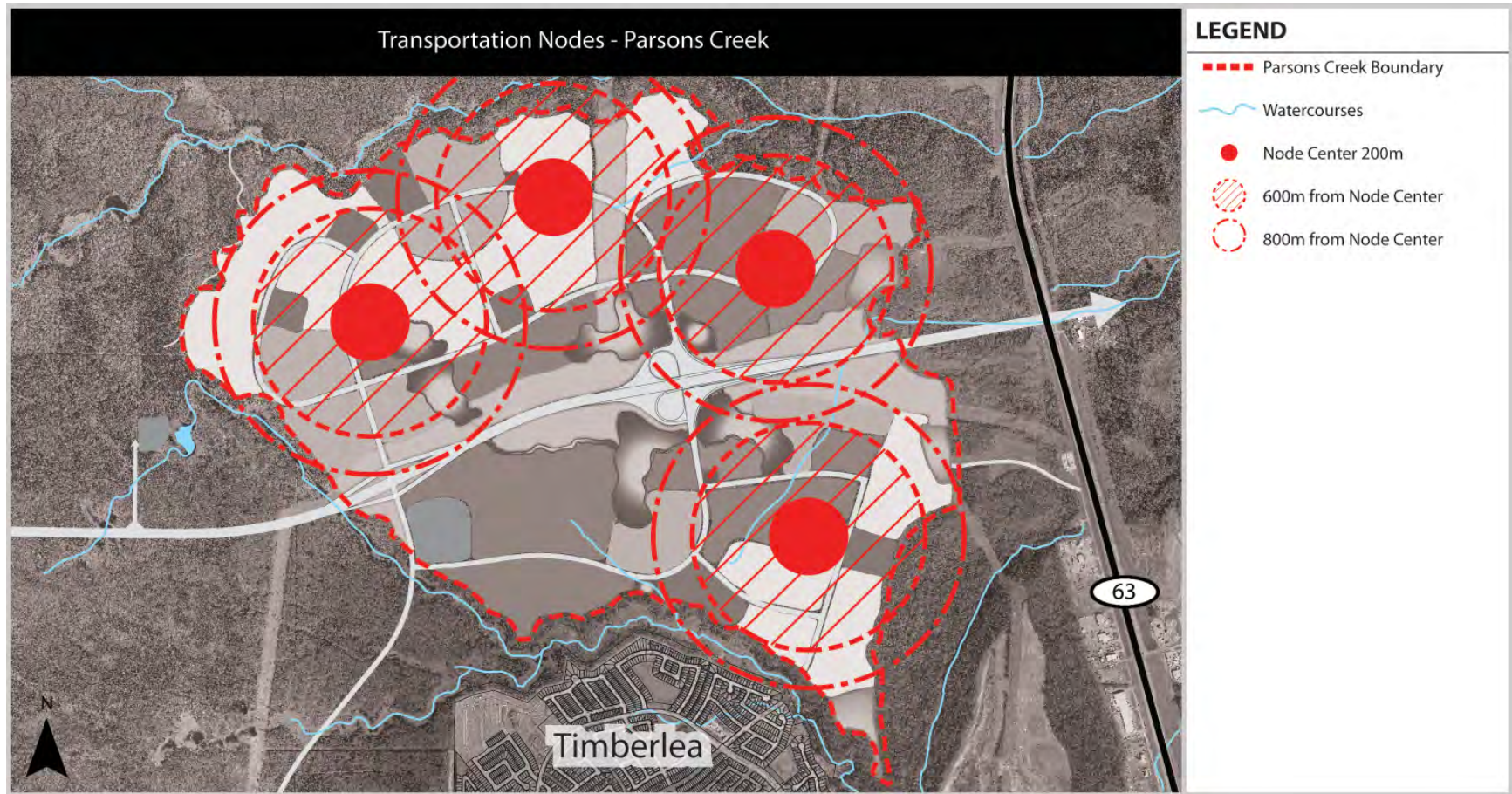
A variety of land uses throughout the site promote sustainability for the community of Parsons Creek.



## PARSONS NODAL DEVELOPMENT

There are four key neighbourhood nodes identified in the Parsons Creek Plan. These nodes are Transit Orientated Developments (TOD) and provide community services and higher intensity development. They are easily identifiable by their higher densities and distinctive architecture in regard to size and scale. The nodes will serve as gathering places, with the intent of promoting interaction among neighbours.

The map below shows Transportation Nodes catchment areas of 800 meters, 600 meters, and 200 meters from the node center for travel by means other than a private vehicle. These numbers represent various distances with the assumption that a 800 meter walk would take approximately 15 minutes.



The main roadway network has been designed to allow for easy access to all areas of the site.



## TRANSIT ORIENTED DESIGN

Each neighbourhood within Parsons Creek is envisioned as a Transit Oriented Development (TOD) where mixed use nodes function as neighbourhood centers. Each mixed use node contains a range of uses including offices, commercial development, and services that are combined with higher density residential development. The benefit of this mixture is to support a variety of commercial development and housing options.

The intent of the TOD design is to create higher density, pedestrian friendly, mixed-use environments near transit area which would optimize use of the transit infrastructure. The TOD is designed to work seamlessly with the Diversified bus systems and create mobility options for community.

The TOD design focuses on a mixed-use development, that offers residential, retail, offices, open space and public uses, all within a comfortable walking distance. TOD's are typically located in a core commercial area, near a transit stop which provides residents and employees the option to travel either by transit, vehicle, bicycle or foot.

The intensified land uses within a TOD design should be located within 600 meters of the central transit stop to ensure adequate facilities for the pick-up and drop-off of individuals using public transportation. The land located outside of a one mile radius is typically not serviced by the transit node.

TOD requires cooperation from many stakeholders in order to ensure that various uses are within walking distance. It is often said that a TOD has to be successful *without* transit to be successful *with* transit.



The diagram above shows the intent of the TOD's in Parsons Creek. The areas are designed to accommodate a high intensity of development.

## COMMUNITY CHARACTER AREAS

Though the design of the Parsons Creek project certain "Character Areas" began to emerge. These Character Areas can be defined as specific areas within the project boundaries that share a unique and common purpose, usually centered around a unique mix of land uses that are envisioned to serve a specific purpose. These areas are briefly described below and are referred to as districts in the remainder of the Urban Design Plan:

**Mainstreet (M):** This area is envisioned to be one of the cores for Parsons Creek. The design of this Character Area is envisioned to reflect a traditional downtown design and be highly walkable with a variety of rental opportunities facing the streetscape.

**Civic (C):** This is a very unique Character Area that is envisioned to house civic minded uses in a single location. The idea is that uses within these areas would be those that support the community and are often supported by the government/municipally. Examples of these uses would be libraries, interpretive centers, educational facilities, performing arts, etc.

**Waterfront (WF):** The large stormwater ponds have been designed in way that they take a necessary facility and turn it into a vibrant amenity. A "boardwalk" has been envisioned to follow the perimeter of the ponds where they are adjacent to commercial and residential land uses. The structures and buildings placed within this area should take advantage of fronting onto both the streetside and the waterfront.

**Mixed Development (MD):** In reality, this is a catch all use for Parsons Creek. It is envisioned as a land use where different traditional land uses can occupy the same area, and in some cases, the same structure. This use is essential in developing a true transit-oriented neighborhood as it allows a variety of living activities (live, work, and play) to occur in a very compact form.

**Recreation (REC):** This area is planned to house community based recreational facilities. One envisioned use is an arena site and a large regional park.

**Town Centre Commercial (COM):** This area is envisioned with more destination commercial uses. These would be the type of stores and tenants that would only have one location within Fort McMurray. Mini-warehouse format commercial/retail and accessory uses will most probably take advantage of this character area.

**Neighborhood (N):** Residential uses will be the major land use within this character area. The residential forms will include a variety of housing choices ranging from single family to multi-family. Other uses that will occur here will be school sites and open spaces



The diagram above identifies the different character areas that are envisioned for the Parsons Creek project site.



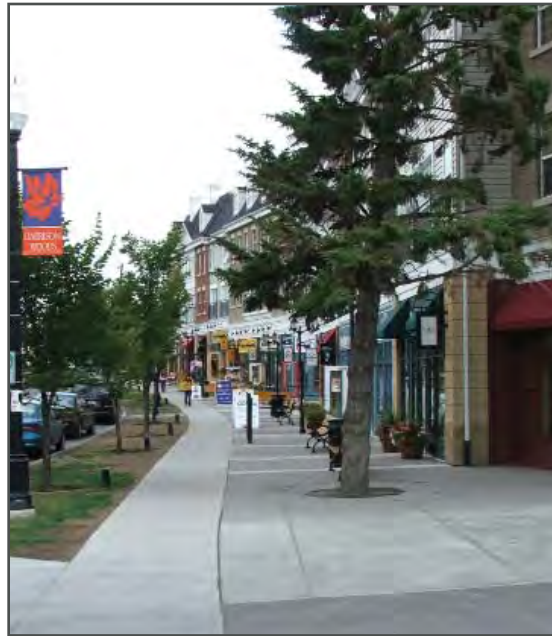
## MAINTSTREET DISTRICTS

The commercial nodes will be designed with a typical Main Street theme to create a high quality pedestrian environment, regardless of the type of development within the area. Tree lined streets with ample sidewalks and the use of a modified grid design with multiple access routes, will create an environment that encourages walking and other non-vehicular modes of transportation. The site design will incorporate internal pedestrian routes linking urban parkettes and gathering spaces to shops, smaller-scale businesses, and street-oriented buildings. This focus on access for pedestrian travel will create safe, direct, and attractive alternatives to vehicular transportation.

The Main Street theme will create a unique sense of place for commercial nodes thereby encouraging more commercial tenants to locate in the area. This increase in commercial tenants will provide increased shopping opportunities to Fort McMurray. These developments will provide employment opportunities for the residents of Parsons Creek and the surrounding communities.

Unit Type*	Ratio
Single Family	5%
Semi Detached	3%
Town Homes	2%
Low Rise (1-4 stories)	8%
Mid Rise (4-10 stories)	7%
High Rise (greater than 10 stories)	0%
Office Commercial	20%
Retail Commercial	40%
Other (Cultural/Services/etc)	15%
Industrial Commercial	0%
Total	100%

\*Note: The percentages listed are envisioned as the land uses percentages within the areas identified .



The architecture in this district is envisioned to reference traditional downtown styles and development.



## CIVIC DISTRICT

Originally identified as a cultural centre in the Design Brief, this area is now envisioned as a "swing" site. It is anticipated that a cultural centre will be Municipally sponsored and will serve the residents of Parsons Creek and the surrounding communities. Other potential envisioned uses include recreation centres, libraries, performing arts centres, and educational type uses. This area and its corresponding facilities will provide active and passive recreation opportunities, as well as community services on a regional scale for all residents of Fort McMurray.

An arena site has been identified within the northeast portion of the Parsons Creek site. This site has been requested by the Parks Department and is envisioned to provide the Regional Municipality of Wood Buffalo with a larger, all-season recreation complex.



*It is envisioned that the architecture within this district will be completed with a high level of detail and will house community based activities.*



## WATERFRONT DISTRICT

The Waterfront District will contain a variety of commercial, retail and office opportunities while taking advantage of the views and ambiance of the waterfront.

The potential of the recreational water amenity provides for an excellent opportunity in design and function. The Waterfront District will have a pedestrian friendly environment, focusing on the relationship of the structures and pedestrian

walkways with the water. It is envisioned that a boardwalk will connect the area in order to bring activities close to the waterfront. Access will connect to the boardwalk so that pedestrians will have an interconnected, safe and direct network within the Waterfront District.

Not only will the Waterfront District create a unique sense of place for the retail, office, entertainment and residential uses, but the waterfront will provide for many recreation opportunities. The Waterfront

District will attract tenants due to its character and unique feel of the area. This attractiveness to retail, commercial, and office tenants will provide increased shopping opportunities to Fort McMurray while developing employment opportunities for the residents of Parsons Creek and the surrounding communities.



*The Waterfront District will allow for a unique environment - a boardwalk or "riverwalk" that will possess ample opportunities for structure interaction with a softer, water related edge condition.*



## MIXED DEVELOPMENT DISTRICTS

The Mixed Development District will contain a variety of higher density residential uses with more limited commercial opportunities. The residential neighbourhoods will be urban in nature and typically anchored by convenient access to the public transit system and the higher density development. The Parsons Creek area will establish a high standard for these neighborhoods focusing on pedestrian oriented streets, enhanced streetscape and high quality architecture.

The residential units within the Mixed Development District will include multi-storied units with commercial uses on the first floor. Varied retail will occur primarily on the ground floor of the buildings along pedestrian oriented sidewalks, plazas and public park areas. Possible tenants for this area may include larger format lifestyle based retailers, specialty grocers/retail, restaurants, cafes, service orientated commercial and boutique hotels. The Mixed Development District will have a maximum height of six stories and an approximate density of 88 units per hectare (35.72 units per acre).

The mixed use nature of these areas will successfully merge citizens' wants with municipal needs. The overall site density and the proposed building heights are considered suitable for the area, as are the proposed uses which include a diverse range of multi-residential housing types, retail, and office space. The creative set of land uses will provide the area with a balanced daytime and nighttime population of both residential and commercial elements.

Unit Type*	Ratio
Single Family	5%
Semi Detached	15%
Town Homes	10%
Low Rise (1-4 stories)	45%
Mid Rise (4-10 stories)	10%
High Rise (greater than 10 stories)	0%
Office Commercial	5%
Retail Commercial	8%
Other (Cultural/Services/etc)	2%
Industrial Commercial	0%
<b>Total</b>	<b>100%</b>

\*Note: The percentages listed are envisioned as the land uses percentages within the areas identified .



*If residential is placed within this district it can take on a variety of forms. They can be stand alone units, multi-family or units that are mixed with other uses within the same structure. Regardless of the form of the residential use, it is expected that they will be more compact in form and some of the parking requirements will need to be accommodated either underground or in identified parking structures.*

*The architectural styles have not been determined at this point in the design process but can be expected to have a higher level of detailing required that is seen in the older parts of the Regional Municipality of Wood Buffalo. The landowner has agreed with the Municipality to prepare Architectural Guidelines for the project prior the start of building construction.*



*A variety of different land uses and structure types will be allowed in the same area, and often in the same building as shown above.*

## TOWN CENTRE COMMERCIAL DISTRICT

A parcel of land located in the North East will provide a variety of larger format commercial opportunities for Fort McMurray. The municipality is currently under-served by commercial uses by at least a minimum of 1,000,000 sf of rental space according to a recent study (CILUS). This Town Centre Commercial District will help in providing a large land base for destination commercial uses - focusing on retail for the area, Fort McMurray, and the entire region.

The commercial district will be developed with comprehensive site designs in order to incorporate high standards for architecture, colors, materials, hard surfacing, signage and landscaping. Compared to traditional commercial centers, the Town Centre Commercial District will encourage safe and direct pedestrian travel via hardscapes, trails, and pedestrian routes. The higher standard of the site design will allow individuals to walk from store to store rather than reliance on their vehicles.

The Commercial district will focus on larger scale commercial developments such as department, supermarkets, home improvements and electronic stores. This commercial area will provide much needed retail space for Fort McMurray and the region. These developments will provide a substantial amount of employment opportunities for the residential of Parsons Creek and the surrounding communities.



*The Town Centre Commercial areas, while attracting larger buildings, will still required ample aesthetic treatment to blend with the rest of the community.*



*Destination based retailers and larger "warehouse" style stores will most probably be interested in locating within this area of Parsons Creek.*



## RECREATION DISTRICT

Two major locations have been identified as Recreation Districts within the project boundaries. These areas are envisioned to provide recreation opportunities for the residents of Parsons Creek and surrounding communities. A regional park site has been provided on the north portion of the site at the request of the Municipal Parks department. Originally identified as a Special Study Area, a large section of land in the south portion of the project site is anticipated to be available for recreational activities. These areas will be able to support a variety of sport fields, play structures, and trails.

The final use and amenities located within the site will be determined between the landowner and the Parks, Recreation and Culture Department.



*Year round recreational activities should be planned for this community. These activities should meet the unique needs of the areas demographics.*



*A need for more community ball fields and other regional sport fields has been identified by the Parks department at the Regional Municipality - they can be accommodated within this plan.*

## NEIGHBORHOOD DISTRICTS

The Residential Use Area within Parsons Creek will be of traditional design. These areas will provide a diverse range of housing opportunities that accommodate the needs of the varying income groups and lifestyles of residents.

All neighbourhoods within the Parsons Creek site shall reflect a uniform theme in their architecture and urban elements. Design will focus on human scale architecture and interconnection with other neighborhoods through a system of regional and local pathways, linear parks, continuous sidewalks, and walkway systems. The residential developments will have a maximum height of four stories and an approximate density of 32 units per hectare (12.95 units per acre).

Any commercial uses that are located within the Residential Use Area shall be local in nature; they will provide retail, commercial, and personal services that do not rely on patronage beyond the immediate surrounding community.

Unit Type	Ratio
Single Family	60%
Semi Detached	15%
Town Homes	10%
Low Rise (1-4 stories)	5%
Mid Rise (4-10 stories)	0%
High Rise (greater than 10 stories)	0%
Office Commercial	0%
Retail Commercial	8%
Other (Cultural/Services/etc)	2%
Industrial Commercial	0%
<b>Total</b>	<b>100%</b>

\*Note: The percentages listed are envisioned as the land uses percentages within the areas identified .



*Multi-family housing forms like those presently found in the newer areas of Fort McMurray can be expected in the Neighborhood areas of Parsons Creek.*



*In addition to housing - streetscapes, landscaping and sidewalks/pathways need to be designed to create an attractive and usable neighborhood.*



## NEIGHBOURHOOD HOUSING TYPOLOGY

The housing types will range from single-family residences with attached garages, narrow single family homes with rear lane access, semi-detached residences, and multi-family developments (including villas, townhouses, walk up apartments, and higher density apartment style buildings).



*Condominium / Townhomes*



*Duplex*



*Row Housing*



*Single Family*



## EMERGENCY SERVICES

Emergency services locations have been identified in central areas to ensure close proximity to major transportation routes. Potential emergency service areas are envisioned to be single use service, or a combination of services, that may include a firehall, police services, or ambulance services.

## SCHOOL SITES

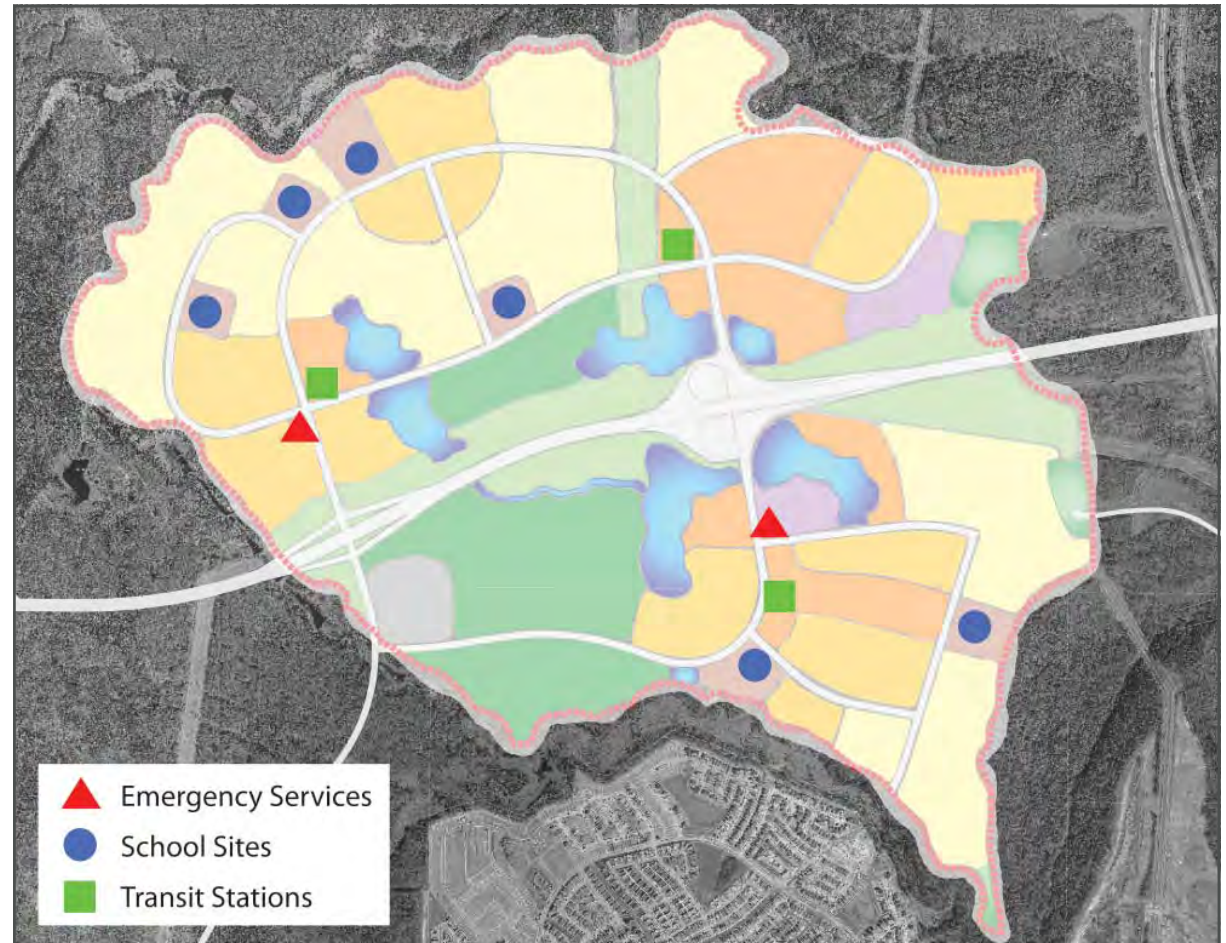
Parsons Creek has been designed to accommodate six Elementary school sites, and one High School site. The sites are located within the catchment areas of each community, and will accommodate the educational and recreational requirements of the area.

## TRANSIT STATIONS

The Regional Municipality of Wood Buffalo has requested that two transit transfer stations be placed within the Parsons Creek project. These would be sites where either Diversified Buses or Municipal BRT Lines would come into the community to a single location and riders would transfer from these regional busing system to the local municipal system. This would keep the regional lines out of the neighborhoods and hopefully mitigate some of the existing concerns with industry buses traveling into community neighborhoods.



Transit "transfer" stations like the one above are envisioned for the plan area. They should include heated shelters and a protective building.



The map above shows areas where Emergency Services, school sites, and transit stations may be located with the Plan Area.



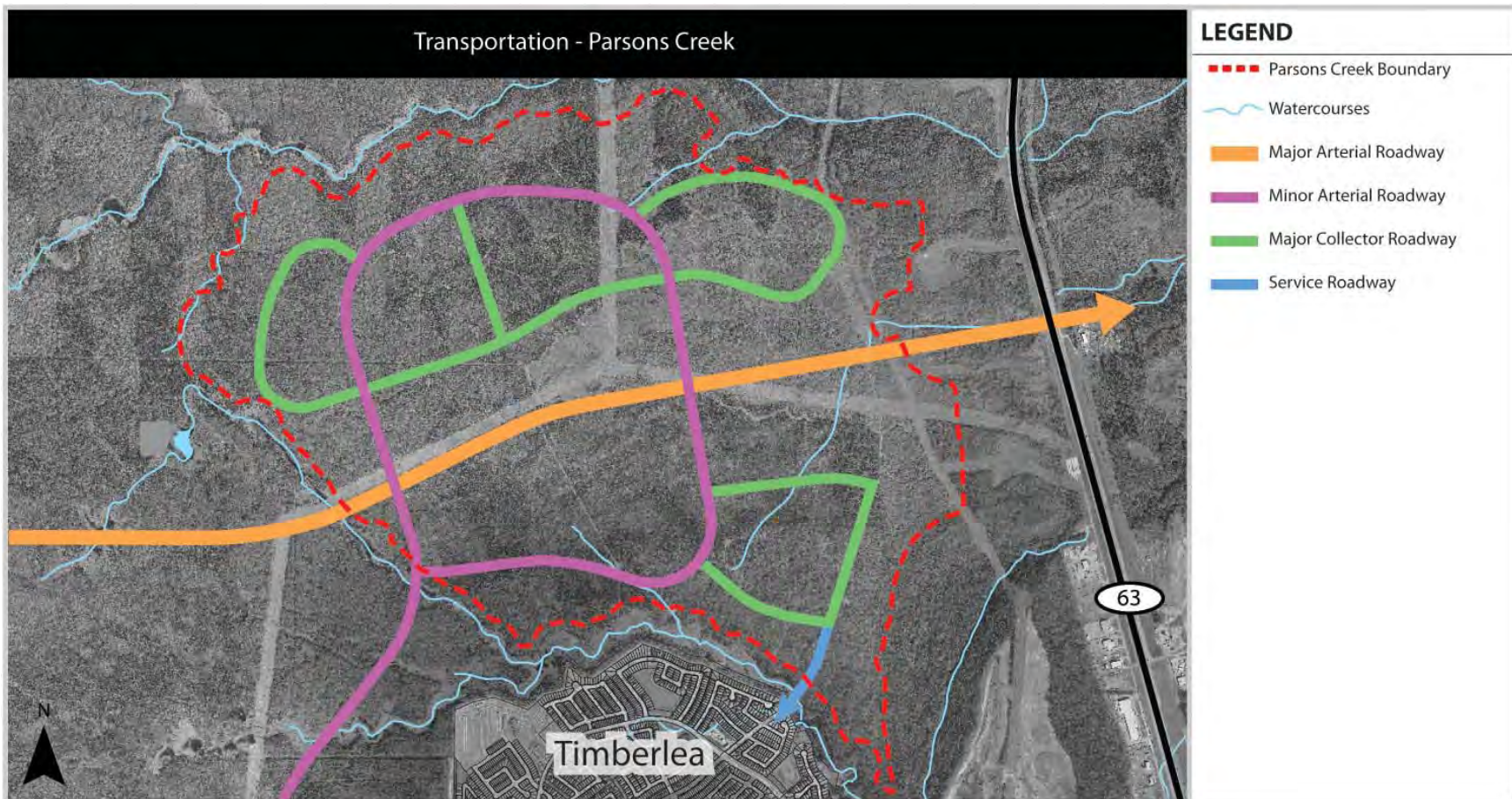
## 9.0 TRANSPORTATION NETWORK

### TRANSPORTATION FOR PARSONS CREEK

The Parsons Creek transportation network starts at Highway 63 with an interchange. The Parsons Creek access road will climb 130 meter west up to the Parsons Creek Plateau. An approximate maximum 6% slope for the access road will be maintained.

The arterial roadway network for Parsons Creek will consist of the following system:

- The Parsons Creek access road will be a six lane arterial roadway;
- Phase 1, Parsons Creek - A four lane major arterial and a minor arterial roadway will connect to the main Parsons Creek access roadway;
- Phase 2, 3 & 4 - A four lane major arterial roadway linking development areas 2, 3 and 4 will connect to the Parsons Access road. Within each development area minor arterial collector roadways exist; and
- The connection to Thickwood Drive via the ring road to Dickins Drive will be a two lane road (future four lane ring road) to allow for an alternate access for emergencies.



The figure above shows the different roadway types. The type of roadway depends on the expected volume of traffic.

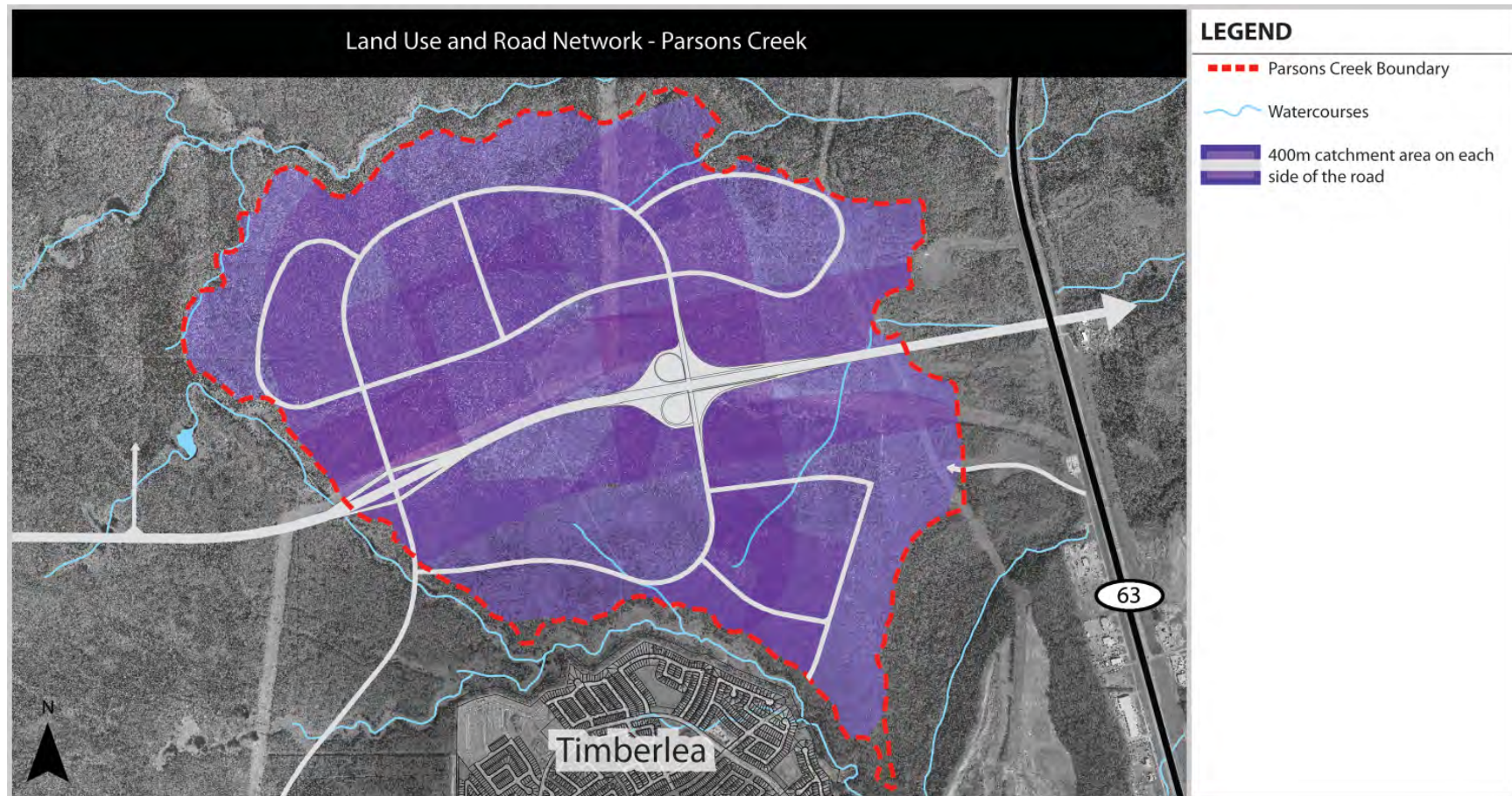


A regional ring road will be required in order to serve a population greater than 20,000 people in the Parsons Creek area. The ring road will serve as a second access point onto Highway 63, as well as provide an alternative route for residents living in the future West Growth Area, Timberlea and Thickwood to travel to Parsons Creek. A traffic impact assessment will be required for Parsons Creek.

### ROAD NETWORK AND TRANSIT CORRIDORS

The transportation network in Parsons Creek ensures that most residents are within 400 meters of either a collector or arterial roadway. These high-capacity roads will be where transit (e.g. private and municipal buses) will be routed to avoid traffic on local residential streets.

The catchment area for schools is also 400 meters. This means that, because of the road system within Parsons Creek, neighbourhoods will be created in which schools are within walking distance for all residents.



*Every home or business establishment within Parsons Creek will be within 400m of a major roadway.*



## MAJOR ARTERIAL AND COLLECTORS

The road network provides a permeable system and a legible hierarchy, supportive of the development of transit and mixed use nodes.

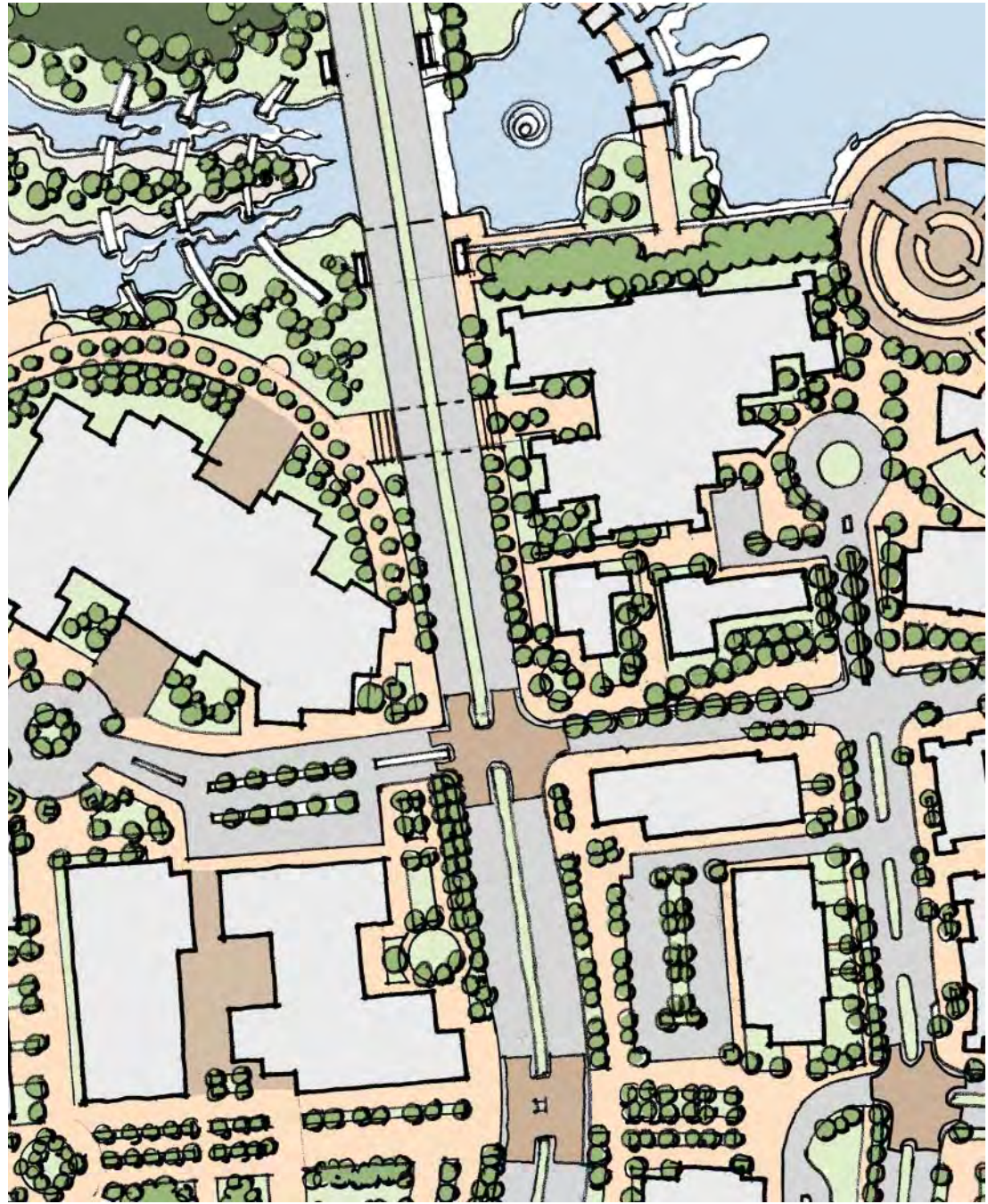
As illustrated on the next page, the options for planting, include, where space permits, a larger median planting area. The median for planting is an important element in moderating many of the microclimate effects, notably the winter wind, and in creating a sense of place.

## LOCAL STREET

Sidewalks on both sides of the streets, combined with street trees that provide shelter and shade, create a walkable environment. Building types that include front porches rather than front car garages are encouraged.

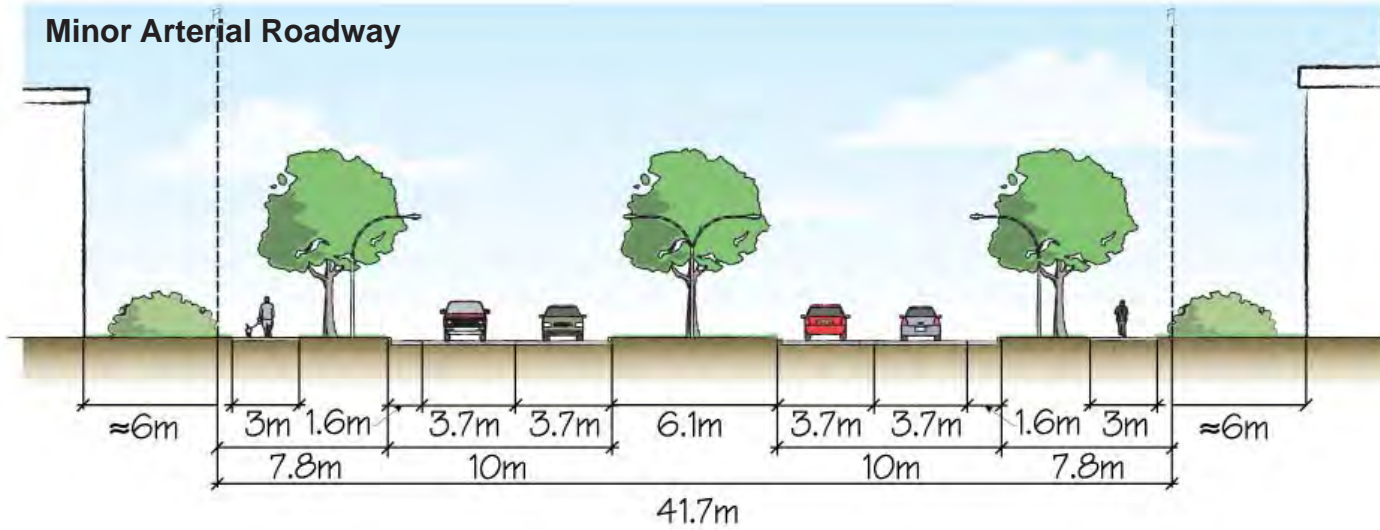
## LANDSCAPE

Landscaping and aesthetic treatments will be utilized throughout the Parsons Creek site. Landscape treatments around the transportation corridors and roadways will include street trees and plantings as allowable by the Regional Municipality of Wood Buffalo standards.

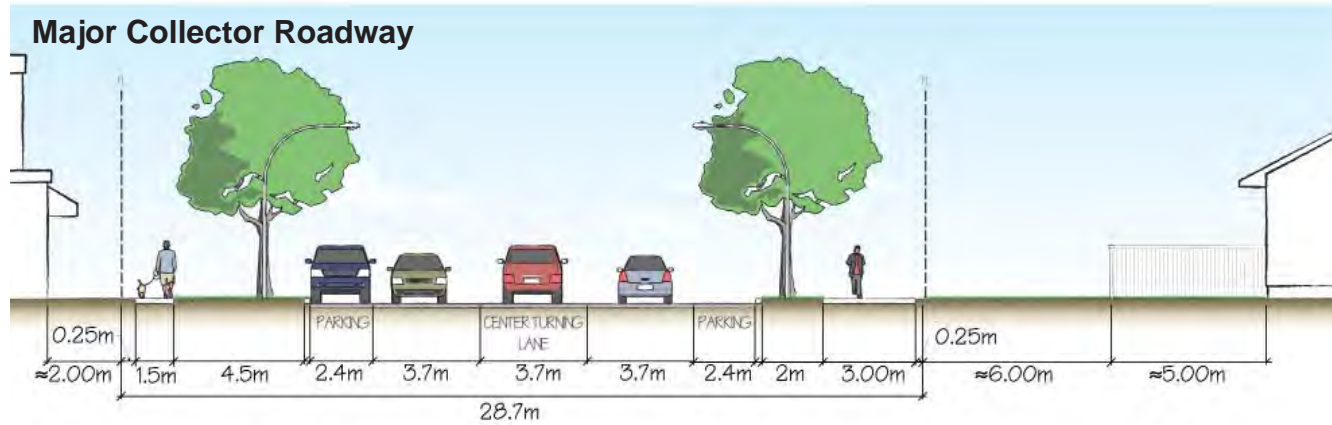


*Envisioned to be the gateway of Parsons Creek, the Arterial Roadway will have a variety of landscape and hardscape treatments.*

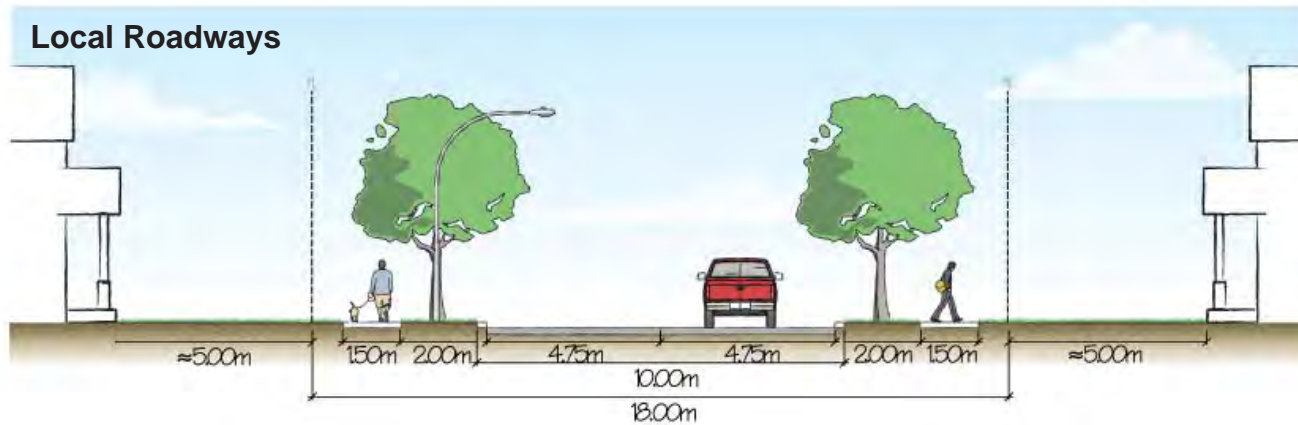
### Minor Arterial Roadway



### Major Collector Roadway



### Local Roadways



Street cross-sections have been envisioned for the project to include landscaped boulevards and offset sidewalk.



# 10.0 OPEN SPACE NETWORK

## OPEN SPACE SYSTEM

The Parsons Creek area will incorporate a multi-functional open space system, to accommodate the active and passive recreational needs of future community residents. This system will provide a comprehensive network of pedestrian and non-vehicular linkages throughout the Parsons Creek community, allowing access to and from surrounding communities. The open space system will also provide convenient walking routes to local destinations.

Community access points will be well defined with features, signage, crossings, and landscaping that provide a sense of continuity throughout Parsons Creek. The system of green spaces will also be designed to combine recreational spaces with stormwater management systems and wetland conservation.

Throughout Parsons Creek, open space areas will include school reserves, municipal reserves, regional pathway corridors, stormwater management facilities, and environmental reserves. The arrangement of open space provides a high degree of connectivity within the Parsons Creek community and allows the public to conveniently access and enjoy the open space. The powerline right-of-way (ROW) located parallel to the Parsons Creek highway will play a major role in the open space network by serving as the major connection for all the communities within the area. This ROW will act as a central spine, and will help to form a connected community by linking all neighbourhoods adjacent to Parsons Creek.

Additional informal and formal parks will be situated along the waterfront, between the large ponds, and within the community areas in Phase One of the project. These features will provide year

round recreational opportunities for skating, cross-county skiing, paddleboating, and various other outdoor activities during the winter months.

The Environmental Reserve and Municipal Reserve areas have been configured to support the ecological integrity of the existing land features, while enhancing community recreation opportunities.

Environmental reserve areas will be designated in accordance with the Municipal Government Act and will be designed as per Regional Municipality guidelines. Municipal Reserve dedication has been provided to supplement key natural features and areas, particularly in the form of open space adjacent to wetland areas, as well as appropriate locations in the vicinity of residential neighborhoods.

## SYSTEM OF TRAILS

In addition to the open space network, a continuous trail system will be created to ring the perimeter of the Parsons Creek development, within the 'firebreak' zone. To ensure the trail is accessible to pedestrians, bicyclists, and maintenance vehicles, this trail system will have a 3 meter wide asphalt pathway.

Trails can be used to link residential areas to natural features, and also function as interpretive trail systems to teach residents about the natural systems that surround their neighbourhoods.



Recreational opportunities will be provided throughout Parsons Creek



# 11.0 PHASE 1 - DEVELOPMENT CONCEPT

The development vision for Phase 1 of Parsons Creek includes the most intense development found throughout the community. Most of the phase includes development at an urban level and has a definite "downtown" feel. The phase also includes much needed single family residential around the perimeter of the area. Once developed, this area of Parsons Creek will have an identity unique to all of Fort McMurray.

The following pages describes through a combination of text, photos, and illustrations the potential for development within Phase 1 of Parsons Creek. What is shown is conceptual in nature and shall not be considered a final development plan for Parsons Creek.

Districts found within Phase 1 of Parsons Creek

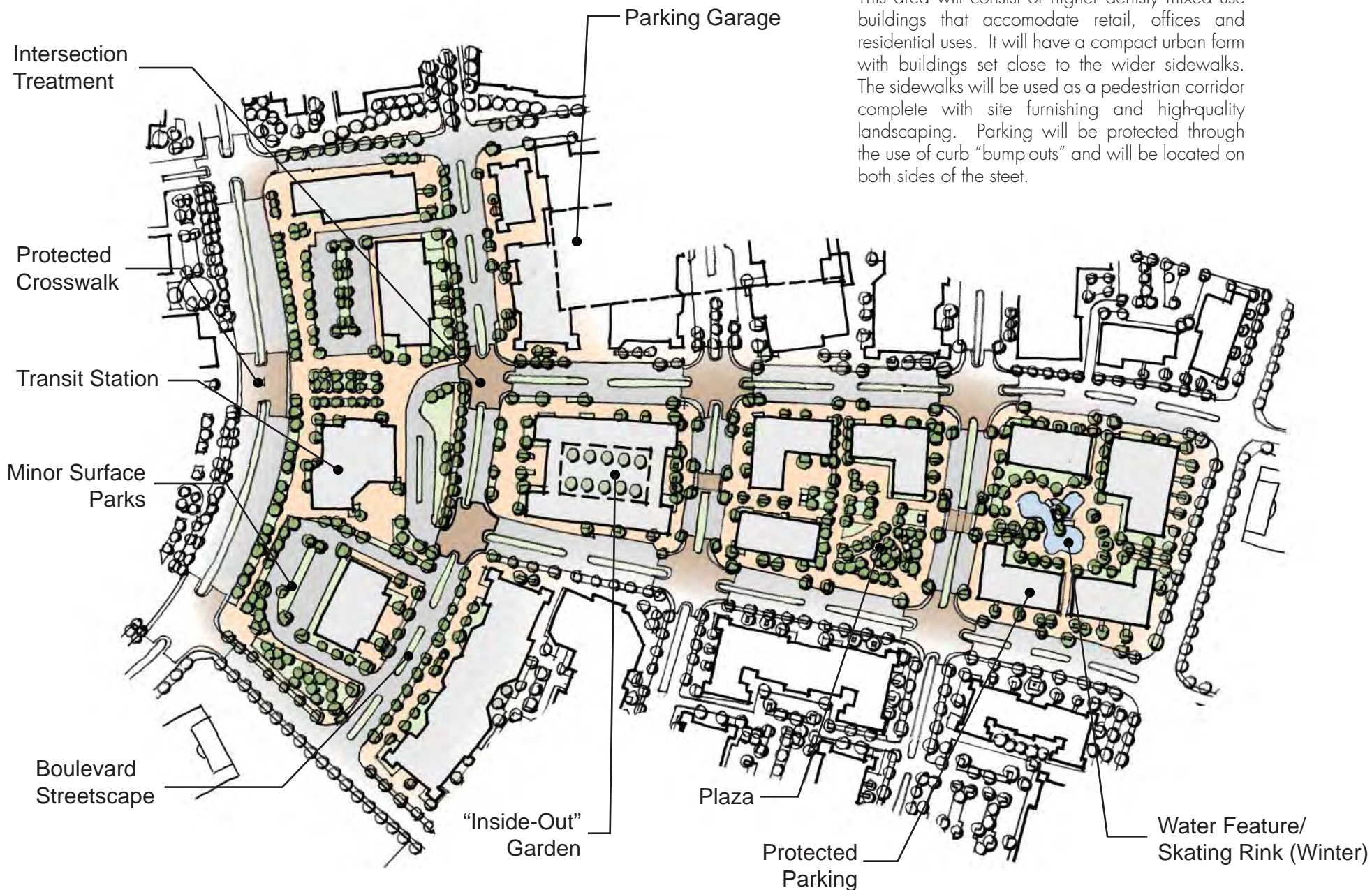
- Mainstreet District
- Civic District
- Waterfront District
- Mixed Development District
- Neighborhood District
- Public Service District

Specific design intent of each of these districts are further outlined in the following pages.



The plan above shows the general locations of the different districts found within Parsons Creek.

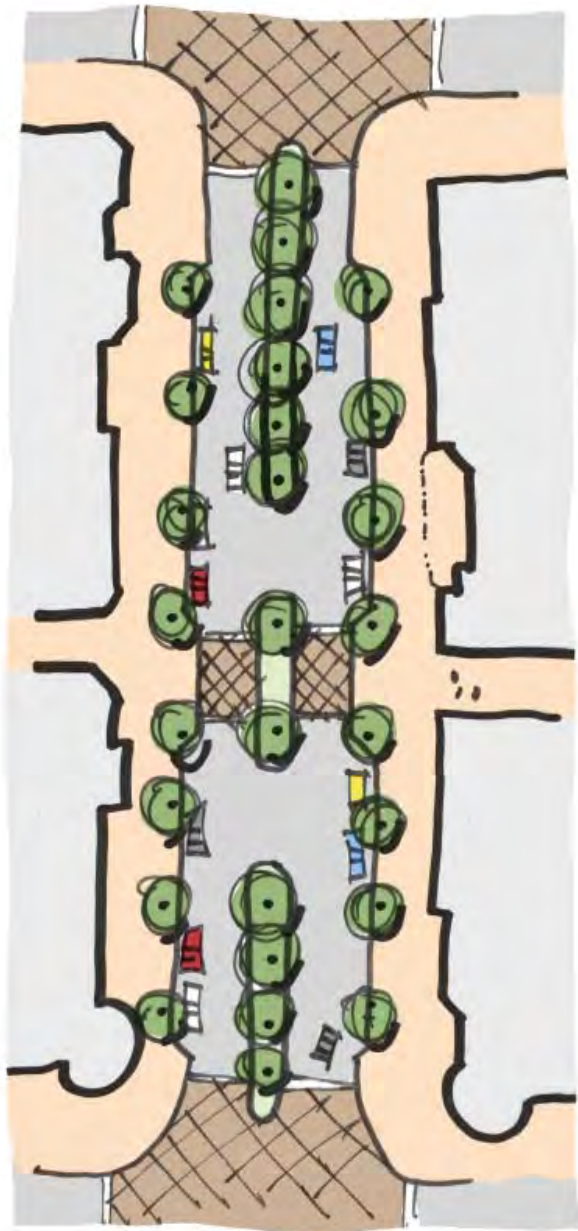




## MAINSTREET DISTRICT

This area will consist of higher density mixed use buildings that accommodate retail, offices and residential uses. It will have a compact urban form with buildings set close to the wider sidewalks. The sidewalks will be used as a pedestrian corridor complete with site furnishing and high-quality landscaping. Parking will be protected through the use of curb "bump-outs" and will be located on both sides of the street.





*Landscape treatments and a variety of materials create a unique streetscape. Protected parking and crosswalks will be present in this area.*



*Landscaped medians should be located within the center of the street .*



*The mainstreet should be designed as a traditional downtown with ample sidewalk and adjacent parking.*





Some structures may include retail on the first floor with office and residential units on upper levels as shown in the above photo.

A variety of architectural styles should be used within the mainstreet area to add variety and interest. Design from different period can also create a sense of age to the downtown area.





*Sitting areas can be tucked between building creating usable civic spaces.*



*Aesthetic pagentry such as banners and decorative lights can be used.*



*Sidewalks should provide ample walking space between curb and stores.*



*Decorative tree grates can replace open planter beds.*



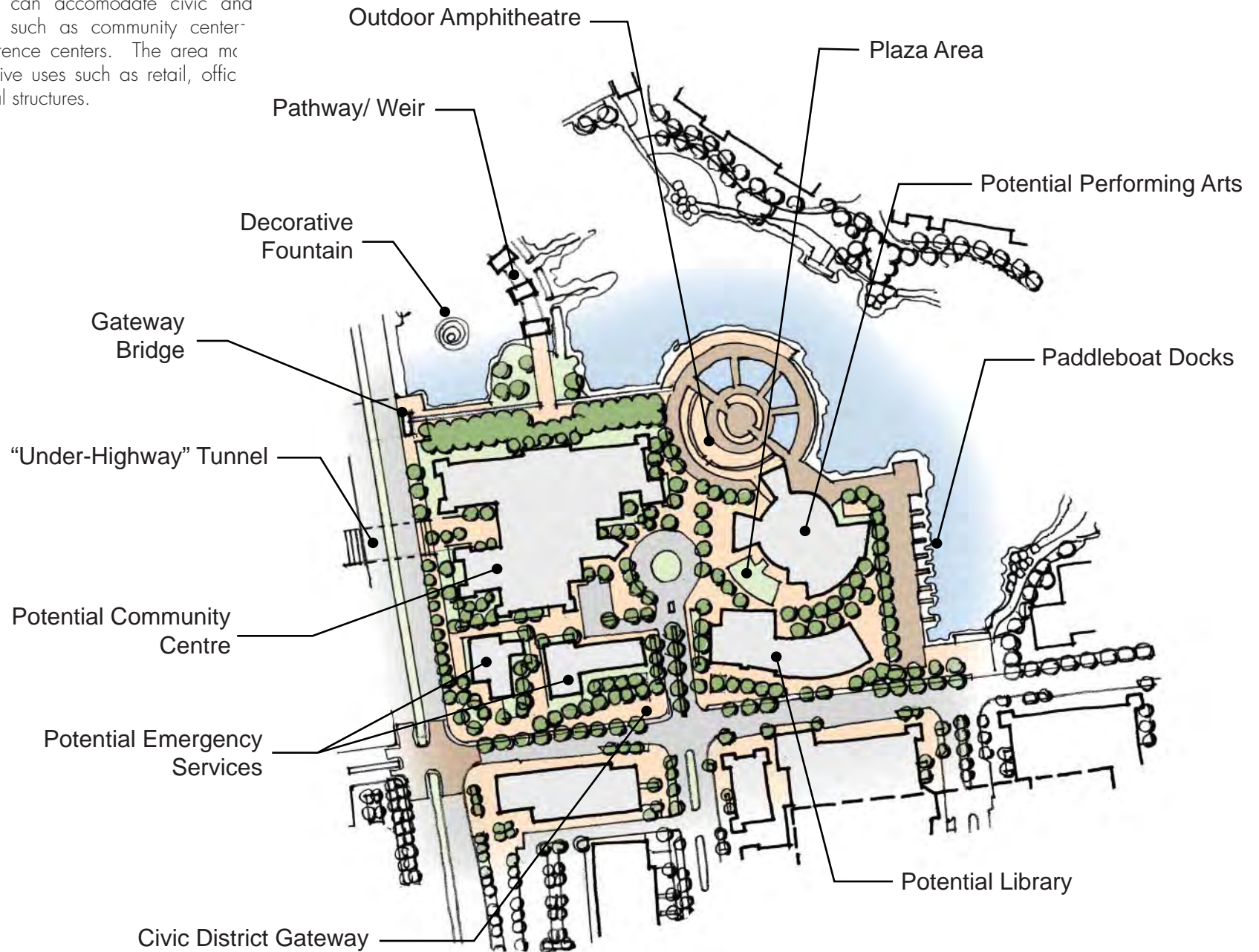
*Signage is an important aspect of the design of the area..*



*This sketch shows the potential for a vibrant mainstreet that includes street furnishing, landscaping and protected parking.*

## CIVIC DISTRICT

This area is envisioned to consist of mixed use buildings that can accommodate civic and governmental uses such as community center, library and conference centers. The area may also house supportive uses such as retail, office, hotel and residential structures.







*Performing Arts may be a use in this area.*



*If a library is located in this district it shall have a high level of design.*



*Emergency services may be a probable use in this district*

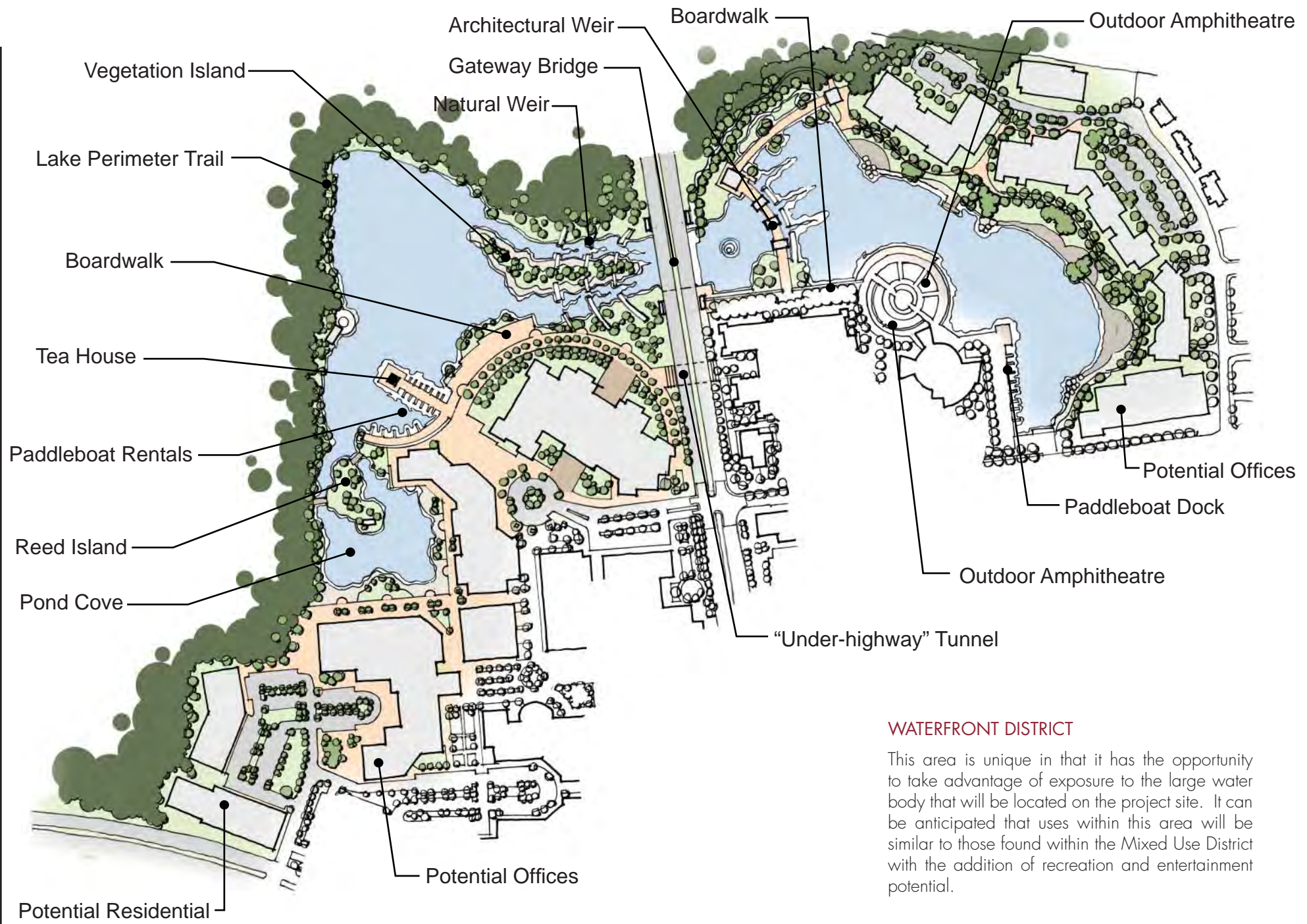


*Conceptual illustration of the Civic District and outdoor ampitheatre.*



*The area may include various plaza areas and other civic minded uses.*





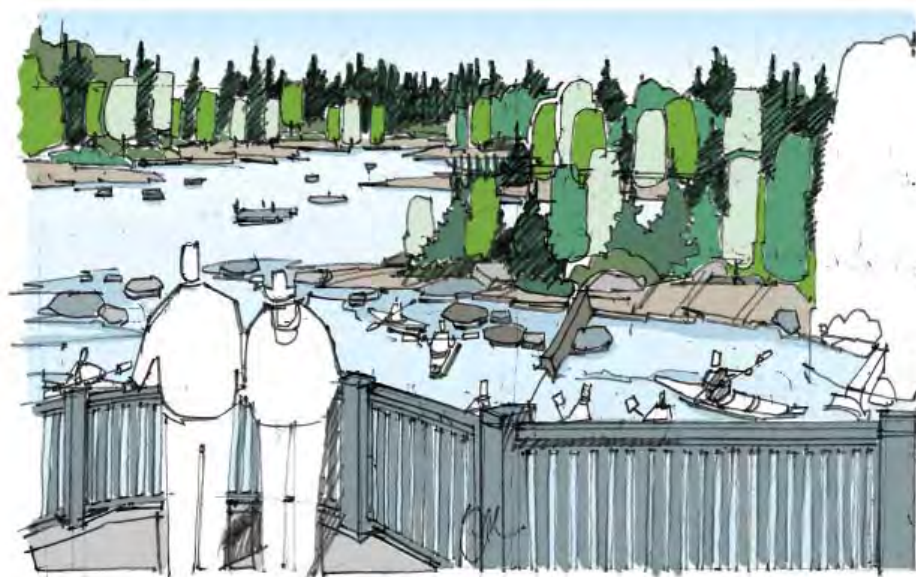
### WATERFRONT DISTRICT

This area is unique in that it has the opportunity to take advantage of exposure to the large water body that will be located on the project site. It can be anticipated that uses within this area will be similar to those found within the Mixed Use District with the addition of recreation and entertainment potential.





*Walking bridge pathway system.*



*The waterfront may include a weir system that can be used for paddleboats and kyaking.*



*Conceptual illustration of the Phase One north waterfront .*





A variety of year round recreational activities can be accommodated in the waterfront district.



Conceptual illustration of the Phase One north waterfront .

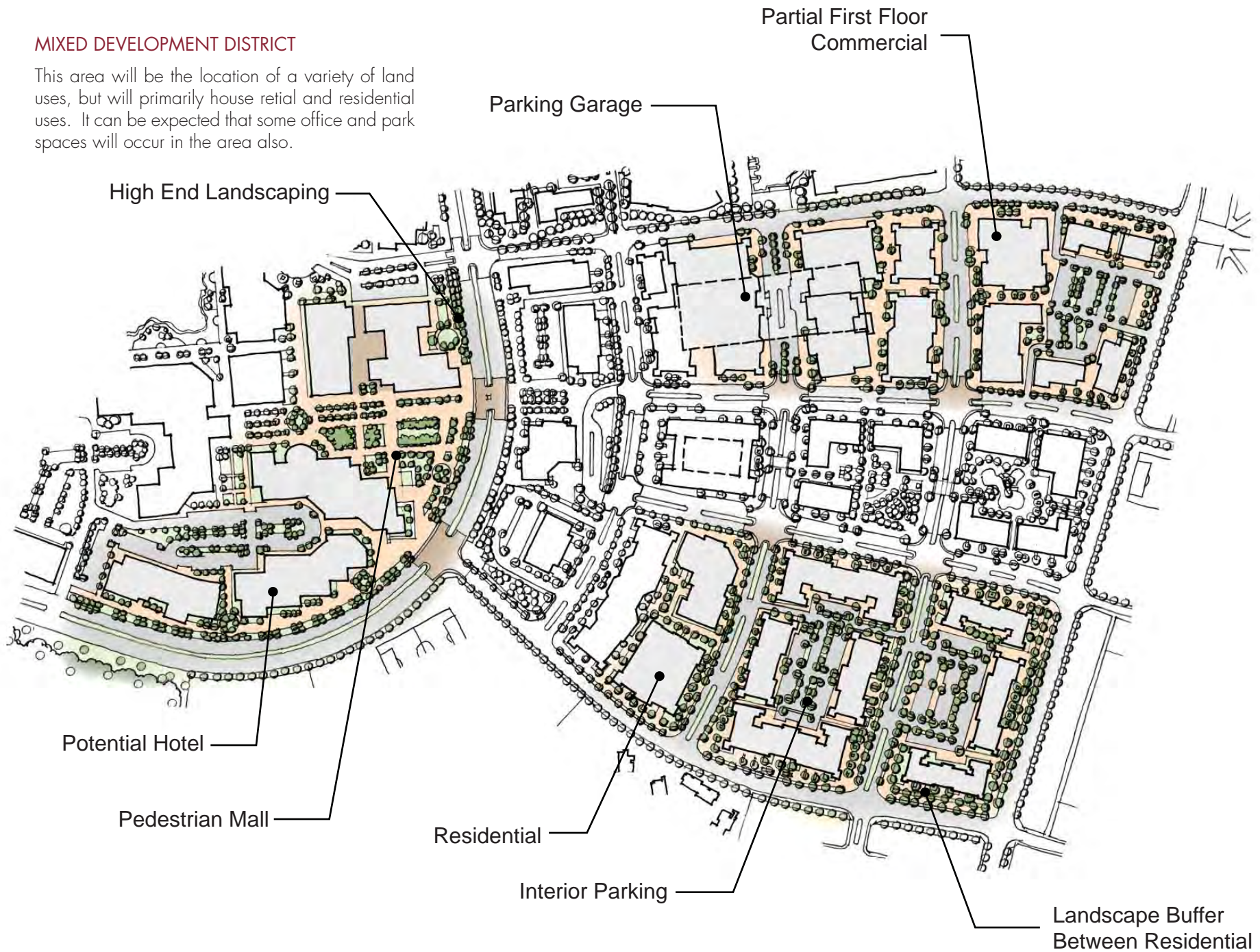


The waterfront district will include multiple housing units that link directly to a waterfront "boardwalk" system.



## MIXED DEVELOPMENT DISTRICT

This area will be the location of a variety of land uses, but will primarily house retail and residential uses. It can be expected that some office and park spaces will occur in the area also.







A variety of building types, with a mixture of pedestrian and traffic access. Parking structures can be integrated into the architecture of a project to resemble surrounding structures.



Larger format stores can be accommodated within the Mixed Development District alongside residential uses.





*Mixture of commercial and residential dwellings.*



*A variety of Architectural detailing can add to the interest of the Parsons Creek project*



*Urban park spaces are important elements in a sustainable Mixed Development community.*



## NEIGHBORHOOD DISTRICT

This area will be developed as a lower density residential area with buildings no higher than 3 stories. Single family residential product types will mostly be located in this district but a variety of multi-family product types could also be considered.

The design of the area has a layout that calls upon tradition urban neighborhood forms with streets that are planned in a fused-grid format. The community in this district will include parks and open space and be designed to be highly walkable with easy access to transit, schools and recreational amenities.



May 13, 2010

## Parsons Creek Urban Design Plan Highlights

Parsons Creek - Community Vision and Design Brief	Page	Parsons Creek Urban Design Plan	Page	Figures
<b>Introduction</b>				
Purpose and Composition	1	Section was added: Describe Urban Design Plan.	1	-
<b>Parsons Creek - Environmental Considerations</b>				
Natural	10-11	Section was added: Development Potential.	5	Updated: Parsons Creek boundary.
Site Opportunity	12	Section was added: Project Analysis.	2	
<b>Parsons Creek - Community Vision and Design Brief</b>				
Parsons Creek - Vision and Sustainability Principles	13-14	Information was added: Sustainable Practices and Principles were updated.	8-10	Updated: Parsons Creek Context Plan.
Parsons Creek - Design Concept and Components	16-27	Section was added: Provides better understanding and more detail on Parsons Nodal Development, Transit Orientated Design, and Community Character Areas (Mainstreet, Civic, Waterfront, Mixed use, Recreation, Town Centre Commercial, Neighbourhood).	12-28	Updated: Transportation Cross Sections, Transportation Network, Identification of Emergency Services, school sites and Transit Stations, and Transportation Nodes.
Parsons Creek Next Steps - Phasing	28	Section was added: Provides more information regarding Phase One.	29-31	Updated: Concept Plan of Phase One.
Parsons Creek Steps - Implementation & Monitoring	29	Section was added: Community Consultation.	4	-



**Subject: Bylaw No. 10/017 – Land Use Bylaw Amendment - Parsons Creek – Phase One****APPROVALS:**

Kelly Kloss, Chief Administrative Officer (Interim)

**Administrative Recommendation(s):**

1. THAT Bylaw No. 10/017, being a Land Use Bylaw Amendment – Parsons Creek Phase 1, be read a second time.
2. THAT Bylaw No. 10/017 be read a third and final time.

**Summary:**

Land Use Bylaw amendments are required to implement Phase One of the Parsons Creek development. The authority to amend the Land Use Bylaw is vested with Council under the Municipal Government Act.

**Background:**

On July 14, 2009, Council approved the extension of the Urban Service Boundary in the Municipal Development Plan to include the Parsons Creek area (Bylaw No. 09/025) and approved the Parsons Creek – Community Vision and Design Brief as a guiding document for the future development of the Parsons Creek area. In addition, Council authorized the developer to initiate an outline plan process specific to the Parsons Creek area in lieu of an Area Structure Plan process.

However, a number of design assumptions have changed since then. As a result, an Urban Design Plan to supplement the Parsons Creek – Community Vision and Design Brief has been prepared to reflect these changes.

The process resulting from these recent design assumption changes can be broken down into three components:

- Updating the Design Brief;
- Approving the Outline Plan for Phase One of the development area; and
- Amending the Land Use Bylaw.

Administration recommends that the Parsons Creek – Phase One Land Use Bylaw amendments be given a first reading on May 11<sup>th</sup> so that the public hearing coincides with the presentation of the Parsons Creek Urban Design Plan and the Parsons Creek – Phase One Outline Plan to

Council. This will permit all related discussion and decisions to be made at the May 25<sup>th</sup> Council meeting.

Land Use Bylaw 99/059 presently designates the land in Parsons Creek that will be Phase One as UE – Urban Expansion District. Therefore in order to develop in this area, the subject land will need to be redesignated to the appropriate land use districts.

In detail, Bylaw No. 10/017 (Attachment 1) proposes the following:

- Insert a Parsons Creek Section (Part 8) into the Land Use Bylaw that will create five new land use districts:
  1. Main Street District
  2. Mixed Development District
  3. Waterfront District
  4. Civic District
  5. Neighbourhood District
- Renumber the Land Use Bylaw to insert Part 8; and
- Redesignate the land use designations in Parsons Creek – Phase One to match the new Part 8.

**Rationale for Recommendation(s):**

Administration's objective is to bring the updated Design Brief, the Outline Plan for Phase One and the amended Bylaw all to one meeting of Council to facilitate the development of Parsons Creek. Bringing these items to a single meeting of Council will assist in meeting the aggressive delivery schedule needed to ensure a steady supply of housing in Fort McMurray.

**Attachments:**

1. Bylaw No. 10/017



**BYLAW NO. 10/017**

**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. That Land Use Bylaw No. 99/059 is hereby amended by:
  - (a) Renumbering the existing Part 8 as Part 9;
  - (b) Adding the attached Schedule A as Part 8 – Parsons Creek Land Use Regulations; and
  - (c) Changing the land use designation of parts of Lot 1, Block 1, Plan 092 4694 from UE – Urban Expansion District to MS – Main Street District, MDD – Mixed Development District, CD – Civic District, WD – Waterfront District, ND – Neighbourhood District, PS – Public Service District, and PR – Parks and Recreation District, as depicted in Schedule A, attached hereto and forming part of this Bylaw.
2. That the Chief Administrative Officer is authorized to consolidate this bylaw.
3. That this bylaw shall be passed and become effective when it receives third reading and is signed by the Mayor and Chief Legislative Officer.

READ a first time this 11<sup>th</sup> day of May, A.D 2010.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2010.

READ a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2010.

SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2010.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Legislative Officer

## **PART 8 - Parsons Creek Land Use Regulations**

### **8.1 Application**

**8.1.1** Notwithstanding Part 1, Section 3, the following regulations apply to all lands and buildings within the area shown in Appendix A.

**8.1.2** If not referenced or contained within a definition or regulation provided below, definitions and regulations as provided in Parts 1 through 5 inclusive shall apply.

### **8.2 Definitions**

In this Part of the Bylaw unless the context requires:

**8.2.1 Automotive Sales and Service** means a place of business where the prevailing use is the service, washing, maintenance, sales, storage or rental of motor vehicles and related accessories and parts, or the provision of services to consumers in motor vehicles. This includes gas bars, service stations, recreational vehicle sales and rental facilities, transmission shops, tire shops, body shops, automotive glass shops and drive thru restaurant or service uses.

**8.2.2 Community Facility** means a building or premises intended for use by the general public. This includes community recreational facilities, community service facilities, places of religious assembly, educational service facilities, and medical or health service centres.

**8.2.3 Entertainment** is a building or premises where the prevailing use is for the showing of art, theater, films and any other public display. This includes galleries, movie cinemas/theatres, nightclubs, casinos and drinking lounges - but does not permit adult entertainment facilities.

**8.2.4 Façade** is any side of a building facing a public street or for the purposes of this Part a waterfront property line.

**8.2.5 Government Use** means any use by any level of government or any agency or crown or municipal corporation.

**8.2.6 Lodging** means a place of business where the principle use is the provision of lodging/sleeping facilities. This includes hotels, hostels, bed and breakfasts, apartment hotels, country inns, and motels - but does not permit project accommodations or campgrounds.

**8.2.7 Office** is a place of business where the principle use is the execution of professional or clerical duties.

**8.2.8 Parking Structure** means an area of land or a structure providing for the parking of motor vehicles.



**8.2.9 Residential Multi-Unit** means a group of separate dwelling units that are contained within one building. This includes apartment buildings - but does include townhouses, semi detached dwellings, duplexes, triplexes or fourplexes.

**8.2.10 Residential Use** means a dwelling unit or group of dwellings units. This includes single and semi-detached dwellings, townhouses, apartments, senior citizen housing, youth assessment centres, visiting students supervised housing units, boarding houses, child care facilities and group homes.

**8.2.11 Retail** means a place of business where the principle use is the sale of goods or commodities directly to consumers.

**8.2.12 Restaurant** means a place of business where the principle use is the preparation and serving of food to the public for consumption either on or off the premises - but does not include a drive thru.

**8.2.13 Seasonal Uses** means a place of business including retail, services, and restaurant uses

- a) that operates for no more than six (6) continuous months;
- b) that is located entirely within non-permanent buildings;
- c) that has a maximum gross floor area not exceeding 25 square metres.

**8.2.14 Secondary Suite** means an accessory dwelling unit

- a) that is located on the same parcel as a single detached dwelling or semi detached dwelling unit;
- b) without limiting the generality of the foregoing a secondary suite may include:
  - a. **Secondary Suite – Attached above Grade** – where the secondary suite is located above the first storey of a single detached dwelling or semi-detached dwelling
  - b. **Secondary Suite – Attached at Grade** – where the secondary suite is attached to the side or rear of a single detached dwelling or semi detached dwelling
  - c. **Secondary Suite – Attached Below Grade** – where the secondary suite is located below the first storey of a single detached dwelling or a semi detached dwelling
  - d. **Secondary Suite – Detached Garage** – where the secondary suite is located above the first storey of a detached private garage

**8.2.15 Service** means a place of business where the principle use is the provision of services to a person or business. This includes professional, medical and financial services - but does not include adult entertainment facilities.

## **8.3 General Regulations**

### **8.3.1 Permitted Encroachments**

No encroachments may be permitted into the façade of any building abutting a street above the first floor – except the following:

- a) Balconies, canopies, awnings, cantilevers, eaves, gutters, landings, window sills, steps, stairs, and verandahs may be permitted to encroach to within 0.25 m of the abutting lot line.

### **8.3.2 Architectural Requirements**

All buildings shall be developed to the satisfaction of the Development Authority and include the following:

- a) No more than 10% of any façade shall be finished in metallic materials
- b)** No vinyl siding will be permitted in Parsons Creek on the façade of the first floors of buildings



## **8.4 Land Use Districts**

### **8.4.1 MD Main Street District**

#### **8.4.1.1 Permitted Uses**

The following are permitted uses:

- a) Community Facility
- b) Entertainment
- c) Lodging
- d) Residential Multi-Unit
- e) Office
- f) Residential Uses
- g) Restaurant
- h) Retail
- i) Service

#### **8.4.1.2 Uses Not Permitted**

The following uses are **NOT** permitted in this zone:

- a) Adult Entertainment Facility
- b) Automotive Sales and Service
- c) Dating and Escort Services

#### **8.4.1.3 Site Provisions**

In any MD Main Street District no development shall be permitted except where in addition to the General Provisions of Section 8.3:

##### **8.4.1.3.1 The Front Yard Setbacks are:**

- a) Minimum setback 1.0 m - Maximum setback 2.0 m for at least 50% of the building.
- b) Notwithstanding (a), where at least 50% of the façade of the building is located at or between 1.0 m or 2.0 m from the front property line, the remainder of the façade may be setback up to 5.0 m.
- c) Where any courtyard space is created pursuant to (b) no such space may be used for storage, garbage, or parking.

##### **8.4.1.3.2 The Rear Yard Setbacks are:**

- a) Any main building may be located to a maximum of 0.0 m. from the rear property line
- b) No portion of any yard between the façade of the building and the property line may be used for parking..

##### **8.4.1.3.3 Façade and Building Exterior Requirements**

No building shall be developed in any MD Main Street District except where:

- a) On any block where continuous building frontage shall exceed 75.0 m an opening of at least 8.0 m is required and such opening shall be at least two stories in height and provide visual if not physical access to the rear yard.
- b) No building façade shall exceed 7.5 m of linear frontage except where there is a change in the exterior finish material and a variation of the setback of at least 0.25 m to a height of at least 4.5 m
- c) The façade shall incorporate a minimum of 3 materials, colors, patterns and or textures, no one of which shall be less than 10% of the surface area.
- d) First floor façade of any building shall be at least 50% glass and
- e) No more than 10% of the first floor of any building shall be used for residential purposes.
- f) The rear of that building shall meet a minimum of 2 materials, colors, patterns, or textures

**8.4.1.3.4 The Side Yard Setbacks are:**

- a) Minimum 0.0 m

**8.4.1.3.5 Building Height**

- a) No building shall be less than 3 stories above grade nor more than 6
- b) Where any building in excess of 3 stories contains residential units in the upper stories; the stories utilized for residences shall be setback 2.0 m

**8.4.1.3.6 First Floor Requirements**

- a) The elevation of the first floor shall be at least 0.15 m and no more than 0.30 m above the elevation abutting the sidewalk
- b) No residences shall be permitted on the first floor
- c) No more than 20% of the first floor area shall be utilized for lobbies and/or elevator space
- d) Notwithstanding the foregoing in the case of a hotel, no lobby and elevator space shall exceed 50% of the first floor area.

**8.4.1.3.7 Lot Coverage Requirements**

- a) Maximum 90%

**8.4.1.3.8 Parking Requirements**

- a) No parking area shall be permitted between the façade of the building and the property line
- b) All residential uses require 1 parking spot per dwelling unit

**8.4.1.3.9 Landscaping Requirements**

- a) Any land not used for buildings, structures or parking shall be landscaped at the rate of one tree or shrub for each 25 square meters of open lands

## **8.4.2 MDD      Mixed Development District**

### **8.4.2.1 Permitted Uses**

The following are permitted uses:

- a) Community Facility
- b) Lodging**
- c) Residential Multi-Unit**
- d) Townhouses

The first floor of any building may be used for:

- a) Entertainment
- b) Office
- c) Restaurant
- d) Retail

### **8.4.2.2 Uses Not Permitted**

The following uses are **NOT** permitted in this zone:

- a) Adult Entertainment Facility
- b) Automotive Sales and Service
- c) Dating and Escort Services

### **8.4.2.3 Site Provisions**

In any MDD Mixed Development District no development shall be permitted except where in addition to the General Provisions of Section 8.3:

#### **8.4.2.3.1 The Front Yard Setbacks are:**

- a) The maximum setback shall be 4.0 m; minimum 1.0 m
- b) Where any courtyard space is created pursuant to (a) no such space may be used for storage, garbage, or parking.

#### **8.4.2.3.2 The Rear Yard Setbacks Are:**

- a) Any main building may be located to a maximum of 0.0 m from the rear property line
- b) All parking must be contained within the rear yard**

#### **8.4.2.3.3 The Frontage Requirements are:**

- a) The minimum building frontage shall be 6.0 m

#### **8.4.2.3.4 Façade and Building Exterior Requirements**

- a) On the first floor the façade of the building shall not exceed 60.0 m or 48.0 m in the case of Townhouses without a minimum break of at least 12.0 m
- b) The façade shall incorporate a minimum of 2 materials, colors, patterns and or textures, no one of which shall be less than 10% of the surface area.
- c) The façade elevation must be a minimum of 0.25 m for a width of 5.0 m



**8.4.2.3.5 The Side Yard Setbacks are:**

- b) Minimum 0.0 m

**8.4.2.3.6 Building Height**

- a) No building shall be less than 3 stories above grade nor more than 5

**8.4.2.3.7 First Floor Requirements**

- a) Commercial may only be permitted on the first floor
- b) Where a building is 100% residential the first floor elevation may be up to 1.5 m of the abutting sidewalk.

**8.4.2.3.8 Lot Coverage Requirements**

- b) Maximum 75%

**8.4.2.3.9 Parking Requirements**

- a) All parking must be contained in the rear yard
- b) All residential uses require 1 parking spot per dwelling unit

**8.4.2.3.10 Landscaping Requirements**

- a) The area between the façade of the building and the front property line shall be landscaped at a rate of 1 tree or 1 shrub for every 25 square metres

### **8.4.3 CD Civic District**

#### **8.4.3.1 Permitted Uses**

The following are permitted uses:

- a) Community Facility
- b) Entertainment
- c) Government Use
- d) Office
- e) Parking Structure

The first floor of any building may be used for:

- a) Retail
- b) Restaurant

#### **8.4.3.2 Uses Not Permitted**

The following uses are NOT permitted in this zone:

Adult Entertainment Facility  
Automotive Sales and Service  
Dating and Escort Services  
Residential Uses

#### **8.4.3.3 General Site Provisions**

- a) No development permit is required for the development of a government use
- b) More than one building may be developed on one lot

#### **8.4.3.4 Site Provisions**

In any CD Civic District no development shall be permitted except where in addition to the General Provisions of Section 8.3:

##### **8.4.3.4.1 The Front Yard Setbacks are:**

- a) A set back of 6 m shall be required from the waters edge, however the entire set back may be occupied by boardwalk
- b) Where any courtyard space is created pursuant to (a) no such space may be used for storage, garbage, or parking.

##### **8.4.3.4.2 The Rear Yard Setbacks are:**

- a) Any main building may be located to a maximum of 0.0 m from the rear property line

##### **8.4.3.4.2 Façade and Building Exterior Requirements**

- a) 50% of the linear frontage of the lot shall be occupied by building façade

##### **8.4.3.4.3 The Side Yard Setbacks are:**

- a) Minimum 0.0 m

**8.4.3.4.4 Building Height**

- a) No building shall be less than 2 stories above grade nor more than 4

**8.4.3.4.5 Building Separation**

- a) Minimum 12.0 m
- b) Where two buildings are adjoined by a pedway, the pedway must be a minimum of 5.0 m from grade

**8.4.3.4.6 Lot Coverage Requirements**

- a) Maximum 65%

**8.4.3.4.7 Parking Requirements**

- a) No surface parking shall be permitted
- b) A parking structure will be permitted, but not at the street façade (parking in structure or underground parking)

**8.4.3.4.8 Landscaping Requirements**

- a) Minimum 1 tree or 1 shrub for every 25 square metres of open space



## **8.4.4 WD Waterfront District**

### **8.4.4.1 Permitted Uses**

The following are permitted uses:

- Entertainment
- Lodging
- Office
- Residential
- Retail
- Seasonal uses (*on waterfront properties only*)
- Service

### **8.4.4.2 Uses Not Permitted**

The following uses are NOT permitted in this zone:

- Adult Entertainment Facility
- Automotive Sales and Service
- Dating and Escort Services

### **8.4.4.3 Site Provisions**

In any WD Waterfront District no development shall be permitted except where in addition to the General Provisions of Section 8.3:

#### **8.4.4.3.1 The Front Yard Setbacks are:**

- a) Minimum setback of 1.0 m – Maximum setback of 4 m from the public street
- b) Minimum setback of 4.0 m from the waterfront
- c) Where any courtyard space is created pursuant to (a and b) no such space may be used for storage, garbage, or parking.

#### **8.4.4.3.2 The Rear Yard Setbacks are:**

- a) Minimum 0.0 m
- b) All parking must be contained within the rear yard

#### **8.4.4.3.3 Lot Frontage Requirements**

- a) Minimum 12 m

#### **8.4.4.3.4 Façade and Building Exterior Requirements**

- a) The façade is considered to be along the street frontage and the waterfront
- b) First floor of any building shall be at least 50% glass
- c) The façade shall incorporate a minimum of 2 materials, colors, patterns and or textures, no one of which shall be less than 10% of the surface area.

#### **8.4.4.3.5 The Side Yard Setbacks are:**

- a) Minimum 0.0 m

**8.4.4.3.6 Building Height**

- a) No building shall be less than 3 stories above grade nor more than 5

**8.4.4.3.7 Building Separation Requirements**

- a) Minimum 8.0 m
- b) Where two buildings are adjoined by a pedway, the pedway must be a minimum of 5.0 m from grade

**8.4.4.3.8 First Floor Requirements**

- a) Office, Retail, and Service uses shall be restricted to the first floor of any development

**8.4.4.3.9 Lot Coverage Requirements**

- c) Maximum 75%

**8.4.4.3.10 Parking Requirements**

- c) All parking must be contained in the rear yard
- d) The first 10 parking spaces may be surface parking; after 10 space, 75% of the parking must be located underground

**8.4.4.3.11 Landscaping Requirements**

- a) Minimum 1 tree and 1 shrub for every 25 square metres of open space

## **8.4.5 ND Neighbourhood District**

### **8.4.5.1 Permitted Uses**

The following are permitted uses:

- Residential Multi-Unit
- Residential Uses
- Retail store, convenience
- Secondary suites

### **8.4.5.2 Uses Not Permitted**

The following uses are NOT permitted in this zone:

- Adult Entertainment Facility
- Automotive Sales and Service
- Dating and Escort Services

### **8.4.5.3 Site Provisions**

In any ND Neighbourhood District no development shall be permitted except where in addition to the General Provisions of Section 8.3:

#### **8.4.5.3.1 The Front Yard Setbacks are:**

- a) Minimum setback 3.0 m - Maximum setback 6.0 m

#### **8.4.5.3.2 The Rear Yard Setbacks are:**

- a) Any main building may be located to a maximum of 0.0 from the rear property

#### **8.4.5.3.3 Frontage Requirements**

- a) Minimum 6.0 m

#### **8.4.5.3.4 Façade and Building Exterior Requirements**

- a) The maximum continuous façade of one or more buildings is 36.0 m
- b) Where a garage is proposed, it must be set behind the façade of the residence

#### **8.4.5.3.5 The Side Yard Setbacks are:**

- a) minimum 0.0 m
- a) Where a side yard is proposed, it must be a minimum of 1.5 m

#### **8.4.5.3.6 Building Height**

- a) No building shall be less than 2 stories above grade nor more than 3

#### **8.4.5.3.7 First Floor Requirements**

- a) Retail store convenience commercial is permitted on the first floor of a multi unit building containing at least 8 units.

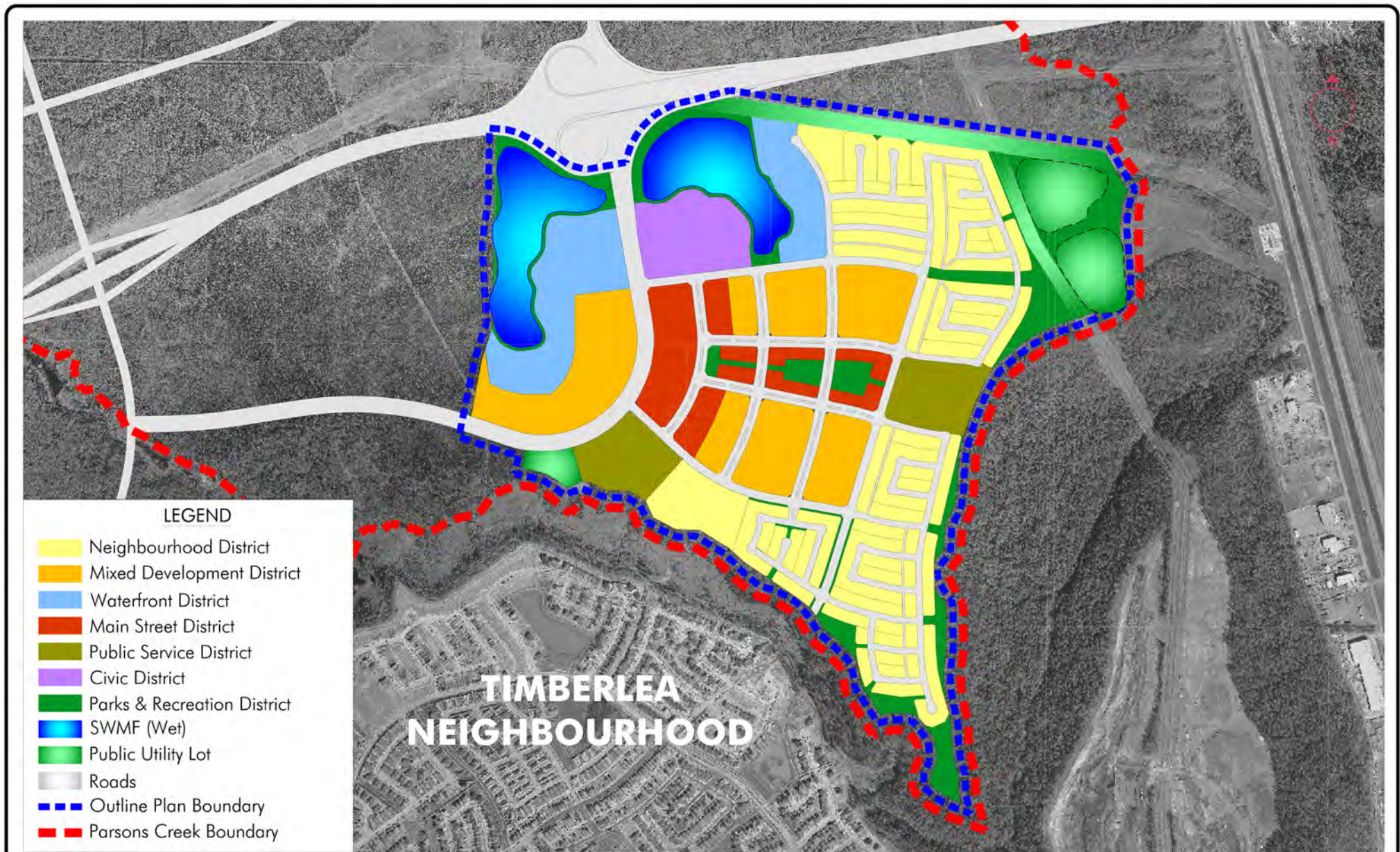


**8.4.5.3.8 Parking Requirements**

- a) Minimum 2 spaces are required for all residential uses
- b) Where a secondary suite is proposed, an additional 1 parking stall per bedroom is required
- c) Notwithstanding the above, in the case of a Multi-unit dwelling 1 parking stall is required for all one and two bedroom units; and where 3 or more bedroom units exist, a minimum of 2 parking stalls are required

**8.4.5.3.9 Landscaping Requirements**

- a) Minimum 30% of the lot must be landscaped



Parsons Creek Land Use Regulations Map of Subject Area





**URBAN DEVELOPMENT INSTITUTE  
WOOD BUFFALO**

108-9908 Franklin Ave

Fort McMurray, Alberta T9H 2K5

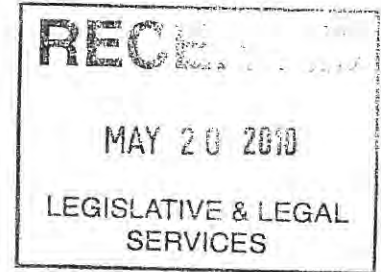
Phone: 780-743-2900 Fax: 780-743-2915

Email: [udiwb@telus.net](mailto:udiwb@telus.net) Website: [www.udiwoodbuffalo.com](http://www.udiwoodbuffalo.com)

May 19, 2010

Attention: Surekha Kanzig

The Regional Municipality of Wood Buffalo  
9909 Franklin Avenue  
Fort McMurray, AB  
T9H 2K4



**RE:**

**BYLAW NO. 10/017 – LAND USE BYLAW AMENDMENT  
PARSONS CREEK – PHASE ONE**

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UDI-Wood Buffalo forwards this letter of support regarding Bylaw No 10/017 Land Use Bylaw Amendment – Parsons Creek – Phase One.

UDI-Wood Buffalo would also like to note that we have concerns regarding parts of the By Law as presented with the lack of adequate time to review, consultations with UDI-Wood Buffalo as well as the general public.

We suggest that Council accept this as presented with the understanding that they should give instruction to Administration to refine the Bylaw in consultation with UDI-Wood Buffalo. At this time we ask that Council provide Administration an opportunity to bring forward additions and approved amendments in particular to section No. 8 – Parsons Creek Land Use Regulations. Should Council not see fit to review and refine this document at a time when proper consultation has occurred, then UDI-Wood Buffalo would like to request that Council defer approving this until proper such has been completed.

Should you require further information, please contact the undersigned.

Yours truly,  
UDI-Wood Buffalo

Dan Lemke  
Vice President, UDI-Wood Buffalo



**Subject: Bylaw No. 10/012 – Land Use Bylaw Amendment – Portion of N½ Section 15, Township 88, Range 8, W4M (along Highway 69)****APPROVALS:**

Dennis Peck, Director, Planning and Development  
Carol Theberge, Divisional Manager, Public Services  
Kelly Kloss, Chief Administrative Officer (Interim)

**Recommendation:**

1. THAT Bylaw No. 10/012, being a Land Use Bylaw Amendment to a portion of N½ Section 15, Township 88, Range 8, W4M (along Highway 69), be read a second time.
2. THAT Bylaw No. 10/012 be read a third and final time.

**Summary:**

An application has been received to amend Land Use Bylaw 99/059 to include the land uses “Campground” and “Resort Facility” as Discretionary Uses specific to N½ Section 15, Township 88, Range 8, W4M in the Urban Expansion District.

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

**Background:**

An application has been made to develop a campground and resort facility on the subject lands. The land is currently unleased Crown land on which the proponent has an application before the Crown. Issuance of a lease will depend upon municipal support for the intended land use.

The amendment application proposes the future development of a 75-stall RV campground supported by trails, ponds, and other amenities on-site – with the potential for further expansion. This proposed development is to provide recreational opportunities for residents of Fort McMurray and the surrounding area.

The Highway 69/Clearwater River Valley Area Structure Plan (ASP) was adopted by Council on January 25, 2000 to direct future development of the area to the immediate southeast of the Urban Service Area. The ASP outlines the need and opportunities for development of parks, trails and camping facilities, and supports the recreational use of a campground at this location.

The land is currently designated as Urban Expansion District, which provides a transitional zoning district to protect land in the Rural Service Area from premature subdivision and development. The land uses “Campground” and “Resort Facility” have previously been considered for development in this land use district and supported by Council on a site-specific basis (Bylaws No. 03/019 and 07/034).

The existing land uses immediately surrounding the subject lands include undeveloped land, miscellaneous dry industrial / storage facilities, and the Fort McMurray Airport.

**Rationale for Recommendation(s):**

The proposed amendment provides for further development of a range of outdoor recreational opportunities. Administration believes that the development of a campground and resort facility on the subject lands will benefit the community without being in conflict with surrounding industrial developments.

Policy 5.2.9 of the Highway 69/Clearwater River Valley ASP:

“Require business industrial areas, through the provisions of the Land Use Bylaw and other municipal bylaws, to ensure quality development through the siting and design of buildings, landscape treatment, location and screening of storage and parking areas, and the appropriate scale and design of signing that recognizes the surrounding natural and/or industrial setting of the area.”

Policy 5.4.2 of the Highway 69/Clearwater River Valley ASP:

“Allow for the expansion of the Rotary Park Campground and consider proposals from private interests and public/private partnerships to develop a campground with full RV hook-ups at the Texaco stocked ponds to meet the demand for more camping facilities in the region.”

The Commercial and Industrial Land Use Study (CILUS) was presented to Council as information in January 2010 and identifies this area (south of Highway 69) for future industrial development. In the CILUS report, this area is identified as a "priority two" area for development.

However, future development within the area will still require, at minimum, the development of an implementation strategy, acquisition of land, and installation or upgrades of municipal infrastructure to service the area to an appropriate standard. Therefore, it is reasonable to expect that any industrial development in the area in the short/medium term will not be so intense as to impact the proposed recreational use.

Also, the current amendment application proposes to develop a service which has been identified (Highway 69/Clearwater River Valley ASP Policy 5.4.2) as a need within the Region, and the developed campground will not be an intensive use of the land. Due to these factors, Administration believes that there will be no foreseeable conflict in land use as a result of the implementation of the CILUS recommendations.

The applicant intends to meet all requirements of Municipal Plans and Bylaws. The specifics of these requirements will be dealt with at the Development Permit stage.

Administration supports the concept, but had initially recommended that only first reading be given to the amending bylaw until confirmation has been received that a lease will be issued by the Crown. Alberta Sustainable Resource Development has since advised that they will not entertain a lease agreement for the property until the appropriate zoning is in place. As such, Administration is now recommending that Council proceed with considering second and third readings of the bylaw.

**Attachments:**

1. Bylaw No. 10/012



**BYLAW No. 10/012**

**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. THAT Land Use Bylaw No. 99/059 is hereby amended by deleting the designation “Resort Facility - specific to parts of NW 1/4 Sec 17 and SW 1/4 Sec 20-88-9-W4M” in the UE – Urban Expansion District in Section 115.3, and replacing it with the following:  
  
“Resort Facility - specific to parts of N½ Sec 15-88-8, NW ¼ Sec 17, and SW ¼ Sec 20-88-9-W4M”
2. THAT the Chief Administrative Officer is authorized to consolidate this bylaw.
3. THAT this bylaw shall be passed and become effective when it receives third reading and is signed by the Mayor and Chief Legislative Officer.

READ a first time this 11<sup>th</sup> day of May, A.D 2010.

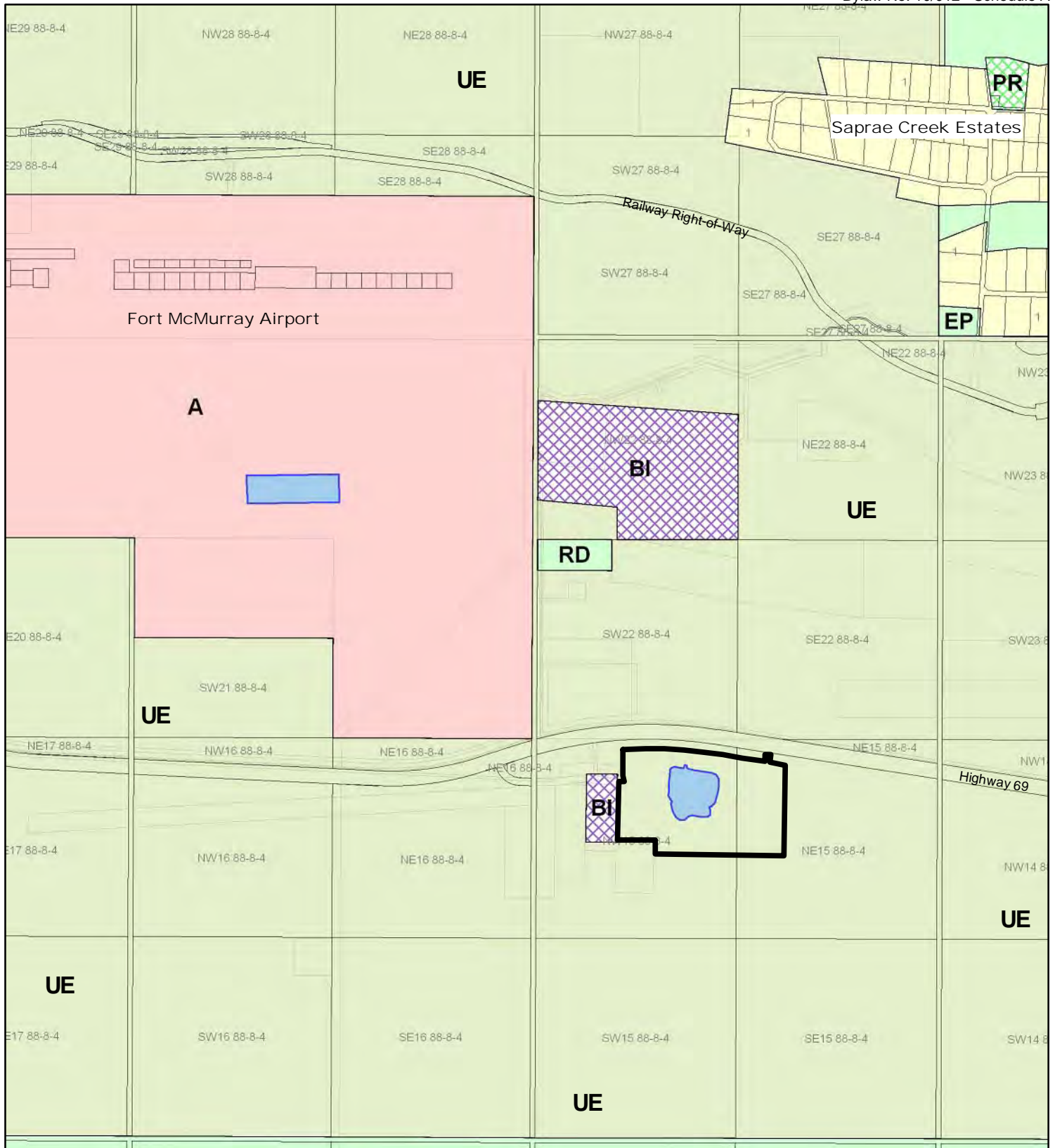
READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2010.

READ a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2010.

SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2010.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Legislative Officer



## Land Use Bylaw Amendment



N 1/2 Sec. 15-88-8-4

Add 'Campground' & 'Resort Facility' as discretionary uses in UE (Urban Expansion District)



**Subject: Bylaw No. 10/013 – Land Use Bylaw Amendment – Portion of Lot 1A, Plan 012 3208 (Stonecreek – Parcel F)**

**APPROVALS:**

Dennis Peck, Director, Planning and Development  
Carol Theberge, Divisional Manager, Public Services  
Kelly Kloss, Chief Administrative Officer (Interim)

**Administrative Recommendation:**

1. THAT Bylaw No. 10/013, being a Land Use Bylaw Amendment – Lot 1A, Plan 012 3208, (Stonecreek – Parcel F), be read a second time.
2. THAT Bylaw No. 10/013 be read a third and final time.

**Summary:**

An application has been received to amend the Land Use Bylaw to allow for reallocation of unit densities in multiple areas of Stonecreek.

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

**Background:**

The Timberlea Area Structure Plan was amended in 2007 to restrict Stonecreek to 1685 housing units. This restriction was based upon full utilization of available servicing capacity. The amendment further specified that 62% of the units would be medium density development, which is typified by townhouses and low-rise apartment buildings. The supporting Land Use Bylaw amendment also set specific maximum densities for selected Medium Density Residential (R3) parcels within Stonecreek. These densities represent more restricted development options than would be allowed under the Land Use Bylaw designation.

A number of changes to both land use designations and densities within Stonecreek are proposed. Specifically, the following is proposed:

- Increase the size of Site 7 (Attachment 2) by rezoning 14 Single Detached Residential units (R1) to Medium Density Residential (R3) (a reduction of 14 R1 units);
- Reduce the maximum developable units on Site 7 from 40 to 21 (a reduction of 19 R3 units);
- Increase the amount of Single Family Small Lot Residential (R1S) units by rezoning two sections of R1 units (a redesignation of 173 R1 units to permit 189 R1S units);



- Increase the size of the Parks and Recreation (PR) parcel along the eastern boundary of Stonecreek by rezoning one unit from R1 to PR (a reduction of one R1 unit and an increase in park space of 0.09 hectares); and,
- Increase the density of Site 1 from 102.5 to 105.1 units/hectare by permitting an increase of three units (an addition of three R3 units).

**Rationale for Recommendation(s):**

The Timberlea Area Structure Plan supports medium density development for Stonecreek - Parcel F. The proposed amendments to reallocate densities between parcels are in keeping with this design concept. This amendment, if adopted, will continue to allow for a maximum of 1685 units to be developed in Stonecreek.

The most significant change in this amendment is the redesignation of 188 R1 units to 189 R1S units. This will result in a reduction of 0.37 metres in the average lot width (from 12.62m per the original design, to 12.25m as a result of this amendment). This is not a significant reduction and will not impact the use, enjoyment, amenity or value of properties within the area. The lots are still intended to be developed as single detached dwellings (Attachment 3).

Flexibility in site design, especially in a development area with topographical constraints as found in Stonecreek, is appropriate where the use, enjoyment, amenity and value of the neighbourhood remain unaffected. Administration maintains that the density reallocation proposed by this amendment will not negatively impact neighbouring parcels or the development area as a whole.

Administration supports the proposed amendment and recommends that Bylaw No. 10/013 be given first reading to allow for the scheduling of a public hearing.

**Attachments:**

1. Bylaw No. 10/013
2. Proposed Density Reallocation Map
3. R1S Development Concept

**BYLAW No. 10/013**

**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. THAT Land Use Bylaw No. 99/059 is hereby amended by:
  - (a) Changing the land use designation of a portion of Lot 1A, Plan 012 3208 from R1 – Single Detached Residential District to R1S – Single Family Small Lot Residential District; R3 – Medium Density Residential District; and PR – Parks and Recreation District as shown on Schedule A, attached hereto and forming part of this Bylaw;
  - (b) Deleting the words “102.5 units/ha” from Section 98.5(i)(iii) and inserting “105.1 units/ha”;
  - (c) Deleting the words “29.7 units/ha” from Section 98.5(i)(vii) and inserting “7.75 units/ha.”
2. THAT the Chief Administrative Officer is authorized to consolidate this bylaw.
3. THAT this bylaw shall be passed and become effective when it receives third reading and is signed by the Mayor and Chief Legislative Officer.

READ a first time this 11<sup>th</sup> day of May, A.D 2010.

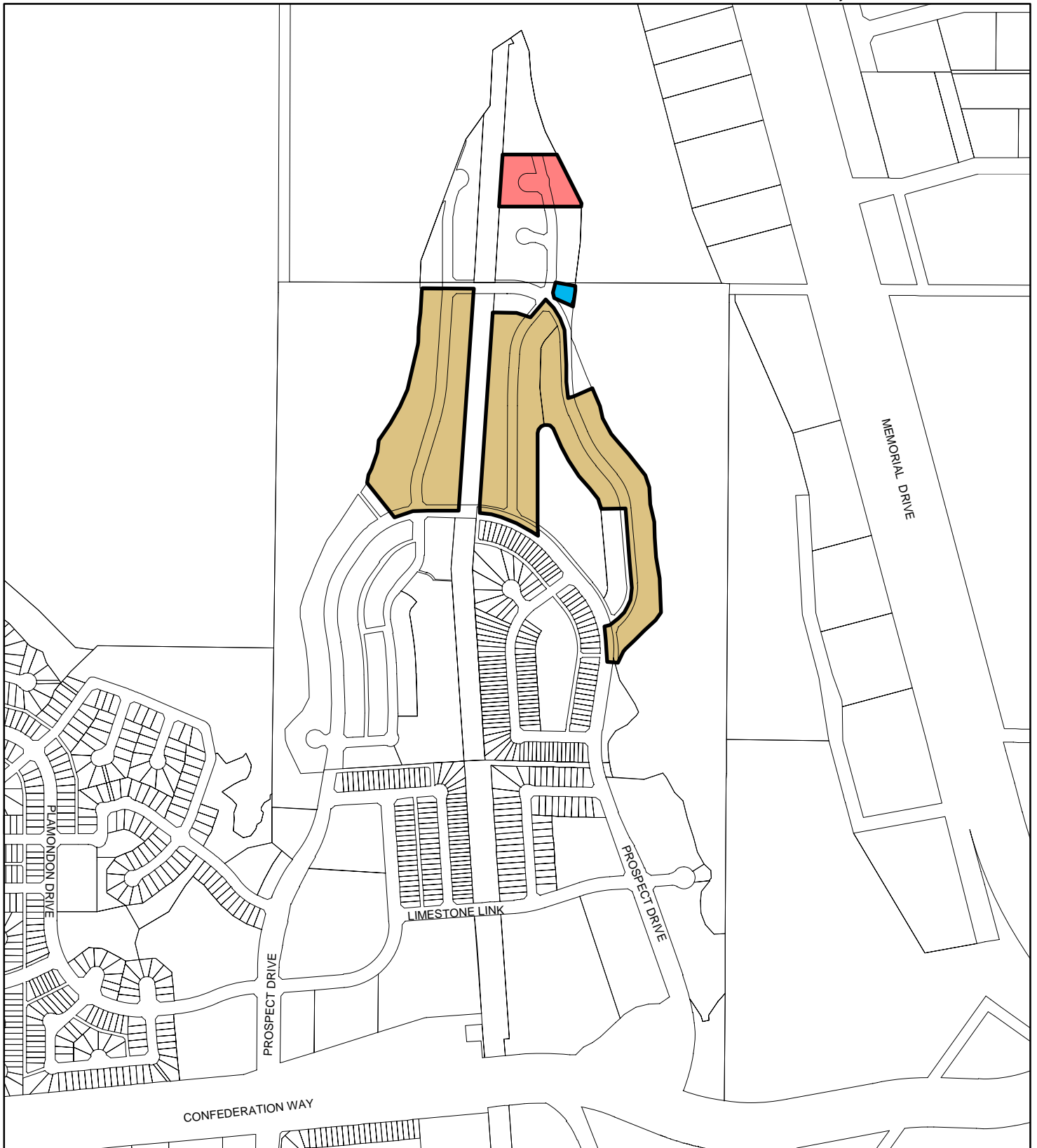
READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2010.

READ a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2010.

SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2010.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Legislative Officer



### LAND USE BYLAW AMENDMENT



From R1 (Single Detached Residential) to R3 (Medium Density Residential)



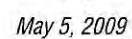
From R1 (Single Detached Residential) to PR (Parks and Recreation)

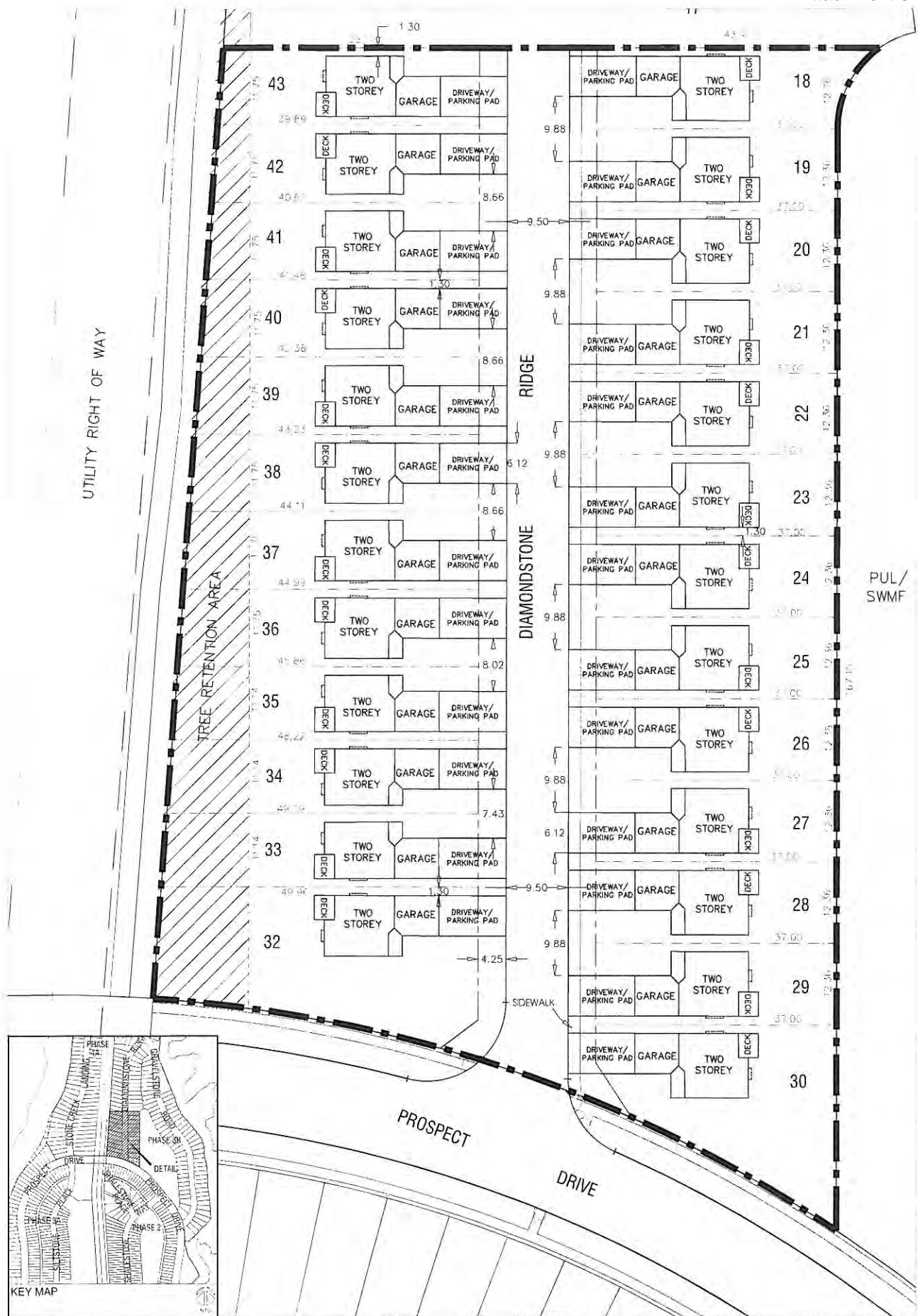


From R1 (Single Detached Residential) to R1S (Single Family Small Lot Residential)









JANUARY 27, 2010

# Stonecreek Phase 3B R1S Lot and Parking Configuration



**Subject: Bylaw No. 10/002 – Roads and Transportation Bylaw  
Amendment****APPROVALS:**

Darcy Elder, Director, Public Works  
Carol Theberge, Divisional Manager  
Kelly Kloss, Interim Chief Administrative Officer

**Administrative Recommendation(s):**

1. THAT Bylaw 10/002, being an amendment to the Roads and Transportation Bylaw, be read a second time.
2. THAT Bylaw 10/002, be read a third and final time.

**Summary:**

The Roads and Transportation Bylaw No.02/079 requires revisions in several areas to better align with current community needs and with current transportation, legislative, and regulatory standards. Administration is proposing amendments to the Roads and Transportation Bylaw to incorporate the usage of stop arms on school buses within the Urban Service Area and to implement related fines for non-compliance. It will also address Mackenzie Boulevard speed limit reductions and administrative changes. The proposed amendments to the Roads and Transportation Bylaw are as follows: to delete Section 4.09 in its entirety and allow for the use of stop arms and flashing red lights in the Urban Service Area; establish fines of \$500 for non-compliance to stop arms and flashing lights; lower the speed limit on MacKenzie Boulevard to 50 km/hr; and to add to the bylaw the newly acquired section of Highway 69 that extends from 500 meters east of Mackenzie Boulevard to the airport access road. General administrative changes will also be addressed to increase clarity on sidewalk snow removal, littering, street advertising and on-street parking.

**Background:****School Bus Flashing Red Lights and Stop Arms**

Prior to 1986, it was unlawful for school buses to display flashing red lights or a stop arm within municipal boundaries. In 1986, the *Highway Traffic Act* was changed to make flashing red lights mandatory, except for those municipalities of 10,000 or more who passed a bylaw to prohibit such use on roadways of 50 km/hr or less. The exemption recognized that in low speed urban situations municipalities may wish to require riders on school buses to use existing traffic controls, such as stop signs, signals, or crosswalks. The former City of Fort McMurray (now the



Urban Service Area) did pass a bylaw in September, 1986, which prohibited the use of flashing red lights and stop arms where the speed limit was 50 km/hr or less.

In October, 1987, the use of flashing red lights or a stop arm was revisited and a public meeting held. The result was that Council maintained the status quo.

Over the years, the Municipality has received repeated requests from the public to allow the usage of stop arm and flashing red lights in the Urban Service Area. Many residents who have relocated to Wood Buffalo come from communities that require the use of flashing red lights and stop arms. The Fort McMurray Catholic School Board, the Fort McMurray Public School Board and Sparksman Transportation Company were consulted and all parties supported the use of flashing red lights and stop arms for the Urban Service Area. Based on this consultation, Administration supports the school boards and the public request to allow the use of stop arms and flashing lights in the Urban Service Area.

Educating the public is critical to supporting the use of flashing red lights and stop arms. The Municipality and school boards will develop a public awareness campaign around school bus safety even if no change is made to the bylaw. To enforce this change, the Administration is proposing a fine for non-compliance of \$500 per incident, which incorporates the fee schedule of the *Traffic Safety Act*.

It has been also agreed by all parties involved within the consultations that the effective date of the amendment will be August 16, 2010.

### **MacKenzie Boulevard Reduced Speed Limit**

In consultation with RCMP/Bylaw Services, Administration is proposing a lower speed limit for all of MacKenzie Boulevard in an attempt to reduce concern about the severe collision potential along this street.

Schedule 1 of the *Roads and Transportation Bylaw* No.02/079 will be amended by removing reference to the 70 km/hr speed limit. This will result in the speed of the roadway defaulting to 50 km/hr.

### **Newly acquired portion of Highway 69 Speed Limit excluded from default speed limit**

The bylaw needs to be amended to reflect the newly acquired portion of Highway 69 that extends from 500 meters east of MacKenzie Boulevard to the Urban Service Area limit, located on the east side of Airport Road access intersection. This section of roadway is to be excluded from the 50 km/hr default speed limit and be designated at a speed limit of 100 km/hr in Schedule 1 to remain consistent with existing highway speed limits.

### **General Items**

In reviewing the Roads and Transportation Bylaw, there were several housekeeping items that required clarity. Changes are as follows:

- Section 7.03 - addition: Within one and one-half (1.5) metres of an access to a garage, private road or driveway, or vehicle crossway over a sidewalk; (this will enable peace officers to have accurate measurements for violations).
- Section 7.38 - addition: parallel parking - this section has been added to provide peace officers more clarity of measurement for parking violations.
- Section 7.39 - addition: this section deals with parking a motorcycle that was previously not included in the roads and transportation bylaw.
- Section 7.38 and 7.39 fines for failure to parallel park and failure to angle park - were not previously listed in the schedule and there is a need to speak to the specific parking offence whether it is parallel parking or angle parking.
- Section 7.41 and 7.42 - addition: this section deals with angle parking which was not addressed in the previous bylaw. It is consistent with other municipalities in the province.
- Section 7.43 - addition: this section pertains to advertising on highways and was previously not included in the bylaw. This is also consistent with other municipalities in the province.
- Fines - Schedule 5 - Section 7.37 was added - parking a vehicle without subsisting license plate displayed - fine \$120 - was not in the previous bylaw. This is consistent with other municipalities.
- Section 13.09 - Littering - slight changes in wording to ensure consistency in the message with respect to weight and volume.
- Section 13.26.1 – Sidewalk Snow Removal – removal of section due to duplication of wording with 13.26.
- Insertion of new title “Part 16 – Administration” because of the addition of a new section.

**Alternatives:**

1. No amendments to the bylaw.
2. Adopt the proposed amendments.
3. Amend the bylaw to adopt only some of the proposed changes.

**Budget/Financial Implications:**

Costs for an eight week public awareness campaign on school bus flashing red lights and stop arm usage are estimated at \$15,212 and are included in the 2010 Operating Budget.

Cost for new signage of \$2,000 on MacKenzie Boulevard is included in the 2010 Operating Budget.

### **Rationale for Recommendation(s):**

#### **School Bus Flashing Lights and Stop Arms**

The changes being proposed are to align the *Roads and Transportation Bylaw* with safety cultures observed throughout Canada. Amendments to Bylaw 10/002 will meet the requirements of Fort McMurray residents that support flashing lights and stop arms as increasing the safety of students entering and exiting school buses on our roadways.

The Municipality asked the school boards what their preference was as this pertained to the transportation system for their students; both the school boards and Sparksman Transportation Company support this amendment. Sparksman Transportation Company will monitor the conduct of their bus drivers to ensure they adhere to the local laws and ensure any modifications to the school buses are made. The school boards will embark on a public awareness campaign of their own, targeting parents and students.

The Municipality obtained a legal opinion as to whether amending the bylaw to allow usage of flashing red lights and stop arms would change the liability of the Municipality. The legal opinion reflected that changing the bylaw did not increase the Municipality's liability.

#### **MacKenzie Boulevard Reduced Speed Limit**

The reduction in speed would complement the current section of road from MacAlpine Crescent north junction to Highway 69 which is already established at 50 km/hr.

#### **Newly acquired portion of Highway 69 Speed Limit excluded from default speed limit**

This section of roadway is currently posted at the 100 km/hr speed limit and there is no engineering evidence for a reduction in speed at this location.

#### **General**

There are several housekeeping changes that are proposed to assist the RCMP and Bylaw Services Division when enforcing sidewalk snow removal, on-street parking, advertising of goods for sale, and littering offences. The officers have experienced difficulty enforcing the current provisions of the bylaw because of ambiguities.

### **Attachments:**

1. Bylaw No 10/002
2. Map of MacKenzie Boulevard (MacKenzie Industrial Park) Nov 5, 2009
3. Hwy 69 Roads Bylaw Amendment 2010



**BYLAW NO. 10/002**

**BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO AMEND ROADS AND TRANSPORTATION BYLAW NO. 02/079**

**WHEREAS** the *Traffic Safety Act*, R.S.A. 2000, c.T-6, and the *Municipal Government Act*, R.S.A. 2000, c.M-26, empowers a municipal council to pass bylaws dealing with the regulation, control and management of highways;

**AND WHEREAS** Section 191 of the *Municipal Government Act*, R.S.A. 2000, c.M-26, provides that Council may amend or repeal a bylaw;

**AND WHEREAS** Council deems it expedient and in the public interest to pass this bylaw;

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

1. THAT Bylaw No.02/079 is hereby amended by:

- a) Replace the text in Section 3.01 “Z. “Rural Service Area” as defined in Order in Council 817/94” with “Z. “Rural Service Area” as defined in Order in Council 817/94, as amended from time to time;
- b) Replace the text in Section 3.01 “GG. “Urban Service Area” as defined in Order in Council 817/94” with “GG. “Urban Service Area” as defined in Order in Council 817/94”, as amended from time to time;
- c) Deleting clause Section 4.09 in its entirety.
- d) Deleting the following from Schedule 1 (70 KM./HOUR):

	FROM	TO
“MacKenzie Boulevard	MacAlpine Crescent	Highway #69”;

- e) Inserting the following into Schedule 1 (100KM/HOUR)

	FROM	TO
“Highway 69	500m east of Mackenzie Blvd	Urban Service Area limit access intersection; east side of Airport Road”;

- e) Inserting the following into Section 7.03:

H. within one and one-half (1.5) metres of an access to a garage, private road or driveway, or a vehicle crossway over a sidewalk;

f) Inserting the following immediately after Section 7.37:

“Parallel Parking

7.38 When parking a vehicle on a roadway, a person may only park a vehicle

- A. with the sides of the vehicle parallel to the curb or edge of the roadway, and the right wheels of the vehicle not more than five hundred (500) millimetres from the right curb or edge of the roadway; or
- B. in the case of a one-way highway where parking on either side is permitted, with the sides of the vehicle parallel to the curb or edge of the roadway, the wheels that are the closest to a curb or edge of the roadway not more than five hundred (500) millimetres from that curb or edge, and the vehicle facing in the direction of travel authorized for the highway.

7.39 Notwithstanding Section 7.38, a person may park a motorcycle

- A. at an angle, other than perpendicular, to the curb or edge of the roadway; and
- B. with the nearest wheel of the motorcycle not more than five hundred (500) millimetres from the curb or edge of the roadway, and the motorcycle angled in the direction of travel authorized for the traffic lane that is adjacent to the lane on which the motorcycle is parked.

7.40 Section 7.38 does not apply where angle parking is permitted or required.

Angle Parking

7.41 When a sign indicates that angle parking is permitted or required, and parking guidelines are visible on the roadway:

- A. a person may only park a vehicle with the vehicle's sides centered between and parallel to any two of the guidelines; and
- B. in the case of a vehicle other than a motorcycle, with one front wheel not more than five hundred (500) millimetres from the curb or edge of the roadway; or
- C. in the case of a motorcycle, with the nearest wheel of the motorcycle not more than five hundred (500) millimetres from the curb or edge of the roadway, and the motorcycle angled in the direction of travel authorized for the traffic lane that is adjacent to

the lane on which the motorcycle is parked.

- 7.42 When a sign indicates that angle parking is permitted or required, and no parking guidelines are visible on the roadway,
- A. a person may only park a vehicle with the vehicle's sides at an angle of between thirty (30) and sixty (60) degrees to the curb or edge of the roadway; and
  - B. in the case of a vehicle other than a motorcycle, with the nearest wheel not more than five hundred (500) millimetres from the curb or edge of the roadway; or
  - C. in the case of a motorcycle, with the nearest wheel of the motorcycle not more than five hundred (500) millimetres from the curb or edge of the roadway, and the motorcycle angled adjacent to the lane on which the motorcycle is parked.”;

Advertising on Highways

- 7.43 A person shall not do any of the following on a highway, excluding private driveways and private land:
- A. display any goods for sale;
  - B. offer any goods for sale;
  - C. sell any goods; or
  - D. park a vehicle that is being displayed for sale or that is displaying advertising directing persons to a commercial premises.”;
- g) Deleting Section 13.26.1;
- h) Inserting the following into Schedule 5 (Penalties and Fines):
- Section “7.37”, Offence – “Parking a vehicle without subsisting licence plate displayed.” Fine – “\$120”;
- i) Inserting the following into Schedule 5:
- Section “7.38”, Offence – “Failure to parallel park.” Fine – “\$120”;
- j) Inserting the following into Schedule 5:
- Section “7.39”, Offence – “Failure to Angle Park.” Fine – “\$120”;



- k) Inserting the following into Schedule 5:  
Section “7.41”, Offence – “Failure to Angle Park.” Fine – “\$120”;
  - l) Inserting the following into Schedule 5:  
Section “7.42”, Offence – “Failure to Angle Park.” Fine – “\$120”;
  - m) That the following title be inserted after section 15.13 “Part 16 – Administration”.
  - n) Re-numbering Sections 15.14, 15.15, and 15.16; as sections 16.01, 16.02 and 16.03, respectively.
  - o) Deleting the existing text from Schedule 5 Section 13.09 (first occurrence) and inserting the following:  
  
Section – “13.09”, Offence - “Littering where the amount of litter is less than or equals twenty (20) kilograms in weight or one half (0.5) cubic metres in volume.”, Fine – “Min \$500.00 + clean-up cost”;
  - p) Deleting the existing text from Schedule 5 Section 13.09 (second occurrence) and inserting the following:  
  
Section – “13.09”, Offence - “Littering where the amount of litter exceeds twenty (20) kilograms in weight or one half (0.5) cubic metres in volume.” Fine – “Min \$1000.00 + clean-up cost”;
2. THAT the Chief Administrative Officer shall be authorized to consolidate this bylaw.
3. THAT this Bylaw shall become effective at 12:01 am, August 15, 2010.

READ a first time this 11<sup>th</sup> day of May, A.D. 2010.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2010.

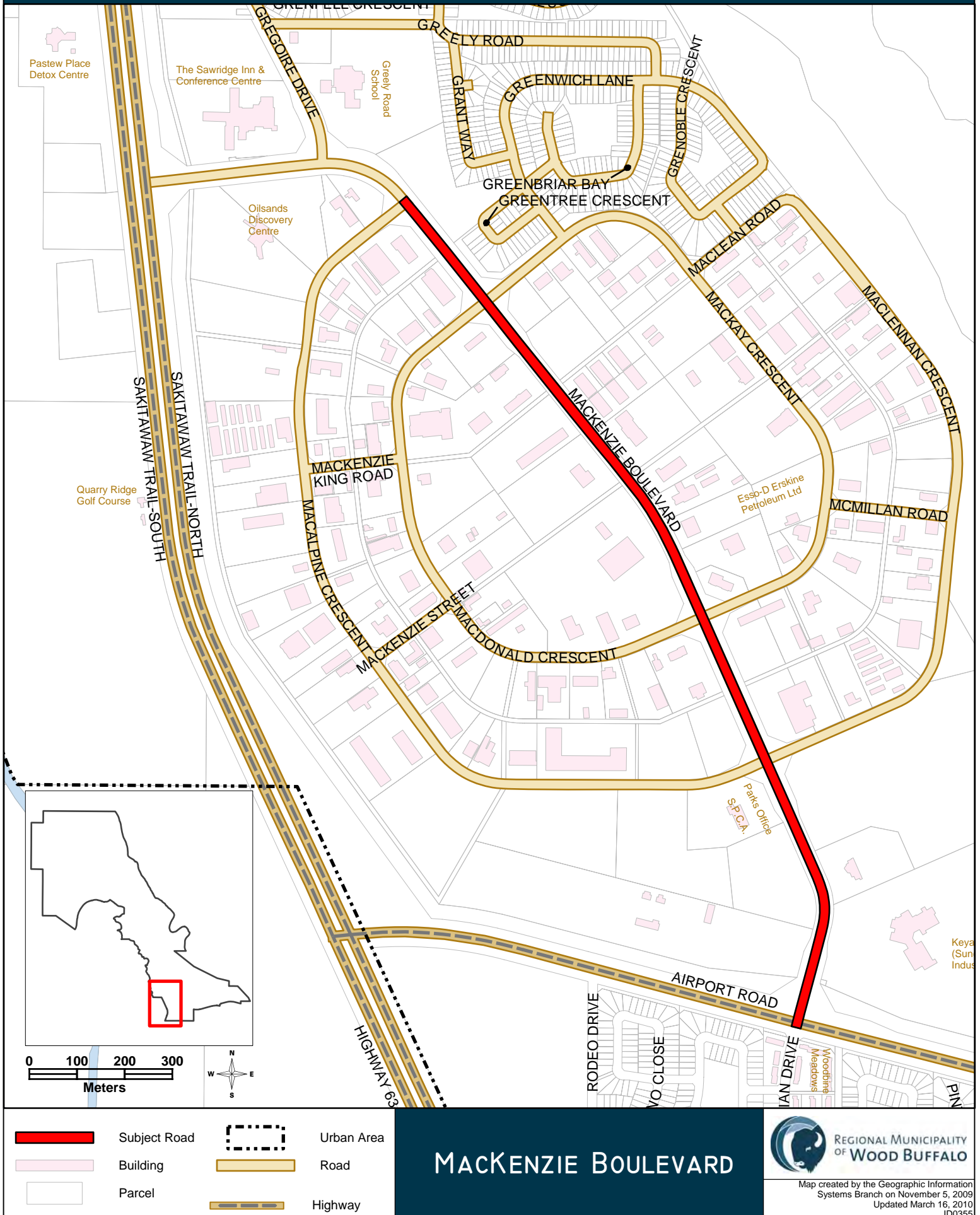
READ a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2010.

SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2010.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF LEGISLATIVE OFFICER

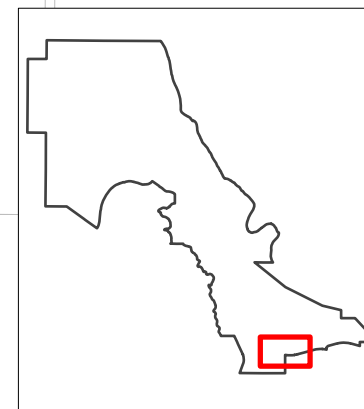
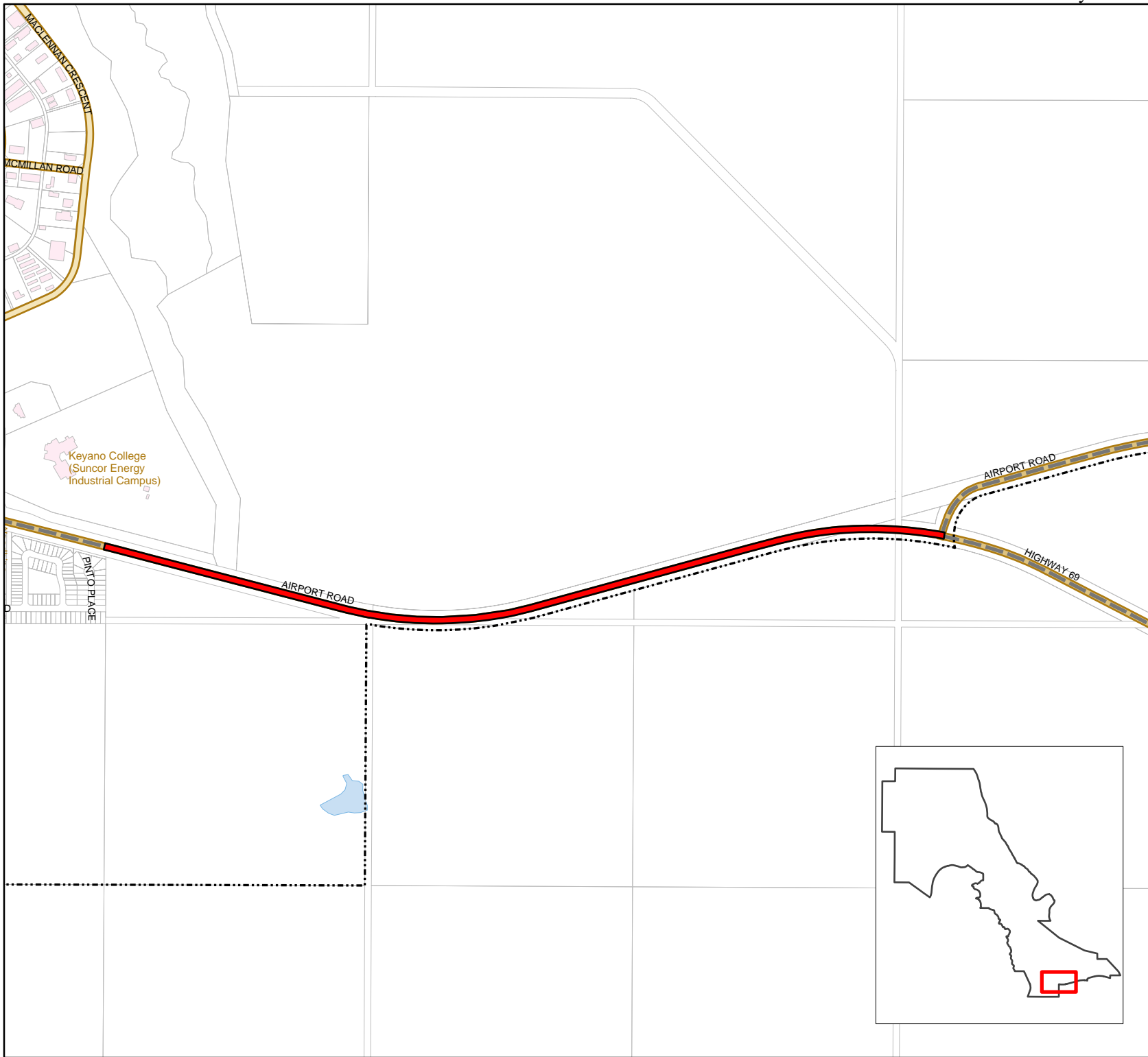
# MACKENZIE INDUSTRIAL PARK



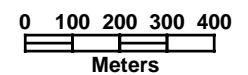


# HIGHWAY 69 ROADS BYLAW AMENDMENT

- Subject Road
- Building
- Parcel
- Urban Area
- Road
- Highway



1:16,000





**Subject: Bylaw No. 10/016 - Agenda, Priorities and Governance  
Standing Committee****APPROVALS:**

Surekha Kanzig, Chief Legislative Officer  
Kelly Kloss, Chief Administrative Officer (Interim)

**Recommendation(s):**

1. THAT Bylaw No. 10/016, being the Agenda, Priorities and Governance Standing Committee Bylaw, be read a first time.
2. THAT Bylaw No. 10/016 be read a second time.
3. THAT Bylaw No. 10/016 be considered for third reading.
4. THAT Bylaw No. 10/016 be read a third and final time.
5. THAT Mayor Blake and Councillors Allen, Clarkson, Flett and Germain be appointed to the Agenda, Priorities and Governance Standing Committee.

**Summary:**

Council has requested improvements to its governance process through the creation of standing committees to enable it to better serve the citizens of Wood Buffalo. The *Municipal Government Act*, as governing legislation, requires that committees be formed by way of a bylaw.

**Background:**

At the regular Council meeting held on January 12, 2010, the following resolution was passed:

“THAT Administration be directed to support Council to create a new structure of governance that allows the Regional Municipality of Wood Buffalo to develop a clear and organized set of result-based governance policies, processes, and committee structures.”

In response to the above resolution, Administration has drafted a bylaw to create an Agenda, Priorities and Governance Standing Committee. The mandate of the Committee is set out in the

attached bylaw, which, if adopted, would establish a five member standing committee to help develop Council's strategic agenda and address governance issues.

**Alternatives:**

1. Adopt a bylaw to create an Agenda, Priorities and Governance Standing Committee.
2. Amend the current Procedure Bylaw to add an Agenda, Priorities and Governance Standing Committee.

**Budget/Financial Implications:**

It is anticipated that any budgetary impacts for 2010 can be absorbed within existing budgets; however, budget adjustments may be required for future years. Actual budget impacts will not be known until the Committee is formed and has established its schedule of meetings, which will determine the amount of staff time required to support the Committee.

**Rationale for Recommendation(s):**

A primary outcome of this Committee will be to assist Council in performing its governance role as outlined in Section 201 of the *Municipal Government Act*, as noted below:

**Council's principal role in municipal organization**

- 201**    (1)    A council is responsible for
- (a) developing and evaluating the policies and programs of the municipality;
  - (b) making sure that the powers, duties and functions of the municipality are appropriately carried out;
  - (c) carrying out the powers, duties and functions expressly given to it under this or any other enactment.
- (2)    A council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the chief administrative officer or a designated officer.

Council believes the creation of Standing Committees would provide for increased efficiency and effectiveness in the decision-making process. Additionally, it would provide an opportunity for Committee members to focus on areas of interest and expertise, while also providing an opportunity for Administration to discuss issues with Council outside of a regular Council meeting.

**Attachments:**

1. Bylaw No. 10/016

## **BYLAW NO. 10/016**

### **BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO ESTABLISH AN AGENDA, PRIORITIES AND GOVERNANCE STANDING COMMITTEE**

**WHEREAS** the *Municipal Government Act, R.S.A. 2000, c.M-26*, as amended, provides that a Council may pass Bylaws in relation to the establishment and functions of Council Committees;

**WHEREAS** the Council of the Regional Municipality of Wood Buffalo has resolved to improve its governance structure through the development of a clear and organized set of result-based governance policies, processes, and committee structures;

**AND WHEREAS** the Council of the Regional Municipality of Wood Buffalo wishes to establish a Special Purpose Body, known as the Agenda, Priorities and Governance Standing Committee, in an ongoing effort to improve the delivery of good government to the residents of the Regional Municipality of Wood Buffalo;

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

#### **Short Title**

1. This Bylaw shall be cited as the "Agenda, Priorities and Governance Standing Committee Bylaw".

#### **Role and Function**

2. The role and function of the Agenda, Priorities and Governance Standing Committee is to:
  - a) develop the legislative and strategic agenda for Council, including leading the development of the strategic planning and priority-setting processes and preparing recommendations to Council;
  - b) provide leadership and strategic direction to Council in the development and implementation of governance structures, policies, procedures and a legislative calendar;
  - c) develop and review, as required:
    - Council's Code of Conduct
    - Council/Chief Administrative Officer covenant
    - Chief Administrative Officer appraisal process
    - Council professional development and self-assessment process
    - the creation and maintenance of standing committees, and
    - other governance tools;
  - d) make recommendations to Council on the implementation of best governance practices in municipal government;



- e) provide oversight of intergovernmental, Aboriginal and international relations;
- f) monitor the Municipality's compliance with legislative and regulatory requirements and ensure that municipal policies meet or exceed those requirements;
- g) review Council policies and provide direction of a governance nature;
- h) provide policy advice to Administration on areas within the mandate of the committee; and
- i) refer matters that are not within the mandate of the Agenda, Priorities and Governance Standing Committee to Council, other standing committees having jurisdiction, or Administration, as appropriate; and
- j) undertake other responsibilities or activities, as approved by Council;

### **Membership**

- 3. Membership of the Agenda, Priorities and Governance Standing Committee shall consist of the following:
  - a) the Mayor;
  - b) one (1) Councillor representing a rural ward within the Municipality; and
  - c) any three (3) Councillors, regardless of ward representation.
- 4. Appointments to the Agenda, Priorities and Governance Standing Committee shall be reviewed on a yearly basis and confirmed, by resolution, at the annual Organizational Meeting of Council.
- 5. Any Councillor may attend any meeting of the Agenda, Priorities and Governance Standing Committee and participate in discussion and debate, but may not make any motion or vote unless duly appointed as a member.
- 6. Any Councillor may serve as an alternate member in the absence of an appointed member.
- 7. Any member who is unable to attend a meeting of the Agenda, Priorities and Governance Standing Committee shall inform the Chair, and, where possible, shall arrange for an alternate member to attend in his or her absence. In such instances, the alternate member shall have all the rights and privileges of a duly appointed member, including the right to make motions and vote.

### **Chairmanship**

- 8. The Agenda, Priorities and Governance Standing Committee shall be chaired by the Mayor.

9. In the event that the Mayor is unable to attend a meeting, the Committee shall be chaired by one of the other members in attendance who is nominated and selected by a show of hands from among the members present.

### **Quorum**

10. A quorum of the Agenda, Priorities and Governance Standing Committee is a majority of all its members, including the Chair.
11. The Committee shall not conduct a meeting, make decisions or make recommendations unless there is a quorum of members present.

### **Meetings**

12. The initial schedule of meetings of the Agenda, Priorities and Governance Standing Committee shall be determined, by resolution, at the inaugural meeting of the Committee.
13. Deliberations of the Agenda, Priorities and Governance Standing Committee shall be held in Fort McMurray, or elsewhere in the Municipality, as determined by the Committee, and shall be open to the public in accordance with the *Municipal Government Act, R.S.A. 2000, c.M-26*, as amended, except where the matter under discussion falls within one of the Exceptions to Disclosure categories referred to in the *Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c.F-25*, as amended.
14. Meetings of the Agenda, Priorities and Governance Standing Committee shall be conducted in accordance with the requirements of the *Municipal Government Act, R.S.A. 2000, c.M-26*, as amended, and Procedure Bylaw No. 06/020 of the Regional Municipality of Wood Buffalo, as amended or repealed and replaced from time to time.

### **Effective Date**

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

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2010.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2010.

READ a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2010.

SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2010.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Legislative Officer

**Subject:** Abrams Land - Parts of Northwest 1/4 23-89-10-W4M  
- Bylaw No. 10/014 – Real Martin West Area Structure Plan  
- Bylaw No. 10/015 – Land Use Bylaw Amendment

**APPROVALS:**

Divisional Manager  
Kelly Kloss, Chief Administrative Officer (Interim)

**Administrative Recommendation(s):**

1. THAT Bylaw No. 10/014, being an amendment to the Real Martin West Area Structure Plan to change the designation of parts of Northwest 1/4 23-89-10-W4M from Urban Expansion District (UE) to Environmental Preservation District (EP) and Public Service District (PS), be read a first time.
2. THAT Bylaw No. 10/015, being an amendment to the Land Use Bylaw to change the designation of parts of Northwest 1/4 23-89-10-W4M from Urban Expansion District (UE) to Environmental Preservation District (EP) and Public Service District (PS), be read a first time.

**Summary:**

Applications were received to amend the Real Martin West Area Structure Plan and the Land Use Bylaw to allow public service uses and include parts of Northwest 1/4 23-89-10-W4M in the plan boundary.

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

**Background:**

This is an application to extend the western boundary of the Area Structure Plan to include parts of Northwest 1/4 23-89-10-W4M. The applicant has completed Aboriginal consultation and held a public meeting as required by Planning and Development's public consultation process.

The lands are currently designated Urban Expansion District (UE) under the Land Use Bylaw and are located in the Rural Service Area. This amendment proposes to redesignate the lands from Urban Expansion District (UE) to Environmental Preservation District (EP) and Public Service District (PS). The intent of this amendment is to support the development of faith centers, a continuing care facility and a municipal recreation facility.

The purpose of the Environmental Preservation District is to “*provide for preservation of natural open space and the protection of environmentally sensitive lands from incompatible*



*development,” while Public Service Districts “provide for the development of buildings and uses for the delivery of educational, health, government and institutional services.”*

The proposed amendment is consistent with the current adjacent land use designations as identified in the Land Use Bylaw and the Real Martin West Area Structure Plan. While there may be a natural watercourse within the future Environmental Preservation District (EP) and Public Service District (PS), the regulatory process will require a minimum 30 metre setback from any named watercourse, and possibly even more restrictive measures depending upon the specific nature of the watercourse. These details will be determined at the Development Permit stage of the process.

While there are no immediate plans to make an amendment to the Urban Service Area, broader discussions are underway to review the matter for future action, including considerations of servicing capacities, land release matters and future development in the nearby Parsons Creek and West Growth Area.

**Rationale for Recommendation(s):**

Planning and Development supports this amendment, as the proposal is in keeping with the objectives of the Area Structure Plan and the uses as identified in the Land Use Bylaw.

If approved, the applicant will be required to prepare a detailed outline plan and enter into a development agreement prior to obtaining subdivision approval or development permits for individual structures.

**Attachments:**

1. Bylaw No. 10/014
2. Bylaw No. 10/015

**BYLAW NO. 10/014**

**BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO  
AMEND THE REAL MARTIN WEST 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;

**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 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. THAT Bylaw No. 05/003 is hereby amended by:
  - a) Adding parts of Northwest ¼ 23-89-10-W4M to the existing plan area (Map 1: Plan Area); and
  - b) Redesignating parts of Northwest ¼ 23-89-10-W4M from UE – Urban Expansion to PS – Public Service and EP – Environmental Preservation, as depicted in Schedule A.
2. THAT the Chief Administrative Officer is authorized to consolidate this bylaw.
3. THAT this bylaw shall be passed and become effective when it receives third reading and is signed by the Mayor and Chief Legislative Officer.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, A.D 2010.

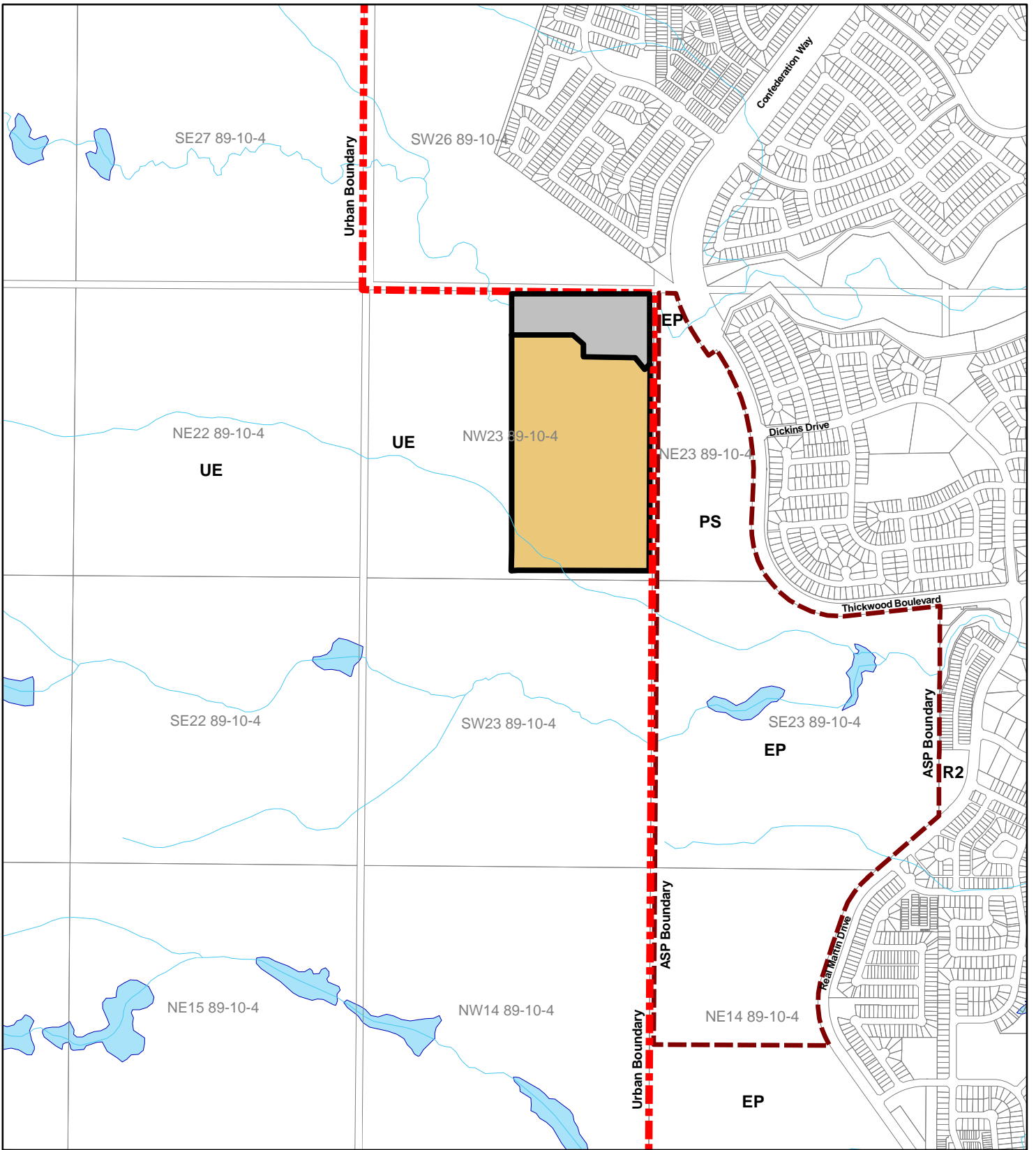
READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2010.

READ a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2010.

SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2010.

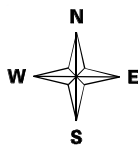
\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Legislative Officer



# **REAL MARTIN WEST AREA STRUCTURE PLAN (05/003) AMENDMENT**

- From UE (Urban Expansion) To PS (Public Service)
- From UE (Urban Expansion) To EP (Environmental Preservation)





**BYLAW NO. 10/015**

**BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO  
AMEND THE LAND USE BYLAW**

**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. THAT Bylaw No. 99/059 is hereby amended by redesignating parts of Northwest ¼ 23–89–10–W4M from UE – Urban Expansion to PS – Public Service and EP – Environmental Preservation, as shown in Schedule A.
2. THAT the Chief Administrative Officer is authorized to consolidate this bylaw.
3. THAT this bylaw shall be passed and become effective when it receives third reading and is signed by the Mayor and Chief Legislative Officer.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, A.D 2010.

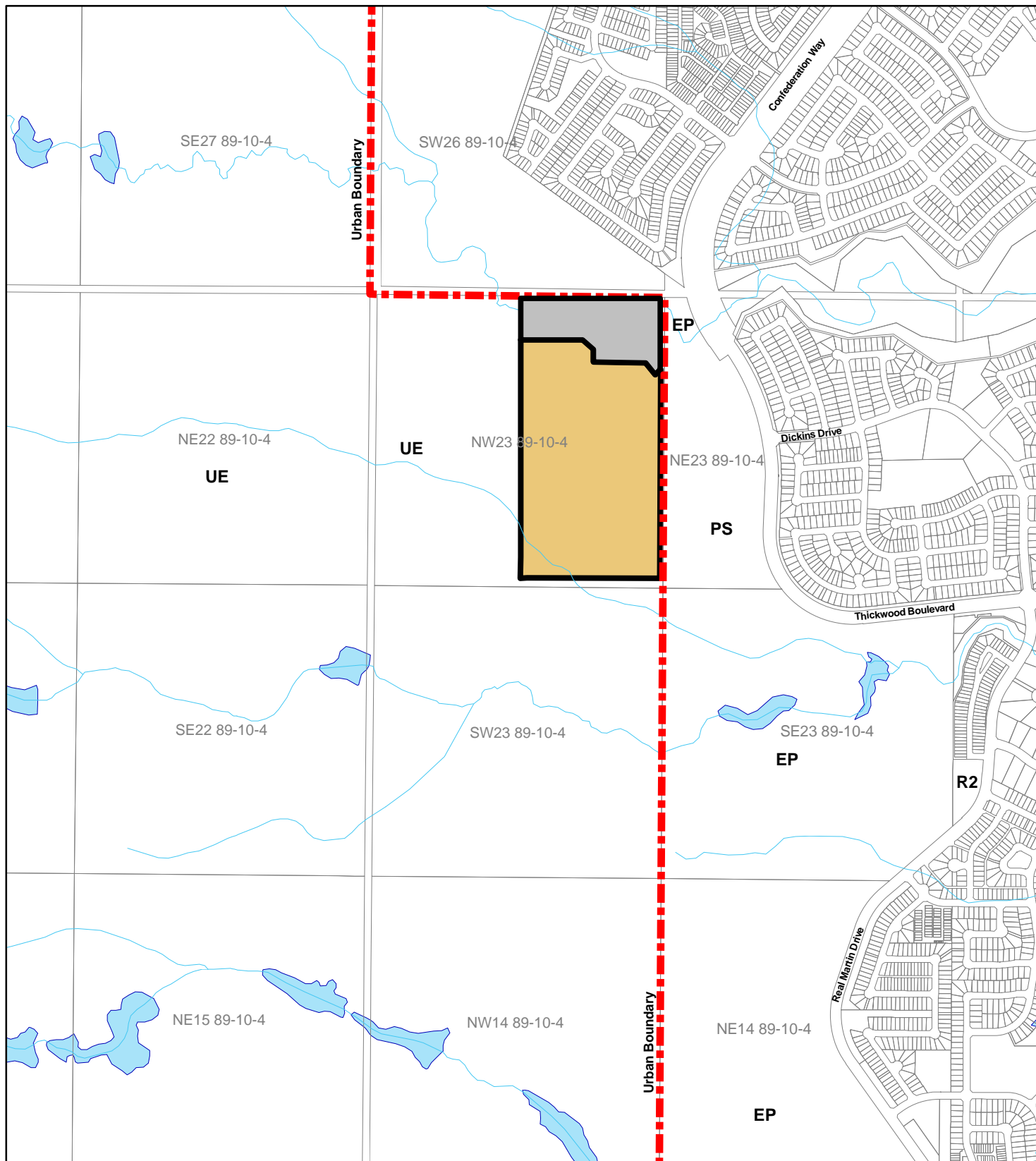
READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2010.

READ a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2010.

SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2010.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Legislative Officer



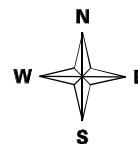
### LAND USE BYLAW (99/059) AMENDMENT



From UE (Urban Expansion) To PS (Public Service)



From UE (Urban Expansion) To EP (Environmental Preservation)



**Subject: Community Identification Committee Recommendations –  
Fort Chipewyan Park****APPROVALS:**

Dennis Peck, GM Planning and Development  
Carol Theberge, Divisional Manager  
Kelly Kloss, Chief Administrative Officer (Interim)

**Committee Recommendation(s):**

THAT the baseball diamond at the Fort Chipewyan park be named Grant Courtoreille Memorial Ball Park.

**Summary:**

The Municipality has been requested to name the existing Fort Chipewyan baseball diamond the Grant Courtoreille Memorial Ball Park.

In accordance with the Community Identification System Council Policy (No. PRL-040-2006), Council approval is required for the naming of municipal assets.

**Background:**

Mr. Grant Courtoreille and family were pioneers in the Fort Chipewyan community and were committed leaders in recreational activities. In January 2008, Mr. Courtoreille passed away and a request was made to name the Fort Chipewyan baseball diamond in his honour.

**Alternatives:**

1. Approve the recommended name
2. Approve another name

**Rationale for Recommendation(s):**

The Community Identification Committee met on April 7, 2010 to consider a request to name the baseball diamond and make a recommendation to Council. The Community Identification Committee felt that it was appropriate to recommend that the Fort Chipewyan baseball diamond be named the Grant Courtoreille Memorial Ball Park.

**Attachments:**

1. Map of Naming Site Location





 Proposed Grant Courtoreille Memorial Ball Park Location



**Subject: Land Sale: Lot 1, Block 1, Plan 902 2920 - Anzac****APPROVALS:**

Marcel Ulliac, Director, Strategic Initiatives  
Kelly Kloss, Chief Administrative Officer (Interim)

**Administrative Recommendation(s):**

THAT the offer to purchase the property legally described as Lot 1, Block 1, Plan 902 2920 be approved, subject to the terms and conditions outlined in Attachment 1 (Land Sale Summary, dated May 25, 2010).

**Summary:**

The Municipality has received an offer to purchase the property legally described as Lot 1, Block 1, Plan 902 2920 (264 Stony Mountain Road). Council approval is required in order to authorize the sale.

**Background:**

The purchaser has held a lease on the subject property since 1991. The most recent lease agreement expired in May, 2009 and negotiations have occurred as to lease or purchase options. The Lessee has now requested to purchase the land at fair market value.

**Budget/Financial Implications:**

Payment of the purchase price is scheduled for 60 days after Council approval.

**Rationale for Recommendation:**

The Municipality does not have need for the subject property and believe that sale of the property is the best option as it will no longer require the Municipality to administer the lease.

The purchaser will continue to have a need for use of the property in the long term in order to provide services to the residents in the Hamlet of Anzac.

**Attachments:**

1. Land Sale Summary
2. Schedule A – Subject Area Map

**Land Sale Summary**

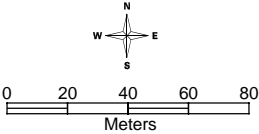
**May 25, 2010**

<b>Legal Description:</b>	Lot 1, Block 1, Plan 902 2920 (264 Stony Mountain Road) as illustrated in the attached Schedule A – Subject Area Map.
<b>Sale Price:</b>	\$135,000.00 plus G.S.T.
<b>Area:</b>	0.11 Ha (0.27 Acres) more or less
<b>Zoning:</b>	BI – Business Industrial District
<b>Environmental Considerations:</b>	A Phase 1 Environmental Assessment was conducted on the entire site November, 2009 and no areas of actual or potential environmental impairment were identified.
<b>Encroachment:</b>	The encroachment located on the northeast side of the property shown on the Real Property Report completed January 2010 cannot be removed until June 2010.
<b>Condition of Sale:</b>	<p>The sale price will be at market value and disposed of on an “as is” basis. The Municipality shall not be responsible for addressing property encroachments and boundary settlements with adjacent neighbors.</p> <p>In addition to the purchase price, the purchaser agrees to pay \$10,907.31, which will represent the costs of an Administration Fee, Phase I Environmental Report, Appraisal Report and Survey costs.</p>
<b>Current Market Value:</b>	An independent market appraisal was conducted January, 2010 and established a value of \$135,000.00.





Subject Property



Scale 1: 2500

LOT 1  
BLOCK 1  
PLAN 902 2920



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

Map created by the Geographic Information  
Systems Branch on January 21, 2010

Map S10399

**Subject: Uniform and Fire Quality Management Plans – Safety Codes**

**APPROVALS:**

Carol Theberge, Divisional Manager – Public Services  
Kelly Kloss, Chief Administrative Office (Interim)

**Administrative Recommendation(s):**

1. THAT the updated Uniform Quality Management Plan (March 2010) and the Fire Quality Management Plan (March 2010) be adopted and forwarded for registration with the Safety Codes Council.

**Summary:**

On November 25, 2008, Council passed a motion to adopt the present Uniform Quality Management Plan (UQMP) for the delivery of Safety Code services in the Municipality. An adopted Uniform Quality Management Plan is required to maintain municipal accreditation.

From time to time, the Safety Codes Council recommends new and/or revised wording for Uniform Quality Management Plans. The Safety Codes Council is recommending two minor changes to bring the Municipality's Uniform Quality Management Plan into conformity with its requirements. These newer provisions are addressed in the contract with the Municipality's current Safety Codes contractor for the delivery of these services.

In addition, the Fire Department has prepared a stand alone Fire Quality Management Plan (FQMP) to address the need for a similar guiding document. The Uniform Quality Management Plan (Attachment 1) and Fire Quality Management Plan (Attachment 2) are designed to ensure a coordinated administrative approach. Adoption of both plans is required to maintain municipal accreditation.

**Background:**

The Regional Municipality of Wood Buffalo is a formally accredited agency charged with the delivery of the Alberta Safety Codes systems, including Fire Codes. Accreditation translates into responsibility for accepting applications for building construction, as well as gas, electrical and plumbing installations. This responsibility includes the issuance of permits, the assurance of conformity with the provincial codes for the permitted work, and the enforcement actions. In order to maintain municipal accreditation, a Uniform Quality Management Plan must be adopted and registered with the Safety Codes Council. A Uniform Quality Management Plan consists of the following:

- details of the discipline(s) and the components of the *Safety Codes Act* to be administered;

- a statement committing senior management to the plan;
- an organizational chart outlining operational structures and reporting responsibilities;
- an outline of safety policies and standards, and the process for ensuring compliance;
- a strategy to ensure that decisions are made without undue influence; and
- a strategy that prohibits persons from participating in design, construction or installation activities for projects in which they are involved in compliance monitoring.

The attached Uniform Quality Management Plan contains two changes from the Plan adopted in 2008. First, page 5 of the new Plan provides a requirement that an internal annual review of municipal safety code operations is conducted and that the findings are reported to the Safety Codes Council. Anticipating this requirement, a number of staff were recently trained to perform such audits. Secondly, Section 8 of the updated Uniform Quality Management Plan provides clarity on the system for accepting and dealing with requests for variances from the Alberta Safety Codes. The text of the proposed Uniform Quality Management Plan is as prescribed by the Safety Codes Council to ensure province wide conformity.

A Fire Quality Management Plan is necessary to ensure that the citizens of the Regional Municipality of Wood Buffalo are provided with a measurable Quality Management Plan for services provided by the Fire Department. The proposed Fire Quality Management Plan reflects the Fire Prevention Branch's commitment and ability to deliver responsible, value added service. The text of the Fire Quality Management Plan has been reviewed and is acceptable to the Safety Codes Council.

All past Uniform Quality Management Plans have contained specific fire service provisions; however, the new Fire Quality Management Plan represents the first time the Municipality will have a 'stand alone' Plan. The new Fire Quality Management Plan establishes responsibilities and minimum performance criteria to be provided by the Municipality under the Safety Codes Act.

**Rationale for Recommendation(s):**

Adopting the updated Uniform Quality Management Plan and the Fire Quality Management Plan is required to meet municipal obligations as an accredited agency.

**Attachments:**

1. Revised Uniform Quality Management Plan
2. Fire Quality Management Plan





# REGIONAL MUNICIPALITY OF WOOD BUFFALO UNIFORM QUALITY MANAGEMENT PLAN

This Uniform Quality Management Plan that includes Schedule A – Scope and Administration, and Schedule B – Uniform Service Delivery Standards, has been accepted by the Administrator of Accreditation.

---

Administrator of Accreditation

---

Date



*SAFETY CODES COUNCIL*

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# SCOPE AND ADMINISTRATION

## Scope of Accreditation

The Municipality will ensure that SCOs of the Municipality attend update training required by the SCC to maintain current SCO certification.

### Building:

- ☒ All parts of the Alberta Building Code, or
- ☐ Only those parts of the Alberta Building Code pertaining to housing and small buildings being 3 stories or less in height, having a building area of 600m<sup>2</sup> or less and used as major occupancies classified as Group C - residential, Group D - business and personal services, Group E - mercantile, or Group F2 and F3 - medium and low hazard industrial.

### Electrical:

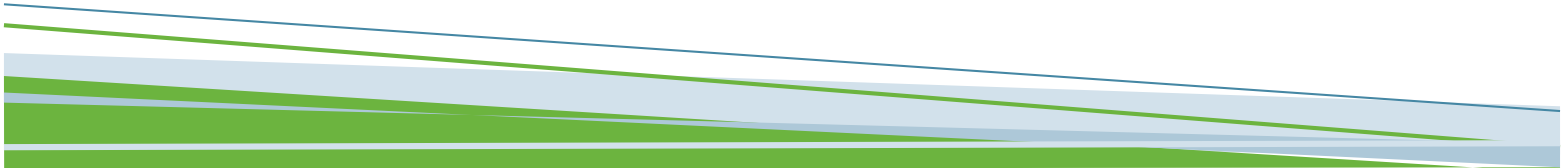
- ☒ All parts of the Canadian Electrical Code and all parts of the Code for Electrical Installations at Oil and Gas Facilities, and/or
- ☒ All parts of the Alberta Electrical and Communication Utility Code.

### Plumbing:

- ☒ All parts of the National Plumbing Code of Canada, applicable Alberta amendments and regulations, and Private Sewage Disposal System Regulation.

### Gas:

- ☒ All parts of the Natural Gas and Propane Installations Code and Propane Storage and Handling Code and applicable Alberta amendments and regulations, excluding natural and propane gas highway vehicle conversions.



# ADMINISTRATION OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO UNIFORM QMP

## Adherence to the Uniform Quality Management Plan

**Regional Municipality of Wood Buffalo** herein referred to as “The Municipality” is responsible for the administration, effectiveness, and compliance with this Uniform Quality Management Plan (UQMP) that includes Schedule A – Scope and Administration and Schedule B - Uniform Service Delivery Standards.

The Municipality will provide services under Schedule B – Uniform Service Delivery Standards through their own staff or one or more accredited agencies. When providing services through an agency(s), the Municipality will contract with the agency(s) to provide services in accordance with Schedule B – Uniform Service Delivery Standards. The Municipality is responsible for monitoring the contracted agency’s compliance with Schedule B – Uniform Service Delivery Standards.

The Municipality recognizes that the Safety Codes Council (SCC) or its representative may review/audit for compliance to this UQMP and will give full cooperation to the SCC or its representative in business related to the administration of the SCA including the conduct of reviews/audits. The Municipality will implement the recommendations of the reviewer/auditor.

The Municipality will encourage and maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working in the Municipality have the ability and opportunity to make decisions relative to compliance monitoring independently, without undue influence of management, appointed or elected officials.

The Municipality, in the event that it ceases to administer the SCA for any new thing, process, or activity under the SCA, retains responsibility for services provided under the SCA while accredited, including the administration and completion of services for permits issued. The Municipality recognizes that failure to follow this UQMP may result in suspension or cancellation of the Municipality’s accreditation.

## Policy for Personnel Training

The Municipality will ensure that SCOs of the Municipality attend updating seminars required by the SCC to maintain current SCO certification.

## Freedom of Information

The Canadian Charter of Rights and Freedoms applies to all activities undertaken in the administration of this Quality Management Plan. The Freedom of Information and Protection of Privacy Act applies to all information and records relating to, created, or collected under this UQMP.

## Records Retention & Retrieval

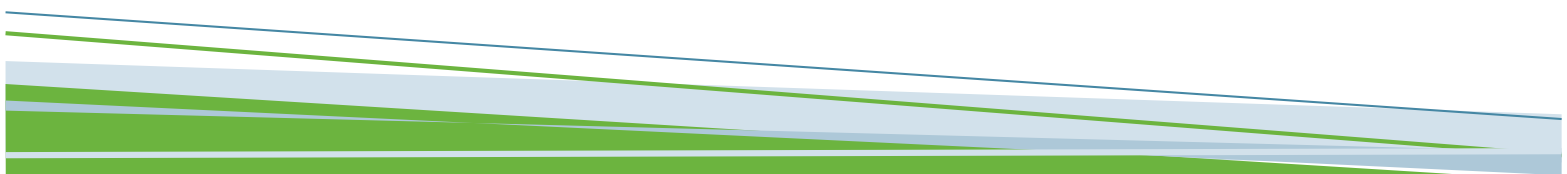
The Municipality will retain the files of all projects including those where an accredited agency(s) was involved, for at least three (3) years or in accordance with the Municipality’s record retention policy, whichever is greater. Such files will be available at the Municipality’s office. Files where an accredited agency was involved are the property of the Municipality and will be returned to the Municipality within a reasonable time after completion of the services, or upon request.

## Declaration of Status

The SCOs, staff, officers, and accredited agency(s), whether employed, retained or otherwise engaged by the Municipality will not participate in any safety codes administration, inspection, or investigation of properties or fires where they may have pecuniary interest.

## Annual Review

The Municipality will conduct an annual review of this UQMP program in SCC non-monitored years. At the conclusion of the internal review, the executive authority for the Municipality will provide to the SCC, a letter of conformance findings including successes, area for improvement, and the methodology to achieve improvement / correction.



## Revisions

Revisions to this UQMP may only be made to the Scope and will only be made by the Chief Administrative Officer responsible for this UQMP. A Resolution from the Municipal Council will be included with a revision. The SCC must approve any change in the UQMP.

## Revision Control System

The Municipality will ensure its SCOs have ongoing access to a copy of this UQMP and contracted accredited Agencies are provided with a copy of this UQMP and any amendments. The Municipality will maintain a registry of the SCOs and Agency(s) that have been provided with a copy of this UQMP and amendments. The Municipality will immediately distribute copies of approved amendments to all registered holders of this UQMP.

## Notices

Any correspondence in regards to this UQMP will be forwarded to:

Dennis Peck  
Director, Planning & Development

dennis.peck@woodbuffalo.ab.ca

Kelly Kloss  
Chief Administrative Officer

kelly.kloss@woodbuffalo.ab.ca

Regional Municipality of Wood Buffalo

9909 Franklin Avenue, Fort McMurray, AB

Name of Municipality

Address of Municipality

(780) 743-7000 (780) 743-7028

Phone number of Municipality Fax number of Municipality

## Municipality Agreement

In accordance with Council Resolution #  
provides agreement and signature to this FQMP.

of May 13, 2010 the **Regional Municipality of Wood Buffalo** hereby

Signature of Chief Administrative

Officer Signature of Chief Elected Official

Kelly Kloss, CAO

Melissa Blake, Mayor

Chief Administrative Officer

Chief Elected Official

# UNIFORM SERVICE DELIVERY STANDARDS

## Section 1: Scope of Services

The Uniform Service Delivery Standards establishes responsibilities and minimum performance criteria for providing compliance monitoring services under the SCA including:

- Code advice,
- Permit issuance,
- Plans examinations,
- Site inspections,
- Site investigations,
- Alternative solutions/variances,
- Orders,
- Verification of compliance,
- Identification and follow-up of deficiencies and unsafe conditions,
- Collection and remittance of SCC fees,
- Issuance of Permit Services Reports, and
- Maintaining files and records.

## Section 2: Performance

The Municipality will:

- Perform the services in an effective and timely manner,
- Endeavour to work co-operatively with the owner and/or the owner's representative(s) to achieve compliance with the SCA and applicable Regulation(s),
- Perform the services with impartiality and integrity, and
- Provide services in a professional and ethical manner.

## Section 3: Personnel

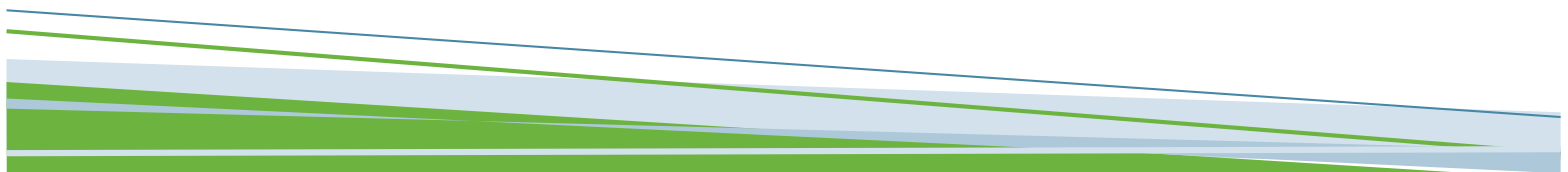
The Municipality will:

- Employ persons knowledgeable about the applicable codes, standards and regulations, relative to the services it provides,
- Employ SCOs who are certified and designated at an appropriate level to provide compliance monitoring and investigations relative to service levels the Municipality provides, and
- Maintain a registry of all SCOs they employ, their level(s) of Certification, and Designation of Powers.

## Section 4: Quality Management Plan Training

The Municipality will:

- Train its SCOs and other involved staff in the requirements of this UQMP, and
- Maintain the training records on the employee's file.





## Section 5: Records

The Municipality will maintain a file system for all the records associated with performing the services including:

- Permit applications and permits,
- Plans, specifications, and other related documents,
- Plans review reports,
- Inspection reports,
- Investigation reports,
- Verifications of compliance,
- Alternative Solutions / Variances,
- Orders,
- Permit Services Reports, and
- Related correspondence and/or other relevant information

## Section 6: Safety Codes Council Operating Fees

The Municipality will collect the SCC operating fee for each permit issued under the authority of the SCA, and remit those fees to the SCC in the manner and form prescribed by the SCC.

## Section 7: Orders

Will be issued and served in accordance with the SCA, the Administrative Items Regulation, and SCC policy. Orders will be in the format as provided on the SCC web site: [www.safetycodes.ab.ca](http://www.safetycodes.ab.ca). Upon compliance with an Order, a notice of compliance will be provided to the person(s) to whom the Order was served and to the SCC.

## Section 8: Alternative Solutions / Variances

Will be issued in accordance with the SCA and SCC policy. An Alternative Solution / Variance will be in the format directed by the SCC (available on the SCC web site: [www.safetycodes.ab.ca](http://www.safetycodes.ab.ca) ).

A SCO may issue an Alternative Solution / Variance from a code or referenced standard if the SCO is of the opinion that the Alternative Solution / Variance provides approximately equivalent or greater safety performance than that prescribed by the code or standard.

A request for Alternative Solution / Variance must be made in writing and include support documentation. A SCO will only make a decision respecting an Alternative Solution / Variance after having thoroughly researched the subject matter.

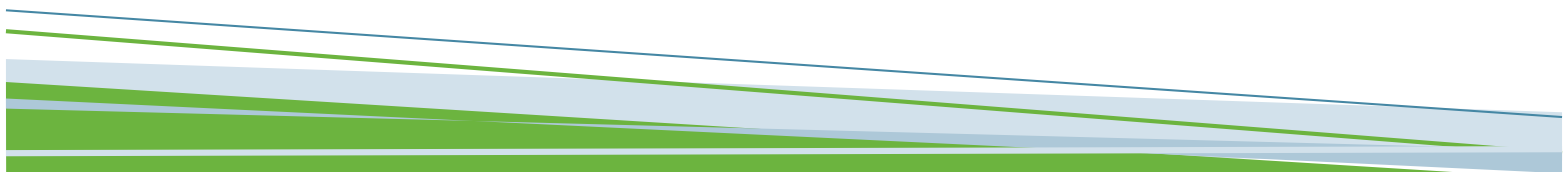
A copy of an Alternative Solution / Variance issued will be provided to the:

- Owner,
- Contractor if applicable,
- SCC, and
- The Municipality's file.

## Section 9: Compliance Monitoring

### General

The Municipality will monitor compliance through a program of permit issuance, plans examination (when applicable), site inspection, and follow-up inspections or verification of compliance (when applicable); using appropriately certified and designated SCOs to provide compliance monitoring in accordance with the SCA and associated codes and standards.



## Permits / Permissions

The Municipality will collect all information required by the SCC to be collected as part of each permit application.

The Municipality will issue permits that include:

- Name of the issuing Municipality,
- Permit number,
- Permit discipline type,
- Date of issue,
- Applicant's name, address, and phone number,
- Contractor's name, address, and phone number,
- Owner's name, address, and phone number,
- Project location by legal description, civic address, and municipality,
- Description of the work,
- Permit conditions,
- Issuer's name, signature, and designation number, and
- A Freedom of Information and Protection of Privacy Act (FOIPP) statement that meets the requirements of FOIPP as per the following example:

**"The personal information provided as part of this application is collected under the SCA and the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the municipality."**

## Site Inspections

A SCO will inspect:

- To determine if the use, occupancy, sites or work complies with the SCA and relevant codes and standards, permits, and conditions,
- Within the time frames noted in the discipline specific sections of this UQMP,
- In a timely fashion (endeavour to inspect within 2 working days and will not exceed 5 working days, when contacted for a required inspection unless otherwise noted in this UQMP),
- At the stage(s) indicated in the discipline specific sections of this UQMP, and
- All work or occupancy(s) in place at the time of the inspection

The Municipality may, at their discretion, extend the time frame for a required site inspection(s) by documenting in the file:

- The reason for the extension, and
- The new time frame or date for conducting the inspection(s).

## Inspection Reports

A SCO will, for each inspection required by this UQMP, complete an inspection report noting:

- Permit number and file number (if applicable),
- Discipline,
- Municipality name,
- Date,
- Owner name, address, phone number, and email,
- Contractor name, address, phone number, and email,
- Legal description, address (if applicable), and municipality,
- Stage(s) of work being inspected,
- A description of the work in place at the time of inspection,
- All observed deficiencies (any condition where the work is incomplete, or does not comply with the SCA or an associated code or regulation and in the opinion of the SCO is not an unsafe condition),
- All observed unsafe conditions (any condition that, in the opinion of a SCO, could result in property loss, injury, or death, and is not a situation of imminent serious danger),
- All observed situations of imminent serious danger and the action taken by the SCO to remove or reduce the danger, and
- Name, signature, and designation number of the SCO conducting the inspection.

The Municipality will, for each required inspection:

- Provide copies of Inspection Reports to the permit applicant, contractor, and Municipality's file; and if requested to the owner, project consultant, architect, or consulting engineers, and
- Follow-up on noted deficiencies or unsafe conditions through re-inspection(s) (or at the discretion of the SCO verification of compliance may be accepted as follow-up).

## Verification of Compliance

A SCO may, at their discretion, accept a verification of compliance (reasonable assurance provided from a third party that work complies):

- As follow-up to deficiencies or unsafe conditions noted on a site inspection, or
- In lieu of a site inspection when permitted in this UQMP (eg. labelled mobile home siting, minor residential improvements).

A SCO, when accepting a verification of compliance, will document the information to the permit file including:

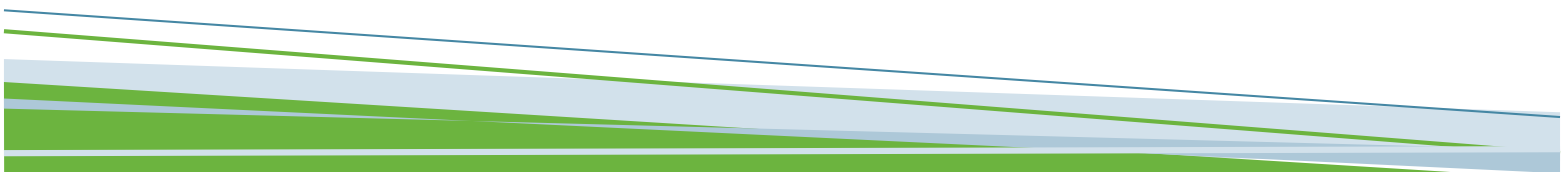
- Identification of the document as a verification of compliance,
- Permit number and discipline,
- Name and title of the person who provided the verification of compliance and how it was provided (i.e. written assurance, verbal assurance, site visit by designate, etc.),
- Date accepted by the SCO, and
- Signature and designation number of the SCO.

## No-Entry Policy

When a SCO is unable to gain entry to a site for a required inspection, the SCO will leave a notification on-site in a visible location, or forward notification to the Owner or permit applicant (as appropriate), advising of the inspection attempt and requesting that the Municipality be contacted to arrange for the site inspection.

If the Municipality does not receive a response within 30 days of notification, the Municipality will mail the Owner or permit applicant (as appropriate), a second notification requesting that the Municipality be contacted within 30 days to arrange for a site inspection.

If the Municipality is not contacted within 30 days of the second notification, the inspection stage may be considered a "no-entry" and counted as the required interim or final inspection



## Permit Services Report

The Municipality will issue a Permit Services Report:

- Within 30 days of completing the compliance monitoring services as required in this UQMP (completion of compliance monitoring services means; after the final or only required inspection, after acceptance of a verification of compliance in lieu of an inspection when permitted, or after compliance with the no-entry policy with respect to the final or only required inspection),
- To the Owner (the Owner, for the purposes of this UQMP means, in order of preference; the Owner of the project at the time the permit was purchased, at the time the compliance monitoring services were provided, or at the time the Permit Services Report was issued).

The Municipality will not issue a Permit Services Report or close a file if there is an unsafe condition, until such time as the unsafe condition is corrected.

The Municipality will, for administrative purposes, consider the file closed when the Permit Services Report is issued, however:

- Will reactivate the file if any further activity related to the permit is initiated within 30 days, and
- May reactivate the file at any time.

## APPENDIX A: BUILDING DISCIPLINE

### Building Permits

The Municipality will, prior to permit issuance:

- Obtain two complete sets of construction documents as outlined in the Alberta Building Code (ABC),
- Obtain any letters or schedules required to be provided by the ABC,
- Conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues, and
- Obtain documents with the seal and signature of a registered architect and/or professional engineer(s), when required by the ABC.

### Construction Document Review

The Municipality will, **within 15 days** of permit issuance:

- Complete a review of the construction documents in accordance with the requirements of the ABC,
- Prepare a Plans Review Report,
- Provide the Plans Review Report to the permit applicant, contractor, and Municipality's file; and if requested, to the owner, project consultant, architect, or consulting engineers, and
- Provide one set of construction documents to the permit applicant for retention and review at the project site, and retain one set on the Municipality's file.

### Compliance Monitoring on Projects requiring Professional Involvement

The Municipality will collect and maintain on file, a letter(s) of compliance from the professional architect or engineer when a part or parts of the building require a professional architect or engineer.

The Municipality will collect and maintain on file all letters of compliance required in accordance with the ABC when overall professional architect and/or engineer involvement is required for the work covered under a permit.



## Building Site-Inspections

A SCO will conduct site inspections at the stages indicated in the following tables:

### Site Inspection Stages for Part 9 Buildings Not Requiring Overall Professional Involvement

Type Of Project	Type of Building & Major Occupancy	Minimum # of Inspections	Inspection Stages (NOTE: inspect all work in place at time of inspection)
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Single & Two Family Dwellings (Group C)	2	Complete foundation (prior to backfill) <b>OR</b> Solid or liquid fuelled appliance(s) & framing (prior to covering up with insulation and vapour barrier) <b>OR</b> Insulation and vapour barrier (prior to drywall) <b>AND</b> Final, including HVAC completion (within 180 days of permit issuance) or (within 365 days of permit issuance if the homeowner is the contractor)
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Multi-family Residential, Townhouses, Small Apartments (Group C)	2	Complete foundation (prior to backfill) <b>OR</b> Solid or liquid fuelled appliance(s) & framing (prior to covering up with insulation and vapour barrier) <b>OR</b> Insulation and vapour barrier (prior to drywall) <b>AND</b> Final, including fire alarm and HVAC completion (within 180 days of permit issuance)
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Business & Personal Services, Mercantile, Med. & Low Hazard Industrial (Group D, E, F2, F3)	2	Complete foundation (prior to backfill) <b>OR</b> HVAC rough-in <b>OR</b> Framing, structure (prior to insulation and vapour barrier) <b>AND</b> Final, including HVAC completion (within 180 days of permit issuance)
Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of \$20,000 or less) <b>OR</b> Other types of permits not covered in this table.	All types of Part 9 Buildings (Group C, D, E, F2, F3)	1	Final (within 180 days of permit issuance)

### Site Inspection Stages for Part 3 Buildings Not Requiring Overall Professional Involvement

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages (NOTE: inspect all work in place at time of inspection)
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	A, B, C, D, E, F	2	*Foundation <b>OR</b> *Framing, structure <b>OR</b> *HVAC rough-in <b>OR</b> *Fire suppression systems <b>OR</b> *Fire alarm system <b>OR</b> *HVAC completion <b>OR</b> *Interior partitioning <b>AND</b> *Final (within 365 days of permit issuance)  * NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.
Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of \$20,000 or less) <b>OR</b> Other types of permits not covered in this table.	A, B, C, D, E, F	1	Final (within 365 days of permit issuance)

### Site Inspection Stages, Part 9 or Part 3 Buildings Requiring Overall Professional Involvement

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages (NOTE: inspect all work in place at time of inspection)
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	A, B, C, D, E, F	2	Interim inspection at approximately the mid-term of the work <b>AND</b> Final (within 365 days of permit issuance)
Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of \$20,000 or less) <b>OR</b> Other types of permits not covered in this table.	A, B, C, D, E, F	1	Final (within 180 days of permit issuance)

Site Inspection of labelled mobile home siting, and minor residential improvements including detached garages, decks, or basement renovations will consist of at least one site inspection within 90 days of permit issuance, or at the discretion of the SCO, consist of a completed Verification of Compliance.

**Site Inspection of Part 10 buildings** will consist of at least one on-site inspection at the final set-up stage within 90 days of permit issuance.

**Site Inspection of Solid or Liquid Fuelled Heating Appliances (under separate permit)** will consist of at least one on-site inspection, prior to covering, within 90 days of permit issuance.

**Site Inspection of Mechanical, Heating, or Ventilation Systems (under separate permit)** will consist of at least one on-site inspection at the completion stage, prior to covering, within 90 days of permit issuance.

**Site Inspection for Demolition permits (under separate permit)** will be at the discretion of the SCO responsible for permit issuance for single family dwellings and their accessory buildings, and will consist of at least one on-site inspection prior to demolition for all other buildings.

**Site Inspection of Non-flammable Medical Gas Piping Systems** will be at the discretion of the SCO responsible for permit issuance. The SCO will follow up all ABC deficiencies identified by the testing Agency, to ensure compliance.

## APPENDIX B: ELECTRICAL DISCIPLINE

### Electrical Permits

The Municipality will issue Electrical Permits.

### Construction Document Review

A SCO may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed electrical installation.

### Electrical Site-Inspections

A SCO will conduct site inspections at the stages indicated in the following table:

#### Site Inspections for Electrical Installations

Type Of Project	Minimum # of Inspections	Inspection Stages (NOTE: inspect all work in place at time of inspection)
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work over \$4000)	2	Rough-in inspection (prior to cover-up) <b>AND</b> Final inspection (within 365 days of permit issuance)
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work \$4000 or less)	1	Final inspection (within 90 days of permit issuance)
Single Family Residential or Farm Buildings under a Contractor Permit (with value of work over \$500)	1	Completed rough-in inspection (prior to cover-up) <b>OR</b> Final inspection (within 180 days of permit issuance)
Single Family Residential or Farm Buildings under a Homeowner permit (with value of work over \$500)	2	Completed rough-in inspection (prior to cover-up) <b>AND</b> Final inspection (within 365 days of permit issuance)
Single Family Residential or Farm Buildings under a Contractor or Homeowner permit (with value of work \$500 or less)	1	Final inspection (within 90 days of permit issuance)
Skid Units, Relocatable Industrial Accommodation, Manufactured Housing, Oilfield Pump-jacks, Temporary Services	1	Final inspection (within 90 days of permit issuance), including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing
Annual Permit (for minor alterations/additions conducted on one site)	2	Mid-term inspection <b>AND</b> Final inspection (within 60 days of expiry of permit)

# APPENDIX C: PLUMBING DISCIPLINE

## Plumbing Permits

The Municipality will issue Plumbing Permits.

## Construction Document Review

A SCO may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed plumbing installation.

## Plumbing Site-Inspections

A SCO will conduct site inspections at the stages indicated in the following table:

### Site Inspections for Plumbing Installations

Type Of Project	Minimum # of Inspections	Inspection Stages (NOTE: inspect all work in place at time of inspection)
Public Institutions, Commercial, Industrial, Multi-Family Residential (with more than 10 fixtures)	2	Rough-in below grade prior to covering <b>OR</b> Rough-in above grade prior to covering <b>AND</b> Final completion (within 365 days of permit issuance)
Public Institutions, Commercial, Industrial, Multi-Family Residential (with 10 fixtures or less)	1	Rough-in below grade prior to covering <b>OR</b> Rough-in above grade prior to covering <b>OR</b> Final completion (within 180 days of permit issuance)
Single Family Residential or Farm Buildings under a Contractor Permit (with more than 5 fixtures)	1	Completed rough-in below grade <b>OR</b> Completed rough-in above grade prior to covering (within 180 days of permit issuance)
Single Family Residential or Farm Buildings under a Homeowner permit (with more than 5 fixtures)	2	Completed rough-in below grade (prior to covering) <b>AND</b> Final completion (within 365 days of permit issuance)
Single Family Residential or Farm Building (with 5 fixtures or less)	1	Final completion (within 90 days of permit issuance)

## Permits for Private Sewage Disposal Systems

The Municipality will issue permits for Private Sewage Disposal System installations.



## Permit Issuance for Private Sewage Disposal Systems

The Municipality will, prior to permit issuance:

- Require the permit applicant to provide all relevant installation details including:
  - o A site plan,
  - o The expected volume of sewage per day,
  - o The criteria used to determine the expected volume of sewage per day,
  - o Description and details of all sewage system treatment and effluent disposal component(s),
  - o Details of the method(s) used to determine the soil effluent loading rate, including the results of the method(s) and who they were conducted by, and
  - o The depth to the water table if less than 2.4 m from ground surface,and
- Require a Plumbing Level 2 SCO to complete a review of the information for compliance with the requirements of the Private Sewage Disposal System regulations.

## Private Sewage Disposal System Site Inspections

A Plumbing Level 2 SCO will:

- Conduct a minimum of one site inspection during installation, or
- If unable to conduct the inspection during installation, note the reason on file and conduct a final inspection within 30 days of permit issuance.

# APPENDIX D: GAS DISCIPLINE

## Gas Permits

The Municipality will issue Gas Permits.

## Construction Document Review

A SCO may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed gas installation.

## Gas Site-Inspections

A SCO will conduct site inspections at the stages indicated in the following table:

### Required Site Inspections for Gas Installations

Installation Type	Minimum # of Inspections	Gas Installation Stages (NOTE: inspect all work in place at time of inspection)
Public Institutions, Commercial, Industrial, Multi-Family Residential (more than 400,000 BTU)	2	Rough-in <b>AND</b> Final completion (within 365 days of permit issuance)
Public Institutions, Commercial, Industrial, Multi-Family Residential (400,000 BTU or less)	1	Rough-in <b>OR</b> Final completion (within 180 days of permit issuance)
Single Family Residential or Farm Buildings under a Contractor Permit	1	Final completion (within 180 days of permit issuance)
Single Family Residential or Farm Buildings under a Homeowner permit	1	Final completion (within 365 days of permit issuance)
Temporary Heat Installations (under separate permit)	1	Final inspection (within 90 days of permit issuance)

# APPENDIX E: FIRE DISCIPLINE

The Regional Municipality of Wood Buffalo "Fire Discipline" is covered under a stand-alone "Fire Quality Management Plan"

## APPENDIX F:

List Of Administrative Forms Available On The SCC Web Site: [www.safetycodes.ab.ca](http://www.safetycodes.ab.ca)

1. Order
2. Alternative Solution / Variance
3. Request for Alternative Solution / Specific Variance
4. Application for Designation of Powers
5. Sample Permits (SCA & non-SCA)
6. Sample Permission forms

# APPENDIX G: PERMIT SERVICES REPORT (SAMPLE)

## PERMIT SERVICES REPORT

Issued by: \_\_\_\_\_ on \_\_\_\_\_ to \_\_\_\_\_  
Regional Municipality of Wood Buffalo (date of issue) (Owner name)

Re:

Permit number: \_\_\_\_\_

Type of Permit: ☐ Building ☐ Electrical ☐ Plumbing ☐ Gas

Location:

Municipality: \_\_\_\_\_

Lot \_\_\_\_ Block \_\_\_\_ Plan \_\_\_\_\_ or Part of \_\_\_\_ Sec \_\_\_\_ Twshp \_\_\_\_ Rge \_\_\_\_ West of \_\_\_\_

Status:

Compliance monitoring services have been provided as required by the SCA, and codes, regulations and policies pursuant to the Act. It is the opinion of the issuer of this report that:

- ☐ **Work complies** with the intent of the SCA and applicable regulations.
- ☐ **Work may not comply** as
- ☐ A Safety Codes Officer was unable to gain entry for the required site inspection(s)
  - ☐ The permit expired
  - ☐ The permit was cancelled
- ☐ **Deficiencies must be corrected** for the work to meet the intent of the SCA and applicable regulations (refer to attached list or inspection report). Please contact the Municipality within 30 days of this report if you wish to make arrangements to verify that deficiencies are corrected.

Yours truly,

\_\_\_\_\_  
Signature of Municipality Representative

cc: permit file

Note: This report remains on file as record of compliance or non-compliance with the provisions of the Safety Codes Act Regulations, Codes, and standards. Pursuant to the Safety Codes Act the "Owner" is responsible for meeting the requirements of the Act.



# **FIRE** QUALITY MANAGEMENT PLAN





# REGIONAL MUNICIPALITY OF WOOD BUFFALO FIRE QUALITY MANAGEMENT PLAN

This Fire Quality Management Plan has been accepted by the Administrator of Accreditation.

---

Administrator of Accreditation

---

Date



*SAFETY CODES COUNCIL*

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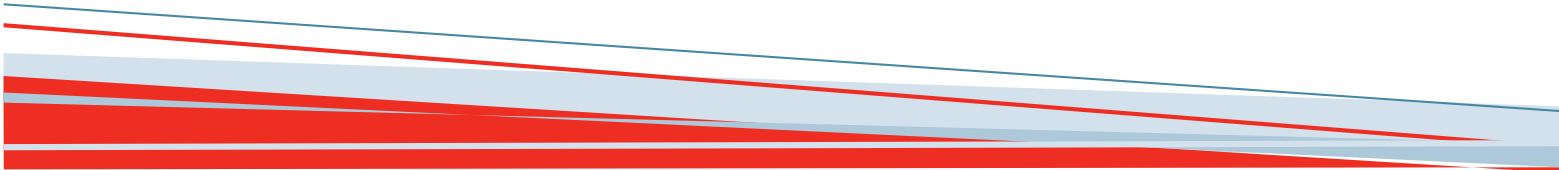
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# QUALITY MANAGEMENT PLAN SCOPE AND ADMINISTRATION

## Scope of Accreditation

Accreditation under the Safety Codes Act is the authority granted by the Minister responsible for the Act, through the Administrator of Accreditation to an organization, empowering the accredited organization to administer all or in part, the Safety Codes Act and Regulations made pursuant to the Act. The Quality Management Plan is the agreement attested to by the elected officials through a motion in council or by the senior officer of a corporation / agency that the organization will diligently and effectively meet or exceed the provisions of the Quality Management Plan.

**Regional Municipality of Wood Buffalo** will provide services including the administration of the Safety Codes Act (SCA) and all pursuant regulations applicable to the Fire discipline, within the municipal jurisdiction as follows:

### Alberta Fire Code Administration: (one is mandatory)

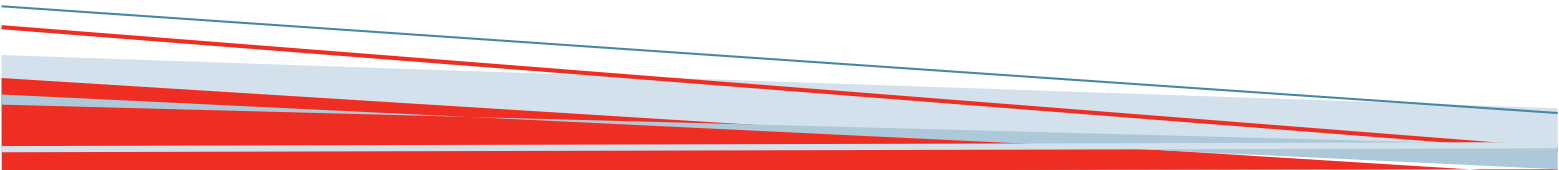
- ☒ All parts of the Alberta Fire Code.
- ☐ All parts of the Alberta Fire Code except for those requirements pertaining to the installation, alteration, and removal of storage tank systems for flammable liquids and combustible liquids regulated under the Alberta Fire Code (\* see details in Section 7 – Service Delivery)

### Fire Investigations: (mandatory)

- ☒ Cause, origin, and circumstance determination.

### Fire Prevention Programs: (optional)

- ☒ Public Education.
- ☒ Fire Pre-plans (\* see details in Section 7.4 – Fire Prevention Programs)
- ☐ Other (list)



# ADMINISTRATION OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO FIRE QMP

## Adherence to the Fire QMP

**Regional Municipality of Wood Buffalo** herein referred to as “The Municipality” is responsible for the administration, effectiveness, and compliance with this Fire Quality Management Plan (FQMP) including the Scope and Administration and Service Delivery Standards.

The Municipality will provide services under the Service Delivery Standards through their own staff or one or more accredited agencies. When providing services through an agency(s), the Municipality will contract with the agency(s) to provide services in accordance with the Service Delivery Standards. The Municipality is responsible for the administration of their contract with the agency and monitoring the contracted agency's compliance with the Service Delivery Standards.

The Municipality recognizes that the Safety Codes Council (SCC) or its representative may review / audit for compliance to this FQMP and will give full cooperation to the SCC or its representative in business related to the administration of the SCA including the conduct of reviews / audits. The Municipality will implement the recommendations of the reviewer / auditor.

The Municipality will encourage and maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working in the Municipality have the ability and opportunity to make decisions relative to compliance monitoring independently, without undue influence of management, appointed or elected officials.

The Municipality, in the event that it ceases to administer the SCA for any new thing, process, or activity under the SCA, retains responsibility for services provided under the SCA while accredited, including the administration and completion of services for permits issued. The Municipality recognizes that failure to follow this FQMP may result in suspension or cancellation of the Municipality's accreditation.

## Policy for Personnel Training

The Municipality will ensure that SCOs of the Municipality attend update training required by the SCC to maintain current SCO certification.

## Freedoms

The Canadian Charter of Rights and Freedoms applies to all activities undertaken in the administration of this Quality Management Plan. The Freedom of Information and Protection of Privacy Act applies to all information and records relating to, created, or collected under this FQMP.

## Records Retention & Retrieval

The Municipality will retain files including those where an accredited agency(s) were involved, for at least three (3) years or in accordance with the Municipality's record retention policy, whichever is greater. Such files will be available at the Municipality's office. Files, where an accredited agency was involved, are the property of the Municipality and will be returned to the Municipality within a reasonable time after completion of the services, or upon request.

## Declaration of Status

The SCOs, staff, officers, and accredited agency(s), whether employed, retained or otherwise engaged by the Municipality will not participate in any safety codes administration, inspection or investigation of properties or fires where they may have pecuniary interest.

## Revisions

Revisions to this FQMP may only be made to the Scope and will only be made by the Chief Administrative Officer responsible for this FQMP. A Resolution from the Municipal Council will be included with a revision. The SCC must approve any change in this FQMP.



## Annual Review

The Municipality will conduct an annual review of this FQMP program in SCC non-monitored years. At the conclusion of the internal review, the executive authority for the Municipality will provide to the SCC, a letter of conformance findings including successes, area for improvement, and the methodology to achieve improvement / correction.

## Revision Control System

The Municipality will ensure its SCOs have ongoing access to a copy of this FQMP and that contracted accredited Agencies are provided with a copy of this FQMP and any amendments. The Municipality will maintain a registry of the SCOs and Agency(s) that have been provided with a copy of this FQMP and amendments. The Municipality will immediately distribute copies of approved amendments to all registered holders of this FQMP.

## Notices

Any correspondence in regards to this FQMP will be forwarded to:

Brian Makey Regional Fire Chief

brian.makey@woodbuffalo.ab.ca

Kelly Kloss  
Chief Administrative Officer

Kelly.Kloss@woodbuffalo.ab.ca

Regional Municipality of Wood Buffalo

9909 Franklin Avenue, Fort McMurray, AB

\_\_\_\_\_  
Name of Municipality

\_\_\_\_\_  
Address of Municipality

(780) 743-7000 (780) 743-7028

Phone number of Municipality    Fax number of Municipality

## Municipality Agreement

In accordance with Council Resolution #  
provides agreement and signature to this FQMP.

of May 13, 2010 the **Regional Municipality of Wood Buffalo** hereby

\_\_\_\_\_  
Signature of Chief Administrative

\_\_\_\_\_  
Officer    Signature of Chief Elected Official

Kelly Kloss, CAO

Melissa Blake, Mayor

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Chief Elected Official

# SERVICE DELIVERY STANDARDS

## Section 1: Scope of Services

The Service Delivery Standards establishes responsibilities and minimum performance criteria to be provided by the Municipality under the Safety Codes Act (SCA).

## Section 2: Performance

The Municipality will:

- Perform the services in an effective and timely manner,
- Endeavour to work co-operatively with the public, owners and/or owner's representative(s) to achieve compliance with the SCA and applicable Regulation(s),
- Perform the services with impartiality and integrity, and
- Provide services in a professional and ethical manner.

## Section 3: Personnel

The Municipality will:

- Employ persons knowledgeable about the applicable codes, standards and regulations, relative to the services it provides,
- Employ Safety Codes Officers (SCOs) who are certified and designated at an appropriate level to provide compliance monitoring and investigations relative to the service levels the Municipality provides, and
- Maintain a registry of all SCOs they employ, and their level(s) of Certification, and Designation of Powers.

## Section 4: Quality Management Plan Training

The Municipality will:

- Train its SCOs and other involved staff in the requirements of this QMP, and
- Maintain the training records on the employee's file.

## Section 5: Records

The Municipality will maintain a file system for all the records associated with performing the services including:

- Inspection Reports,
- Investigation Reports,
- Plans, specifications, and other related documents,
- Plans review reports,
- Verifications of compliance,
- Alternative Solutions / Variances,
- Orders, and
- Permits and other related correspondence.

## Section 6: Safety Codes Council Operating Fees

The Municipality will collect the SCC operating fee for each permit issued under the authority of the SCA, and remit those fees to the SCC in the manner and form prescribed by the SCC.

## Section 7: Service Delivery

The Municipality will provide the services identified under the Scope of Accreditation as follows:

### 7.1 Alberta Fire Code Administration

#### General

The Municipality will provide Alberta Fire Code services that include but are not limited to:

- Code advice including but not limited to:
  - New construction under the Alberta Fire Code,
  - Building upgrade programs,
  - Fire Safety Plans,
  - Storage of dangerous goods, and
  - Tire storage,
- Plans examinations including but not limited to:
  - New construction under the Alberta Fire Code,
  - Building upgrade programs,
  - Residential secondary suites, and
  - Fire Safety Plans with emphasis to addressing the risk to occupied residential buildings,
- Permit / permission issuance,
  - Fireworks purchase, possession, handling, and discharge, and
  - Storage tank systems for flammable liquids and combustible liquids installation, alteration or removal if included in scope,
- Compliance monitoring site inspections for,
  - Construction addressed in the Alberta Fire Code,
  - Fire Safety Plan practices with emphasis to addressing the risk to occupied residential buildings,
  - Post-occupancy of facilities identified in the following Fire Code Compliance Inspection chart, and
  - Special or other activities addressed in the Alberta Fire Code or at the discretion of the Fire SCO,
- Occupant Load Certificates for,
  - Assembly occupancies, and
  - Other occupancies at the discretion of the SCO,
- Alternative Solutions / Variances issuance,
- Orders and their enforcement,
- Verification of compliance,
- No-entry advisory,
- Permit Services Report,
- Identification and follow-up of deficiencies and unsafe conditions,
- Collection and remittance of SCC fees, and
- Maintaining files and records.

The Municipality will monitor compliance to determine if the use, occupancy, sites, or work complies with the SCA, relevant codes and standards, permits, and conditions through a program of:

- Site inspections,
- Plans examination (when applicable),
- Permit issuance, and
- Follow-up inspections or verification of compliance (when applicable)

using appropriately certified and designated SCOs to provide compliance monitoring in accordance with the SCA and associated codes and standards.

## Permits / Permissions

The Municipality will collect all information required by the SCC to be collected as part of each permit application.

- Permits issued by the municipality should include:
- Name of the issuing Municipality,
- Permit number,
- Permit discipline type,
- Date of issue,
- Applicant's name, address, phone number,
- Contractor's name, address, and phone number, (if applicable)
- Certificate holders name and certificate number, (if applicable)
- Owner's name, address, and phone number,
- Project or activity location by legal description, civic address, and municipality,
- Description of the work or activity,
- Permit conditions,
- Issuer's name, signature, and designation number, and
- A Freedom of Information and Protection of Privacy Act (FOIPP) statement that meets the requirements of FOIPP as per the following example:

**"The personal information provided as part of this application is collected under the Safety Codes Act and the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the municipality."**

The Municipality will as appropriate, prior to permit issuance:

- Obtain two complete sets of related documents,
- Conduct a preliminary review of the documents to determine if professional involvement is required or if there are any potentially significant code compliance issues, and
- Obtain documents with the seal and signature of a registered Architect and/or Professional Engineer(s) including professional letters or schedules as may be required.

The Municipality will collect and maintain on file all documents of compliance required for the work covered under a permit / permission.

## 7.2 Compliance Monitoring

Compliance monitoring will consist of SCO inspections:

- To determine if the use, occupancy, sites, or work comply with the SCA, relevant codes and standards, permits, and conditions,
- Within the time frames noted in the Fire Code Inspections charts of this FQMP,
- At the stage(s) indicated in this FQMP, and
- All work or occupancy(s) in place at the time of the inspection.

The Municipality may, at their discretion, extend the time frame for a required inspection(s) by documenting in the file the:

- Reason for the extension, and
- New time frame or date for conducting the inspection(s).



## Storage Tank Systems For Flammable Liquids and Combustible Liquids

The Municipality will:

- Obtain two complete sets of construction documents signed and sealed by a Professional Engineer as outlined in the Alberta Fire Code,
- Have a Fire SCO:
  - o Complete a review of the construction documents to assess compliance with the requirements of the Alberta Fire Code,
  - o Initial all pages of the construction documents,
  - o Date stamp and sign the documents,
  - o Complete a Plans Review Report,
  - o Provide the Plans Review Report to the owner, contractor, and municipality's file, and if requested, to the project consultant or consulting engineer, and
  - o Provide one set of construction documents to the permit applicant for retention and review at the project site, and retain one set for the municipalities file.

## Fireworks

The Municipality will, prior to issuing permission:

- Respecting the purchase, possession, handling, discharge, fire or set-off; obtain from the applicant written confirmation that the person:
  - o Will conduct activities in accordance with safe practices outlined in the Alberta Fire Code,
  - o Is of at least 18 years of age, and
- Respecting sales, obtain from the owner of the retail business, written confirmation that the business:
  - o Holds a valid municipal business license or confirmation of ownership of the business when the municipality does not require business to hold such license,
  - o Employees handling fireworks for sale are of at least 18 years of age,
  - o Manufacturers instructions are posted at the sales location and provided with each sale,
  - o Record of each sale is retained for examination by the Fire SCO, and
  - o Stores fireworks in conformance with Part 3 of the Alberta Fire Code.

## Fire Code Compliance Inspections

For the purpose of ensuring compliance with the SCA, a SCO may, at the discretion of the SCO, carry out an inspection for any thing, process, or activity to which this Act applies. In addition, inspections will be conducted in accordance with the following schedule.

(municipality must pick one from each frequency range box for each applicable use/occupancy)

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range (May be by occupancy or individual unit)
New construction	Storage Tank Systems for Flammable Liquids & Combustible Liquids	1 site inspection of all work or acceptance of Verification of Compliance, and 1 final inspection within 365 days of permit issuance
Alteration, addition, renovation, reconstruction, or removal	Storage Tank Systems for Flammable Liquids & Combustible Liquids	1 final inspection within 365 days of permit issuance, or o A Verification of Compliance within 365 days of permit issuance
Fire Safety Plan implementation and practices	All new construction, alteration, addition, renovation, reconstruction, or removal	1 site inspection where a risk to occupied residential building(s) has been identified
Compliance Inspections	Special Events or Sites	o Not Applicable o On request or complaint o Once per event o More than one per event
	Group A, Division 1 Assembly	o Not Applicable o On request or complaint o Once every month o Once every 6 months o Once every 12 months o Once every 24 months
	Group A, Division 2 Assembly	o Not Applicable o On request or complaint o Once every month o Once every 6 months o Once every 12 months o Once every 24 months
	Group A, Division 3 Assembly	o Not Applicable o On request or complaint o Once every month o Once every 6 months o Once every 12 months o Once every 24 months
	Group A, Division 4 Assembly	Not Applicable o On request or complaint o Once every month o Once every 6 months o Once every 12 months o Once every 24 months

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range (May be by occupancy or individual unit)
	Group B, Division 1 Care or Detention	<ul style="list-style-type: none"> <li>o Not Applicable</li> <li>o On request or complaint</li> <li>o Once every month</li> <li>o Once every 6 months</li> <li>o Once every 12 months</li> <li>o Once every 24 months</li> </ul>
	Group B, Division 2 Care or Detention	<ul style="list-style-type: none"> <li>o Not Applicable</li> <li>o On request or complaint</li> <li>o Once every month</li> <li>o Once every 6 months</li> <li>o Once every 12 months</li> <li>o Once every 24 months</li> </ul>
	Group C Residential – 1 to 5 family	<ul style="list-style-type: none"> <li>o Not Applicable</li> <li>o On request or complaint</li> <li>o Once every month</li> <li>o Once every 6 months</li> <li>o Once every 12 months</li> <li>o Once every 24 months</li> </ul>
	Group C Residential – 5 to 12 family	<ul style="list-style-type: none"> <li>o Not Applicable</li> <li>o On request or complaint</li> <li>o Once every month</li> <li>o Once every 6 months</li> <li>o Once every 12 months</li> <li>o Once every 24 months</li> </ul>
	Group C Residential – 12 to 25 family	<ul style="list-style-type: none"> <li>o Not Applicable</li> <li>o On request or complaint</li> <li>o Once every month</li> <li>o Once every 6 months</li> <li>o Once every 12 months</li> <li>o Once every 24 months</li> </ul>
	Group C Residential – 25 and more family	<ul style="list-style-type: none"> <li>o Not Applicable</li> <li>o On request or complaint</li> <li>o Once every month</li> <li>o Once every 6 months</li> <li>o Once every 12 months</li> <li>o Once every 24 months</li> </ul>
	Group D	<ul style="list-style-type: none"> <li>o Not Applicable</li> <li>o On request or complaint</li> <li>o Once every month</li> <li>o Once every 6 months</li> <li>o Once every 12 months</li> <li>o Once every 24 months</li> </ul>

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range (May be by occupancy or individual unit)
	Group E	<ul style="list-style-type: none"> <li>o Not Applicable</li> <li>o On request or complaint</li> <li>o Once every month</li> <li>o Once every 6 months</li> <li>o Once every 12 months</li> <li>o Once every 24 months</li> </ul>
	Group F, Division 1	<ul style="list-style-type: none"> <li>o Not Applicable</li> <li>o On request or complaint</li> <li>o Once every month</li> <li>o Once every 6 months</li> <li>o Once every 12 months</li> <li>o Once every 24 months</li> </ul>
	Group F, Division 2	<ul style="list-style-type: none"> <li>o Not Applicable</li> <li>o On request or complaint</li> <li>o Once every month</li> <li>o Once every 6 months</li> <li>o Once every 12 months</li> <li>o Once every 24 months</li> </ul>
	Group F, Division 3	<ul style="list-style-type: none"> <li>o Not Applicable</li> <li>o On request or complaint</li> <li>o Once every month</li> <li>o Once every 6 months</li> <li>o Once every 12 months</li> <li>o Once every 24 months</li> </ul>

“On request or complaint”  
means the process as defined by municipal operational policy.

“Once every month”  
means a specific day is set which shall apply in each month for each occupancy or site to be inspected. An inspection conducted within 7 days of this set date is deemed to have met with the quantitative intent of this FQMP.

“Once every 6 months”  
means a specific day is set which shall apply in each 6th month for each occupancy or site to be inspected. An inspection conducted within 30 days of this set date is deemed to have met with the quantitative intent of this FQMP.

“Once every 12 months”  
means a specific day is set which shall apply in each 12th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this FQMP.

“Once every 24 months”  
means a specific day is set which shall apply in each 24th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this FQMP.



## Inspection Reports:

A SCO will, for each inspection required by this FQMP, complete an inspection report noting:

- Permit number and file number (if applicable),
- Discipline,
- Municipality name,
- Date,
- Owner name, address, phone number and email,
- Occupant name, address, phone number and email,
- Contractor name, address, phone number, and email, (if applicable),
- Legal description, address (if applicable), and municipality,
- Stage(s) of work being inspected (if applicable),
- A description of the work in place at the time of inspection (if applicable),
- All observed deficiencies (any condition where the work is incomplete, or does not comply with the SCA or an associated code or regulation and in the opinion of the SCO is not an unsafe condition),
- All observed unsafe conditions (any condition that, in the opinion of a SCO, could result in property loss, injury, or death, and is not a situation of imminent serious danger),
- All observed situations of imminent serious danger and the action taken by the SCO to remove or reduce the danger, and
- Name, signature, and designation number of the SCO conducting the inspection.

The Municipality will, for each required inspection provide copy:

- Of Inspection Reports of code or standards violations to the owner / occupant,
- Of Inspection Reports of no code or standards violations to the owner / occupant upon request,
- To the Municipality's file, and
- Of follow-up on noted deficiencies or unsafe conditions through re-inspection(s), or at the discretion of the SCO verification of compliance may be accepted as follow-up.

## Verification of Compliance

SCOs may, at their discretion, accept a verification of compliance (reasonable assurance provided from a third party that work or occupancy complies):

- As follow-up to deficiencies or unsafe conditions noted on a site inspection, or
- In lieu of a site inspection (e.g. minor corrections of non-life safety issues).

A SCO, when accepting a verification of compliance, will document the information to the file including:

- Identification of the document as a verification of compliance,
- Permit or file number and discipline,
- Name and title of the person who provided the verification of compliance and how it was provided (i.e. written assurance, verbal assurance, site visit by designate, etc.),
- Date accepted by the SCO, and
- Signature and designation number of the SCO.

## No-Entry Policy

When a SCO is unable to gain entry to a site for a required inspection, the SCO will leave a notification on-site in a visible location, or forward notification to the Owner or permit applicant (as appropriate), advising of the inspection attempt and requesting that the Municipality be contacted to arrange for the site inspection.

If the Municipality does not receive a response within 30 days of notification, the Municipality will mail the Owner or permit applicant (as appropriate), a second notification requesting that the Municipality be contacted within 30 days to arrange for a site inspection.

If the Municipality is not contacted within 30 days of the second notification, the inspection stage may be considered a "no-entry" and counted as the required interim or final inspection.

## Permit Services Report

The Municipality will issue a Permit Services Report:

- Within 30 days of completing the compliance monitoring services as required in this FQMP (completion of compliance monitoring services means; after the final or only required inspection, after acceptance of a verification of compliance in lieu of an inspection when permitted, or after compliance with the no-entry policy with respect to the final or only required inspection),
- To the Owner (the Owner, for the purposes of this FQMP means, in order of preference; the Owner of the project at the time the permit was purchased, at the time the compliance monitoring services were provided, or at the time the Permit Services Report was issued).

The Municipality will not issue a Permit Services Report or close a file if there is an unsafe condition, until such time as the unsafe condition is corrected.

The Municipality will, for administrative purposes, consider the file closed when the Permit Services Report is issued, however:

- Will reactivate the file if any further activity related to the permit is initiated within 30 days, and may reactivate the file at any time.

## Orders

Will be issued and served in accordance with the SCA, the Administrative Items Regulation, and SCC policy. Orders will be in the format as provided on the SCC web site: [www.safetycodes.ab.ca](http://www.safetycodes.ab.ca). Upon compliance with an Order, a notice of compliance will be provided to the person(s) to whom the Order was served and to the Administrator.

## Alternative Solutions / Variances

Will be issued in accordance with the SCA and SCC policy. An alternative solution / variance will be in the format directed by the SCC (available on the SCC web site: [www.safetycodes.ab.ca](http://www.safetycodes.ab.ca) ).

An SCO may issue an alternative solution / variance from the Alberta Fire Code or referenced standard if the Safety Code Officer is of the opinion that the alternative solution / variance provides approximately equivalent or greater safety performance than that prescribed by the Code or standard.

A request for alternative solution / variance must be made in writing and include support documentation. A SCO will only make a decision respecting an alternative solution / variance after having thoroughly researched the subject matter.

A copy of an alternative solution / variance issued will be provided to the:

- Owner,
- Contractor if applicable,
- Safety Codes Council, and
- The Municipality's file.

## 7.3 Fire Investigations

Investigations will be conducted by a Fire SCO to determine the cause, origin, and circumstance of every fire in which a person dies or suffers injury that requires professional medical attention or in which property is damaged or destroyed. The results of each investigation will be reported to the Fire Commissioner in accordance with the Administrative Items Regulation. A Fire SCO may arrange for any additional municipal, law enforcement, agency, or other resources as required to assist in an investigation including representatives from the Fire Commissioner's Office. In the event of a fire resulting in a death or where arson is suspected, the investigation will include immediate notification to the Alberta Fire Commissioner's Office.

Fire Investigations will include the following information:

- File number,
- Location of fire,
- Date of fire,
- Date of investigation,
- Building / property use,
- Cause of fire,
- Origin of fire,
- Value of loss,
- Name and designation number of SCO conducting the investigation,
- Comments, and
- Date of completion/sign off.

Fire Investigations will utilize the applicable forms/reports as provided on the SCC web site: [www.safetycodes.ab.ca](http://www.safetycodes.ab.ca).

## **7.4 Fire Prevention Programs**

Fire prevention programs will include but are not limited to public awareness and consultative services orientated to assisting one or more of the following:

- Individuals,
- Business, and
- Industry

in understanding and providing effective fire safety plans.

The Municipality will support and provide one or more but is not limited to the following educational programs annually:

- School curriculum,
- Minority focused programs,
- Seniors programs,
- Community education, and
- Other programs such as but not limited to:
  - Getting to Know Fire (fire educator lesson plans),
  - Seniors Fire Safety Programs,
  - Fire Smart, and
  - Fire Department Pre-Fire Planning of targeted hazards

# APPENDIX

List Of Administrative Forms Available On The Safety Codes Council Web Site:  
[www.safetycodes.ab.ca](http://www.safetycodes.ab.ca)

1. Order
2. Alternative Solution / Variance
3. Request for Alternative Solution / Specific Variance
4. Model Fire Safety Plan
5. Fire Investigation Reports (samples)
  - a. Voluntary Consent to Search and/or Seizure
  - b. To Obtain a Warrant to Enter a Private Dwelling Place to Conduct a Fire Investigation
  - c. Casualties
  - d. Witness Statement
  - e. Physical Evidence
  - f. Sketches
  - g. Structure Fires
  - h. Motor Vehicle Fires
  - i. Wildland Fires
  - j. All Fires
  - k. Incident Investigation Field Notes
  - l. Insurance Information
  - m. Release From Responsibility
  - n. Records / Documents
6. Application for Designation of Powers
7. Sample Permits (SCA & non-SCA)
8. Sample Permission forms



**Subject: Elected Officials Compensation, Travel, Expense and Support Policy****APPROVALS:**

Surekha Kanzig, Chief Legislative Officer  
Kelly Kloss, Chief Administrative Officer (Interim)

**Administrative Recommendation(s):**

THAT Policy No. LEG-050 – Elected Officials Compensation, Travel, Expense and Support Policy, dated May 25, 2010, be approved.

**Summary:**

It has been determined that the existing Elected Officials Compensation, Travel, Expense and Support Policy requires revision to address changing circumstances, to allow for increased flexibility and to address areas of ambiguity. A resolution of Council is required to effect any change to a Council Policy.

**Background:**

The Elected Officials Compensation, Travel, Expense and Support Policy was developed in 2001 and came into effect immediately following the 2001 General Municipal Election. The Policy was developed by an external consultant, using an extensive public consultation process. The provisions of the Policy were written in a manner to loosely define expectations and accountabilities to allow the Elected Officials considerable flexibility in adapting the Policy to best suit their individual needs.

The Policy has generally worked well; however, it has not successfully delivered the desired level of flexibility, as some of the provisions are considered to be restrictive, and have resulted in Council members incurring expenses which cannot be reimbursed. It has also been noted that some of the language contained within the Policy is ambiguous, which in turn leads to subjectivity of interpretation.

Administration conducted a comprehensive review of the existing Policy, and how remuneration and travel in other jurisdictions, such as Edmonton and Calgary, are administered. As a result, a number of changes are recommended, as outlined in detail on Attachment 1.

**Alternatives:**

1. Allow the Policy to remain as is.
2. Adopt a new Policy which incorporates all of the changes noted in Attachment 1.
3. Adopt some of the changes noted in Attachment 1.

**Budget/Financial Implications:**

The recommended changes may result in additional expenses due to the provision of new allowances, which would be partially offset by savings that may be realized in other areas, such as the use of private accommodations versus hotels. The cumulative impact arising from the recommended changes in 2010 would likely be minimal; however, budget adjustments will be required in 2011, as all provisions of the Policy would be fully effective at that time.

**Rationale for Recommendation(s):**

The current Elected Officials' Compensation, Travel, Expense and Support Policy has been in place for approximately nine years. The recommended changes will provide increased flexibility for Elected Officials, and enhance the current level of accountability through clarifying some existing ambiguities.

**Attachments:**

1. Summary of Proposed Policy Changes
2. Elected Officials Compensation, Travel, Expense and Support Policy – CURRENT
3. Elected Officials Compensation and Expense Policy - PROPOSED

**Regional Municipality of Wood Buffalo  
Elected Officials Compensation, Travel, Expense and Support Policy  
Summary of Proposed Changes**

Current Provision	Issue	Proposed	Implementation
<p>Vehicle Repair and Maintenance* - \$1,939 over a 3-year term to reimburse Councillors for receipted expenses for extra-ordinary repair and maintenance resulting from the use of a personal vehicle for Council business purposes.</p> <p><i>*amount adjusts annually in keeping with the rate of inflation</i></p>	<p>The current provision does not address increased insurance costs that are incurred to maintain appropriate levels of insurance for use of a personal vehicle for business purposes. Council members regularly use their personal vehicles for trips of short duration without claiming mileage, thereby incurring out-of-pocket expense.</p>	<p>Elimination of the Vehicle Repair and Maintenance allowance as of October 18, 2010. Provision of a \$250 monthly travel allowance (taxable) to cover round trips of 20 kms or less, increased insurance costs, and wear and tear associated with business use.</p>	<p>Following 2010 General Municipal Election (October 18, 2010)</p>
<p>Technology – The Municipality provides a laptop and printer, along with a residential Internet connection, for each Council member.</p>	<p>Councillors frequently use home and cellular telephones for business purposes without benefit of remuneration. The Municipality maintains residential Internet connections; however, in some cases Council members prefer to use a different service provider or access a more advanced level of service, which is not possible under the current arrangement.</p>	<p>The Municipality will no longer be responsible for maintaining residential Internet connections. Provision of a \$250 monthly technology allowance (taxable), a portion of which must be used to maintain a high-speed Internet connection at the Elected Officials' place of residence. The balance of the allowance may be used to offset the cost of maintaining a cellular phone, fax machine, or additional phone lines, as determined by the individual Council member. In addition, the Municipality will reimburse Councillors for the cost of one electronic communication device per term.</p>	<p>Following 2010 General Municipal Election (October 18, 2010)</p>

Current Provision	Issue	Proposed	Implementation
<p>Private Vehicle Use - Mileage rate* increases based on the rate of inflation reported by Statistics Canada. Mileage rate currently sits at \$0.52 per kilometer.</p> <p><i>*amount adjusts annually in keeping with the rate of inflation</i></p>	<p>The current provision could result in Councillors being taxed on the mileage claimed for business travel, particularly if the total mileage exceeds 5,000 kms per year.</p>	<p>Mileage rates will be set at the beginning of each calendar year at the maximum non-taxable amount allowed by the Canada Revenue Agency. Current non-taxable maximums are \$0.52 for the first 5,000 kilometres, and \$0.46 for each kilometer thereafter.</p>	<p>Immediate</p>
<p>Private Accommodations - The Policy contains no provision for the use of private accommodations.</p>	<p>Councillors have expressed a desire to utilize private accommodations to help reduce travel costs.</p>	<p>Elected Officials may opt to utilize private accommodations, as opposed to hotels, and are entitled to claim \$50 per night without requiring a receipt.</p>	<p>Immediate</p>
<p>Meal Allowances - The Policy currently requires that all meal costs be accompanied by a receipt in order to be reimbursed.</p>	<p>Councillors have identified the need to provide receipts for meals as being prohibitive as some vendors do not provide appropriate documentation. There have been numerous instances in which Councillors have not been reimbursed for expenses because of missing or improperly documented receipts.</p>	<p>Elected Officials may opt to claim a meal allowance OR be reimbursed for actual costs by submitting a properly documented receipt. Proposed rates are as follows: Breakfast - \$15; Lunch - \$20; Dinner - \$30; Per Diem - \$75</p>	<p>Immediate</p>
<p>Clarity of Existing Provisions - The Policy does not clearly define hosting expenses, receipts or local vs. out-of-town travel.</p>	<p>Councillors have been forced to incur out-of-pocket expenses because of improperly documented receipts and expenses, particularly as it relates to the hosting of a third party. Ambiguity exists around what constitutes local travel versus out-of-town travel, as different types of expenses may be claimed in some instances.</p>	<p>Definitions of hosting and receipts have been included to clarify ambiguities surrounding the type of documentation required to substantiate expenses. Definitions have also been included for local and out-of-town travel.</p>	<p>Immediate</p>





## REGIONAL MUNICIPALITY OF WOOD BUFFALO

# POLICY

<b>Approval:</b> Regional Council	<b>Date Originated:</b> Council Meeting April 24, 2001	<b>Policy Number:</b>
		<b>Classification:</b> LEG
<b>Reference:</b> Replacing Policy LEG-040 and LEG-050	<b>Date Revised:</b>	<b>Category:</b> 050
		<b>Subject:</b>
<b>Policy Title:</b> ELECTED OFFICIALS COMPENSATION, TRAVEL, EXPENSE AND SUPPORT POLICY		

### **POLICY STATEMENT**

The positions of Mayor, Deputy Mayor, Acting Mayor and Councillor will be compensated at levels to recognize differences in effort and responsibility, and to help attract a full range of citizens from all walks of life as candidates for public office. They will also be reimbursed for reasonable costs incurred during the conduct of Council business, and will be supported in the performance of their duties with staff and technology.

Council members will be compensated, reimbursed and supported after the 2001 General Municipal Election as indicated in Tables 1 through 5 that follow policy objectives.

### **POLICY OBJECTIVES**

The objectives of the policy are:

1. To provide fair, consistent and adequate compensation for Council members at a level that will also attract a full range of citizens from all walks of life as candidates for public office;
2. To ensure that Council members do not personally incur the costs of conducting Council business; and
3. To support Council members with staff and technology so that they can perform their duties efficiently and effectively.



## REGIONAL MUNICIPALITY OF WOOD BUFFALO

# PROCEDURE

<b>Approval:</b> Regional Council	<b>Date Originated:</b> Council Meeting, April 24, 2001	<b>Policy Number:</b>
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The following five tables referenced in the Policy Statement describe remuneration, benefits, travel and expense reimbursement, vehicle allowance and kilometre rates, and office and technology support for the elected officials.

**Table 1**  
**Remuneration of Elected Officials**

<i>Elected Official</i>	<i>Remuneration</i>
Mayor	\$81,500 Per Annum*
Councillor	\$24,000 Per Annum*
Deputy/Acting Mayor	\$174 Per Diem**

**Table 1**  
**Notes**

\* Adjusted on January 1<sup>st</sup> of each year starting in 2003, by the same annual percentage increase or decrease in the Alberta Weekly Earnings, as reported in the Statistics Canada survey of employment payroll and hours for the immediately preceding year.

\*\* The per diem remuneration is paid to each Councillor in addition to the annual remuneration of \$24,000, when serving as Deputy Mayor or Acting Mayor during an scheduled or unscheduled absence of the Mayor. The per diem will be applied to any period of uninterrupted service, excluding the first full day of service. The per diem rate is based on the difference between the then annual remuneration of the Mayor and the Councillor multiplied by 0.75, and then divided by 248 workdays and rounded up to the nearest dollar.



## REGIONAL MUNICIPALITY OF WOOD BUFFALO

# PROCEDURE

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**Table 2**  
**Benefits for Elected Officials**

<i>Type of Benefit</i>	<i>Individual or Family Coverage Where Applicable</i>
Group Life / Accidental Death and Dismemberment	3 Times Annual Remuneration
Dependent Life	Spouse: \$10,000 Child: \$5,000
Alberta Health Care	Basic
Extended health care	100% Prescription Reimbursement
Dental Care	100% Basic 80% Major 50% Orthodontic Lifetime Limit of \$2,500 for Orthodontic Care
Vision Care	\$250 Limit on Lenses and Frames Every Two Years
Registered Retirement Savings Plan	Contributions up to 7.5% of Eligible Remuneration
Personal Assistance Program	\$50/Visit up to \$500/Year
Transition Allowance**	2 Weeks for Each Year Served to Maximum of 6 Months Remuneration



## REGIONAL MUNICIPALITY OF WOOD BUFFALO

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**Table 2**  
**Notes**

* <i>Premiums are fully paid by the Municipality, except for dependent life coverage where the premium is fully paid by the participant, and also the participant contributions to the registered retirement savings plan that is matched by the Municipality.</i>
** <i>The Allowance recognizes service with the Municipality, and provides some funding for retirement or transition purposes that is payable on the conclusion of services as an elected official.</i>

**Table 3**  
**Elected Officials**  
**Travel and Expense Reimbursement**

<b>Type of Expense</b>	<b>Reimbursement*</b>
Airfare, Ground Transportation, Hotel, Laundry, Dry Cleaning, Local and Long Distance Telephone Calls, and Sundry Expenses	At Cost
Meals and Gratuities	At Cost
Meetings, Conferences and Seminars	At Cost
* Vouchers, receipts or other documents are required for the reimbursement of costs except for gratuities and the use of coin-operated telephones	





## REGIONAL MUNICIPALITY OF WOOD BUFFALO

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**Table 4**  
**Elected Officials**  
**Vehicle Allowances, Reimbursements and Kilometre Rates**

<i>Elected Officials</i>	<i>Rates</i>
Mayor: Vehicle Allowance	The Mayor has the choice of one of the following alternatives up to the maximum cost of \$1,400 monthly*: <ol style="list-style-type: none"> <li>a vehicle leased by the Municipality with lease, insurance and operating costs paid by the Municipality, plus the option of personally buying the vehicle at a pre-determined residual value at the end of the lease; or</li> <li>an allowance to cover the capital and operating costs of a vehicle that is purchased or leased by the Mayor.</li> </ol>
Councillor: Reimbursement for Extra-ordinary Vehicle Maintenance and Repair	Each Councillor will be reimbursed for the cost of extra-ordinary maintenance and repair** of one personal vehicle, that is regularly used to conduct Council business, in an amount up to \$1,500* over the three-year term of office or a prorated amount for a lessor term of office. In the event of a lessor term of office, the amount by which the total reimbursements exceed the prorated entitlement is payable to the Municipality by the Councillor at the time of leaving office. Any unused balance or unused prorated balance of the \$1,500 entitlement at the time of leaving office is not payable to the Councillor.
Councillor: Kilometre Rate	\$0.40/km* for the use of a personal vehicle when conducting Council business.



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**Table 4**  
**Notes**

- \* *Adjusted on January 1<sup>st</sup> of each year starting in 2003, by the same percentage increase in the transportation component of the all items Consumer Price Index for Alberta for the immediately preceding year, and rounded up to the nearest dollar or cent.*
- \*\* *Examples includes windshields; tires; exhaust systems; shocks and struts; towing; and engine, transmission and rear-end seals.*



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**Table 5**  
**Elected Officials**  
**Office and Technology Support**

<i>Type of Support</i>	<i>Nature of Support</i>
Mayor: Office Technology	One full-time continuing secretary, and one full-time contracted secretary for the Mayor's term of office  Laptop computer, printer, cell phone and Internet access
Councillors: Office Technology	Clerical support as available.  Laptop computer, printer and Internet access for each Councillor



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### POLICY GUIDELINES AND PROCEDURES

#### 01 Definitions

01.01 *Allowances* are non-accountable vehicle allowances.

01.02 *Council* is the group of elected officials who govern the Municipality.

01.03 *Elected Officials* are the Mayor and Councillors.

01.04 *Expenses* are the actual costs incurred by Council Members when conducting Council business.

01.05 *Mayor* is the Chief Elected Officer as defined in the Municipal Government Act.

01.06 *Municipality* is The Regional Municipality of Wood Buffalo.

01.07 *Regional Manager* is the chief administrative officer of the Municipality.

01.08 *Service* is the total period of time spent serving as an elected official of the Municipality.

#### 02 Policy Amendments

Council approves any amendments to this policy, and may appoint a committee of citizens or engage a consultant to review the policy at least six months prior to a General





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Municipal Election in Alberta, in accordance with terms of reference that are specified by Council.

### 03 Budgets

03.01 Separate budgets will be prepared annually for each of the Mayor, Deputy Mayor /Acting Mayor and Councillor positions that include remuneration, benefits, training and development, travel and expenses, vehicle travel or allowances, office support, technology and other direct costs.

03.02 The annual budget for each elected official will include spousal travel and expenses for one conference, convention or other similar event when deemed appropriate or necessary. An additional provision will be included in the Mayor's budget for other events where the presence of the Mayor's spouse is deemed necessary or appropriate.

03.03 The Regional Manager or designate will prepare the budgets in consultation with the elected officials and any guidelines established by Council, and submit them to Council for approval.

03.04 Prior approval by Council is required for any expenditure in excess of the total annual budget for an elected official.

### 04 Remuneration



## REGIONAL MUNICIPALITY OF WOOD BUFFALO

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### *Payment*

04.01 The remuneration will be paid to elected officials during the term that they hold office:

- (a) from the beginning of the organizational meeting of Council following a General Municipal Election to immediately before the beginning of the organizational meeting of Council after the next General Municipal Election; or
- (b) in the case of a vacancy that is filled, from the taking of the oath of office to immediately before the beginning of the organizational meeting of Council following a General Municipal Election; or
- (c) in the case of a resignation, from the taking of the oath of office or from the beginning of the organizational meeting of Council following a General Municipal Election to the date on which the written resignation is received by the Regional Manager;

whichever is applicable.

04.02 Remuneration will be paid bi-weekly to each elected official. The Municipality will pay the cost of a vehicle, leased by the Municipality, for the Mayor or pay the vehicle allowance, monthly, to the Mayor; whichever is applicable, in accordance with this policy.

04.03 One-third of the remuneration for the elected officials will be treated as tax exempt under the regulations of the Canada Customs and Revenue Agency.



## REGIONAL MUNICIPALITY OF WOOD BUFFALO

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04.04 The elected officials will advise the Regional Manager or designate of any changes in their personal banking arrangements so that their remuneration is deposited to the correct accounts.

### *Annual Adjustments*

04.05 Council will decide the appropriate mechanism for automatically adjusting the remuneration or vehicle allowances and kilometre rates for elected officials, in the event that Statistics Canada discontinues or significantly changes the measurement of Alberta Average Weekly Earnings or the transportation component of the all items Consumer Price Index for Alberta.

## 05 Benefits

### *Participation*

05.01 Elected officials have the option of participating in some or all of the benefit programs provided for them by the Municipality during their term of office, on either an individual or family basis depending on the program.

05.02 Participation by the elected officials in the benefit programs will:

- (a) month of taking the oath of office when a vacancy is filled; and



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- (b) continue start in the month of the General Municipal Election or in the until the end of the month of the organizational meeting of Council after the next General Municipal Election or until the end of the month that the Regional Manager receives a resignation.

05.03 At the time of leaving office, the elected officials have the option of converting life and dependent life insurance to personal coverage at their cost and expense, in accordance with the terms and conditions of the group life insurance policy.

05.04 The elected officials will advise the Regional Manager or designate of any personal or family changes that may impact or change their participation in the benefit programs.

### *Transition Allowance*

05.05 The transition allowance will at the option of the elected official:

- (a) be paid to the elected official in a lump sum less the requisite income tax and other deductions; or
- (b) transferred directly to a registered retirement savings plan for the elected official; or
- (c) partially and directly transferred to a registered retirement savings plan for the elected official, with the remaining balance paid to the elected official in a lump sum less the requisite deductions.





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In addition, the elected officials will have the option of receiving the transition allowance by January 31<sup>st</sup> or March 31<sup>st</sup> of the next year. In the event of death, the transition allowance will be paid to the estate of the elected official less the requisite deductions.

### 06 Expenditures

#### *Authority*

06.01 Each elected official is authorized by Council to utilize the budgeted funds for fulfilling the duties of the position at his/her discretion with the objective of performing duties effectively, consistent with relevant statutes or bylaws, policies and procedures of the Municipality. This includes spousal travel on the basis indicated in Section 03.02.

06.02 Council will be provided with quarterly reports on expenditures relative to budget for each elected official that will be reviewed during meetings of the Council Committee of the Whole.

#### *Coordination of Travel, Accommodation and Expenses*

06.03 The Regional Manager or designate will coordinate travel, accommodation and training and development activities of the elected officials to benefit from group rates or discounts to the extent feasible and practicable.

06.04 Each elected official will complete and submit a Request for Travel Advance at



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least 10 business days before the date of travel, for review and approval by the Mayor.

06.05 The Travel and Sundry Expense Claim Voucher will be completed by each elected official within 10 days of return, and forwarded to the Regional Manager or designate with the requisite vouchers, receipts or other documents to support the expenditure claim. Any amount by which the travel advance exceeds expenditures is payable to the Municipality by the elected official at the time the expenditure claim is submitted.

06.06 Remuneration, travel and expenses of the elected officials will be reviewed by the Regional Manager or designate for accuracy and compliance with the policies and practices of the Municipality, and any differences of opinion will be referred to the Council Audit Committee for resolution.

### *Travel*

06.07 Travel by elected officials on Council business will be the shortest route possible to the travel destination with economy transportation that is convenient, timely and safe. This will also apply if personal business of an elected official is combined with Council business that results in travel on longer routes.

### *Accommodation*

06.08 Elected officials should, whenever possible, access government rates at hotels or



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motels which are reasonable, comfortable, safe and conveniently located for relatively short stays. Self-contained accommodation for stays longer than 2 weeks at one location should be arranged, whenever possible, that is economical, comfortable, convenient and safe.

### *Meals*

- 06.09 Elected officials will decide what to spend on meals, gratuities and the number of meals per day when conducting Council business, recognizing that costs will vary depending on the travel destination, provided that the expenditures are reasonable and within budget for each elected official.

### *Other Expenses*

- 06.10 Elected officials will be reimbursed for the reasonable cost of laundry, dry cleaning, local and long-distance telephone charges (excluding personal calls) and sundry expenses when conducting Council business, subject to the requirements of Section 06.05.

- 07 Office Support and Technology

### *Staff*

- 07.01 Two full-time secretarial staff is provided for the Mayor's Office, one of whom is contracted for the Mayor's term of office. They will assist with activities such as



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scheduling, arranging meetings and appointments, responding to inquiries and correspondence, research and special events.

07.02 Clerical support is provided to assist Councillors in arranging meetings and appointments, and responding to inquiries and correspondence.

07.03 The staffing requirement will be reviewed annually as part of the budget process.

### *Technology*

07.04 The Municipality will provide a laptop computer and printer for each elected official at the time of election to office.

07.05 Each elected official has the option at the time of leaving office to purchase the laptop and printer from the Municipality on an, as is, basis. The cost to the elected official will equal the purchase price paid by the Municipality for the laptop and printer less 40% per year on a declining balance basis to the end of the term of service by the elected official. All records and information that is the property of the Municipality shall be removed from the laptop at the time of purchase by the elected official.





# Council Policy

Policy Name: Elected Officials Compensation, Travel, Expense and Support Policy  
 Policy No.: LEG-050  
 Effective Date:

## **STATEMENT:**

Elected Officials must be compensated at levels which recognize differences in effort and responsibility, and to help attract citizens as candidates for public office. Elected Officials must also be reimbursed for reasonable costs incurred during the conduct of Council business, and will be supported with staff and technology in the performance of their duties.

## **PURPOSE AND OBJECTIVE:**

The purpose and objectives of the Elected Officials Compensation, Travel, Expense and Support Policy are to:

- provide fair, consistent and adequate compensation for Council members at a level that will also attract citizens as candidates for public office;
- recognize the uniqueness of the Regional Municipality of Wood Buffalo, because of its blend of urban and rural communities, vast growth, economic climate, and geographic size;
- ensure that Council members do not personally incur the costs of conducting Council business; and
- support Council members with staff and technology so that they can perform their duties efficiently and effectively.

## **POLICY GUIDELINES AND PROCEDURES**

### **PROCEDURE:**

#### **01 Definitions**

- 01.01 *Allowances* are funds provided to Council for a specific purpose and may be accountable or non-accountable, as determined by the Canada Revenue Agency.
- 01.02 *Chief Administrative Officer* or *CAO* is the individual appointed to the position of Chief Administrative Officer, or his/her designate.
- 01.03 *Council* is the collective group of Elected Officials who govern the Municipality.
- 01.04 *Council Business* refers to the activities conducted by Council in keeping with the provisions of the Municipal Government Act. Examples of Council business may include attendance at Council and committee meetings, municipally-sanctioned events, meetings with the CAO, meetings with constituents, and social events.
- 01.05 *Councillors* are the Elected Officials of the Municipality, excluding the Mayor.
- 01.05 *Elected Officials* are the Mayor and Councillors.

- 01.06 *Expenses* are the costs incurred by Elected Officials when conducting Council business.
- 01.07 *Hosting* means occasions when an Elected Official chooses to pay for the expenses of a third party incurred while conducting Council business.
- 01.08 *Local Travel* means travel that occurs within the boundaries of the Regional Municipality of Wood Buffalo.
- 01.09 *Mayor* is the Chief Elected Officer as defined in the Municipal Government Act.
- 01.10 *Municipality* is the Regional Municipality of Wood Buffalo.
- 01.11 *Out-of-Town Travel* means travel that occurs outside the boundaries of the Regional Municipality of Wood Buffalo.
- 01.12 *Receipt* is the original documentation provided by a vendor which provides detail about the item(s)/services(s) received and the amount of GST paid. Debit and/or credit card slips are not considered receipts, and are not sufficient for reimbursement purposes.
- 01.13 *Service* is the total period of time spent serving as an Elected Official of the Municipality.

## **02 Responsibilities**

### **02.01 Council to:**

- (a) Approve any amendment to this policy.
- (b) Appoint a committee of citizens or engage a consultant (if required at any time) to review the policy in accordance with the terms of reference that are specified by Council, however, any review must be completed at least six months prior to a General Municipal Election in Alberta.

### **02.02 Mayor to:**

- (a) Carry out duties of approving authority for travel of all Councillors.
- (b) Review and authorize all acceptable and reasonable claims that consist of deviations to this Policy.
- (c) Advise impacted Councillor(s) of any expenses which are deemed as being ineligible for reimbursement.

### **02.03 Councillor to:**

- (a) Complete a Request for Travel Authority and Travel Advance form (Appendix I) a minimum of 10 working days in advance of the date of travel if an advance is required or if travelling outside of Canada.
- (b) Obtain the necessary vouchers, receipts and/or other required documents to substantiate expenditures while on travel status. Only detailed, itemized receipts

with GST number (if applicable) will be accepted; debit and credit card receipts do not provide sufficient information to substantiate expenditures.

- (c) Complete the Travel and Sundry Expense Claim Voucher (Appendix II) within 10 days of return, and submit the completed form to Legislative and Legal Services for processing.
- (d) Reimburse the Municipality for advances in excess of the expenses paid. The excess funds are payable upon submission of the Travel and Sundry Expense Claim Voucher (Appendix II).

#### **02.04 Legislative and Legal Services to:**

- (a) Review and budget sufficient funds on an annual basis, in consultation with Council, to enable individual Elected Officials to carry out their respective duties.
- (b) Review all Council Expense Claims for accuracy and compliance with this Policy, and authorize payment of all claims that fully comply with the provisions of this Policy. Expense Claims that do not fully comply with the provisions of this Policy shall be forwarded to the Mayor for payment authorization.
- (c) Prepare separate budgets annually for the Mayor, Deputy/Acting Mayor and Councillors to address remuneration, benefits, allowances, supplies, technology, and other direct costs. A summary of annual budget adjustments shall be appended to this Policy as Appendix III.
- (d) Prepare separate individual budgets for the Mayor, Deputy/Acting Mayor and Councillor positions to address travel expenses, training and development, hosting, and vehicle travel or allowances.
- (e) Coordinate travel, accommodation, and training and development activities of the Elected Officials to benefit from group rates or discounts to the extent feasible and practical.
- (f) Prepare quarterly expense reports relative to the travel expenses, including hosting, and training and development budgets for each Elected Official for review at a public Council meeting

#### **02.04 Finance Department to:**

- (a) Review all expense claims and advance requests for deviations from this Policy, as well as for mathematical inconsistencies.
- (b) Reimburse all authorized expense claims, and contact approving authority regarding claims or parts of claims that do not meet the requirements of this Policy.
- (c) Provide adequate explanation to approving authority for any claims or parts of claims that do not meet the requirements of this Policy.

## 03 **General**

### 03.01 **Budgets**

- (a) The annual training and development budget for each Elected Official will include a provision for spousal travel and expenses for one conference, convention or other similar event when deemed appropriate or necessary. Additional funds may be included in the Mayor's budget for other events where the presence of the Mayor's spouse is deemed necessary or appropriate.
- (b) Budgets shall be prepared in consultation with the Elected Officials and any guidelines established by Council, and are subject to Council approval.
- (c) A resolution of Council is required to authorize any expenditure in excess of any annual budget allocation.

### 03.02 **Remuneration**

#### *Rates*

- (a) As of January 1, 2010, the Mayor's remuneration is \$112,000\* per year.
- (b) As of January 1, 2010, Councillors' remuneration is \$32,983\*per year.

*\*Salary rates were established in 2001 using an open, transparent process conducted by an independent consultant. The rates reflected in subsections (a) and (b) are reflective of the adjustments that have occurred since 2001 in keeping with this Policy. Full details of the annual adjustments are outlined in Appendix III to this Policy.*

- (c) The annual salary for the Mayor and Councillors will be adjusted on January 1<sup>st</sup> of each calendar year based on the same percentage increase or decrease in the Alberta Average Weekly Earnings, as reported in the Statistics Canada survey of employment payroll and hours for the immediately preceding year.
- (d) When serving as Deputy or Acting Mayor during a scheduled or unscheduled absence of the Mayor, a Councillor may claim additional remuneration in the form of a per diem. The per diem will be applied to any period of uninterrupted service, excluding the first full day of service. The per diem rate is based on the difference between the then annual remuneration of the Mayor and the Councillor multiplied by 0.75, and then divided by 248 workdays and rounded up to the nearest dollar.

#### *Annual Adjustments*

- (e) In the event that that Statistics Canada discontinues or significantly changes the measurement of Alberta Average Weekly Earnings, Council shall decide the appropriate mechanism for automatically adjusting the remuneration.

#### *Payment*

- (f) Remuneration shall be paid to elected officials during the term that they hold



office:

- i. from the beginning of the organizational meeting of Council following a General Municipal Election to immediately before the beginning of the organizational meeting of Council after the next General Municipal Election; or
- ii. in the case of a vacancy that is filled, from the taking of the oath of office to immediately before the beginning of the organizational meeting of Council following a General Municipal Election; or
- iii. in the case of a resignation, from the taking of the oath of office or from the beginning of the organizational meeting of Council following a General Municipal Election to the date on which the written resignation is received by the CAO;

whichever is applicable.

- (g) Remuneration shall be paid bi-weekly to each Elected Official.
- (h) One-third of the remuneration for Elected Officials will be treated as tax exempt under the regulations of the Canada Revenue Agency.
- (i) Elected Officials shall immediately advise the CAO, or designate, of any changes in their personal banking arrangements so that their remuneration is deposited to the correct accounts.

### **03.03 Benefits**

#### *Participation*

- (a) Elected Officials shall have the option of participating in the Municipality's employee benefit programs during their term of office, with the exception of pension plans, short-term (weekly indemnity) and long-term disability. Elected Officials shall also have the option of participating on either an individual or family basis, depending on the program.
- (b) Participation by the Elected Officials in the benefit programs will:
  - i. start in the month of taking the oath of office when a vacancy is filled; and
  - ii. continue in the month of the General Municipal Election or until the end of the month of the organizational meeting of Council after the next General Municipal Election or until the end of the month that the CAO receives a resignation.
- (c) Upon leaving office, Elected Officials shall have the option of converting life and dependent life insurance to personal coverage at their cost and expense, in accordance with the terms and conditions of the group life insurance policy.
- (d) Elected Officials shall immediately advise the CAO, or designate, of any personal or family changes that may impact or change their participation in the benefit programs.

*Transition Allowance*

- (e) As of the 2001 General Municipal Election, Elected Officials shall be eligible to receive a transition allowance in an amount equal to two weeks salary for each year served. The allowance recognizes service with the Municipality, and provides some funding for retirement or transition purposes that is payable only upon conclusion of services as an Elected Official.
- (f) The transition allowance will be paid at the option of the Elected Official, and may be:
  - i. paid in a lump sum less the requisite income tax and other deductions;
  - ii. transferred directly to a registered retirement savings plan for the elected official; or
  - iii. partially and directly transferred to a registered retirement savings plan for the elected official, with the remaining balance paid to the elected official in a lump sum less the requisite deductions.
- (g) Elected Officials shall have the option of receiving the transition allowance by January 31<sup>st</sup> or March 31<sup>st</sup> of the next year. In the event of death, the transition allowance, less the requisite deductions, will be paid to the estate of the Elected Official.

*Registered Retirement Savings Plan*

- (h) Elected Officials shall be eligible to receive a matching contribution to a registered retirement savings plan (RRSP) of their choosing. The maximum value of the contribution to be made by the Municipality shall be no greater than 7.5% of eligible remuneration.

**03.04 Expenditures***Authority*

- (a) Each Elected Official is authorized by Council to utilize the budgeted funds for fulfilling the duties of the position at his/her discretion with the objective of performing duties effectively, consistent with relevant statutes or bylaws, policies and procedures of the Municipality. This includes spousal travel on the basis indicated in Section 03.01(a).
- (b) Administration shall prepare quarterly expense reports relative to the travel expenses, including hosting, and training and development budgets for each Elected Official for review at a public Council meeting.

*Coordination of Travel, Accommodation and Expenses*

- (c) The Travel and Sundry Expense Claim Voucher will be completed by each Elected Official within 10 days of return, and forwarded to Legislative and Legal Services with the requisite vouchers, receipts or other documents to support the expenditure claim.

- (d) Remuneration, travel and expenses of the Elected Officials will be reviewed by Legislative and Legal Services for accuracy and compliance with the policies and practices of the Municipality, and any differences of opinion will be referred to the Mayor for resolution.

### 03.05 Travel

#### *Transportation*

- (a) As of January 1, 2010, the Mayor may choose one of the following alternatives, with the maximum cost not exceeding \$1,809\* monthly:
  - i. a vehicle may be leased by the Municipality with lease, insurance and operating costs paid by the Municipality, plus the option of personally buying the vehicle at a pre-determined residual value at the end of the lease; or
  - ii. an allowance to cover the capital and operating costs of a vehicle that is purchased or leased by the Mayor.

*\*Rate was established in 2001 using an open, transparent process conducted by an independent consultant. The rate reflected in subsection (a) is reflective of the adjustments that have occurred since 2001 in keeping with this Policy. Full details of the annual adjustments are outlined in Appendix III to this Policy.*

- (b) Immediately following the 2010 General Municipal Election, each Councillor shall be provided a taxable monthly allowance of \$250 for the use of a personal vehicle to conduct Council business. The allowance will be used to offset vehicle repair and maintenance costs, costs related to maintaining appropriate levels of business insurance, and round trips totalling less than 20 kilometres in distance.
- (c) The rates identified in subsections (a) and (b) will be adjusted on January 1<sup>st</sup> of each calendar year by the same percentage increase or decrease in the transportation component of the all items Consumer Price Index for Alberta for the immediately preceding year, and rounded up to the nearest dollar or cent.
- (d) Travel by Elected Officials on Council business will occur via the most direct route possible to the travel destination, utilizing economy transportation that is convenient, timely and safe. This shall also apply if personal business of an Elected Official is combined with Council business that results in travel on longer routes.
- (e) Elected Officials shall be reimbursed for the cost of a rental vehicle while conducting Council business; however, at no time will the cost of a rental vehicle be reimbursed when used in conjunction with another mode of ground transportation (ie: private vehicles, taxi). The physical damage waivers (extra insurance) must be purchased if the vehicle is rented in the individual's name, as opposed to the Municipality.
- (f) Elected Officials may elect to travel by private vehicle, but in such instances will only be reimbursed to the equivalent of the lowest economical airfare and resulting taxi or airport shuttle fares for the same destination, if applicable.

- (g) Reimbursement rates for private vehicle use shall be set at the maximum non-taxable rate allowed by the Canada Revenue Agency for the Province of Alberta for the current calendar year.
- (h) Elected Officials who utilize a private vehicle for the purpose of conducting Council business shall carry a minimum of \$1,000,000 liability insurance provided by a third party insurance carrier.

#### *Accommodation*

- (i) Elected Officials should, whenever possible, access government rates at hotels or motels which are reasonable, comfortable, safe and conveniently located for relatively short stays.
- (j) Elected Officials may choose to utilize private arrangements for accommodation while travelling on Council business. Elected Officials may claim \$50 for each night spent in private accommodations without requiring a receipt. Rates shall be adjusted on January 1<sup>st</sup> of each year, beginning in 2011, by the same percentage increase in the shelter component of the all items Consumer Price Index for Alberta for the immediately preceding year, and rounded up to the nearest dollar or cent.

#### *Meals*

- (k) Elected Officials may decide what to spend on meals, gratuities and the number of meals per day when conducting Council business, provided that the expenditures are reasonable and within budget for each Elected Official. Detailed receipts must be provided.
- (l) Notwithstanding subsection (k), Elected Officials may claim a per diem rate of \$75.00 for each twenty-four (24) hour period spent in travel status without requiring receipts. When an Elected Official is on travel status for a portion of a day, the following meal allowances may be claimed without a receipt:

<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
\$15.00	\$20.00	\$30.00

- (m) Meal allowances may not be claimed when:
  - i. Breakfast – The departure time is later or the arrival time is earlier than 0600 hours (6:00 a.m.).
  - ii. Lunch – The departure time is later or the arrival time is earlier than 1300 hours (1:00 p.m.).
  - iii. Dinner – The departure time is later or the arrival time is earlier than 1930 hours (7:30 p.m.).
  - iv. Meals are included in travel fares or as part of a registration fee for conferences, etc.
- (n) Meal allowance rates shall be adjusted on January 1<sup>st</sup> of each year, beginning in



2011, by the same percentage increase in the food component of the all items Consumer Price Index for Alberta for the immediately preceding year, and rounded up to the nearest dollar or cent.

- (o) Incidental expenses of \$10.00 may be claimed for a period of 12 hours or more spent in travel status, but shall not exceed \$10.00 per 24-hour period. Receipts are not required.
- (p) Liquor shall not be reimbursed except as provided for in subsections (q) through (t) relating to Hosting.

#### *Hosting*

- (q) Each Councillor may utilize up to \$1,000 of his/her annual expense budget for hosting purposes.
- (r) Hosting expenses, including alcohol, may only be reimbursed when supported by an explanation of the business conducted and list of attendees, and accompanied by properly itemized receipts.
- (s) Councillors may utilize the hosting allocation identified in subsection (p) for the purchase of tables and/or provision of gifts as noted in subsection (u). Receipts for such expenses must clearly identify the name of the group and/or individuals who are hosted.
- (t) The reimbursement of hosting expenses is subject to review and approval by the Mayor.
- (u) In addition to the hosting activities of individual Councillors, the Mayor may, on behalf of Council and at his/her discretion, utilize budgeted funds for hosting purposes. Examples of eligible expenses may include, but is not limited to, the purchasing of tables and/or provision of gifts at community and charitable events or fundraising initiatives (ie: Keyano College Gala, Festival of Trees, RCMP Regimental Ball, etc.).

#### *Other Expenses – Out-of-Town Travel*

- (u) Elected Officials will be reimbursed for the reasonable cost of laundry, dry cleaning, local and long-distance telephone charges (excluding personal calls), in-room Internet charges and sundry expenses for out-of-town travel when conducting Council business.

### **03.06 Office Support and Technology**

#### *Technology*

- (a) The Municipality will provide a laptop computer and printer for each Elected Official at the time of election to office.
- (b) Immediately following the 2010 General Municipal Election, each Elected

Official will be provided with a monthly taxable technology allowance, in the amount of \$250, a portion of which shall be utilized to maintain a high-speed Internet connection at their place of residence. The Elected Official may choose to allocate the balance of the technology allowance in the manner that best serves his or her needs. Examples of such uses may include cellular telephones, fax machines, and additional telephone lines.

- (c) Elected Officials will be reimbursed for the cost of one electronic communication device (ie: fax machine, cellular telephone, personal data assistant, etc.) during their term of office. The Elected Official will assume responsibility for all costs related to maintenance, repair, upgrade and usage of the device, as per subsection (b).
- (d) At the time of leaving office, Elected Officials shall have the option of purchasing the laptop and printer from the Municipality on an as-is basis. The cost to the Elected Official will equal the purchase price paid by the Municipality for the laptop and printer less 40% per year on a declining balance basis to the end of the term of service by the Elected Official. All records and information that is the property of the Municipality shall be removed from the laptop at the time of purchase by the Elected Official.

### **APPROVAL, MANAGEMENT AND REFERENCES:**

This policy shall be accessed every three (3) years, at least twelve (12) months before the date of a General Municipal Election in Alberta, to determine its effectiveness and appropriateness. This policy may be accessed before that time as necessary to reflect legislative and/or organizational changes.

Approving Authority:

Approval Date:

Revision Approval Dates:

6 months prior to 2013 municipal election

Review Due:

October, 2012

Policy Manager:

Legislative and Legal Services

Department Contact:

Senior Legislative Officer

Legal References:

Cross References:

Income Tax Act (1985, c.1 (5<sup>th</sup> Supp.))

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Legislative Officer

\_\_\_\_\_  
Date

REGIONAL MUNICIPALITY OF WOOD BUFFALO				
REQUEST FOR TRAVEL AUTHORITY & TRAVEL ADVANCE				
<b>AUTHORITY</b>				
EMPLOYEE NAME		DEPARTMENT	DATE	
DESTINATION		MODE OF TRANSPORTATION		
PURPOSE				
TRAVEL PERIOD:			EMPLOYEE SIGNATURE	
FROM			TO	
SUPERVISOR SIGNATURE	DEPARTMENT HEAD SIGNATURE		HUMAN RESOURCES SIGNATURE (TRAINING)	
<b>ADVANCE REQUEST</b>				
ANTICIPATED EMPLOYEE PAID EXPENSES				
TRAVEL	ACCOMMODATION	REGISTRATION	MEALS/OTHER	TOTAL
+	+	+	=	
ADVANCE REQUESTED (NOT TO EXCEED 75% OF TOTAL)		GENERAL LEDGER CODING		\$      ¢
I HEREBY ACKNOWLEDGE THAT THE FUNDS PROVIDED ARE AN ADVANCE TOWARDS ANTICIPATED TRAVEL EXPENSES AND THAT I WILL SUBMIT A TRAVEL AND SUNDRY EXPENSE CLAIM FORM WITHIN 10 DAYS OF MY RETURN.		GENERAL LEDGER CODING		
		APPROVED TREASURER	ACCOUNTS PAYABLE	CHEQUE NO.
EMPLOYEE SIGNATURE				
COPY DISTRIBUTION: WHITE - ORIGINAL A/P VOUCHER      CANARY - ORIGINATOR				

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**REGIONAL MUNICIPALITY OF WOOD BUFFALO**  
**ELECTED OFFICIALS REMUNERATION**  
**2002 – 2009**

YEAR Effective January 1 <sup>st</sup>	MAYOR		COUNCILLORS			MILEAGE/VEHICLE ALLOWANCES			
	Salary	% Increase	Salary	Deputy Mayor Per Diem	% Increase	Rate	Mayor's Monthly Vehicle Allowance	Councillors' Term (3 years) Vehicle Repair & Maintenance	% Increase*
2002	\$81,500	N/A	\$24,000	\$174	N/A	0.40	\$1400	\$1500	N/A
2003	\$83,220	2.11%	\$24,506	\$181	2.11%	0.43	\$1400	\$1500	6.2%
2004	\$84,901	2.02%	\$25,001	\$182	2.02%	0.44	\$1400	\$1500	7.3%
2005	\$88,441	4.17%	\$26,044	\$189	4.17%	0.44	\$1400	\$1500	2.6%
2006	\$93,933	6.21%	\$27,661	\$201	6.21%	0.45	\$1400	\$1500	3.5%
2007	\$98,546	4.91%	\$29,020	\$211	4.91%	0.50	\$1742	\$1866	2.8%
2008	\$103,011	4.53%	\$30,335	\$220	4.53%	0.51	\$1777	\$1904	2.0%
2009	\$109,172	5.98%	\$32,150	\$233	5.98%	0.52	\$1809	\$1939	1.8%
2010	\$112,000	2.59%	\$32,983	\$239	2.59%	0.52	\$1725	\$1849	-4.9%

\*Mileage allowances were not increased in accordance with Policy, based on direction received from the CFO in 2005, as the increases at that time would have exceeded the non-taxable rates established by the Canada Revenue Agency, thus making all mileage reimbursements taxable. In addition, increases related to mileage/vehicle allowances were based on the incorrect tables on the StatCan website (2003 – 6.7%; 2004 – 1.6%; 2005 – 0; 2006 – 2.7%). Corrected percentages are reflected in the table, with the 2007 rate based on the cumulative increases since 2002.

**Subject: Capital Budget Amendment – South Municipal Facility  
(Component 1) – South Station****APPROVALS:**

Kelly Kloss, Chief Administrative Officer (Interim)

**Administrative Recommendation(s):**

1. THAT the Capital Budget be amended as identified in Attachment 1 – Capital Budget Amendment Request – South Municipal Facility (Component 1) - South Station, dated May 25, 2010.
2. THAT the project financial provisions of Attachment 1 remain confidential pursuant to sections 16 and 25 of the Freedom of Information and Protection of Privacy Act, R.S.A, 2000 c F-25

**Summary:**

An amendment is required to change funding source from debt and allocate Municipal Sustainability Initiative (MSI) grant to the South Municipal Facility – (Component 1) – South Station project. Since Council is the approving authority for the Capital Budget, amendments must also be approved by Council.

**Background:**

On March 23, 2010, Council approved the 2010 Capital Budget which included the first year of a multi-year capital project, South Municipal Facility (Component 1) – South Station. Approved funding for this project included a combination of reserves and debt.

Subsequent review of available grant funds identified an unallocated balance in the MSI program. The South Municipal Facility (Component 1) – South Station project has been determined to be eligible for funding under this grant program.

This amendment will reduce the municipality's debt burden.

**Budget/Financial Implications:**

Approval of this capital budget amendment will reduce the municipality's debt burden and also release additional borrowing capacity for future capital needs or projects. Further, this will allow the municipality to timely commit and spend grant funds in line with granting authority conditions.

**Rationale for Recommendation(s):**

This amendment will secure the grant funding with Alberta Municipal Affairs as per requirements outlined in the MSI Capital Project Funding – Program Guidelines

**Attachments:**

1. Attachment 1 – Capital Budget Amendment Request – South Municipal Facility (Component 1) – South Station, dated May 25, 2010