



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

## **Council Meeting**

Jubilee Centre Council Chamber  
9909 Franklin Avenue, Fort McMurray

Tuesday, July 09, 2013  
6:00 p.m.

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### **Agenda**

#### **Call To Order**

#### **Opening Prayer**

#### **Adoption of Agenda**

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

1. Minutes of June 25, 2013

#### **Delegations**

2. Howard Rensler, UDI Wood Buffalo re: Land Release Position Paper

*(Proposed motion: That the Presentation from Howard Rensler be received as information.)*

*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**

3. Charlie Cannon and Seth Goldenberg re: Nexus North

### **Business Arising from Presentations**

4. Nexus North Sponsoring Membership

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

5. Land Use Bylaw Amendment – Bylaw No. 13/023  
Real Martin Drive Cemetery – Portion of NE ½ 14-89-10 W4M  
- Public Hearing  
- 2nd and 3rd readings
6. Conklin Area Structure Plan - Bylaw No. 13/024  
- Public Hearing  
- 2nd and 3rd readings

### **Bylaws**

7. Land Use Bylaw Amendment – Election Sign Provisions – Bylaw No. 13/018  
- 2nd and 3rd readings
8. Land Use Bylaw Amendment – PS Public Services District – 505 Sakitawaw Trail – Bylaw No. 13/027  
- 1st reading (Proposed date for Public Hearing, 2nd and 3rd readings – August 27, 2013)
9. Fort Chipewyan Noise Bylaw No. 13/025  
- 1st reading

### **Reports**

10. Telecommunications Conduit and Fibre Strategy
11. Jubilee Centre – Lease for Jubilee Plaza

12. Lease with Option to Purchase – Portion of NE-31-76-07-W4M, Conklin
13. Sale of Residential Lots 63, 64, 65, 66, 67 and 68, Plan 832 1906, Janvier
14. City Centre Area Redevelopment Land Disposal Strategy
15. RCMP Occupancy Agreement – Wood Buffalo Detachment Building
16. Council Expense Summary – January 1 – June 30, 2013

**Reporting - Boards and Committees**

**Adjournment**



**Unapproved Minutes of a Meeting of the Council of the Regional Municipality of Wood Buffalo held in the Council Chamber at the Municipal Offices in Fort McMurray, Alberta, on Tuesday, June 25, 2013, commencing at 6:00 p.m.**

**Present:** M. Blake, Mayor  
D. Blair, Councillor  
C. Burton, Councillor  
L. Flett, Councillor  
S. Germain, Councillor  
P. Meagher, Councillor (via teleconference)  
J. Stroud, Councillor  
C. Tatum, Councillor  
R. Thomas, Councillor  
A. Vinni, Councillor

**Absent:** D. Kirschner, Councillor

**Administration:** Glen Laubenstein, Chief Administrative Officer  
Surekha Kanzig, Chief Legislative Officer  
Anita Hawkins, Legislative Officer  
Rebecca Kendall, Legislative Coordinator

**Call To Order**

Mayor Blake called the meeting to order at 6:03 p.m.

**Opening Prayer**

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

Mayor Blake on behalf of the Municipality, acknowledged and thanked the volunteers, municipal staff, emergency management, fire department, police department, and countless others for helping with the recent flooding in the area, as well as visits from elected officials.

**Adoption of Agenda**

Moved by Councillor R. Thomas that the agenda be adopted as presented.

CARRIED UNANIMOUSLY

**Minutes of Previous Meetings**

**1. Minutes of June 11, 2013**

Moved by Councillor J. Stroud that the minutes from the June 11, 2013 Council meeting be approved as presented.

CARRIED UNANIMOUSLY

## **Public Hearings and Related Reports**

- 2. Land Use Bylaw Amendment - Bylaw No. 13/022**  
**Diversified Site - DC- Direct Control to C4 - Highway Commercial**  
**Suncor Card Lock - DC - Direct Control to BI - Business Industrial**  
**- Public Hearing**  
**- 2nd and 3rd readings**

Moved by Councillor C. Tatum that the Public Hearing for Bylaw No. 13/022 be opened.

CARRIED UNANIMOUSLY

Tracey Tester, Planning and Development, gave an overview of the amendment submitted for consideration.

Moved by Councillor J. Stroud that the Public Hearing for Bylaw No. 13/022 be closed.

CARRIED UNANIMOUSLY

The Public Hearing was held between 6:10 p.m. and 6:17 p.m.

Moved by Councillor R. Thomas that Bylaw No. 13/022, being a Land Use Bylaw amendment for Lot 24, Block 1, Plan 112 5223 (Diversified bus operations), and Lot 7, Block 2, Plan 132 0966 (Suncor card lock), be read a second time.

CARRIED UNANIMOUSLY

Moved by Councillor P. Meagher that Bylaw No. 13/022 be read a third and final time.

CARRIED

For: M. Blake, C. Burton, L. Flett, S. Germain, J. Stroud, C. Tatum, R. Thomas, A. Vinni

Opposed: D. Blair

- 3. Combative Sports Commission Bylaw - Bylaw No. 13/019**  
**- Non-Statutory Public Hearing**  
**- 2nd and 3rd readings**

Moved by Councillor R. Thomas that the Public Hearing for Bylaw No. 13/019 be opened.

CARRIED UNANIMOUSLY

Arlan Delisle, Legal Services, gave an overview of the proposed bylaw for consideration.

Wayne Reynolds, Building Operator, EDON Management, spoke in support of Bylaw No. 13/019 indicating that he was involved in the Canadian Boxing Federation as well as the mixed martial arts in Nova Scotia.

Sandy Bowman, Mixed Martial Arts Association, spoke in favor of the proposed bylaw noting that he has taught mixed martial arts since 1993. Mr. Bowman also indicated that Alberta held approximately 60 mixed martial art events in 2012 and there is a great demand for this sport.

Joel Fingard spoke in support of the proposed bylaw and indicated that he has been involved with the Manitoba Combative Sports Commission for the past 9 years and is currently working with the Saskatchewan Government on legislation.

Dr. S. Fisher spoke in support of the proposed bylaw and indicated that a doctor has to screen athletes before they participate in an event.

Dr. JC Bouwer, spoke in support of the proposed bylaw and gave a brief overview of a doctor's role when testing or treating an athlete.

Christine Unruh, resident, on behalf of Ryan Disher, spoke in support of the proposed bylaw.

Moved by Councillor J. Stroud that the Public Hearing for Bylaw No. 13/019 be closed.

CARRIED UNANIMOUSLY

The Public Hearing was held between 6:22 p.m. and 7:45 p.m.

### **Recess**

A break occurred at 7:45 p.m. and the meeting reconvened at 8:00 p.m.

Moved by Councillor R. Thomas that Bylaw No. 13/019 being the Combative Sports Commission Bylaw be read a second time.

Councillor C. Burton put forward the following recommendations:

Moved by Councillor C. Burton that Bylaw No. 13/019 be amended by removing s. 4(b)(ii) of Schedule A.

CARRIED UNANIMOUSLY

Moved by Councillor C. Burton that section 7 be amended to read, "...consisting of: one (1) member with law enforcement knowledge and experience, one (1) member with financial knowledge and experience, two (2) members with combative sports knowledge and experience, and three (3) members from the public-at-large.

CARRIED

For: M. Blake, D. Blair, C. Burton, L. Flett, S. Germain, P. Meagher, J. Stroud, C. Tatum, R. Thomas

Opposed: A. Vinni

Moved by Councillor C. Burton that section 59(f) be removed.

CARRIED

For: D. Blair, C. Burton, L. Flett, S. Germain, C. Tatum, R. Thomas, A. Vinni

Opposed: M. Blake, P. Meagher, J. Stroud

**Exit**

Councillor P. Meagher disconnected from the teleconference at 8:31 p.m. and was absent from the remainder of the Council Meeting.

After debating the matter, Council proceeded with voting on second reading of the bylaw.

Moved by Councillor R. Thomas that Bylaw No. 13/019, being the Combative Sports Commission Bylaw, as amended, be read a second time.

CARRIED

For: M. Blake, D. Blair, C. Burton, L. Flett, S. Germain, J. Stroud, C. Tatum, R. Thomas

Opposed: A. Vinni

Moved by Councillor S. Germain that Bylaw No. 13/019 be read a third and final time.

CARRIED

For: M. Blake, D. Blair, C. Burton, L. Flett, S. Germain, J. Stroud, C. Tatum, R. Thomas

Opposed: A. Vinni

**Bylaws**

4. **Conklin Area Structure Plan - Bylaw No. 13/024**  
**- 1st reading (Proposed date for Public Hearing, 2nd and 3rd readings - July 9, 2013)**

Moved by Councillor C. Tatum that Bylaw No. 13/024, being the Conklin Area Structure Plan, be read a first time; and that the required public hearing be held on Tuesday July 9, 2013.

CARRIED UNANIMOUSLY

5. **Land Use Bylaw Amendment – Bylaw No. 13/023**  
**Real Martin Drive Cemetery – Portion of NE ½ 14-89-10 W4M**  
**- 1st reading (Proposed date for Public Hearing, 2nd and 3rd readings - July 9, 2013)**

Moved by Councillor J. Stroud that Bylaw No. 13/023, being a Land Use Bylaw Amendment for a portion of NE ½ 14-89-10 W4M, be read a first time; and that the required public hearing be held on Tuesday, July 9, 2013.

CARRIED UNANIMOUSLY

**Reports****6. AUMA/AAMDC Resolution - Creation of a Provincial Combative Sports Commission**

Moved by Councillor C. Tatum that the Resolution entitled Creation of a Provincial Combative Sports Commission be forwarded to the Alberta Urban Municipalities Association (AUMA) and the Alberta Association of Municipal Districts and Counties (AAMDC) for consideration at the respective 2013 Fall Conventions; and that the Mayor send a letter to the MLAs for the Fort McMurray-Conklin and Fort McMurray-Wood Buffalo ridings, asking for their support of the resolution.

CARRIED

For: M. Blake, D. Blair, C. Burton, L. Flett, S. Germain, J. Stroud, C. Tatum, R. Thomas

Opposed: A. Vinni

Councillor S. Germain indicated that in the background of the report it indicated that the Province of British Columbia does not have legislation which should be changed since it was indicated this evening that legislation has now been implemented.

**Reporting - Boards and Committees**

- Shell Place Expansion Project – MacDonald Island Park (Councillor S. Germain)
- Treaty Day – Fort Chipewyan (Councillor D. Blair)
- Annual Suncor Community Leaders' Reception (Councillor C. Tatum)
- First Conklin Graduation (Councillor J. Stroud)
- Wood Buffalo Sports Hall of Fame Inductee Dinner, Rotary Integrity Awards, Opening of Shell Place in 2015 - MacDonald Island Park (Mayor M. Blake)

**Adjournment**

Moved by Councillor D. Blair that the meeting be adjourned.  
CARRIED UNANIMOUSLY

The meeting adjourned at 9:12 p.m.

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Mayor

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Chief Legislative Officer





REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

## Council Meeting Presentation Request

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

### Presentation Information

Preferred Date of Presentation	July 9 2013
Name of Presenter(s)	Howard Rensler
Organization Represented	UDI Wood Buffalo
Topic	Land Release Position Paper
Please List Specific Points/Concerns	This presentation addresses a realistic, practical solution to the single most critical issue facing the future development of Wood Buffalo: the dearth of available development lands, the disconnect between priorities of infrastructure and transportation agencies, and the inertia of RMWB in working towards a positive future for our community.
Action Being Requested of Council	Consider the structural format presented in the Position Paper and commit to its realization.

### Are you providing any supporting documentation (ie: Powerpoint)?

If yes, the documentation must accompany this request, as handouts will not be distributed at the meeting. To ensure that your documents meet minimum standards, please see presentation guidelines on the next page.

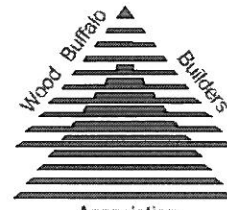
Supporting documents may be e-mailed to [Legislative.Assistants@woodbuffalo.ab.ca](mailto:Legislative.Assistants@woodbuffalo.ab.ca).

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





Urban Development Institute  
**WOOD BUFFALO**



Originally Constituted as

Association

**ATTENTION:** Premier Allison Redford; Deputy Premier Thomas Lukaszuk; Minister of Finance Doug Horner; Minister of Infrastructure Wayne Drysdale; Minister of Energy Ken Hughes; Minister of Municipal Affairs Doug Griffiths; Minister of Environment & Sustainable Resource Development Diana McQueen; Minister of Transportation Ric McIver

**RELEASED** by email June 25, 2013 [Fort McMurray AB]

Our community, the Regional Municipality of Wood Buffalo, stands poised precariously on the threshold of what is expected to be a sustained period of urban growth. This could well see our population as much double over the next decade.

Decisions made today concerning the form and pace of that growth will have irreversible impacts on both the future of our Region. UDI Wood Buffalo is the representative body for the residential, commercial, industrial and institutional developers in Wood Buffalo. UDI Wood Buffalo exists in part as the voice of that industry and its liaison to government. Our primary objectives are:

***"To foster effective communication about the development industry in Wood Buffalo between its members, government, oil sands industry and community at large. To promote efficient and productive urban growth in Wood Buffalo, resulting in a sustainable supply of housing and commercial property in the Region."***

Arguably the single most significant impediment to rational and humane development in our Region is: the current and historical dearth of developable lands; the stranglehold placed on supply/release of developable lands by the Province of Alberta; the artificially inflated price of developable land whenever it is released for sale and, the inadequate funding of the infrastructure necessary to initiate and sustain development.

In particular, the transportation infrastructure to access and initiate development lands in both of the North Parsons Creed and Saline Creek communities must be confirmed immediately. This will require a level of cooperation from both the Ministries of Infrastructure and Transportation that has to date been insufficient.

The pursuit of the **Urban Development Sub-Region (UDSR)** for Fort McMurray, the creation of a **Land Trust** and, an accompanying **Growth Areas Management Authority** would require close and coordinated collaboration between many levels of Government, local industry and commerce representative groups such as UDI Wood Buffalo and, members of our resident community at large. UDI Wood Buffalo has compiled the **attached Position Paper** in order to initiate a meaningful dialogue. We await your response to this invitation.

Howard  
Respectfully Submitted;

*H.Rensler* [electronic signature]

cc: UDI Wood Buffalo Membership MLA Scott, MLA Allen Mayor Melissa Blake & RMWB Council FMM Chamber of Commerce UDI Alberta  
CHBA Alberta



**Urban Development Institute Wood Buffalo**

**2013 Position Paper**

**Land Management**

**of Urban Growth Areas**

**in Fort McMurray**

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**INTRODUCTION** UDI Wood Buffalo is the representative body for the residential, commercial, industrial and institutional developers in the Wood Buffalo region of Northern Alberta. Serving the community for over 28 years, UDI Wood Buffalo is comprised of over 50 members who are represented by an elected board and three sub-committees. The current Board of Directors brings over 150 years of combined experience in the land development and building industry. UDI Wood Buffalo exists in part as the voice of that industry and its liaison to government.

The primary objectives of UDI Wood Buffalo are:

*"To foster effective communication about the development industry in Wood Buffalo between its members, government, oil sands industry and community at large."*

***"To promote efficient and productive urban growth in Wood Buffalo, resulting in a sustainable supply of housing and commercial property in the Region."***

It is in this capacity, UDI Wood Buffalo presents this position and supporting analysis regarding the management of land for future urban growth in Fort McMurray. Our position reflects our desire for the balanced and sustainable development, identified as an aspiration for our regional community in recently adopted Provincial and Municipal plans.

It is the view of UDI Wood Buffalo that sustainable development requires a stabilized and normalized residential, commercial and industrial market that contributes to support the integrated development of our community, having consideration for all parties involved including our trades, financiers and ultimately our customers, the people of our region both present and future.

We recognize that there are currently significant distortions prevalent in the our local real estate market, that have evolved over time, UDI Wood Buffalo favors the designation of a **Land Reserve** for urban development in Fort McMurray and the creation of a **Growth Areas Management Authority** as its implementation entity to ensure certainty, predictability and efficiency in the future development of Wood Buffalo's main urban centre.

**GUIDING PRINCIPLES** The following guiding principles are essential considerations to UDI Wood Buffalo. They should be acknowledged in the development of an integrated approach to the management of urban growth areas for Fort McMurray:

1. Housing variety and relative affordability are essential elements of a healthy community.
2. A healthy community also provides opportunity for entrepreneurship and business growth at competitive costs.
3. A competitive private development and housing industry is capable of providing for affordable housing and business development.
4. Government intervention into normal markets impacts the balance of supply and demand and can have undesirable and unintended consequences.
5. Previous Government actions have resulted in market prices for housing and commercial properties that are above those that would be anticipated in a healthy balanced market.
6. Intervention into the market now, to create "normalized" market conditions would have significant consequences.
7. Any further increase in prices for either housing or business is unsustainable and will have an undesirable impact on the community.
8. Alternatively, a dramatic decrease in market prices would have a significant impact on existing developers, builders, home owners, business operators and their lenders.
9. Speculation of any market changes can have undesirable consequences. A decrease in prices can become a self-fulfilling prophecy as buyers and lenders step out of the market.
10. It is critical to ensure that future land release strategies recognize the impact of speculation on pricing, consumer action and lenders.
11. Predictability of land availability and market competition is critical in avoiding either inflationary or deflationary speculation.

12. To achieve a measure of predictability in the land market would require a sound and well integrated servicing, transportation and financial strategy to provide certainty and transparency to all involved.

**PROPOSED COURSES OF ACTION** UDI Wood Buffalo recognizes the complexity of the existing land market conditions in and around Fort McMurray and is fully committed to positively contribute to the development of a collaborative solution to address land-related challenges faced by our community.

The pursuit of the **Urban Development Sub-Region (UDSR)** for Fort McMurray and the creation of a **Land Trust** and an accompanying **Growth Areas Management Authority** demand innovative thinking and bold action within our Province and thus, require close and coordinated collaboration of all involved; notably the Government of Alberta, the Regional Municipality of Wood Buffalo, local industry and commerce representative groups such as UDI Wood Buffalo, the Chamber of Commerce and members of our resident community at large.

*In this context, UDI Wood Buffalo supports the designation of a Land Trust that constitutes a Land Reserve for urban use in Fort McMurray that:*

- Constitutes Provincial and Municipal delivery on the proposed UDSR, as reflected in approved official documents and publicly shares with the community throughout the ongoing process.
- Creates a safe and secure environment for the Fort McMurray community and prevents encroachment by oil sands development activities.
- Allows Wood Buffalo to have local control over the future of Fort McMurray to fully allow the realization of its growth potential as a Regional urban center.
- Is large enough to assure a minimum land supply of 3 years for serviced land, 5 years for available lands and 10 years for lands planned for future urban development.
- Provides clarity and certainty to property owners, developers, builders and investors about the orderly growth of Fort McMurray to accommodate for various choices of housing, retail, office and industrial development opportunities.
- Sends a clear message to oil sands corporations and their affiliates about Provincial and Municipal support to Fort McMurray as Alberta's upcoming third largest city, to reverse the ongoing relocation of workforce to Edmonton, Calgary or remote camp locations in Wood Buffalo.

*UDI Wood Buffalo supports the creation of a Growth Areas Management Authority that:*

- Has the ability to buy and sell land and build infrastructure as a strategic implementation mechanism to bring certainty, transparency and efficiency to the development of Fort McMurray.
- As a public sector entity, with balanced provincial and municipal participation, can incorporate local private sector expertise to ensure a continued supply of readily accessible and serviced land for the short, middle and long terms.
- While initially funded by public seed monies, can gradually attain financial self-sufficiency through its ongoing operations to benefit the community.
- Is set up under legislation that ensures its permanence and operational continuity as an implementation entity to pursue objectives contained in official Provincial and Municipal plans, thus facilitating the integration of land release, infrastructure servicing, transportation and financing initiatives.
- Pursues the stabilization of the real estate market in Fort McMurray and the preparation of a comprehensive land management strategy to minimize potential impacts on local property owners and financing entities already committed to the community.
- Attracts and retains professional talent with experience and expertise in all sectors related to the land development process to ensure sustained and continued leadership in this critical area for the future of Fort McMurray.

Given the existence of overlapping jurisdictions and spheres of institutional responsibility in our region, UDI Wood Buffalo proposes the following courses of action.

***By the Government of Alberta:***

- Clearly identify the Ministry and entity within the Government of Alberta responsible to lead and deliver on the coordinated implementation of the Comprehensive Regional Infrastructure and Sustainability Plan (CRISP) for the Athabasca Oil Sands Region (AOSA), particularly with regards to the urban development reserve as it pertains to Fort McMurray.
- Define realistic and achievable time lines to deliver on Strategy a) of Outcome 5 of the Lower Athabasca Regional Plan (LARP), regarding the planning for the Fort McMurray urban development sub-region to ensure effective land use planning, efficient construction of infrastructure and timely release and development of land for urban use.
- Fully enable the designated Ministry and entity responsible for the establishment of the urban development sub-region of Fort McMurray to take all intra and inter-governmental actions necessary for delivering on the Provincial commitment to this matter, as reflected in the Memorandum of Understanding signed with the Regional Municipality of Wood Buffalo on August 29, 2011.
- Set a target deadline to achieve provincial designation of Crown Land surrounding Fort McMurray to constitute the proposed urban development sub-region and provide monthly public updates of the progress achieved on the ongoing consultation process as outlined in the background document released on October 26, 2012.
- Require the designated Ministry and entity responsible for this initiative to begin the preparation of the legal and administrative framework necessary for the creation of a Growth Areas Management Authority for the UDSR of Fort McMurray, as a public sector entity with balanced provincial and municipal participation that incorporates local private sector and industry representation and expertise.
- Enhance the government's commitment and support to Wood Buffalo by requiring Ministries with strategic roles in the implementation of the UDSR for Fort McMurray, (like Environment and Sustainable Resource Development, Energy, Transportation, Municipal Affairs and Infrastructure), to have Deputy Ministers reside in Fort McMurray for at least six months of every calendar year.

***By the Regional Municipality of Wood Buffalo:***

- Clearly identify the Municipal unit within Administration responsible for decisive Municipal leadership to follow up on the Municipal commitments expressed in the Memorandum of Understanding signed with the Government of Alberta on August 29, 2011, to attain the establishment of the Urban Development Sub-Region (UDSR), as stated in Key Priority No. 1 of the Municipal Strategic Plan 2012-2016 (MSP), and recover for Wood Buffalo the common wealth already lost in the twenty townships given up in the southern portion of the Municipality.
- Fully enable the same Municipal unit within Administration to take all necessary intra and inter-governmental actions to develop an integrated land use, transportation and infrastructure delivery strategy to fulfill the mandate of the MSP as stated in Key Priority No. 1 and pursue close collaboration with the Government of Alberta for the creation of a land management authority.
- Provide a transparent and detailed financial and implementation plan that ensures a balanced allocation of resources to deliver simultaneously on all ten Key Priorities of the MSP, particularly on No. 2 (integrated mobility choice), No. 4 (complete communities), No. 7 (improved economic development) and No. 8 (housing affordability) in order to achieve accessible, attainable, sustainable and livable neighborhoods in Fort McMurray, beyond the current Council's strong focus on priority No. 3 for City Centre.
- Publicly share a clear and attainable municipal strategy to address the substantial deficit of commercial and industrial space in Fort McMurray as documented in the 2010 Commercial and Industrial Land Use Study (CILUS) and deliver on the recommendations of such report making use of available lands within municipal jurisdiction.
- Strengthen the role of the municipal economic development unit as a leading liaison with the private sector to better understand, and thus inform, municipal policy to enhance the development of local strategic industries, such as the development and building industries.

***By the development, building and commercial representative groups:***

- Collectively document and share with the designated entities of the Provincial and Municipal governments the differential premium for real estate development in Fort McMurray that is approximately 35% over other consolidated markets such as Edmonton.
- Collectively document and share actual prices of the various products of real estate and existing and upcoming stock in Fort McMurray to facilitate the creation of an urban observatory to track real-time data on the pulse and dynamics of our local market.
- Collaborate with Provincial and Municipal representatives to jointly develop a transparent, effective and efficient bidding and allocation process that ensures fair competition by small, medium and large firms in the local real estate market, preventing speculation and sudden artificial shocks to the local market.
- Collectively explore the introduction of fair-share concepts into residential developments to ensure the predictable supply of affordable, attainable and livable housing options throughout Fort McMurray, in both greenfield and brownfield developments.
- Collectively sponsor a keynote lecture series by subject-matter experts on proven successful examples of integrated land use and transportation projects in Canada and elsewhere to learn from their experiences and incorporate such into a year-end report to inform our local regulatory framework.

## **SUPPORTING ANALYSIS**

**Recent Market Analysis** The Fort McMurray housing, commercial and industrial real estate market is a classic example of impacts of supply and demand on pricing of a commodity. If it were not for supply constraints within the market we would assume that the cost of housing and other land uses would be closely correlated to those of a nearby more balanced market such as Edmonton. The only differential should theoretically be the additional cost of shipping materials to Fort McMurray, local costs associated with infrastructure installation and soil conditions, local labor premiums associated with attracting workers to a more remote location and any return premium expected by investors (and their lenders) for the risks of participating in a smaller less diversified market.

It is our industry opinion that the above noted Fort McMurray differential premium or (Fort McMurray factor) in an unconstrained market is approximately 35% higher than the market in Edmonton. During the early period of the recent growth of the community (approximately 1998 to 2003) this factor seemed to consistently apply to the market. It is important to note that this period was a time of lesser constraint on land supply.

From 1998 to 2003 the Fort McMurray urban services area benefitted from a reasonable supply of residential, commercial and industrial lands. Additionally, these lands were reasonably widely held by a range of owners allowing for a competitive supply to builders. Residential lands under development included Prairie Creek, Wood Buffalo Estates, a handful of locations in Timberlea (including Bear Ridge, Confederation Heights, Lakewood, Prospect Point and others), and a wide range of infill locations throughout all areas of the community. Similar conditions existed for infill commercial development in areas like the shipyards in the Lower Townsite and in the Gregoire Industrial lands. The combined competitive supply and timely development of these lands mitigated much of the demand and prevented most impacts of potential supply and demand imbalance. During this period, despite explosive growth, home prices as well as prices for commercial and industrial space stayed parallel to increases in the Edmonton market. Prices during this period more or less reflected a 35% premium over Edmonton prices.

In 2004, pricing in the Wood Buffalo housing market began to deviate radically from the standard 35% Fort McMurray premium. This price increase came with the impact of supply constraint as the Province failed to release land in the spring of 2004 as the supply of other neighborhoods was depleting. The sudden increase in pricing was partly due to increased trade and servicing costs but the vast majority of price increase was due to ongoing demand and an impending supply shortage allowing for profit taking by developers, builders, and home sellers. Increases in pricing of commercial and industrial properties followed increases in housing prices as it

became clear that lands for all land uses would be in short supply, with no substantial new competition in the market.

In following years, regulated land releases with profit limitations for developers and builders mitigated the effect of a market with little or no land development competition as almost all development was confined to a couple of parcels of land under Provincial administration. The 2011 removal of restrictions from Parcel F with virtually no competing lands in the market allowed lot prices to increase by approximately 60%, further driving up home pricing.

The 2011 Provincial release of 5 parcels of land should have provided opportunity for increased supply and demand balance and could have mitigated pricing to some degree, except the land sale strategy selected at this time was sale to the highest bidder. With elevated pricing established on Parcel F, and clear indication from the Province and Municipality that no further development would be supported without an interchange that was years away, it was clear that no lower priced competition would exist resulting in very high bids for the Parsons North land, based on elevated lot price expectations associated with limited supply. The result being higher sustained lot prices and higher home prices.

The fall of 2012 has seen reasonable lot supply, allowing significant builder competition at the same time market demand has slowed, with increased reliance on fly in and out workers and recent mortgage rule changes. The slowing market has ensured that supply has met demand in the short term. Notwithstanding this temporary situation, the pace of servicing in Saline Creek and the future release of lands in Parsons North will impact near term price trends.

Supply and demand issues surrounding commercial space, and to a lesser degree industrial space, continue to exist thus resulting in ongoing high lease rates beyond what should exist for the "Fort McMurray factor". When commercial lands become available in Parsons North, the degree to which supply constraints are projected into the future will ultimately impact land values offered to the Province. It is important, however, to note that commercial land prices are more affected by longer term lease rates and are therefore less susceptible to "short term" supply and demand concerns.

**The Current Housing Market** Current home prices are reflective of past supply and demand imbalances that have inflated the costs of doing business in the community, including wages for trades. Home prices are also reflective of high lot prices resulting from high land prices paid to the Province in the latest land release. In the past, elevated margins for developers and builders have existed but, at present, margins appear to be reflective of industry standards. Despite high lot prices, the gross margin for the developer is limited by high land prices paid to the Province.

**The Near Future** Reduced land sale prices for the recently transferred Saline Creek Plateau lands will allow for either increased developer margins or reduced lot prices within a portion of the community. If lot prices are reduced, it can be anticipated that, notwithstanding any anticipated ongoing land supply shortages, that offers on future released Provincial lands may be at a reduced price to reflect possible ongoing future lower lot prices.

In the near term, speculation on possible risks and outcomes on land, lot and home prices may freeze buyers and ultimately lenders. Uncertainty resulting in an extended pause in the market can potentially have significant impacts on existing developers, builders, home sellers, lenders and trades. Many of these impacts can result in unintended consequences such as the loss of qualified trades people from the community.

**UDI WOOD BUFFALO OBJECTIVES FOR LAND RELEASE** As it is clear over the past 15 years that the release (or failure to release) of lands, the terms of the release (highest bid or other), and other factors such as the number of active competing developments, all have significant impacts on the housing, industrial and commercial markets; there is no factor more important in shaping the community and affecting residents and businesses in this community than the availability of land. As such, UDI Wood Buffalo believes that future land releases must be done with careful consideration for both intended and unintended consequences.

It is not possible to go back into the past and re-visit past land releases. We need to acknowledge the current market is not consistent with an open competitive market where prices would simply reflect localized "input" costs such as labor and materials. As such, UDI Wood Buffalo strongly believes that we need a comprehensive land release strategy that is all encompassing with infrastructure requirements such as services and transportation that takes into account existing market conditions and how those conditions affect everyone, from existing home owners to employers, trades and lenders. It is critical that a release strategy be undertaken with a clear set of agreed objectives that all parties can have input into and can anticipate and understand, so that each affected party can have a reasonable opportunity to adapt.

#### **CONCLUSION**

**Real estate prices in the Fort McMurray urban area have experienced a continuous and unsustainable escalation since 2000. The artificial regulatory control on land availability is the primary driver for the current market imbalance in Fort McMurray. Provincial control over Crown lands in and around Fort McMurray, along with an unpredictable land release process, has distorted private sector participation, preventing a normal real estate market.**

Significant natural challenges to urban development particular to the Fort McMurray area further compound the effect on the community's opportunities to achieve a pattern of balanced growth commonly found in other Alberta communities. The oil sands industry in the Wood Buffalo region is poised for unprecedented growth in the upcoming decade; yet, readily available lands for residential and commercial use have a limited stock of just a few months' supply.

UDI Wood Buffalo has strongly supported Provincial and Municipal initiatives to pursue a sustainable development agenda for our regional community, and agrees with the balanced approach reflected in the recently adopted Comprehensive Regional Infrastructure and Sustainability Plan, the Lower Athabasca Regional Plan, the Municipal Development Plan and the Municipal Strategic Plan 2012-2016.

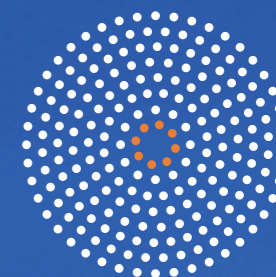
Furthermore, UDI Wood Buffalo agrees with the intent to the establishment of the Urban Development Sub-Region (UDSR) for Fort McMurray, as it will facilitate orderly development of Fort McMurray by allowing the community to keep pace with demand for residential, commercial, industrial and institutional land in coming years. The UDSR will ease the timely transition of designated areas from Crown Land to appropriate ownership and will provide the Government of Alberta, the Regional Municipality of Wood Buffalo and other regional stakeholders with increased certainty and efficiency with respect to long range community planning and investment in provincial and municipal infrastructure.

Only a multidisciplinary and well concerted effort that enhances trust and stimulates innovative thinking will allow all involved to create a growth areas management entity capable to receive, plan, develop and grow the land reserves necessary for the sustainable urban development of Fort McMurray. UDI Wood Buffalo looks forward to contributing towards such a unique land stewardship initiative.

Respectfully submitted, June 2013

*H Rensler*

Howard I. Rensler HBSc MES ICI, Executive Director  
On behalf of the Board Of Directors: UDI Wood Buffalo  
108-9908 Franklin Ave. FMM AB T9H 2K5  
781-743-2900 admin@udiwoodbuffalo.com



# NEXUS NORTH

# NEXUS NORTH

**Nexus North is a cultural change initiative**  
to creatively build massive collaboration across sectors  
and to operate as a supportive catalyst to mobilize local, provincial, national and  
international resources to support the evolving dream of positioning the region of  
Wood Buffalo in becoming a “**global model of sustainable living.**”

In the midst of a challenge landscape

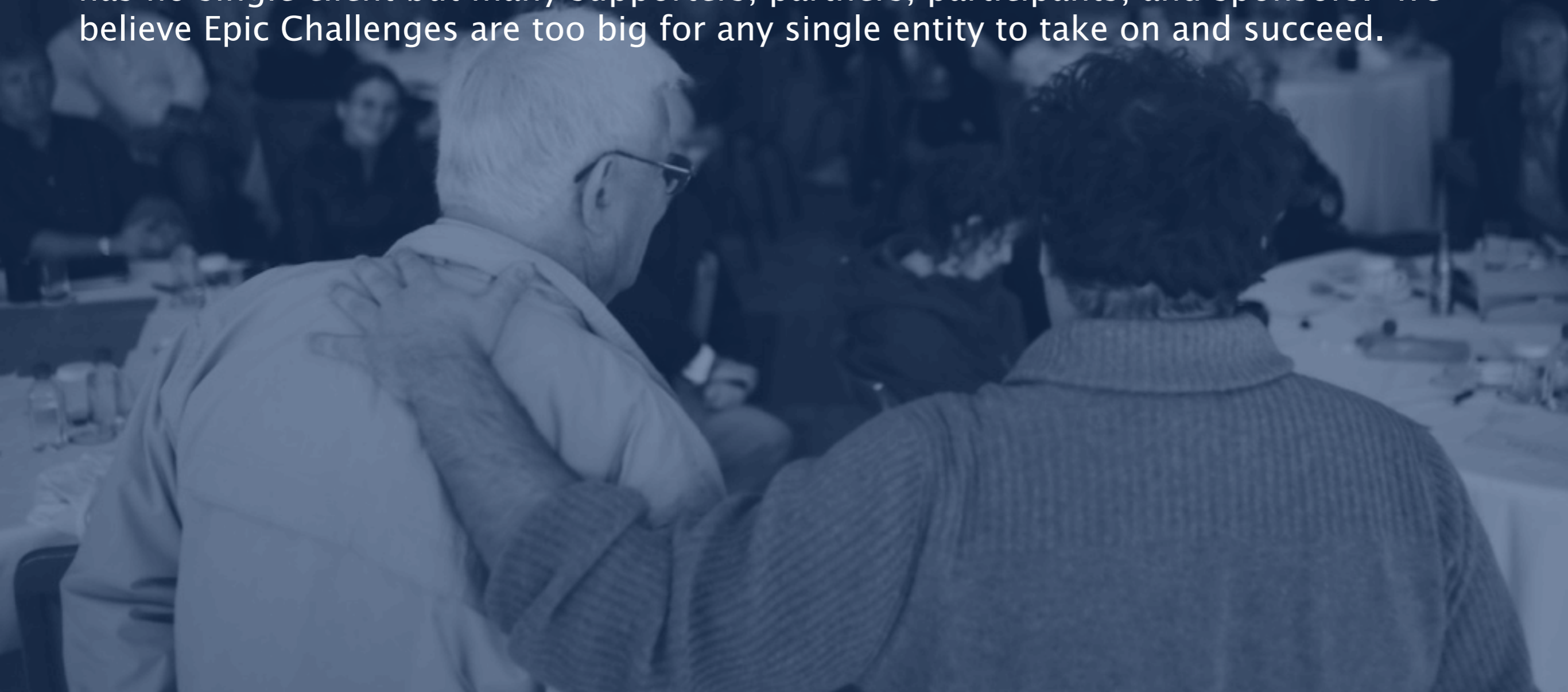
# WE ARE FORGING A CULTURE OF TRUST

inspiring rare collaborative innovation

## An Innovation Marriage

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Nexus North is led by **Epic Decade**, a design and innovation platform in the US, and the **Innovation Expedition**, a virtual global network organization focused on collaboration processes with its hub in Alberta. The CEOs of these agencies (pictured below), Don Simpson and Seth Goldenberg have formed a unique, intimate, and productive partnership to entrepreneurially launch Nexus North. It has no single client but many supporters, partners, participants, and sponsors. We believe Epic Challenges are too big for any single entity to take on and succeed.



# BUILDING COLLABORATION



## Scouting Parties

Preparation, planning, research, and community engagement through one on one meetings, work sessions, and conscious context setting conversations

## IDEAS Salons

High profile vision retreats to take on Epic Challenges with 50 thought leaders, curated conditions that yield breakthrough intellectual property and relationships

## Design Labs

Salon style gatherings that move from vision to strategic action development; these sessions are more targeted development processes for moving objectives forward

## Inspired Conversations / Micro Salons

Intimate smaller gatherings of collaborators, colleagues, and new partnerships to serve as purposeful briefings and deeper unpacking of work in front of a small group of challengers

## Recruitment Dinners

Dinner parties to recruit new individuals and organizations to the Nexus North Network – investments in changing perceptions and inviting collaboration

## Knowledge Products

Communication documents, programs for workshops, progress reports, and research books that contribute to the synthesis of the compelling new narrative unfolding

## ENGAGEMENT BY THE NUMBERS

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**12** months of discourse held across  
**20** cities with more than  
**500** participants sharing more than  
**1,500** stories about the future of Northern Alberta through  
**225** documents, case studies, and current activities over  
**50** inspired dinner parties inviting more than  
**30** Fortune 500 Companies and  
**3,000** people to be aware that there is  
**1** powerful new narrative unfolding in Wood Buffalo

## FRAMEWORKS for SUSTAINABLE LIVING

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The aspiration of sustainable living was broken down into **9 essential “Frameworks”** by community and thought leaders that together **create an ecosystem** within which this audacious goal can succeed.

They were first imagined in Silicon Valley through an IDEAS Salon process that challenged nearly 50 thought leaders from Fort McMurray, from across Alberta, and the US to **articulate major creative engines to drive change that would enable a model for sustainable living.**

These frameworks acted as the organizing construct of the Design Lab in Fort McMurray and will continue to structure ongoing initiatives, partnerships, and working groups.

# The Nine Frameworks

## COLLABORATIVE GOVERNANCE



ENABLING PARTICIPATION

## COMMUNITY



INVIGORATING A HOME TOWN WITH SOUL

## CULTURE



CELEBRATING A COMMUNITY'S PAST, PRESENT AND FUTURE

## ECONOMIC OPPORTUNITY



STRENGTHENING AND INCUBATING DIVERSE GROWTH OPPORTUNITIES

## LEARNING



WEAVING DISCOVERY, CURIOSITY AND PURPOSE INTO EVERYDAY LIFE

## MOBILITY



CONNECTING A REGION WITH MULTIMODAL SYSTEMS

## NATURAL SYSTEMS



BEING GOOD ANCESTORS BY IMPLEMENTING PROGRESSIVE SOLUTIONS

## SMART GROWTH



BUILDING AN INTELLIGENT REGION THROUGH INSIGHTFUL PLANNING

## BEING WELL



PROMOTING AND SUPPORTING A HIGH QUALITY OF LIFE AND STATE OF WELLNESS





**CULTURES OF TRUST LEAD TO  
NETWORKS OF COLLABORATION,  
AND A COMMON COMMITMENT TO  
SHARED ACTION!**



## Emerging Extraordinary Partnerships



**Dondeena Bradley**

**PepsiCo's Vice President of Global Design and Development for Nutrition Ventures**

She is responsible for designing new solutions that target special nutritional needs of consumers with diverse health issues like obesity and diabetes. Previously, Bradley led PepsiCo's nutrition organization, which is responsible for delivering global strategies for nutrition standards, nutrient fortification, and education programs. These three areas help to increase the capabilities of the global R&D team and support PepsiCo's human sustainability goals.



**Gregory Johnson**

**Vice President and General Manager for American Express' OPEN.**

OPEN, is the American Express brand focused on providing business solutions small and mid size companies. Gregory lead's OPEN's efforts to build strong relationships with its top business customers throughout their business lifecycle. Gregory's scope of responsibility includes strategy, marketing, execution through a large client facing organization focused on the evolving needs of OPEN's best customers.



**Bruce Vaughn**

**Chief Creative Executive, Walt Disney Imagineering for The Walt Disney Company**

In this role, he leads the integrated creative teams of Walt Disney Imagineering (WDI), Disney's Creative Entertainment (DCE) and WDI Research and Development to drive excellence in product development and innovation. The scope of Vaughn's responsibilities includes theme park attractions and special effects, innovative theater experiences, and new business opportunities that leverage invented and emerging technologies.



VISION  
NORTH STAR  
&  
NEXUS NORTH  
LEADERSHIP



FRAMEWORK  
DESIGN TEAMS

CO-CAPTAIN CO-CAPTAIN CO-CAPTAIN CO-CAPTAIN CO-CAPTAIN CO-CAPTAIN CO-CAPTAIN CO-CAPTAIN CO-CAPTAIN

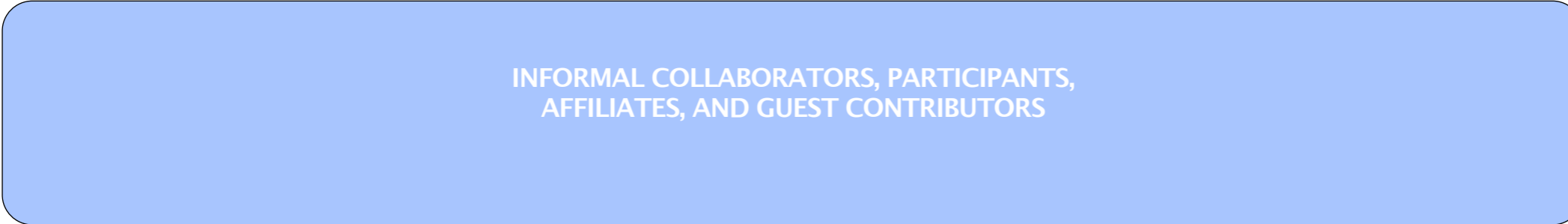
1 WB LEADER

CO-CAPTAIN CO-CAPTAIN CO-CAPTAIN CO-CAPTAIN CO-CAPTAIN CO-CAPTAIN CO-CAPTAIN CO-CAPTAIN CO-CAPTAIN

1 NATIONAL /  
GLOBAL LEADER



5-8  
DESIGN TEAM  
MEMBERS



100 +  
OPEN  
NEXUS NORTH  
NETWORK  
PARTICIPANTS

# Nexus North Year 2 & 3

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## *Strategies for Work Streams*

- Strategy 1: Support the realization of **high impact projects** and initiatives by identifying opportunities, developing strategic design, mentoring the execution and assessing success.
- Strategy 2: Produce tools, forums, and new business models for **rigorous collaboration and partnership** on complex challenges that can create high impact value.
- Strategy 3: Build the capacity of a highly selective working group of 18-26 members with an unprecedented **sustainability and innovation leadership training** year-long “fellowship program”.
- Strategy 4: Launch a Nexus North **brand and communications campaign that tells the story** of what is unfolding and acts as a call to action to create a global model for sustainable living.
- Strategy 5: **Increase the membership, participation**, and affiliations in Nexus North as a cross-sector multi-stakeholder collaboration network.

# Nexus North Year 2 & 3

---

1



**High Impact Projects**

2



**Rigorous Collaboration  
& Partnerships**

3



**Sustainability & Innovation  
Leadership Training**

4



**Communications Campaign  
Telling the Story**

5



**Increase Membership  
& Participation**

# Nexus North Year 2 & 3

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## *Work Streams in Context*

Strategy 1: Support the realization of high impact projects and initiatives by identifying opportunities, developing strategic design, mentoring the execution and assessing success.

### Objectives

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Establish a working group of design teams.

Invite 18-24 design team captains to lead the working group.

Delineate the larger local and global landscape in which projects take place .

Develop criteria for selecting and development high impact projects.

Design a strategic plan for investing, funding, and launching high impact projects.



# Nexus North Year 2 & 3

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## *Work Streams in Context*

Strategy 2: Produce tools, forums, and new business models for increased collaboration and partnership on complex challenges that can create high impact value.

### Objectives

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Open a Community Action Lab as a Nexus North Design Studio and social movement headquarters for action.

Develop a model for successful strategic partnerships for shared value creation - from a fiscal, business, cultural, and operational perspective.

Create a Nexus North multi-stakeholder change handbook for sustainable living that codifies for new members, partners, and participants how to engage with the movement.

Communicate, celebrate, and aid in launching high impact projects.

Develop assessment tools to track and document success and feedback for improvement.



# Nexus North Year 2 & 3

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## *Work Streams in Context*

Strategy 3: Build the capacity of a highly selective working group of 18-24 members with an unprecedented sustainability and innovation leadership training year-long “fellowship program”.

### Objectives

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Establish the Nexus North Fellowship as a 3 part, 10-month leadership training, experiential learning, and relationship development opportunity.

Engage the Co-Captains of the Design Teams + Sponsorship representatives as the 18-24 Nexus North “Fellows”.

Empower the NN Fellows as “ambassadors” in the community, in industry, and in selective opportunities to forge new partnerships on behalf of the movement and the high impact projects.

Bring global talent, global brands, and unexpected alliances into a revolving doorway of opportunities for the NN Fellows.



# Nexus North Year 2 & 3

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## *Work Streams in Context*

Strategy 4: Launch a Nexus North brand and communications campaign that tells the story of what is unfolding and acts as a call to action to create a global model for sustainable living.

### Objectives

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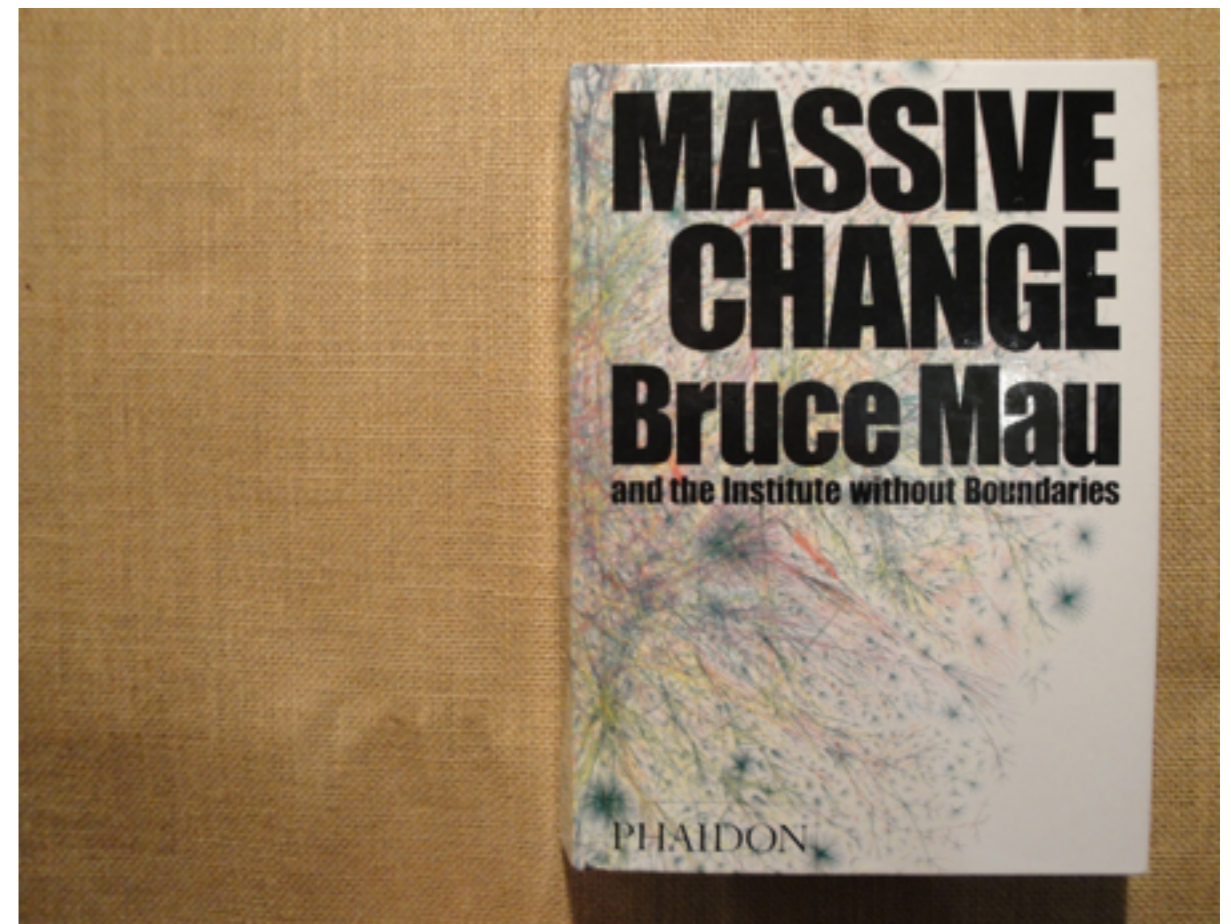
Build a Nexus North identity, a brand, and a series of assets for global communication.

Launch a Nexus North website to share the story, create a platform for information, and support socialization of new ideas and emerging participants of the movement.

Produce and publish a Nexus North book on the process, case studies, and manifesto-like vision on the North Star of creating a Globally Relevant Model for Sustainable Living.

Produce a Nexus North Exposition as part exhibition, part trade fair as project showcase, part branding and communications strategy for creating cultural change.

Design and Distribute quarterly briefings on Nexus North activities as well as an Annual Report.



# Nexus North Year 2 & 3

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## *Work Streams in Context*

Strategy 5: Increase the membership, participation, and affiliations in Nexus North as a cross-sector multi-stakeholder collaboration network.

### Objectives

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Host a series of Recruitment Dinners in Toronto, Calgary, Edmonton, Vancouver, New York City, Los Angeles, Chicago, Washington DC, and San Francisco.

Launch the inaugural, annual Nexus North Gala at the Banff Center for 500 participants.

Codify the levels of engagement to clearly create in-roads for participation as a portfolio of membership, partnership, affiliate, design team member, etc.

Go public with a series of press releases and announcements to share with the wider public as well as offer a call to action.

Establish the Nexus North Advisory Group.



# Nexus North Membership

Nexus North Year 1  
July 1, 2012 to June 30, 2013

Nexus North Year 2 (under development & negotiation)  
July 1, 2013 to June 30, 2014

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## Founding Sponsors

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Conoco Philips	\$150k
Nexen	\$150k
Statoil	\$150k
Suncor	\$150k
The Epic Decade	\$650k

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## Supporting Sponsors

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OSDG	\$50k
Innovation Expedition	\$100k

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Year 1 Total Budget: \$2M

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**Cash + In-Kind     \$1.4M**

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## Founding Sponsors 5 @ \$250k

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Conoco Philips	\$250k
Nexen	\$250k
Statoil	\$250k
Suncor	\$250k
The Epic Decade	\$250k

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## Lead Members 10 @ \$150k

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### Sample Target Membership Group

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RMWB	IBM
Shell	Autodesk
Syncrude	Alberta Innovates
Echo Lab Water	Husky
American Express	Cenovus
PepsiCo	GE
Brookings Institute	ATCO
BP	RBC

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Year 2 Total Projected Budget: \$2.5M

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**Engaged Group Potential Value as of June 15: \$2.25M**



**Subject: Nexus North Sponsoring Membership****APPROVALS:**

Glen Laubenstein, Chief Administrative Officer

**Administrative Recommendation:**

That the Regional Municipality of Wood Buffalo allocate funding of \$100,000 from the Chief Operating Officer's approved 2013 operating budget, the 2013 corporate operating budget surplus or the Emerging Issues Reserve, respectively, for the purpose of obtaining Nexus North membership for 2013.

**Summary:**

Administration recommends the Regional Municipality of Wood Buffalo become a member of Nexus North. This partnership will require a financial contribution of \$100,000 for 2013.

**Background:**

The Nexus North Leadership team has been organized by Epic Decade and Innovation staff. Membership and sponsors include: American Express, PepsiCo, Walt Disney Company, Conoco Philips, Nexen, Statoil, Suncor, and Oil Sands Discovery Group. Nexus North began in the Fall of 2012 with a salon held at Rhode Island. A follow-up salon was held in May 2013 at MacDonald Island including members of the Municipality, local not-for-profits, industry, local schools, and Keyano.

Nexus North has elevated stakeholder engagement through collaborative experiences, mentoring key leaders, creating social forums to share multiple stakeholder interests, preparing strategy documents and presentations, and the creation of a network coalition and recruitment of participants in the network. The year culminated in a North Star vision for Wood Buffalo to become a global model of sustainable living, and in the development of frameworks by community and thought leaders, that together create a means to achieve this goal.

A key component of the Nexus North Leadership team is the involvement and sponsorship of the Regional Municipality of Wood Buffalo.

Nexus North has realized that Regional Municipality of Wood Buffalo will be a key component to the success of this global network and model of sustainable living. The Epic Decade and current projects including City Centre, Regional Recreation Corporation, transportation and the Wood Buffalo Regional Structure Action Strategy all require a global interaction and collaboration from not only local industry and stakeholders but from a global network of industry and stakeholders.

Wood Buffalo is recognized internationally and globally as Canada's future economy. Global collaboration heightens a positive image for our region and extends growth opportunities.

**Rationale for Recommendation:**

Nexus North is a multi-stakeholder collaboration network that will work together to create a framework to attain a global model of sustainable living for the region. Global collaboration heightens a positive image for our region and will extend growth opportunities.

Municipal participation will leverage significant partnerships to support the following:

- The realization of high impact projects and initiatives, including the identification, selection, development and funding of significant impact projects.
- Produce tools, forums, and new business models for collaboration and partnership on complex challenges that can create high impact value.
- Build the capacity of a highly selective working group, developing the capacity of working group leaders, and guide their efforts.
- Increase the membership, participation, and affiliations in the Regional Municipality of Wood Buffalo as a cross-sector multi-stakeholder collaborative network.

**5. Public Hearing re: Land Use Bylaw Amendment – Bylaw No. 13/023 –  
Real Martin Drive Cemetery – Portion of NE ½  
14-89-10 W4M**

- A. Introduction from Administration and Opening Statement
  - Claire Woodside, Planning and Development
- B. Written Presentations
  - None Received
- C. Verbal Presentations
  - None Requested
- D. Other Verbal Presentations (Time Permitting and with Consent of Council)
- E. Questions of Council
- F. Closing Statement from Administration



**Subject: Bylaw No. 13/023 – Land Use Bylaw Amendment –  
Real Martin Drive Cemetery – Portion of NE ½ 14-89-10 W4M**

**APPROVALS:**

Bruce Irvine, Director  
Brian Makey, Chief Operating Officer

**Administrative Recommendations:**

1. THAT Bylaw No. 13/023, being a Land Use Bylaw Amendment for a portion of NE ½ 14-89-10 W4M, be read a second time.
2. THAT Bylaw No. 13/023 be read a third and final time.

**Summary:**

An application has been received to amend the Land Use Bylaw to redesignate a portion of NE ½ 14-89-10 W4M from Environmental Preservation District (EP) to Public Services District (PS). The purpose of the amendment is to allow for the development of a municipal cemetery.

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

**Background:**

The Cemetery Master Plan approved by Council in 2009 identified the need for a new urban cemetery by 2013. The Real Martin Drive site (Schedule A) was identified for a new cemetery after a lengthy site selection process, and analysis of potential sites. A number of technical studies have been completed to support the development of the cemetery in this location. A geotechnical analysis was completed to confirm that the soil and groundwater are acceptable for the purposes of cemetery, and a traffic study was undertaken to determine if traffic access could be provided off Real Martin Drive and the impact it would have on traffic on Real Martin Drive. The site has been reviewed and approved by the local Environmental Health office as suitable for cemetery development.

In May 30, 2013 the Municipality acquired the subject property from the Government of Alberta. Three public engagements have been held regarding the new cemetery site, the most recent on January 17, 2013. One concern identified was the potential loss of the natural area facing residents; however, a wooded buffer will be maintained between the cemetery and Real Martin Drive to visually block the cemetery from Wood Buffalo Estates. There have also been some concerns raised on the suitability of this site; however, technical studies have determined that the site is suitable for the development of a cemetery.

This property is currently designated as Public Open Space/Natural Area in the Real Martin West Area Structure Plan (Bylaw 05/003), and as Open Space in the Municipal Development Plan (11/027). Both the Area Structure Plan and Municipal Development Plan support the development of a cemetery in this location.

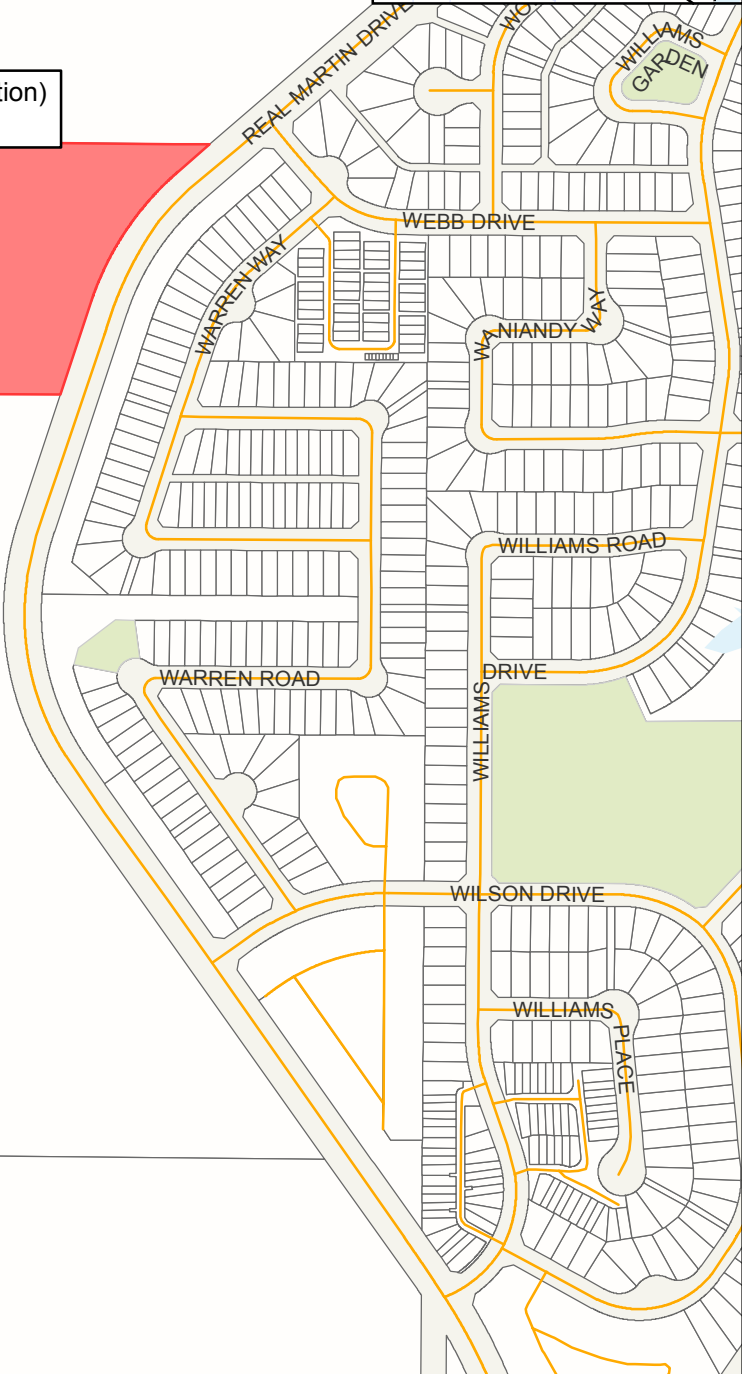
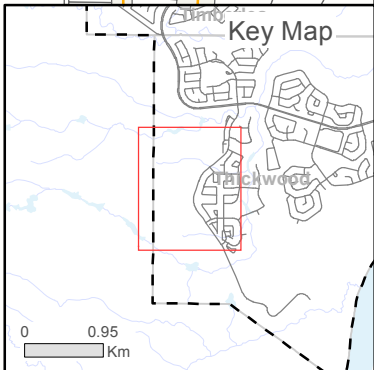
**Rationale for Recommendations:**

Administration supports the proposed amendment to the Land Use Bylaw, as it will allow for the development of a municipal cemetery that will meet the needs of the community for the next 30 to 60 years. The cemetery will offer a local place of interment, and will contribute to the quality of life in the community by providing a park-like environment, integrated into the community's open space system.

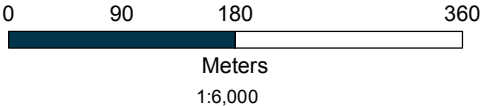
**Attachment:**

1. Bylaw No. 13/023

From EP (Environmental Preservation)  
to PS (Public Service)



Subject Property



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

Map produced by the Geographic Information  
Systems Branch on May 13, 2013 PL1270



**BYLAW NO. 13/023**

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

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

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

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

1. Land Use Bylaw No. 99/059 is hereby amended by redesignating a portion of NE ½ 14-89-10 W4M from Environmental Preservation District (EP) to Public Services District (PS), as depicted in Schedule A.
2. The Chief Administrative Officer is authorized to consolidate this bylaw.
3. 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 25 day of June, A.D 2013.

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

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

SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2013.

\_\_\_\_\_  
Mayor

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



**6. Public Hearing re: Conklin Area Structure Plan – Bylaw No. 13/024**

- A. Introduction from Administration and Opening Statement
  - Greg Evangelatos, Planning and Development
- B. Written Presentations
  - None Received
- C. Verbal Presentations
  - Member of Conklin Resource Development Advisory Committee, in support
- D. Other Verbal Presentations (Time Permitting and with Consent of Council)
- E. Questions of Council
- F. Closing Statement from Administration



Conklin Resource Development Advisory Committee  
212 Christina Lake Drive  
Conklin AB T0P 1H1  
Phone (780) 559-2221

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July 3, 2013

Mayor and Council  
Regional Municipality of Wood Buffalo  
9905 Franklin Avenue  
Fort McMurray AB

ORIGINAL VIA EMAIL

Dear Mayor Blake and Members of Council

**Re: Conklin Area Structure Plan – Bylaw 13/024 – Public Hearing**

This letter is to confirm the support of the Conklin Resource Development Advisory Committee (CRDAC) for Bylaw 13/024, the Hamlet of Conklin Area Structure Plan. A representative of CRDAC will appear at the Public Hearing on July 9, 2013 to make a presentation in support of the ASP on our behalf.

We commend the Regional Municipality for a planning process that has involved the community and that incorporates the community's cultural interests and values. The process of plan preparation has been extensive. A number of sections of the ASP reflect direct input from community members and representatives

Land continues to be an important prerequisite for the social, economic and environmental sustainability, of the community. The designation for land use is of great interest to us as a community. We especially appreciate that the Regional Municipality has responded positively to specific requests for land use designations.

In accord with the Municipal Development Plan, the ASP proposes managed growth that will enable the community to retain its aboriginal fabric and values. The community continues to aspire to meaningful participation in the benefits of industrial development without being overwhelmed by its scale and magnitude.

We thank the RMWB staff members who contributed to the preparation of the document. The document provides a strong visual and graphic representation of the valued elements of the community.

We trust the Area Structure Plan will provide a valuable framework for planning and development that will be of mutual benefit to the community and the municipality.

Sincerely



Karyn Hobbs  
Advisor  
Conklin Resource Development Advisory Committee

Cc: Margaret Quintal, CRDAC Board  
Yvonne McCallum, CRDAC Board  
Shirley Tremblay, CRDAC Board  
Stacey Atkinson, CRDAC Board  
Ernie Desjarlais, CRDAC Board  
Edward Adby, CRDAC Board  
Bonnie Evans, Fourth Meridian



**Subject: Bylaw No. 13/ 024 – Conklin Area Structure Plan****APPROVALS:**

Bruce Irvine, Director  
Brian Makey, Chief Operating Officer

**Administrative Recommendation:**

1. THAT Bylaw No. 13/024, being the Conklin Area Structure Plan, be read a second time.
2. THAT Bylaw No. 13/024 be read a third and final time.

**Summary:**

The proposed Conklin Area Structure Plan is a long-term plan (up to 20 years) to guide and facilitate sustainable growth and development in Conklin. The proposed Area Structure Plan (ASP) will replace the existing Hamlet of Conklin Area Structure Plan (Bylaw No. 02/061) as the key policy document. The authority to adopt an Area Structure Plan is vested with Council under the *Municipal Government Act*.

**Background:**

The Hamlet of Conklin, located approximately 160 kilometres south of Fort McMurray, with a population of 318 people (2012 Municipal Census) has been experiencing development and growth pressure in the last decade as a result of surrounding oil sands developments. These pressures have increased significantly with new and proposed oil sands operations and related activities, such as project accommodations locating in close proximity to the hamlet.

Since 2010, the Municipality has been working closely with Conklin residents, the business community, and community organizations such as the Conklin Resource Development Advisory Committee (CRDAC), Conklin Community Association, and local Métis association, as well as key stakeholders such as the Government of Alberta and surrounding industries to prepare the new Conklin Area Structure Plan.

Through the public engagement process, community members identified considerable challenges in preserving the hamlet's natural environment and maintaining traditional uses in areas deemed significant to the community (namely Christina Lake, the Jackfish River, and the Wassassi Day-use Area). Inadequate housing supply, lack of industrial and commercial land for local business expansions, as well as pedestrian safety issues were some of the other challenges identified.

**Budget/Financial Implications:**

The creation of the Conklin ASP has been funded through the Planning and Development Operating Budget.

**Rationale for Recommendation:**

The proposed Conklin Area Structure Plan is consistent with the Municipal Development Plan's (MDP) directions and strategies for growth and development in the region.

Adopted in 2011, the MDP established the overarching strategy to “Accommodate Balanced Growth in Conklin.” Despite the growth pressures experienced, the MDP identifies the Hamlet of Conklin as one of the rural communities to accommodate modest population growth while promoting a variety of land uses (MDP Direction C.2). This modest growth, which is interpreted to be in line with anticipated natural growth, would be accommodated in the hamlet while encouraging the evolution of the community to be more complete over time, capable of offering residents opportunities to work, live, play and shop in accordance to their daily needs.

The proposed Conklin Area Structure Plan addresses key concerns raised through the extensive public consultation process, such as the desire to preserve environmentally sensitive lands, maintain the existing pattern of residential development, and provide for additional residential, commercial and industrial lands.

These issues are addressed through the principles and objectives developed through the public consultation process, which forms the basis for policies reflected in the proposed Area Structure Plan. The six principles are as follows:

1. Preserve and Protect the Natural Environment and the Culturally Significant Area
2. Conserve and Enhance the Existing Development Pattern
3. Promote Community Safety
4. Enhance Local Recreational Opportunities
5. Create Opportunities for Local Economic Activities
6. Provide Infrastructure that Meets Rural Services

The proposed ASP also provides a more specific Generalized Land Use Concept that reflects the desired future development pattern in the community. Policies in the proposed Conklin ASP provide guidance to Council and Administration regarding development in the community. This ASP, if adopted, will facilitate the corresponding update of the Land Use Bylaw for the Hamlet of Conklin and guide sustainable growth and development in the area.

Administration supports the proposed Area Structure Plan and recommends that Bylaw No. 13/024 be given second and third readings.

**Attachments:**

1. Bylaw No. 13/024
2. Area Structure Plan Context Map

**BYLAW NO. 13/024**

**BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO  
TO ADOPT THE CONKLIN AREA STRUCTURE PLAN**

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

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

1. Bylaw No. 13/024, being the Conklin Area Structure Plan as set out in Schedule A, is hereby adopted.
2. Bylaw No. 02/061 and all amendments thereto is hereby repealed.
3. This bylaw shall be passed and become effective when it receives third reading and being signed by the Mayor and Chief Legislative Officer.

READ a first time this 25 day of June, A.D. 2013.

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

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

SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2013.

\_\_\_\_\_  
Mayor

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





# CONKLIN AREA STRUCTURE PLAN





Welcome sign at Conklin Community Centre



## ACKNOWLEDGEMENTS

The Conklin Area Structure Plan was developed by the Regional Municipality of Wood Buffalo (RMWB/the Municipality) in collaboration with Conklin's residents and key stakeholders. The Municipality thanks the residents, Elders, Conklin Métis Local 193, Conklin Resource Development Advisory Committee (CRDAC) leaders, and all stakeholders for kindly giving their time, sharing their views, and providing valuable input for making the Conklin community a better place to live, work, and play.

## THE ASP'S PURPOSE

The Conklin Area Structure Plan (ASP/the Plan) is a statutory document prepared in accordance with the Municipal Government Act (R.S.A. 2000) that will guide land use and development in the Conklin area. The Conklin Area Structure Plan is intended to:

- Establish policies that promote orderly and sustainable land uses in the area; and
- Integrate existing and future infrastructure requirements with generalized land uses.

Although the plan is designed for the long term (up to 20 years), it will be reviewed every five years as a minimum and be updated as needed to ensure it remains relevant to existing conditions.

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# PART 1: SETTING THE STAGE

This section sets the context for the Conklin Area Structure Plan. It provides a summary analysis of the community's existing information and discusses the planning and policy framework, which includes key regional influences as well as the Municipal Development Plan's strategic directions for the community's future.



Hamlet of Conklin Aerial View in 2008

# THE HAMLET OF CONKLIN

Conklin is located at the confluence of Christina Lake and the Jackfish River, approximately 160 km southeast of Fort McMurray. Christina Lake, which is at the northeastern end of the Hamlet, plays a number of important functions. It provides fish and wildlife habitat, maintains watershed and water quality functions, and provides recreation opportunities.

The lake and its associated tributaries, including the Jackfish River and Birch Creek, are greatly valued by the community. The predominantly Métis population appreciate the lake and its surroundings for their ecological value, cultural significance, and the opportunities they provide for practicing traditional land use, including harvesting berries and culturally important roots and medicines.

In recent years, the Hamlet has experienced a decline in traditional use, including harvesting and hunting, due to the increasing number of oil and gas developments and forestry in the surrounding area. Infrastructure investment, including roadways and power lines, is also contributing to the decline. This Area Structure Plan (ASP) seeks to reconcile the community's desire to preserve the character of the Hamlet with the reality of increasing pressures of industrial development occurring in close proximity.

## WHAT'S IN A NAME?

Christina Lake and the river originating from it were named to honour Christine Gordon, a Scotswoman, who was the first white woman to make a permanent home in Fort McMurray. Miss Gordon was a fur trader operating in competition with the Hudson's Bay Company.

# CONKLIN OVERVIEW

## Regional Influences

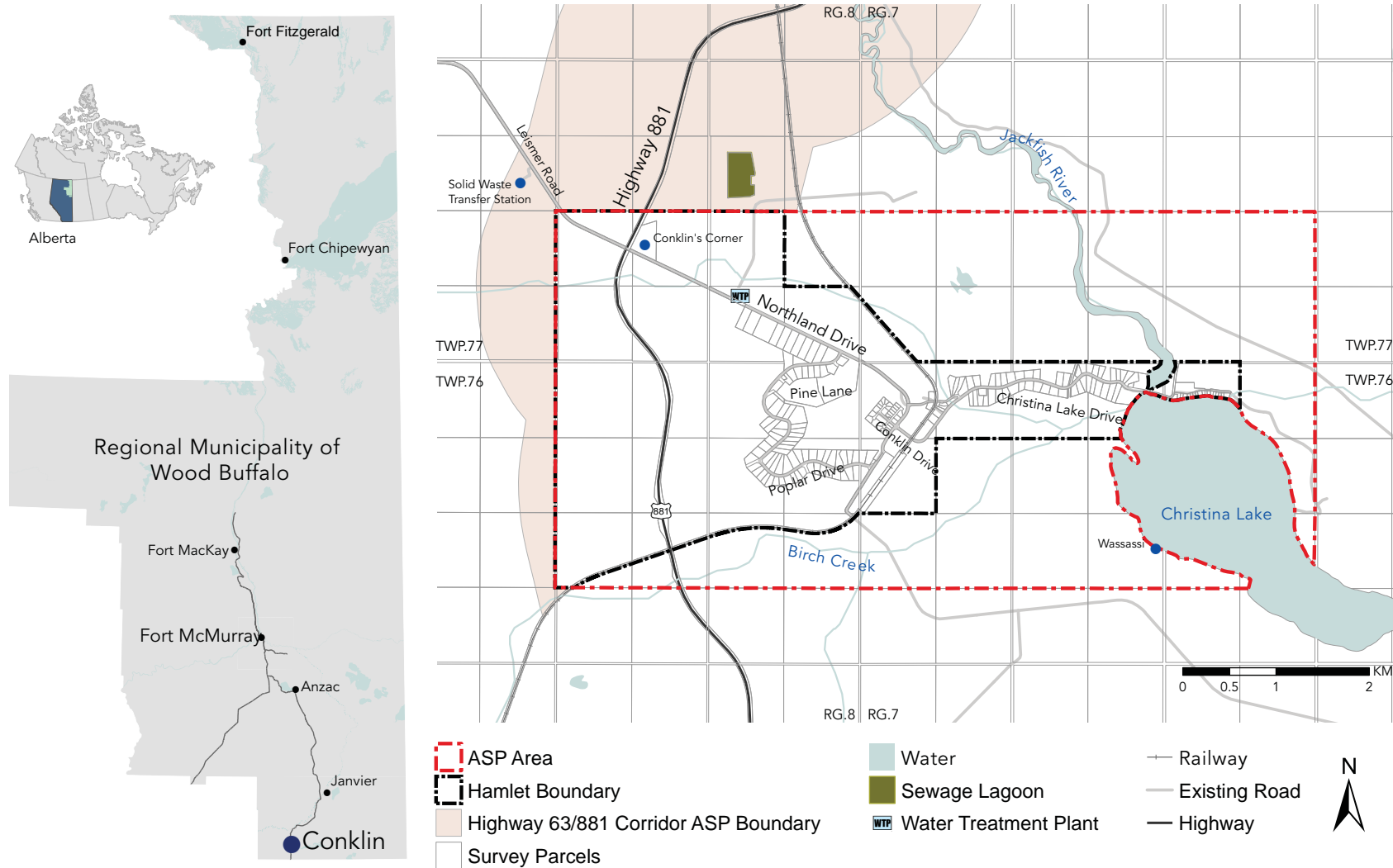
Conklin is located in “bitumen alley,” an area characterized by significant oil sands deposits. Development is occurring in the form of in situ projects, commonly known as Steam Assisted Gravity Drainage (SAGD). Although SAGD operations consume less land than open pit mining operations, the increasing number of projects in the area continues to fragment the land and cumulative effects are putting significant pressure on the natural environment. Presently, there are more than 10,000 project accommodation beds (existing and approved capacity) within a 30 km radius of Conklin and more growth is projected for this region (See Map 2 for Sub-Regional Context).

## The ASP area

Highway 881 connects the Hamlet of Conklin to the Urban Service Area of Fort McMurray to the north and Lac La Biche County to the south. The closest community is the Hamlet of Janvier, which lies 30 km northeast of Conklin along Highway 881. The ASP area encompasses approximately 3,000 hectares (ha) with Christina Lake and the Jackfish River defining the eastern end and Highway 881 traveling through the western portion. Throughout this document, the term “ASP area” will be used to describe the Hamlet and the wider area as shown on Map 1. The term “Hamlet” refers to the legally defined boundary for the Hamlet of Conklin.

# MAP 1: CONKLIN ASP CONTEXT MAP

The Conklin ASP Context Map illustrates the location of the ASP area and the Hamlet Boundary relative to the region. Areas have been generalized and are only approximate.



## MAP 2: SUB-REGIONAL CONTEXT MAP

The Sub-regional Context Map illustrates the location and capacity of surrounding accommodations, as well as surrounding oil sands agreements by the industry. This map is not meant to be interpreted and amended on a site specific basis. Areas have been generalized and are only approximate.

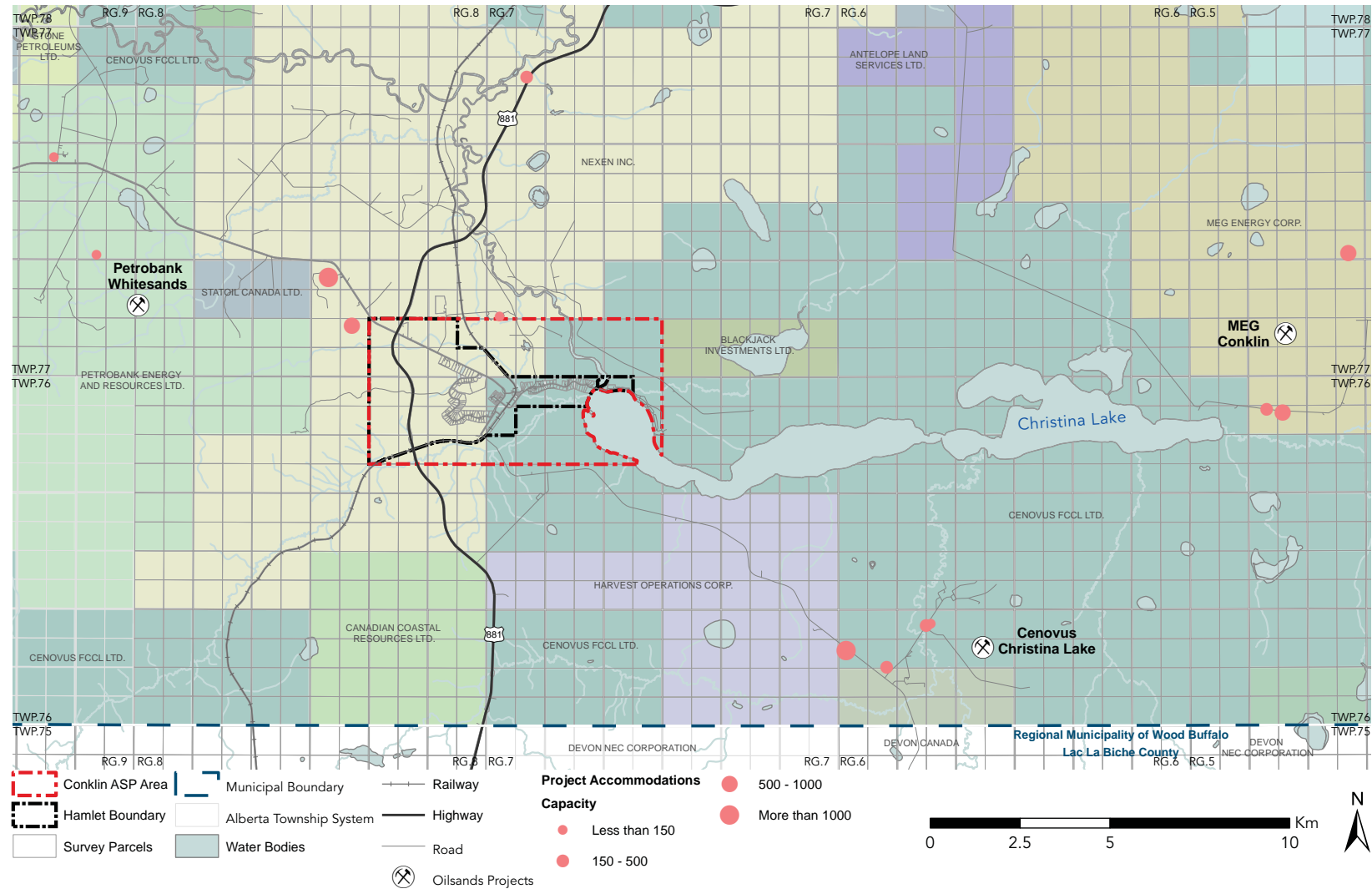
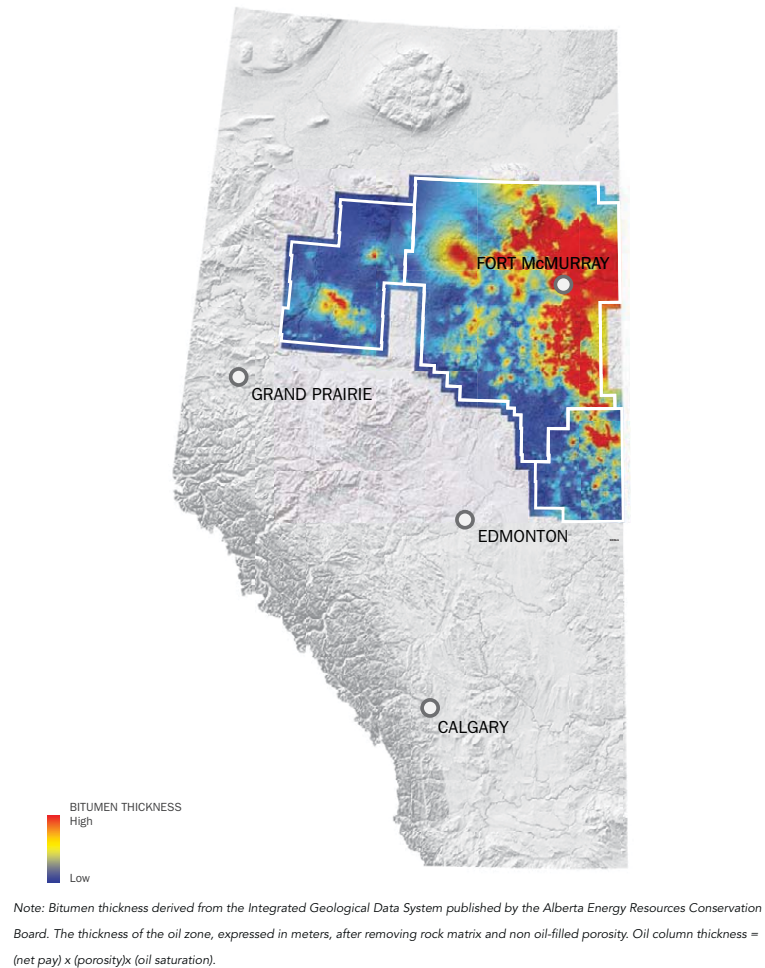
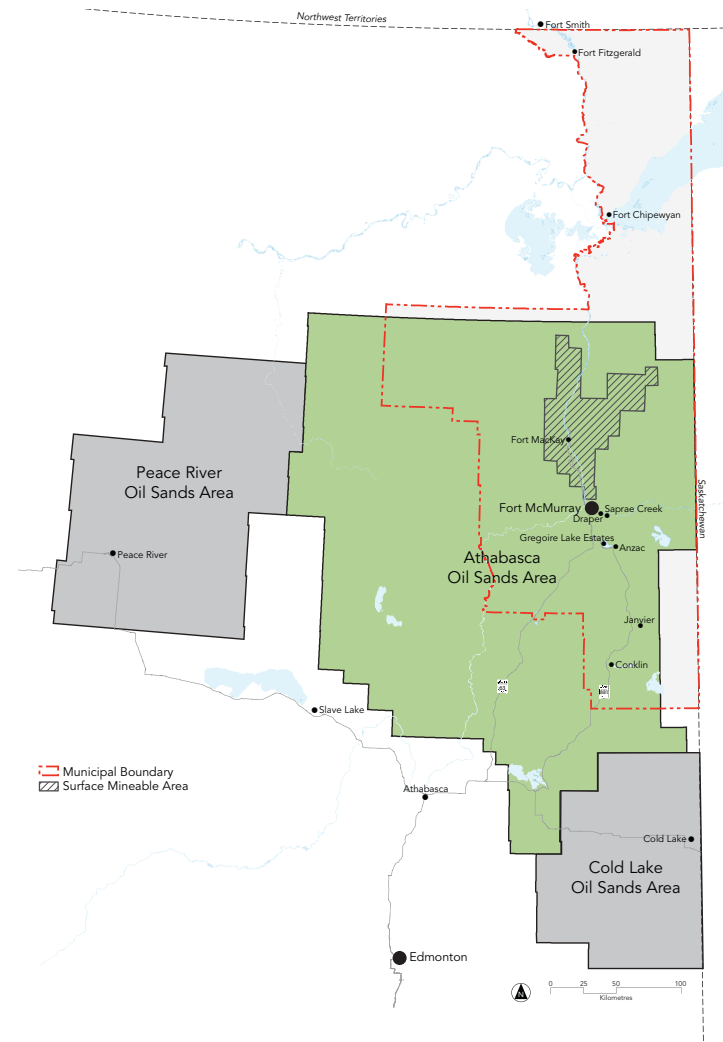


Figure 1: Alberta Bitumen Deposits



Source: Comprehensive Regional Infrastructure Sustainability Plan (CRISP) for the Athabasca Oil Sands Area (AOSA), Pg.16

Figure 2: Athabasca Oil Sands Area



Source: RMWB Municipal Development Plan Bylaw No.11/027, Pg.23

## **EXISTING CONDITIONS**

### **Environment**

Situated in the extensive drainage basin of Christina Lake, the majority of the land in the ASP area exists in its natural forested state, although some fragmentation has occurred due in part to development associated with the oil and gas industry (e.g., seismic lines and pipeline corridors) and infrastructure (e.g., road and power lines). Due to the high water table, a large portion of the ASP area is poorly drained. The poorly drained areas, located along the northern and southern boundaries of the ASP area and east of the railway tracks moving towards Christina Lake, are a significant development constraint. Higher quality land more suitable for development is located on the better drained ground in the central western portion of the ASP area (See Map 3: Environmental Constraint Map on Pg.14).

### **Society**

Between 2000 and 2004, the population of Conklin remained relatively stable at around 215 people according to the municipal censuses. Since then, the Hamlet has experienced a growth of more than 50% to 318 people in 2012. Much of this growth is due to temporary workers moving to the Hamlet for industry and construction related employment.

The majority of residential development takes the form of single detached housing or manufactured homes on large lots averaging 1 hectare (ha), that is 2.5 acres. Residents value the rural character of their community and would prefer future residential development to respect the existing development pattern.

Currently, recreational facilities consist of a small park, a small playground, an ice rink, a baseball diamond, and two indoor gyms (one at the community centre and one at the school). The community desires a centrally located natural park where they can take advantage of nature for outdoor recreation activities throughout the year.

### **Culture**

According to Alberta Culture and Community Spirit, the shoreline area of Christina Lake has potential for Historical Resources Value (HRV) with values ranging from 4 to 5. This means the area either contains or is believed to contain a historic resource that may require avoidance from development (See Glossary of Terms for detail HRV breakdown). Conklin residents have also identified the shoreline and the associated Wassassi area as having strong historical and cultural significance to their community.

## **Public Service**

Institutional uses located at the intersection of Northland Drive and Christina Lake Drive form the basis of the Hamlet's Community Core. Existing institutional uses include a community centre, elementary school, and volunteer fire department.

The existing two cemeteries located north of Christina Lake Drive are already at capacity. Studies are currently underway to examine the possibility of expanding one of the cemeteries situated north of Christina Lake Drive in proximity to the Community Core.

## **Economy**

Existing commercial development at the corner of Highway 881 and Northland Drive provides convenience and hospitality services to local residents, travellers, and surrounding industry workers. Christina Lake Lodge, located on the northern shore of Christina Lake, east of the Jackfish River, provides accommodation for industry workers throughout the year and campground services to the public during the summer season. Residents desire local commercial and retail services, such as a small corner store and post office, to be more centrally located in the Hamlet. Residents also expressed their interests in setting up their own home businesses, such as bed and breakfasts or home offices.

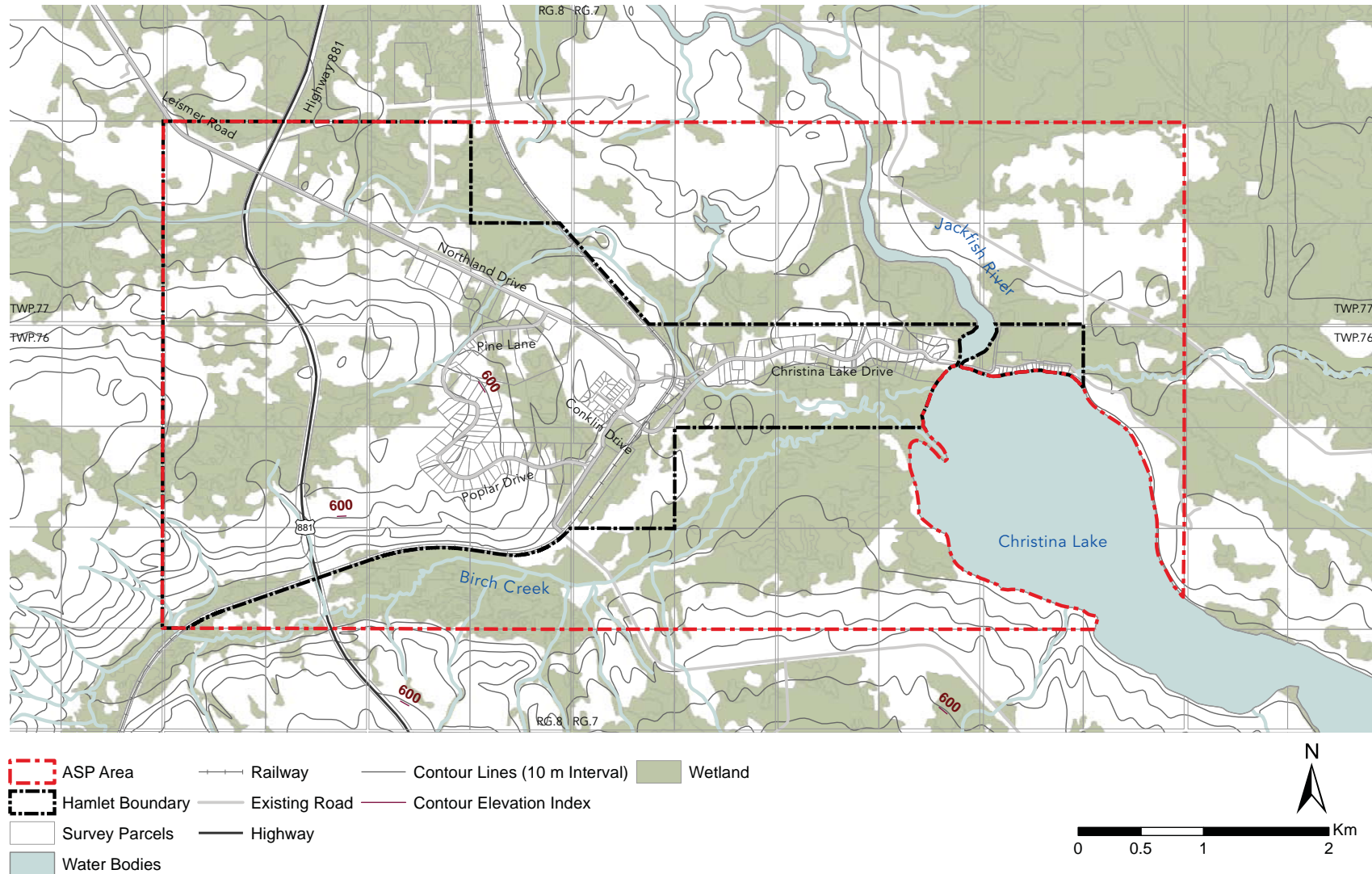
Some light industry exists along the south side of Northland Drive, at the gateway to the Hamlet. More industrial lands in appropriate locations are needed, as there is a desire from business owners and entrepreneurs to expand local business opportunities providing goods and services to the surrounding oil and gas industry.

## **Infrastructure**

In terms of existing infrastructure, the water treatment plant and sewage lagoon are both at capacity. Potable water is delivered and waste water is removed by truck haul. A new water treatment plant, located on Northland Drive approximately 1.5 km from the intersection of Highway 881, is expected to be in operation by the end of 2013. A municipal solid waste transfer station (previously a municipal landfill) is located west of Highway 881 on Northland Drive (Leismer Road), servicing both the Hamlet and the surrounding industry.

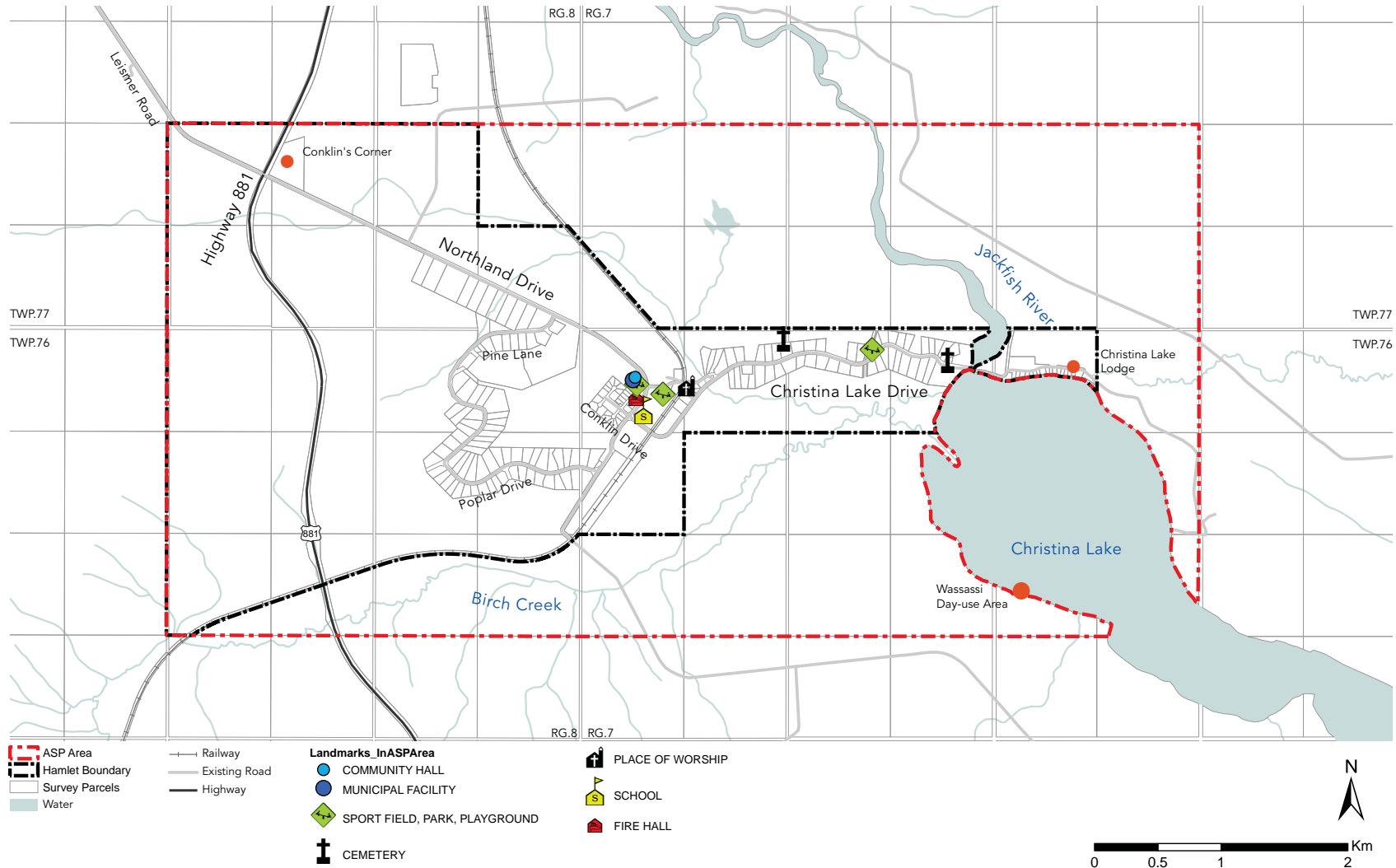
## MAP 3: ENVIRONMENTAL CONSTRAINT MAP

The Environmental Constraint Map shows areas that are environmentally sensitive. Areas have been generalized and are only approximate. Further investigations and assessments are necessary to verify constraints to development and servicing on a more site specific basis. This map is not meant to be interpreted and amended on a site specific basis.



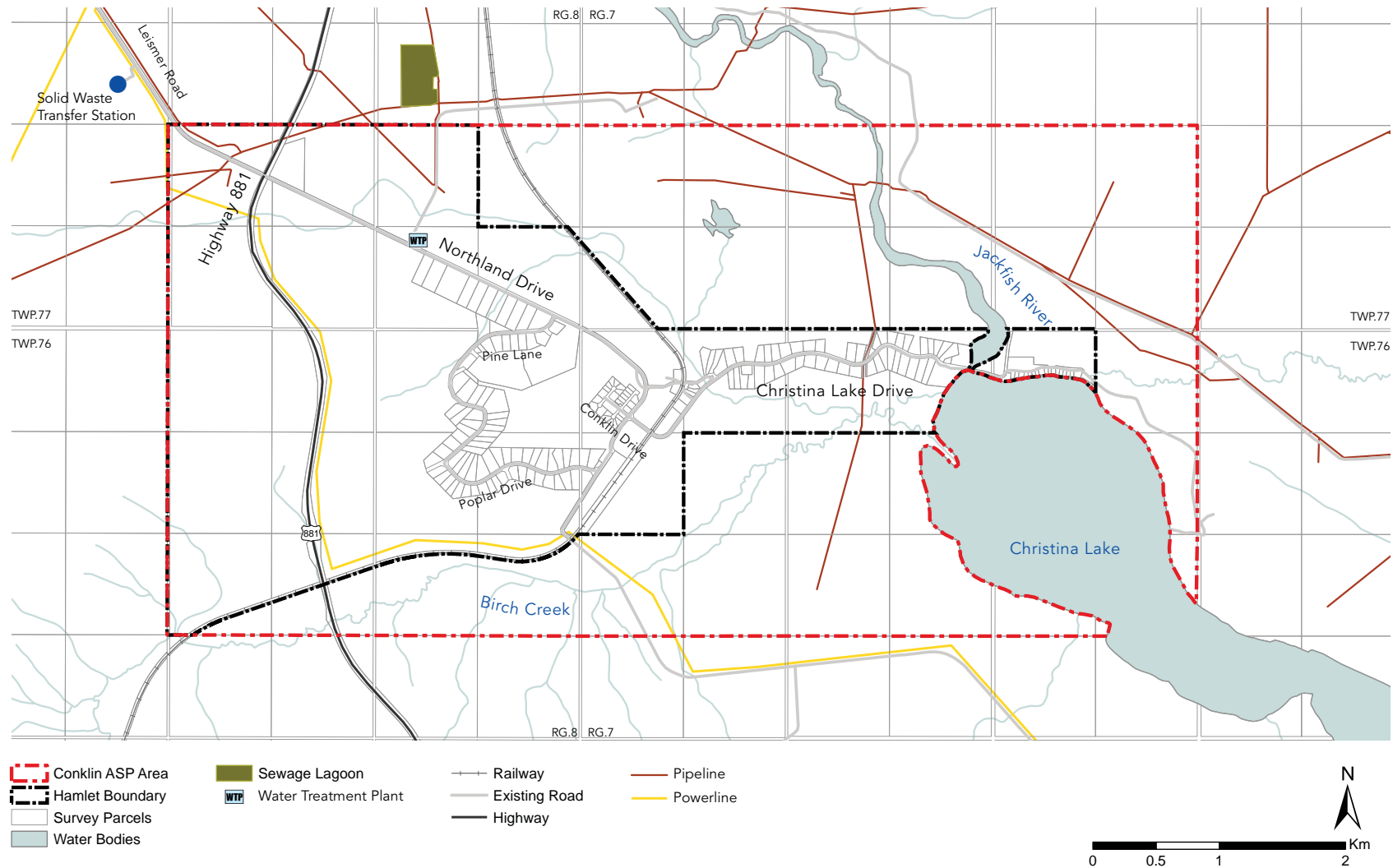
## MAP 4: SOCIAL INFRASTRUCTURE MAP

The Social Infrastructure Map illustrates the location of existing public services, recreation facilities, and landmarks in the ASP area. This map is not meant to be interpreted and amended on a site specific basis. Areas have been generalized and are only approximate.



# MAP 5: PHYSICAL INFRASTRUCTURE MAP

The Physical Infrastructure Map illustrates the existing infrastructures. This map is not meant to be interpreted and amended on a site specific basis. Areas have been generalized and are only approximate.



# PLANNING AND POLICY FRAMEWORK

## **Municipal Government Act (MGA)**

The MGA enables municipalities to prepare statutory plans, such as Area Structure Plans (ASPs), and sets out the minimum requirements that the statutory plan should address (MGA Section 633). The Act mandates that all statutory plans adopted by a municipality be consistent with each other (MGA Section 638).

## **Municipal Development Plan (MDP)**

The Municipal Development Plan (Bylaw No. 11/027), as adopted by Council in 2011, guides how the Municipality manages resources and provides overall direction for sustainable growth for the next 20 years. The Municipality wants to ensure a healthy and vibrant region that will thrive for generations to come. This ASP builds on the policy framework of the MDP, while providing more specific direction in the ASP area with added community and stakeholder input.

MDP Direction C.2.1 “Accommodate balanced growth in Conklin” outlines the following:

“Despite the increasing demands for development, the Municipality will support modest growth in Conklin. The existing development pattern of single family residential will be respected as limited new residential areas are added. A range of housing choices will be encouraged near the Community Core to satisfy the needs of all ages and income levels. Highway commercial and light industrial uses will be encouraged to the west of Highway 881 while neighbourhood commercial uses will be supported in the Community Core to create opportunities for local business and neighbourhood services. Future development in Conklin will ensure protection of water sources and areas deemed significant to the community such as Christina Lake, the Jackfish River, and Wassassi Park. Development along watercourses will be restricted.”

This ASP aligns with this direction in the MDP.

## **Adjacent Area Structure Plans**

The Highway 63/881 Corridor Area Structure Plan area is at the west side of the Conklin Area Structure Plan area along the Highway 881 corridor. This ASP aligns with the Highway 63/881 Corridor Area Structure Plan (Bylaw # 07/050), and thus does not require amendment.

## **Land Use Bylaw (LUB)**

The LUB (No. 99/059) identifies the following land use districts in the Hamlet of Conklin: Business Industrial (BI), Environmental Preservation (EP), Hamlet Commercial (HC), Hamlet General (HG), Hamlet Residential (HR), Parks and Recreation (PR), Public Service (PS), and Urban Expansion (UE).

## ACHIEVING SUSTAINABILITY IN CONKLIN

Sustainability can mean different things to different people. The Municipality's understanding of sustainability is derived from the Statement of Sustainability, first set out in Envision Wood Buffalo and then adopted in the MDP.

### Statement of Sustainability

"We value living in a region that is safe, healthy, inclusive of all residents and provides local opportunities. We have a strong economy, a healthy environment, a rich culture and an abundance of social capital that together form the pillars of sustainability and contribute to quality of life and well-being. We strive to find balance in our economic, environmental, cultural and social systems and to live within their natural limits. We make decisions that reflect an understanding of the interdependence of these systems and consider residents' long-term needs to ensure the resources of today are sustainable into the future."

The Conklin ASP aims to balance the four pillars of sustainability in terms of physical land use planning. Paying attention to and finding the right balance between each pillar, enables land use planning and development to move forward in achieving the regional goal of sustainability and creating a more balanced and livable area. The following section outlines the four pillars and the associated guiding principles used in the development of this ASP's policies and land use framework. These principles were derived from the Conklin vision and align with those identified in the MDP. Due to the interconnected nature between each of the pillars, certain guiding principles overlap.

### Environment

The relevant principles are:

- Preserve and protect the natural environment and the culturally significant area

### Society

The relevant principles are:

- Conserve and enhance the existing development pattern
- Promote community safety
- Enhance local recreational opportunities

## Culture

The relevant principles are:

- Preserve and protect the natural environment and the culturally significant area
- Enhance local recreational opportunities

## Economy

The relevant principles are:

- Create opportunities for local economic activities
- Provide infrastructure that meets rural services

# CONKLIN'S VISION

*"Conklin is a close-knit rural community proud of its aboriginal cultural heritage. While the economic growth of the oil sands develops around us, we are dedicated to enjoying and protecting the natural landscape, traditional areas and sacred places. Our community is safe, appropriately serviced and provides opportunities to live, work and play close to home."*

This vision for Conklin, as expressed by residents, provides a picture of what the Hamlet would look like in the future. It provides direction for the orderly and sustainable future development of the area; one that balances land use changes with the community's desire to protect and preserve the natural environment and to celebrate its cultural heritage.

# PART 2: ACHIEVING THE VISION

This section outlines a plan for achieving the Community Vision developed during the Area Structure Plan process. Approaches to develop Conklin in a sustainable manner are outlined as key principles, objectives, and policies.



# THE ASP PRINCIPLES

The region around Conklin will continue to see growth of oil sands development along with industrial and commercial activities that support this growth; however, the Hamlet of Conklin itself will see steady but limited new development. The main emphasis for future development will be a more focused and walkable Community Core and the provision of additional employment lands within the Hamlet boundaries.

Other objectives include the provision of additional residential developments to accommodate projected future growth; the preservation of natural beauty, ecosystems and the culturally significant area along Christina Lake, the Jackfish River, and the Wassassi area; as well as the enhancement of local recreational uses in proximity to the Community Core.

The following six principles will guide the future growth and development in the Hamlet of Conklin:

- Preserve and Protect the Natural Environment and the Culturally Significant Area
- Conserve and Enhance the Existing Development Pattern
- Promote Community Safety
- Enhance Local Recreational Opportunities
- Create Opportunities for Local Economic Activities
- Provide Infrastructure that Meets Rural Services

# PRINCIPLE 1: PRESERVE AND PROTECT THE NATURAL ENVIRONMENT AND THE CULTURALLY SIGNIFICANT AREA

The natural environment of the ASP area is primarily defined by the Christina Lake drainage basin. Much of the undeveloped area remains in its original forested state, occurring both on the higher dry ground to the west and lower muskeg areas to the east. The relationships between and within these ecosystems are fragile. With increasing pressure due to industrial activities on all sides of the ASP area, it is important to preserve the ecological function of the drainage basin and prevent further fragmentation of the natural landscape. Areas of particular interest include the Christina Lake shoreline along with the Jackfish River riparian zones. The interconnectedness of the watershed requires similar protective measures for the bank of the Jackfish River and associated tributaries.

The shoreline areas of Christina Lake, which potentially hold archaeological resources, should be preserved for their environmental, historical, and aboriginal cultural value. Along the shoreline, vegetation is largely intact and provides an important habitat for flora and fauna. These areas have been, and continue to be, used by local residents for harvesting traditional foods and medicines. The residents of Conklin have also identified Wassassi as an area having cultural significance for the community. The Government of Alberta generally owns and is responsible for managing the beds and shores of water bodies. To prevent greenfield development that fragments the natural landscape, future subdivision and development in the ASP area are to be directed to the appropriate locations according to the Generalized Land Use Concept Map.

## **Objective 1.1: Protect Christina Lake, the Jackfish River, and associated tributaries**

In the ASP area:

Policy 1.1.1 A minimum building setback of 100 metres shall be required from the shoreline along Christina Lake and the Jackfish River.

Policy 1.1.2 A minimum building setback of 30 metres shall be required from the top of banks along Birch Creek.

Policy 1.1.3 A minimum building setback of 15 metres shall be required from the top of banks of all other water bodies. Further investigations, such as geo-technical reports and environmental site assessments shall be required to verify potential constraints to development on a more site specific basis.

Policy 1.1.4 Walking trails and simple structures/equipment associated with day use activities (e.g., picnic tables) may be allowed in the recommended setback, subject to the Municipality's discretion, where such uses are not deemed to create negative impacts on natural habitats or impediments to flood waters.

Policy 1.1.5 The setbacks provided for in policies 1.1.1, 1.1.2 and 1.1.3 may be varied based on an applicant prepared environmental impact assessment that addresses the suitability of the proposed development for the proposed site, reviews its potential environmental and social impacts, and identifies actions necessary to mitigate impacts on the natural environment and traditional land uses in the area.

Policy 1.1.6 Expansion of existing development in the setback areas may be allowed provided that policy 1.1.5 is adhered to by the applicant.

## Objective 1.2: Protect the Culturally Significant Area

In areas identified as Culturally Significant:

Policy 1.2.1 Local recreational and cultural activities related to traditional, ceremonial, or educational purposes will be allowed, subject to the Municipality's discretion.

Policy 1.2.2 Only simple and/or temporary structures, such as teepees, display boards and walking trails for traditional, ceremonial or educational purposes shall be allowed.

Policy 1.2.3 Linear developments, such as pipeline corridors, hydro corridors, and seismic lines that compromise the ecological or cultural integrity of the area (e.g., fragmenting the natural landscape and habitat) will not be supported. In such case where an alternative route is not possible, energy and utility companies will be encouraged to share existing pipeline and utility corridors.

## Objective 1.3: Preserve the areas of Open Space from premature development

In the ASP area:

Policy 1.3.1 Future subdivision and development shall be consolidated into those areas designated for appropriate uses as shown on the Generalized Land Use Concept Map.

In areas identified as Open Space:

Policy 1.3.2 Development shall not be permitted until land designated for developments within the ASP area has been built out for its intended purposes, as shown on the Proposed Development Sequencing Map.



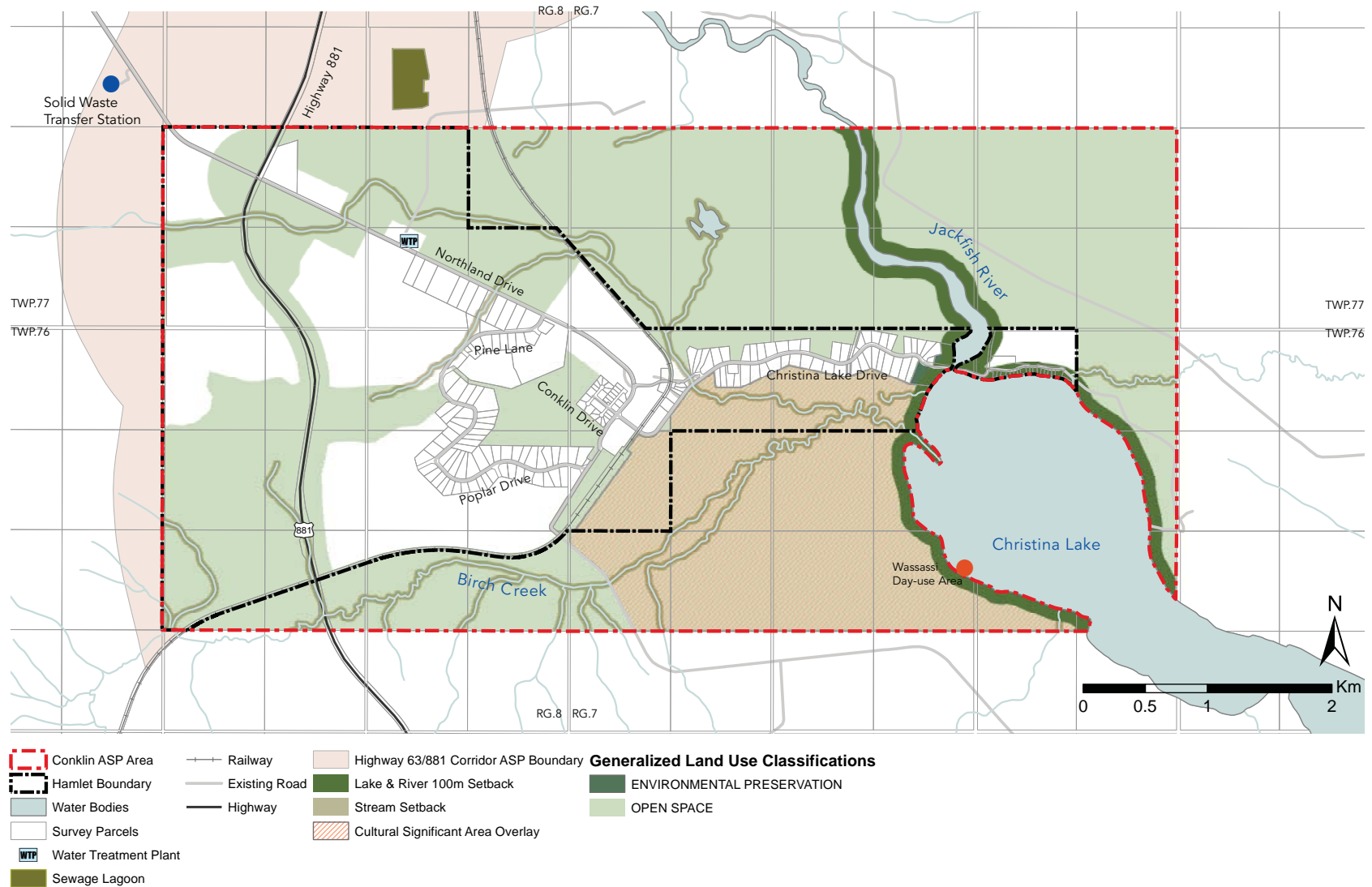
2012 Aerial photo of Wassassi day use area



2012 Aerial photo of Christina Lake Drive, Jackfish River and Christina Lakeshore

# MAP 6: PRINCIPLE 1 MAP

The following map illustrates the proposed land uses, overlay, and setback policies under Principle 1: Preserve and Protect the Natural Environment and the Culturally Significant Area. Areas have been generalized and are only approximate.



## PRINCIPLE 2: CONSERVE AND ENHANCE THE EXISTING DEVELOPMENT PATTERN

Most residential development in Conklin is nestled amongst boreal forests, within walking distance to Christina Lake. The Lake and its associated water courses are important features of the environment and frame the desired lifestyle of the residents. The shoreline of Christina Lake has not been disturbed by residential development, although some commercial activity (i.e., lodge and campground) is located on the northwestern shore.

Areas in Conklin with good drainage are limited and should therefore be prioritized for future residential development to meet the needs for future growth. Greenfield residential developments should respect the existing development pattern and are to be located on dry grounds located at higher elevations to the west of the existing Hamlet development. Future subdivision and development should demonstrate sound environmental practices, which may include, but are not limited to, green infrastructure, energy efficient building, building orientation, design, landscaping, and integration with the natural landscape.

Locating housing within close proximity to the school and community centre can support a lively central area and bring residents closer to amenities. Access to more affordable housing is needed and may be achieved through residential developments on smaller lots.

### Objective 2.1: Maintain the development pattern in existing residential areas

In the ASP area:

Policy 2.1.1 Development of project accommodations and structures that are intended to be used for such purposes shall be prohibited.

Policy 2.1.2 Proposed subdivision and development will be evaluated based on the criteria established by the Municipality, which include but are not limited to proposed density (e.g., people per unit), planned site development for parking, submission of Environmental Assessment, Traffic Impact Assessment, and Outline Plan showing all proposed phases and future uses.

In areas identified as Hamlet Residential along Pine Lane, Poplar Drive, and Christina Lake Drive:

Policy 2.1.3 Only manufactured homes, single, and semi-detached residential development that is consistent with the existing character and density of the Hamlet shall be allowed.

Policy 2.1.4 Residential development shall maintain a minimum lot size of 0.4 ha (1.0 acre).

## Objective 2.2: Provide a range of housing choices

In areas identified as Community Core:

Policy 2.2.1 Semi-detached residential development that is consistent with the existing character will be encouraged.

Policy 2.2.2 Housing for seniors will be encouraged in proximity to community facilities and amenities.

In areas identified as Future Country Residential:

Policy 2.2.3 Only manufactured homes and single-detached residential development that are consistent with the existing character and density of the Hamlet shall be allowed.

Policy 2.2.4 Residential development shall maintain a minimum lot size of 1.0 ha (2.5 acres).

Policy 2.2.5 An Outline Plan shall be required for the proposed residential subdivision and development west of Poplar Drive, as identified in the Generalized Land Use Concept Map. Specific requirements for the Outline Plan will be established by the Municipality.

In areas identified as Future Hamlet Residential:

Policy 2.2.6 Manufactured homes, single, and semi-detached residential development that is consistent with the existing character and density of the Hamlet shall be allowed.

Policy 2.2.7 Residential development shall maintain a minimum lot size of 0.4 ha (1 acre).

Policy 2.2.8 An Outline Plan shall be required for all proposed residential subdivisions and developments west of Pine Lane and north of Northland Drive, as identified in the Generalized Land Use Concept Map. Specific requirements for the Outline Plan will be established by the Municipality.

## Objective 2.3: Encourage future developments to incorporate sustainable building practices

In the ASP area:

Policy 2.3.1 Subdivision and development will be encouraged to demonstrate sound environmental practices. These may include, but are not limited to, green infrastructure, energy efficient building, building orientation, design, landscaping, and integration with the natural landscape.

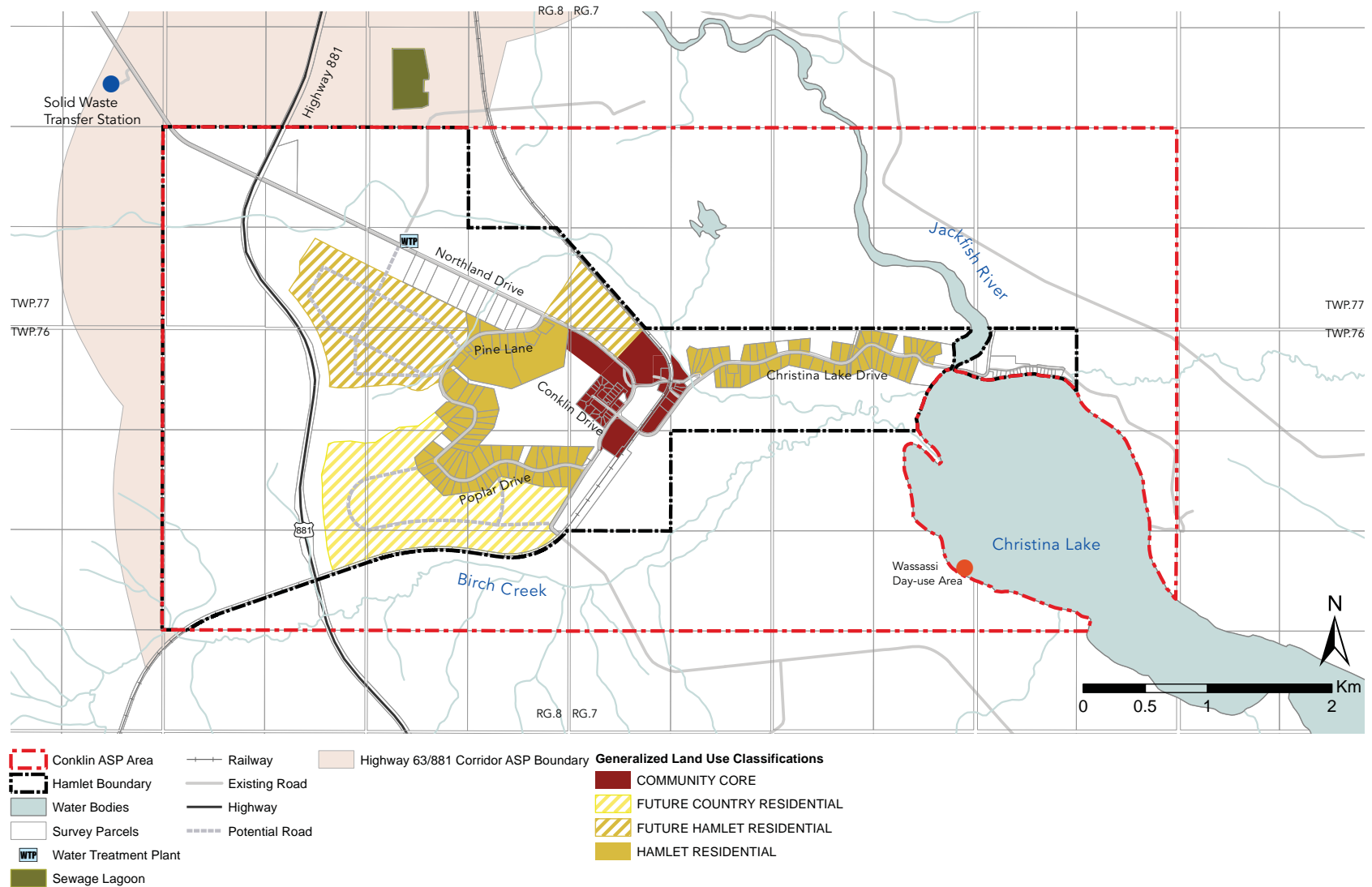
Policy 2.3.2 Appropriate studies such as geotechnical reports and environmental assessments prepared by accredited professionals shall be required for any proposed subdivision and development, which includes or is adjacent to environmentally sensitive areas (e.g., wetland, muskeg, and land adjacent to water courses). Specific requirements for these studies will be established by the Municipality on a case by case basis.



Existing residential development in Conklin

# MAP 7: PRINCIPLE 2 MAP

The following map illustrates the proposed land uses under Principle 2: Conserve and Enhance the Existing Development Pattern. Areas have been generalized and are only approximate.



## PRINCIPLE 3: PROMOTE COMMUNITY SAFETY

Conklin is located in an area subject to wildfires. The Conklin Wildland Urban Interface (WUI) Project, administrated by the Government of Alberta, is intended to minimize the risk of a wildfire entering or exiting the Hamlet of Conklin through vegetation management (Fuel Reduction or Modification) and fire guard construction (dozer guard). The risk of wildfire may also be mitigated through implementation of the FireSmart program.

Street and traffic safety is a major concern due to the number and size of vehicle traffic travelling through the Hamlet to the nearby oil sands operations. The use of Off-Highway Vehicles (OHVs) is another potential safety hazard for other road users and especially for pedestrians. These concerns may be mitigated by regulating the different modes of transportation, as well as studying the potential for future road access.

Residents also expressed concerns for noise and safety associated with the rail operations running through the Hamlet near the intersection of Northland Drive and Father Mercredi's Trail. With the continuous growth of the surrounding oil sands industry, rail traffic is expected to increase in the foreseeable future. These negative impacts can be mitigated by requiring a buffer strip adjacent to future developments along the railway.

Other community safety concerns, such as insufficient outdoor lighting and limited emergency services, may be addressed by aligning the provision of infrastructure and services with the service needs. Ensuring there is an adequate buffer between the community and the surrounding oil sands activities is also an important factor in establishing community safety.

### Objective 3.1: Protect the community from wildfire

In the ASP area:

Policy 3.1.1 Subdivision and development shall incorporate fire preparedness measures, such as FireSmart guidelines prepared by the Government of Alberta.

### Objective 3.2: Promote street and traffic safety

In the ASP area:

Policy 3.2.1 Future subdivision and development shall include traffic safety measures to ensure pedestrian safety and mitigate traffic impacts, particularly in the Community Core.

Policy 3.2.2 Provision of a designated trail network to enhance pedestrian and traffic safety to and from existing and future amenities will be reviewed by the Municipality.

Policy 3.2.3 A minimum building setback of 30 metres from the railway shall be required for future subdivision and development abutting the Canada National (CN) railway right-of-way.

Policy 3.2.4 Existing development abutting the CN railway right-of-way will be encouraged to take measures to reduce the impact of noise and seismic vibration through the use of building material and other techniques, such as safety berms with acoustic fence.

### Objective 3.3: Ensure community safety meets the Rural Services

In the ASP area:

Policy 3.3.1 Adequate land and access shall be allocated for emergency response services such as the fire department.

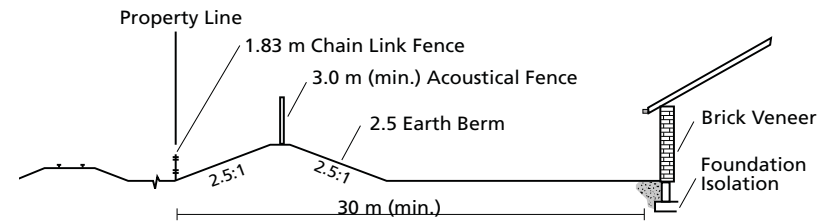
### Objective 3.4: Protect the Community from the impact of surrounding oil sands activities

In the ASP area:

Policy 3.4.1 A buffer between the Hamlet and the surrounding oil sands development of not less than 1.6 km shall be established to minimize adverse impacts to the community.

Policy 3.4.1.1 The established buffer may be placed under a Consultative Notation (CNT), which does not place restriction on the use of land, but may require applicants to notify the Municipality and/or other organizations as the CNT holding agency prior to any development.

Figure 3: Typical Mitigation Measures for New Residential Development Adjacent to a Railway Mainline



Source: Earth Tech Canada Inc. (2007). Final Report Proximity Guidelines and Best Practices, Pg.9

## PRINCIPLE 4: ENHANCE LOCAL RECREATIONAL OPPORTUNITIES

Recreational and traditional outdoor activities are closely connected to the way of life in Conklin and are highly valued by residents. Recreation supports and promotes active and healthy living, improves individual well-being, and strengthens relationships among all age groups. It also fosters an appreciation of the natural environment.

Much of the ASP area remains in a natural forested state with streams and brooks and is bordered by Christina Lake to the east. Existing trails and natural corridors allow for both passive and active recreational activities. Enhancement of these trails and corridors will provide greater connectivity between the existing and future recreational spaces. Natural areas in proximity to the Community Core can also be used to provide community recreation facilities, such as community gardens, playgrounds, and sports fields. However, any recreational opportunities provided in the ASP area should respect the natural environment and should have little or no environmental impact.



Existing park facility located on Christina Lake Drive

### **Objective 4.1: Promote centrally located local recreational activities**

In areas identified as Open Space between Northland Drive, Poplar Lane, and Pine Lane:

Policy 4.1.1 Provision of a centrally located community recreation area will be examined and considered to encourage all-season outdoor recreation and nature appreciation. Components may include community gardens, playgrounds, and sports fields. It will also serve as a recreational hub for connecting future pedestrian trails.

### **Objective 4.2: Support active and healthy lifestyles**

In the ASP area:

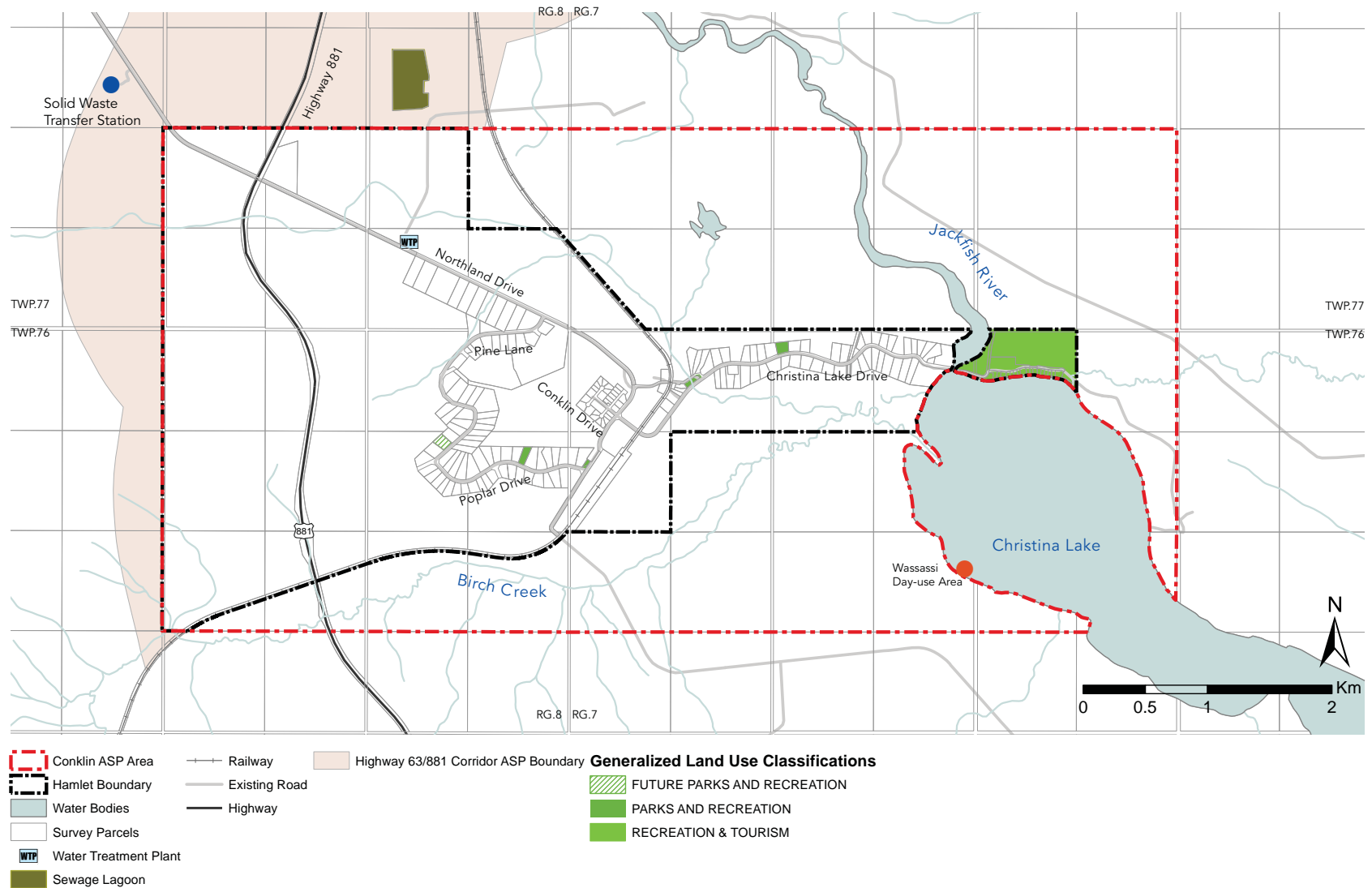
Policy 4.2.1 A pedestrian-friendly environment will be encouraged through community design, which includes, but is not limited to the consideration of proposed site development layout, provision of pedestrian pathways and road access connections.

Policy 4.2.2 Continuous linear corridors shall be designated as Municipal or Environmental Reserve through the subdivision and development process, and be developed to help establish a system of linked parks and trails.

Policy 4.2.3 Provision of a network of all-season pedestrian trails that establishes connections between existing and new residential areas, the Community Core, and the surrounding natural features will be reviewed and considered in future updates.

## MAP 8: PRINCIPLE 4 MAP

The following map illustrates the proposed land uses under Principle 4: Enhance Local Recreational Opportunities. Areas have been generalized and are only approximate.



## PRINCIPLE 5: CREATE OPPORTUNITIES FOR LOCAL ECONOMIC ACTIVITIES

Conklin is located in a region that is experiencing rapid growth in oil sands development along with associated industrial and commercial activities. Currently, there is a lack of industrial land within the ASP area, which is hindering the ability of both local businesses and Hamlet residents to fully participate in the region's economic growth. The designation of additional lands for industrial use to the west of the existing Hamlet development will serve two purposes. Firstly, it will provide space for new businesses that will create employment opportunities for the Hamlet's residents. And secondly, it will enable local businesses to expand and relocate as required.

At present, the majority of commercial activities are located at the intersection of Highway 881 and Northland Drive. The existing Hamlet Commercial district provides retail and hospitality services to both the travelling public and to the local residents. Within the Hamlet, the proposed Community Core will accommodate a mix of uses to promote increased opportunities for small scale retail and commercial/personal services as desired by the community. This would facilitate a more conveniently located range of commercial and institutional uses that serve the Hamlet residents and may also provide for additional employment opportunities.



2012 Aerial photo of existing Hamlet Commercial activities on Northland Drive

### Objective 5.1: Provide increased opportunities for local retail and commercial activities

In areas identified as the Community Core:

Policy 5.1.1 Small scale commercial development related to retail activities, such as convenience stores, restaurants, and personal/commercial services, in proximity to the existing public services and amenities will be accommodated.

Policy 5.1.2 Commercial development shall be compatible with the adjacent uses. Key considerations include, but are not limited to, size and scale of development, building layout, traffic impacts, parking and loading requirements, mix of uses, pedestrian pathway connection, and landscaping treatment.

Policy 5.1.3 An Outline Plan shall be required for the proposed subdivision and development. Specific requirements for the Outline Plan will be established by the Municipality.

In areas identified as the Hamlet Commercial:

Policy 5.1.4 Larger scale and higher intensity commercial development, such as service stations, restaurants, and business support facilities, that meet the needs of both the travelling public and provide business opportunities for residents will be permitted.

Policy 5.1.5 Commercial development will be required to have regard to the area's location and function as the gateway to the Hamlet. Key considerations include, but are not limited to the need for adequate space for parking, loading and internal circulation, safety of all users, as well as landscape and screening treatment.

## Objective 5.2: Provide increased opportunities for industrial support activities

In the ASP area:

Policy 5.2.1 General industrial and industrial support activities shall be directed to the west of Highway 881 and to the south of the intersection of Highway 881 and Northland Drive (Leismer Road), as shown on the Generalized Land Use Concept Map.

Policy 5.2.2 Appropriate general industrial and industrial support activities include but are not limited to manufacturing or assembly of goods and products, and automotive and equipment rental, repair and storage.

Policy 5.2.3 Light industrial activities shall be directed to the east of Highway 881, south of Northland Drive, as shown on the Generalized Land Use Concept Map.

Policy 5.2.4 Appropriate light industrial activities include, but are not limited to, lay-down storage yards, construction and industrial maintenance services, industrial carwash, and auto services.

Policy 5.2.5 An Outline Plan shall be required to establish site development parameters for the designated industrial land along Highway 881. Specific requirements for the Outline Plan will be established by the Municipality.

In areas identified as Industrial:

Policy 5.2.6 Development shall mitigate off-site nuisances (e.g., noise, odour, dust) and ensure quality development. Key considerations for quality development include, but are not limited to the site configuration and design of building, landscape treatment, and location and screening of parking and loading areas.

Policy 5.2.7 Existing development will be encouraged to introduce mitigation measures to reduce or eliminate off-site nuisances, and to improve the appearance of the site through the use of landscaping to screen loading, parking, and outdoor storage areas.

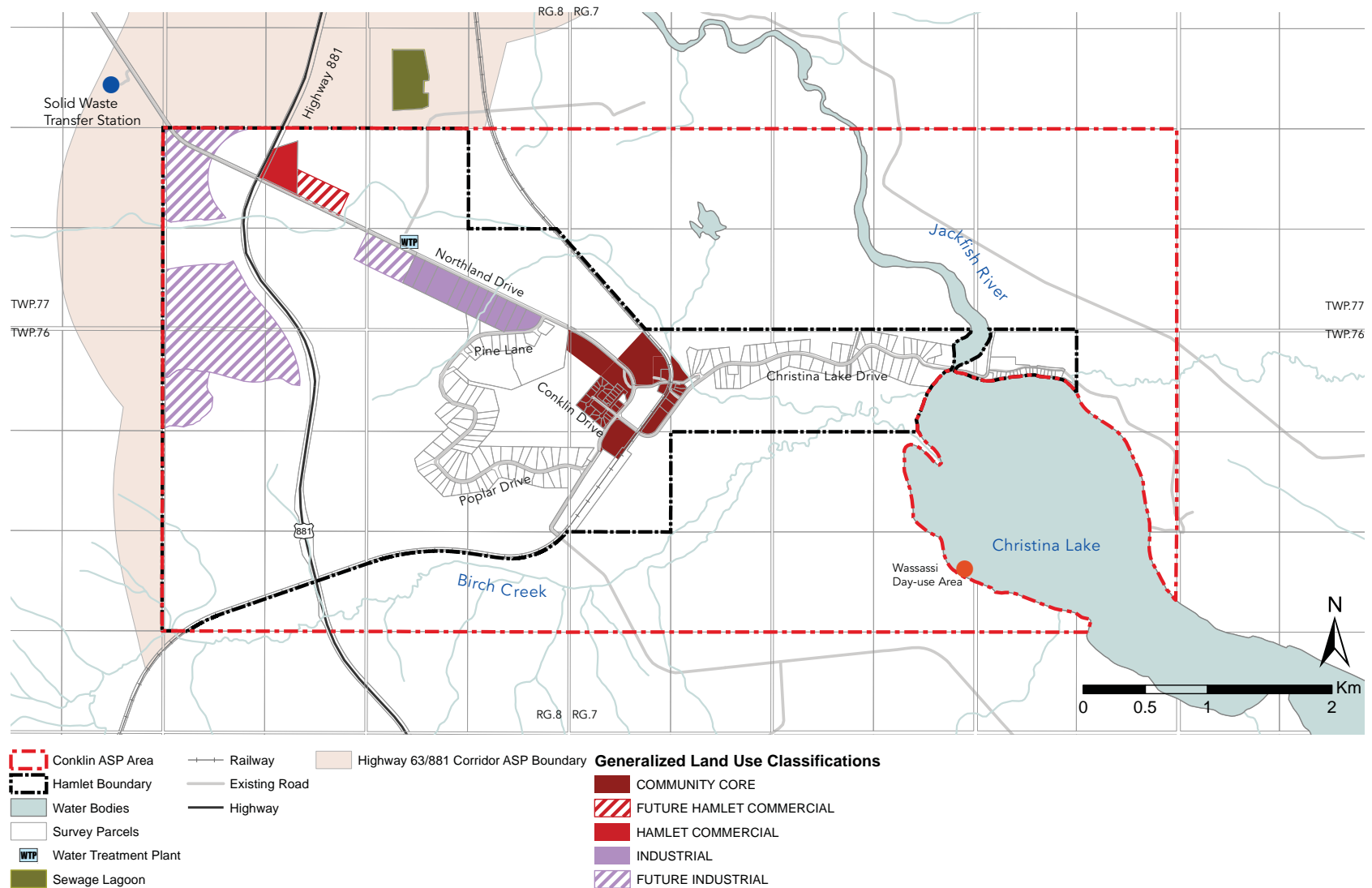
Policy 5.2.8 Commercial development may be permitted provided that proposed development demonstrates compatibility with the adjacent uses. Key considerations include, but are not limited to size and scale of development, building height and layout, access and circulation, traffic impacts, pedestrian connectivity, parking and loading requirements, nearby uses, off-site nuisances mitigation (e.g., noise, odour, dust), as well as landscaping buffer and treatment.



2012 Aerial photo of existing industrial activities south of Northland Drive

# MAP 9: PRINCIPLE 5 MAP

The following map illustrates the proposed land uses under Principle 5: Create Opportunities for Local Economic Activities. Areas have been generalized and are only approximate.



## PRINCIPLE 6: PROVIDE INFRASTRUCTURE THAT MEETS RURAL SERVICES

The provision of municipal services and infrastructure that meet both the present and future needs is essential. Appropriate and adequate road network and access shall be established to direct and support the commercial and industrial activities within the ASP area. Construction of a new water treatment plant, a garage for operational purposes, and a waste water pumping station, as well as the upgrades to the raw water pumping station, were started in 2009 and are likely to be completed by the end of 2013.



New water treatment plant in construction on Northland Drive

### Objective 6.1: Promote the use of Green Infrastructure

In the ASP area:

Policy 6.1.1 The use of Low Impact Development standards, stormwater best management practices, and environmentally-friendly technologies will be required.

Policy 6.1.2 Subdivision and development will be required to demonstrate sound environmental practices. These may include, but are not limited to green infrastructure, energy efficient building, building orientation, design, landscaping, and integration with the natural landscape.

### Objective 6.2: Provide appropriate access to commercial and industrial activities

In the ASP area along Highway 881:

Policy 6.2.1 A development setback of 120 metres from the centre of the highway will be required for future highway widening and upgrading. Any development proposed within the highway setback will be subject to Alberta Transportation approval.

Policy 6.2.2 A development setback of 400 metres will be required from the center point of the Highway 881 and Northland Drive (Leismer Road) intersection for future upgrades and improvement. Any development proposed within the intersection setback will be subject to Alberta Transportation approval.

Policy 6.2.3 Construction of permanent buildings and associated structures within the setbacks as listed in Policy 6.2.1 and 6.2.2 shall be prohibited, with the exception of existing Hamlet Commercial uses at the northeast intersection of Highway 881 and Northland Drive (Leismer Road).

Policy 6.2.4 Only temporary structures for interim uses associated with roadway construction in the setback area, as listed in Policy 6.2.1 and 6.2.2, may be permitted.

Policy 6.2.4.1 In cases where Alberta Transportation deems the areas are suitable for future development, the setback areas may be incorporated into the proposed Industrial and/or Hamlet Commercial use as shown in the Generalized Land Use Concept Map.

Policy 6.2.5 Alberta Transportation will be requested to collaborate in the identification of future additional all-directional access points.

Policy 6.2.6 A suitable and safe road network connecting Northland Drive (Leismer Road) to the designated industrial areas, as shown on the Generalized Land Use Concept Map, will be required through the subdivision and development process.

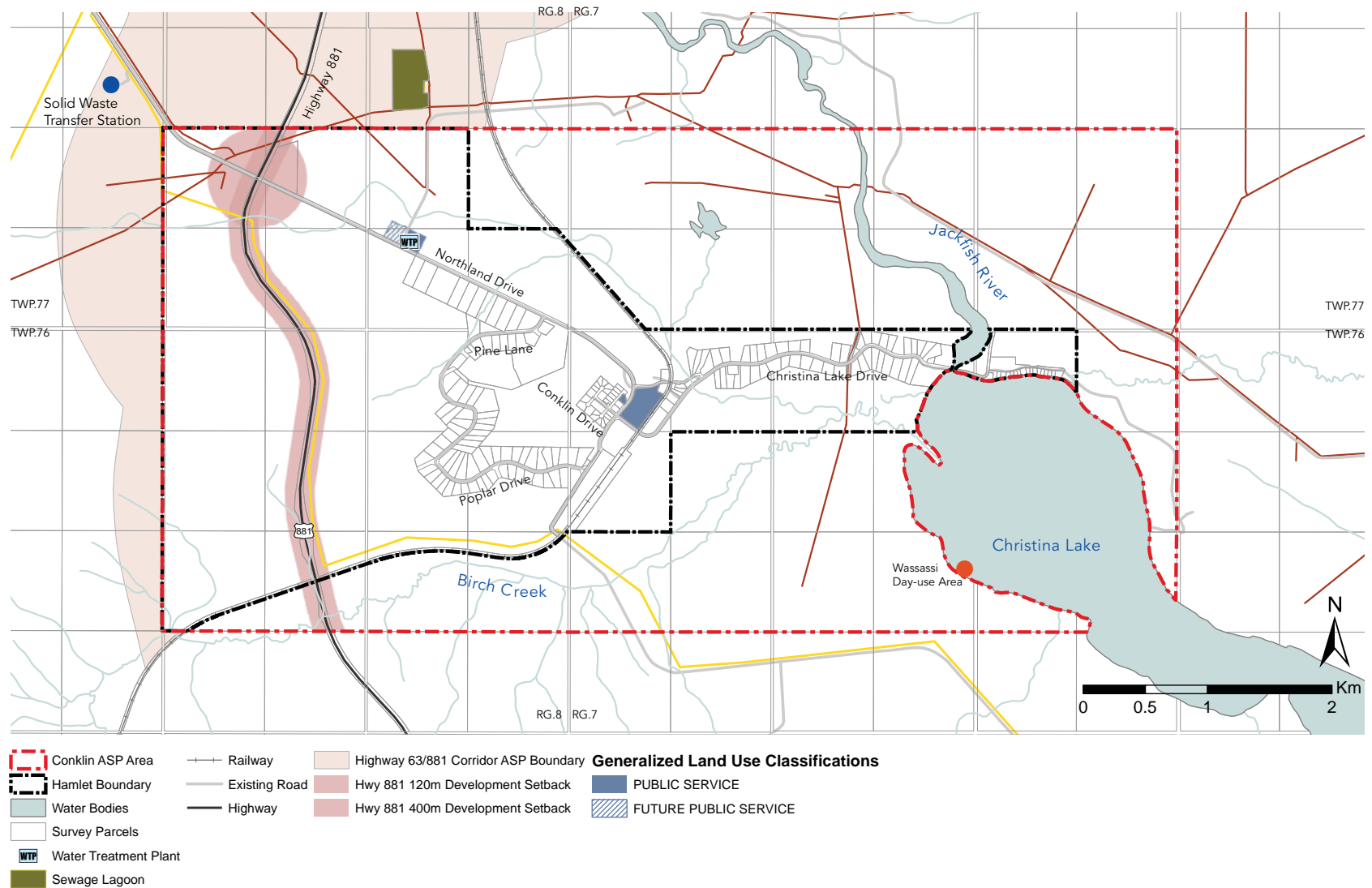
Policy 6.2.7 Developers will be responsible for the cost of intersection improvements, including intersection onto provincially and municipally owned roads, as a result of the proposed development.



2012 Aerial photo of Highway 881 and Northland Drive (Leismer Road) intersection facing north

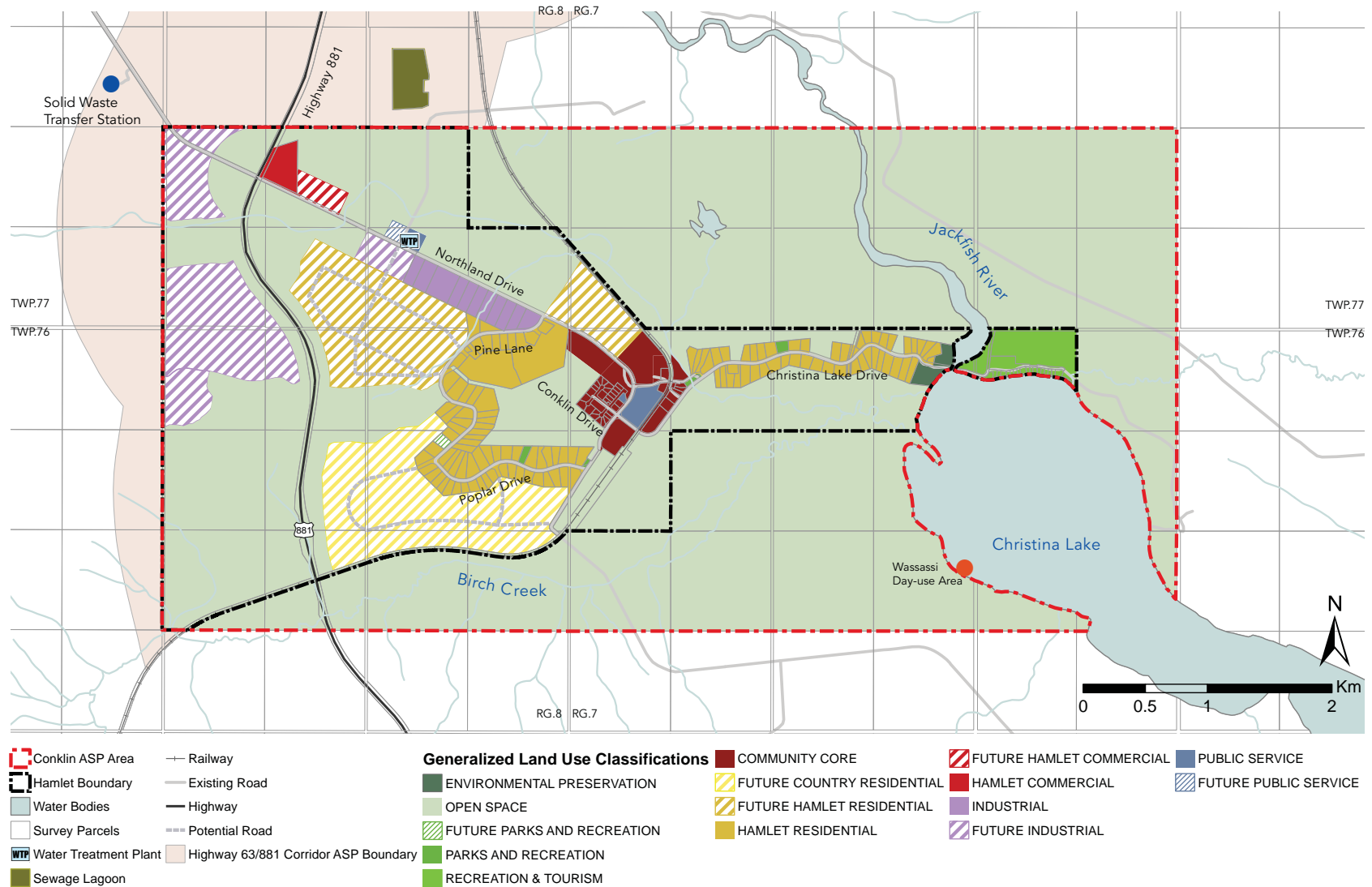
# MAP 10: PRINCIPLE 6 MAP

The following map illustrates the proposed land uses and setback policies under Principle 6: Provide Infrastructure that Meets Rural Services. Areas have been generalized and are only approximate.



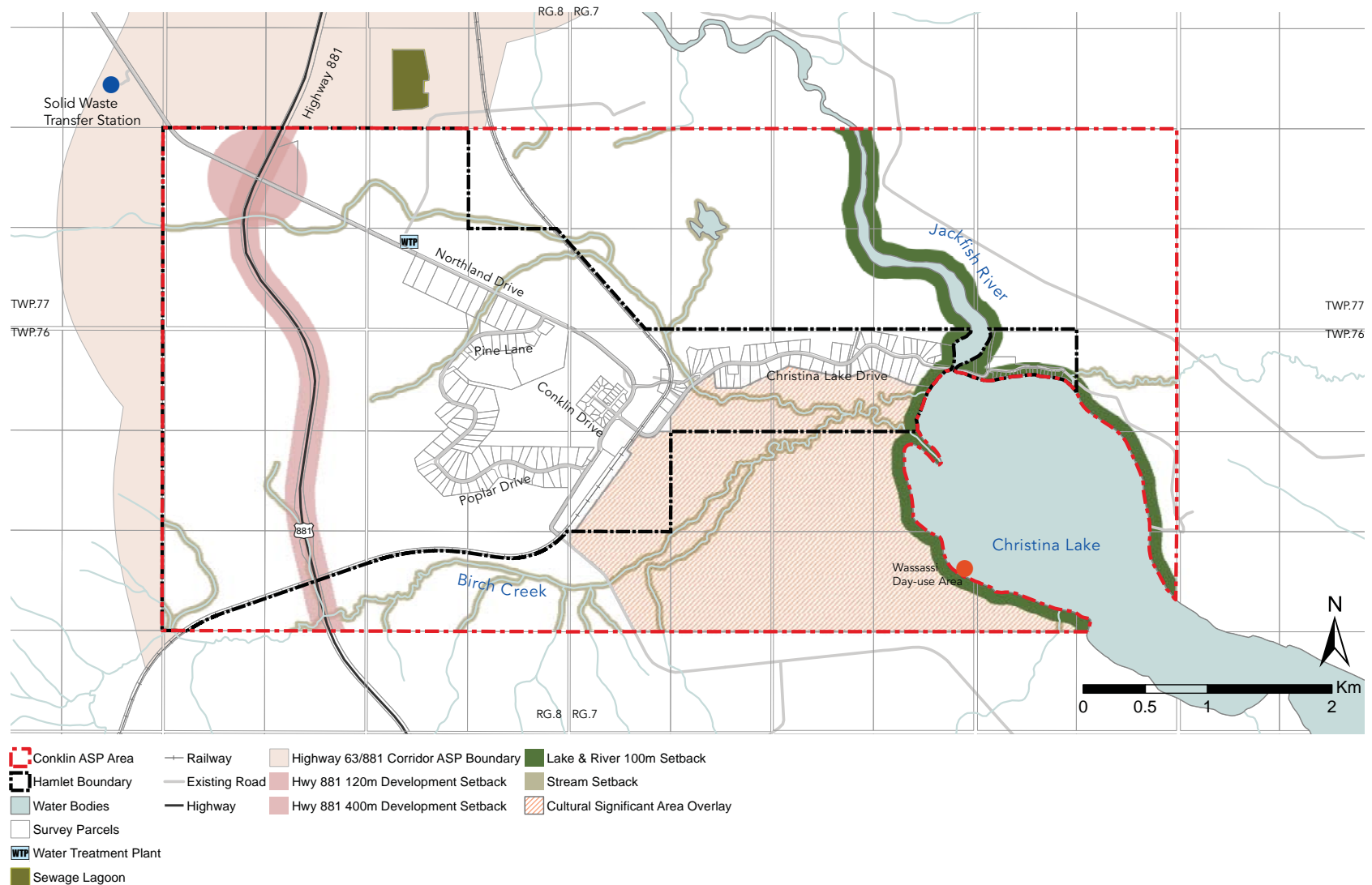
# MAP 11: CONKLIN GENERALIZED LAND USE CONCEPT MAP

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



# MAP 12: GENERALIZED LAND USE CONCEPT OVERLAY

The following map represents the overlay and setback policies in the Conklin Area Structure Plan. Areas have been generalized and are only approximate.



# GENERALIZED LAND USES

## Community Core

The Community Core is the heart of the Hamlet and the focus for small scale commercial, institutional, and residential uses. The Community Core provides a variety of services, facilities, and activities to meet the community's needs. To encourage a vibrant and pedestrian-friendly core, development will be more compact compared to the rest of the hamlet. Areas in close proximity to community amenities would be an appropriate location for seniors' housing. Institutional uses, such as churches, schools, and community centres that serve the community residents will be concentrated in this area.

## Environmental Preservation

The two existing Environmental Reserve (ER) lots located at the junction of Christina Lake and the Jackfish River are identified as Environmental Preservation. The intent is to preserve the natural open space and protect the environmentally sensitive land in that area. The area must be left in its natural state or may be used as a public park.

## Hamlet Commercial

Existing Hamlet Commercial uses will continue to concentrate at the intersection of Northland Drive and Highway 881 to meet the needs of both the travelling public and to provide business opportunities for residents. Larger scale and higher intensity commercial development, such as service stations, restaurants, retail stores, and business support facilities will be accommodated in this area.

## Industrial

This classification provides for a wide range of general industrial uses, which may include industrial support and storage facilities. These uses should be low intensity in nature to ensure development will not adversely affect surrounding non-industrial uses through the generation of emissions, noise, odours, vibrations, heat, bright light, or dust.

Industrial land use is identified primarily to areas west of the Hamlet, on unserviced lots, away from existing and proposed residential uses, and could accommodate general industrial uses such as warehousing, general business, lay-down yards, and service uses that support nearby oil sands development and other industrial activity. Commercial development may be permitted provided that proposed development demonstrates compatibility with the adjacent uses.

## Open Space

This classification protects undeveloped areas from premature subdivision and development. Future development of open space where there are potential geotechnical and environmental constraints will need to provide geotechnical, servicing, and other expert studies to the satisfaction of the Municipality. The development of trails may be exempt from the technical study requirements.

## **Parks and Recreation**

This classification includes land uses for parks and recreation facilities intended for the use and enjoyment of the community. Community parks, trails, outdoor recreation facilities, and playgrounds are examples of uses considered.

## **Public Service**

This classification allows for a variety of uses intended to deliver educational, health, government, and other institutional uses. Uses may include municipal infrastructure, health care facilities, parks, and schools.

## **Recreation and Tourism**

This classification allows for indoor and outdoor recreation facilities that also include commercial elements for tourism purposes, such as boat launches, recreational campgrounds, and lodges. Existing residential uses will continue to be allowed in this area.

## **Residential**

A variety of built forms and housing types that are accessible to all age groups and income levels are allowed and encouraged under the following two residential classifications:

### **COUNTRY RESIDENTIAL**

This classification allows for single detached dwellings on large individual lots with a minimum lot size of 1.0 ha (2.5 acres) and will continue the existing residential development patterns to the west of Poplar Drive.

### **HAMLET RESIDENTIAL**

The majority of existing residential lots in the Hamlet fall within this classification. This area currently consists of predominantly manufactured homes and single detached housing. Single detached dwellings on individual lots with a minimum lot size of 0.4 ha (1acre) will be encouraged as a continuation of the existing residential development pattern. This classification also allows for infill residential development given that proposed development can retain the existing characteristics of the area.

## **OVERLAY**

### **Culturally Significant Area**

This classification includes areas that the local Métis community identified as being significant for both their historical and cultural values. The intent of this category is to preserve the existing area as natural open space to minimize disturbance from development.

# PART 3 : MAKING IT WORK

This section discusses the key considerations in implementing this Area Structure Plan.



# IMPLEMENTATION

The policies in the Conklin ASP represent Council's guidance regarding growth and development within the study area and represent the community's interests. Although the Plan is seen as a document with principles that will be valid in the long term (up to 20 years), it will be reviewed and updated as required to ensure it remains relevant.

## IMPLEMENTATION PRIORITIES

A major component of the plan implementation is the Land Use Bylaw (LUB). The Land Use Bylaw should be reviewed as the first step of the Conklin ASP implementation. Under the LUB, land will be designated using the ASP's policies and Generalized Land Use Concept Map for guidance. Flexibility in varying the location and design of these elements as the result of more detailed planning will be addressed at the Outline Plan and/or Plan of Subdivision stage.

Additionally, a Sub-Regional Area Structure Plan should be prepared to address the surrounding growth in the Conklin area. Development of project accommodations has become a primary challenge in the Conklin area. As of the end of 2012, there was approximately 10,000+ approved bed capacity in the vicinity of the Hamlet of Conklin. Such growth is imposing increasing development pressures (physically, socially and culturally). While considerable increase in oil sands development is anticipated by the year 2015, preparations of the Sub-Regional Area Structure Plan should occur in a timely manner.

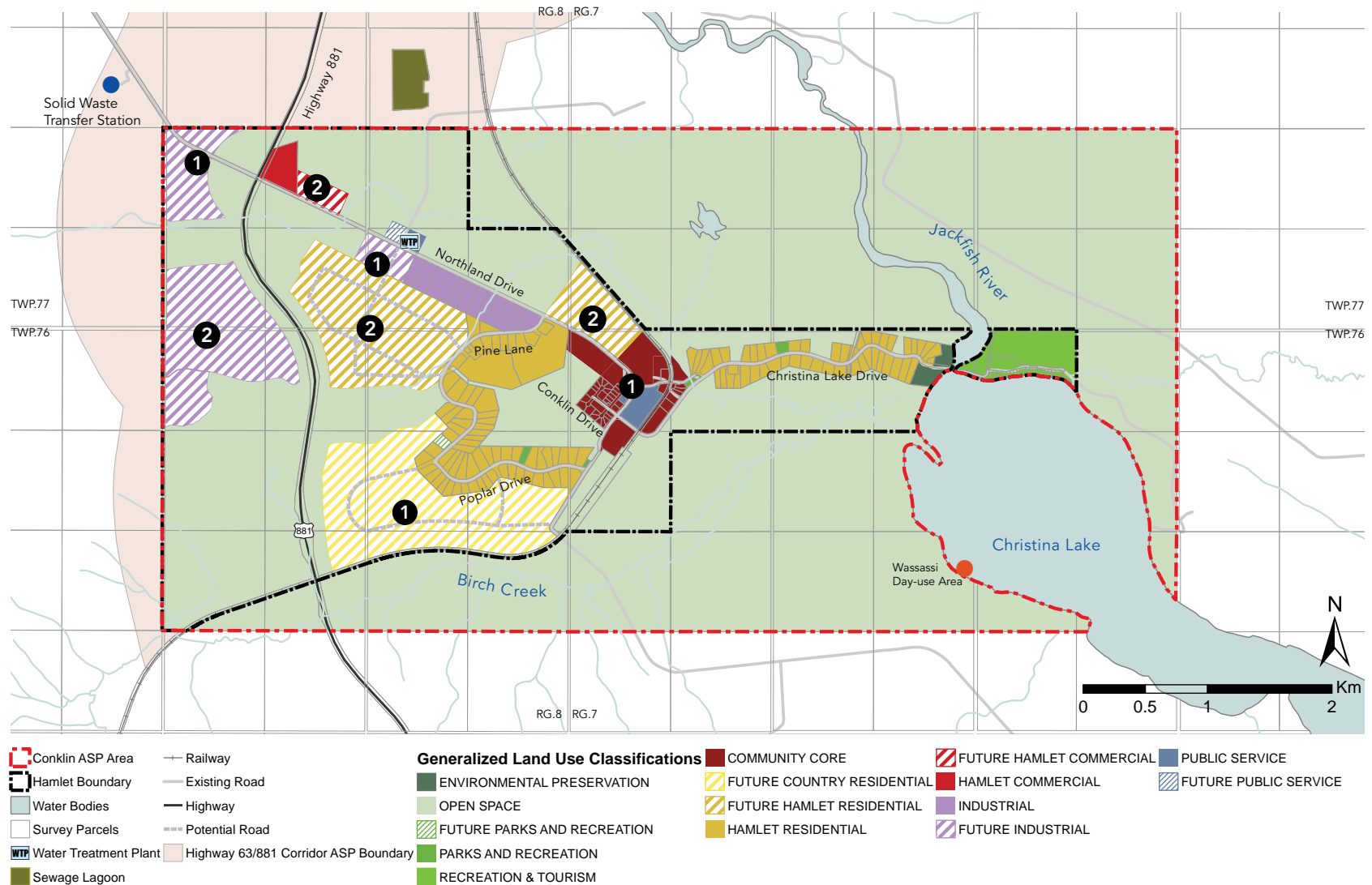
## PROPOSED DEVELOPMENT SEQUENCE

The Proposed Development Sequencing Map graphically illustrates the sequence of development proposed in Conklin. Sequence of development may be adjusted, and is based on a number of considerations, which include:

- Suitability of vacant lots with appropriate designation
- Availability of existing access and roadways
- Availability of servicing capacity
- Proximity to existing and proposed municipal facilities and amenities

# MAP 13: PROPOSED DEVELOPMENT SEQUENCING MAP

The following map represents the general sequence of future development proposed for the ASP area. This map is not meant to be interpreted and amended on a site specific basis. Areas have been generalized and are only approximate.



**Table 1: Conklin Generalized Land Use Concept Breakdown**

	Area (ha)	Percentage relative to Total Area
Community Core	46.6	1.6%
Environmental Preservation	6.1	0.2%
Hamlet Commercial	8.9	0.3%
Future Hamlet Commercial	8.4	0.3%
Industrial	27.2	1.0%
Future Industrial	134.3	4.8%
Open Space	2,121.8	75.2%
Parks and Recreation	3.1	0.1%
Future Parks and Recreation	1.1	0.1%
Public Services	10.5	0.4%
Future Public Services	2.3	0.1%
Recreation and Tourism	31.9	1.1%
Future Country Residential	133.4	4.7%
Hamlet Residential	149.6	5.3%
Future Hamlet Residential	135.5	4.8%
<b>Total</b>	<b>2,820.7</b>	<b>100%</b>

\*figures are approximate and are rounded up to one decimal place

## Transportation

Existing Development will utilize the road network that is already in place. Phase 1 development proposes a loop road connecting Northland Drive to the existing road accesses on Poplar Drive for the Future Country Residential area. Phase 2 developments propose an extension of the local road that connects to the new water treatment plant just north of Northland Drive and west of the existing industrial area. A loop road system will serve to connect this road extension to the existing Pine Lane road access. Detailed alignments of these proposed roads have to be verified at the subdivision and outline plan stage.

## Servicing Implication

The current water treatment plant upgrade is designed for a residential equivalent population of 2,000, enough to support the projected population and the surrounding resource related camps until 2017. The subsequent upgrade can support a residential equivalent population of 3,500 until 2027. In both stages, the assumption is that a 1,000 equivalent population is allocated to the surrounding work camps. The wastewater treatment plant expansion is in the pre-design stage. The upgrade is based on the same design population assumption used for the water treatment plant upgrade.

Both the water treatment plant and wastewater treatment plant design servicing capacities are sufficient to support the population growth to be accommodated in Phase 1 and 2 proposed developments.

## **PLAN AMENDMENT & MONITORING**

Any amendments for the Area Structure Plan must follow the amendment process consistent with the Municipal Government Act and include community consultation. Applicants applying to amend the ASP must provide a supporting report to the Municipality that evaluates the merits and impacts of the proposed changes. The implementation of this plan will be monitored and reported on a regular basis as a means of assessing progress made.

## **ASP INTERPRETATION**

The ASP consists of Principles, Objectives, Policies, the Generalized Land Use Concept, the Implementation section, References, and the Glossary of Terms.

Principles are statements of the desired future as derived from the Community Vision. Explanatory text that accompanies the Principles enhance the understanding of the ASP's intent. Objectives are statements of the desired outcome of the ASP Principles, which are implemented and realized through the ASP Policies. Policies are statements of intent that guide decisions to achieve the ASP Principles and Objectives.

# GLOSSARY OF TERMS

## **Aboriginal**

Descendants of the original inhabitants of North America. The Canadian Constitution recognizes three groups of Aboriginal people – Indian (First Nation), Métis, and Inuit. These are three separate peoples with unique heritages, languages, cultural practices, and spiritual beliefs.

## **Accredited Professional**

An individual with specialized knowledge recognized by the Municipality or licensed to practice in Canada or in the Province of Alberta. Examples of qualified professionals include but are not limited to engineers, foresters, planners, geologists, hydrologists, and surveyors.

## **Active and Healthy Lifestyles**

Active and healthy lifestyles are defined as a way of life that incorporates physical activity as part of a daily routine for people. Physical activities include exercise, sport, walking, and biking.

## **Active Transportation**

Any form of human-powered transportation, such as walking, cycling, using a wheelchair, in-line skating, skateboarding, and skiing.

## **Affordable Housing**

Housing that meets the needs of households that earn less than the median income for their household size and pay more than 30 percent of their gross annual household income on shelter.

## **Amenities**

Social and economic facilities and services that increase comfort in a community. These include recreational and health care facilities, shops, supermarkets, and daycare centres, among others.

## **Archaeological Resources**

Archeological resources are defined by the Historic Resources Act as a work of humans that is primarily of value for its prehistoric, historic, cultural, or scientific significance, and is or was buried in land or submerged beneath the surface of any watercourse or permanent body of water in Alberta.

## **Area Structure Plan (ASP)**

A plan adopted by municipal council as a bylaw pursuant to the Municipal Government Act (MGA) that provides a framework for future development of an area or community.

## **Athabasca Oil Sands Area (AOSA)**

The Athabasca Oil Sands Area is the largest reserve of crude bitumen in the world and the largest of three major oil sands deposits in Alberta, along with the nearby Peace River and Cold Lake deposits.

## **Barrels Per Day (bpd)**

A measurement used to describe the amount of crude oil produced or consumed by an entity in one day.

## **Best Practices**

A method or technique that has consistently shown results superior to those achieved with other means, and that is used as a benchmark.

## **Bitumen**

Petroleum that exists in the semi-solid or solid phase in natural deposits. It is typically heavy and viscous and will not flow unless heated or diluted.

## **Buffer**

A natural or linear area comprising of shrubs, trees, earth berms, or physical fencing that provides visual or physical separation and/or noise attenuation between water bodies, lots, roads, utility corridors, and other uses.

## **Building**

Building shall be as defined in Section 616 of the Municipal Government Act.

## **Building Setback**

Building Setback refers to the distance between the building and the feature as specified by a bylaw.

## **Campground**

A planned development for the use of recreational vehicles, campers, and tents that is not used for permanent residence or year-round storage.

## **Commercial and Industrial Land Use Study (CILUS)**

A study to quantify the demand for commercial and industrial land within the Municipality, now and in the future. The study also determines where new commercial and industrial land will be needed together with the biophysical suitability of the identified areas.

## **Community Design**

Community design is an integral part of land use planning and involves the creation and management of the built environment (i.e., buildings, streets, transport systems, parks, and natural spaces) that collectively help shape the form and pattern of municipalities. Carefully planned and thoughtfully executed, community design is vital in contributing to the attractiveness, vibrancy, health, and sustainability of physical landscapes.

## **Community Engagement**

A process that provides an opportunity for citizens, staff, and appointed officials to share information and gain an understanding of issues based on experience and knowledge, and to combine their energy to create a plan or to develop a course of action.

## **Comprehensive Regional Infrastructure Sustainability Plan (CRISP)**

A guideline prepared by the Government of Alberta for the long-term infrastructure development in the Athabasca Oil Sands Area (AOSA) that supports Responsible Actions, the Government of Alberta's strategic plan for development of its oil sands resource. The CRISP focuses on community development and identifies infrastructure needs related to transportation, water and wastewater servicing, primary and secondary education, and health care.

## **Conservation**

The protection, enhancement, and management of the natural environment and natural resources including natural areas, features, processes, biological diversity, and renewable and non-renewable resources for sustainable ecosystems and communities.

## **Consultative Notation (CNT)**

The Reservation/Notation Program used by the Alberta Government enables a variety of resource uses to be accommodated, while maintaining the integrity of the land base and its ecosystem. It provides a buffer between heavy industrial and any associated activities and land uses. Interests in public land, resources, and sites of significance are recorded as notations. Consultative Notation (CNT) is used by the government to "flag" an interest in land. Although restrictions are not placed on the land, applicants are alerted that the Alberta Government holds an interest in the property.

## **Density**

Density is a standard measure of units per area, usually used to describe the number of dwelling units per hectare (du/ha).

## **Development**

Development is defined in Section 616 (b) of the Municipal Government Act specifically as: a) an excavation or stockpile and the creation of either of them; b) a building or an addition to the replacement or repair of a building and the construction or placing of any of them in, on, over, or under land; c) a change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use or the land or building; or d) a change in the intensity of use of land or a building or an act done in relation to land or a building that changes or is likely to change in the intensity of use of the land or building.

## **Ecological Protection**

Maintenance of the integrity of ecosystems, their processes, and their interrelationships, in part or in whole, in the natural environment. Forms of ecological protection may include policies, programs, and physical actions.

## **Environmental Assessment**

In instances where an Environmental Impact Assessment is not required under federal or provincial law, an environmental assessment may be required to help the Municipality consider the environmental impacts of a proposed plan, and consider alternatives or appropriate mitigation strategies during the planning stage. It is based on information from a desktop review and field reconnaissance.

## **Environmental Reserve (ER)**

Environmental Reserve shall be as defined in Section 616(e) of the Municipal Government Act.

## **Environmentally Friendly Technologies**

Practices that conserve the natural environment and resources thereby reducing the negative impacts of human development.

## **Environmentally Sensitive Area**

An undisturbed or relatively undisturbed site that because of its natural features has value to society and ecosystems worth preserving but is susceptible to further disturbance.

## **Environmental Stewardship**

Managing and protecting sensitive natural areas, including watersheds, wetlands, and riparian zones, while valuing the integrated role our natural environment plays in the health of the region.

## **Envision Wood Buffalo (EWB)**

An Integrated Community Sustainability Plan developed to define and advance the Regional Municipality of Wood Buffalo's long-term commitment to sustainability. Developed with community members across the region, EWB sets sustainability principles and goals for environmental, cultural, social, and economic dimensions of Wood Buffalo.

## **FireSmart Communities**

Community design located near or within forested and other natural vegetated areas that incorporates the guidelines of FireSmart (developed by the Government of Alberta) in order to reduce the risk and potential of fire hazards and events.

## **Generalized Land Use Concept**

A map of the future generalized land uses in the Hamlet.

## **Geotechnical**

Pertaining to the condition of land and soils in an area, typically as it relates to use or potential use of the area for development.

## **Geotechnical Study**

A study that identifies geotechnical risks and mitigation measures and must acknowledge that the Municipality may rely upon the study when making decisions.

## **Green Building**

The practice of creating structures by utilizing processes that are environmentally responsible and resource-efficient throughout a building's life cycle.

## **Greenfield**

Type of land where there has been no previous development.

## **Green Infrastructure**

Green infrastructure refers to engineered structures that are designed to be environmentally friendly. Examples include water treatment facilities, green roofs, constructed wetlands, biomass, and district heating.

## **Hamlet**

An unincorporated community established by an order of the Minister of Municipal Affairs, or designated as a hamlet by Council pursuant to the Municipal Government Act.

## **Historical Resource Value (HRV)**

Each land parcel in the Minister of Alberta Culture and Community Spirit's (ACCS) Listing has been assigned an Historical Resource Value ranging from 1 to 5.

The highest level of protection (HRV 1) is afforded to lands that have been designated under the Alberta Historical Resources Act as Provincial Historic Resources. An HRV of 1 is also used to identify World Heritage Sites and lands owned by ACCS for historic resource protection and promotion purposes. Other HRVs are defined as follows:

HRV 2: designated under the Alberta Historical Resources Act as a Municipal or Registered Historical Resource

HRV 3: contains a significant historic resource that will likely require avoidance

HRV 4: contains a historic resource that may require avoidance

HRV 5: believed to contain a historic resource

Note: Undeveloped road allowances have the same HRV as lands immediately adjacent.

## **Home Based Business**

The secondary use of a principal dwelling, its accessory buildings and site, or combination thereof, by at least one (1) permanent resident of the dwelling, to conduct a business activity or occupation.

## **Infill**

Development in an existing built-up area using vacant or under-utilized lands, behind or between existing development, which is consistent and compatible with the characteristics of the surrounding development.

## **Infill Residential Development**

Infill residential development refers to the introduction of additional housing units into an existing residential subdivision.

## **In Situ**

In position or place, in situ recovery refers to various methods used to recover deeply buried bitumen deposits. Also see Steam Assisted Gravity Drainage (SAGD).

## **Lodge**

A place of business where the principle use is the provision of sleeping facilities, excluding project accommodation.

## **Low Impact Development (LID)**

A land management strategy that emphasizes conservation by use of on-site natural features integrated with engineering controls. Development aligns closely to pre-development stages. The LID is intended to prevent harm to streams, lakes, and wetlands from commercial, residential, or industrial development. This allows land to still be developed in a cost-effective manner that helps mitigate potential environmental impacts.

## **Métis**

People of mixed First Nation and European ancestry who identify themselves as Métis, as distinct from First Nations people, Inuit, or non-Aboriginal people. The Métis have a unique culture that draws on their diverse ancestral origins, such as Scottish, French, Ojibway, and Cree.

## **Municipal Development Plan (MDP)**

A plan that functions as a municipality's overall policy guide for future growth and development. It is a statutory plan adopted by a Municipal Council under the authority of Section 632 of the Municipal Government Act. The plan outlines the direction and scope of future development, the provision of required transportation systems and municipal services, the coordination of municipal services and programs, environmental matters, and economic development.

## **Municipal Government Act (MGA)**

Provincial legislation that outlines the power and obligations of a municipality.

## **Municipal Infrastructure**

Infrastructure maintained by the Municipality to provide services to its residents. In Land Development Concepts, Municipal Infrastructure refers to specific sites used for water and wastewater treatment facilities, sewage lagoons, and landfills.

## **Municipal Reserve (MR)**

Municipal Reserve shall be as defined in Section 616 (o) of the Municipal Government Act.

## **Muskeg**

Waterlogged, spongy ground, consisting primarily of mosses and acidic, decaying vegetation that may develop into peat.

## **Natural Feature**

Natural Features describe all natural objects, including mountains, plateaus, rivers, lakes, islands, waterfalls, monoliths, escarpments, ravines, as well as woodlands, forests, trees, hedgerows, and meadows.

## **Off-Highway Vehicle (OHV)**

A vehicle registration class for motor vehicles including all-terrain vehicles, off-highway motorcycles, and off-road vehicles such as 4x4 trucks or jeeps.

## **Oil Sands**

Sedimentary rocks (sand, clay, and rock material) containing heavy oil or bitumen that cannot be extracted by conventional petroleum recovery methods. It is regarded as a nonconventional source.

## **Outline Plan**

An intermediate planning document, required in specific circumstances, in order to bridge the gap between a large scale Area Structure Plan and an individual plan of subdivision.

## **Planned Work Camp Communities**

An alternative approach to traditional private work camps scattered across the region. They would initially accommodate construction-phase workers as well as support staff. However, unlike traditional camps, they would be planned and designed from the beginning in a way that would allow them to evolve over time to serve as longer-term communities for operations staff and their families, and the services and supports they would require.

## **Project Accommodation**

A residential complex of mobile units, excluding campgrounds, used to provide basic living facilities for workers on a temporary basis.

## **Riparian Zones**

Areas around lakes, estuaries, and streams that function as transition areas between land and water and host a wide array of plant and animal life. These areas are likely to have an influence on the total ecological character and functional process of a watercourse or water body.

## **Rural Service Area**

Portion of the Regional Municipality of Wood Buffalo located outside of the Urban Service Area. These areas are recognized as equivalent to a municipal district by the Government of Alberta for the purposes of program delivery and grant eligibility.

## **Social Infrastructure**

Social infrastructure means services, networks, and facilities that support and enhance quality of life. Broad categories include health, education, arts and culture, and emergency services.

## **Stakeholder**

Any individual, organization, or agency that has a specific interest or concern with the Plan that may be impacted once the Plan is adopted.

## **Steam-Assisted Gravity Drainage (SAGD)**

A type of in situ technology that uses innovation in horizontal drilling to produce bitumen. Using drilling technology, steam is injected into the deposit to heat the oil sands and lower the viscosity of the bitumen. The hot bitumen migrates towards wells, bringing it to the surface, while the sand is left in place. In situ is Latin for in place.

## **Subdivision**

The division of a parcel of land into one or more smaller parcels by a plan of subdivision or other instrument.

## **Sustainability**

The World Commission on the Environment and Development (1987) defines sustainability as “development that meets the needs of the present without compromising the ability of future generations to meet their own needs.”

## **Sustainable Community**

A place that encourages people to live, work, and play, and as such, this community is able to meet the diverse needs of both the existing and future population.

## **Traditional Land Use**

The use of public land by Aboriginal peoples for harvesting and hunting flora and fauna for sustenance, economic benefit, and cultural/ceremonial and medical purposes.

## **Urban Service Area**

Fort McMurray, located within the Regional Municipality of Wood Buffalo. Fort McMurray is recognized as equivalent to a city by the Government of Alberta for the purpose of program delivery and grant eligibility.

## **Vacant Lots**

Lots with no buildings or occupants.

## **Water Bodies**

Any location where water flows or is present, whether or not the flow or the presence of water is continuous, intermittent, or occurs only during a flood. Or: Any natural or artificial body of water that contains or conveys water continuously or intermittently.

## **Wetland**

Those areas that are inundated or saturated by surface water or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include muskeg, swamps, marshes, bogs, and similar areas.

## **Wildland Urban Interface (WUI)**

A local plan made by Alberta Sustainable Resources Development to protect communities from wildfires. Transition zones are set between human occupied and unoccupied land.

## **Work Camp**

Temporary project accommodations that house construction and operational staff in proximity to a project site (often oil sands). These workers form a component of the non-permanent population.

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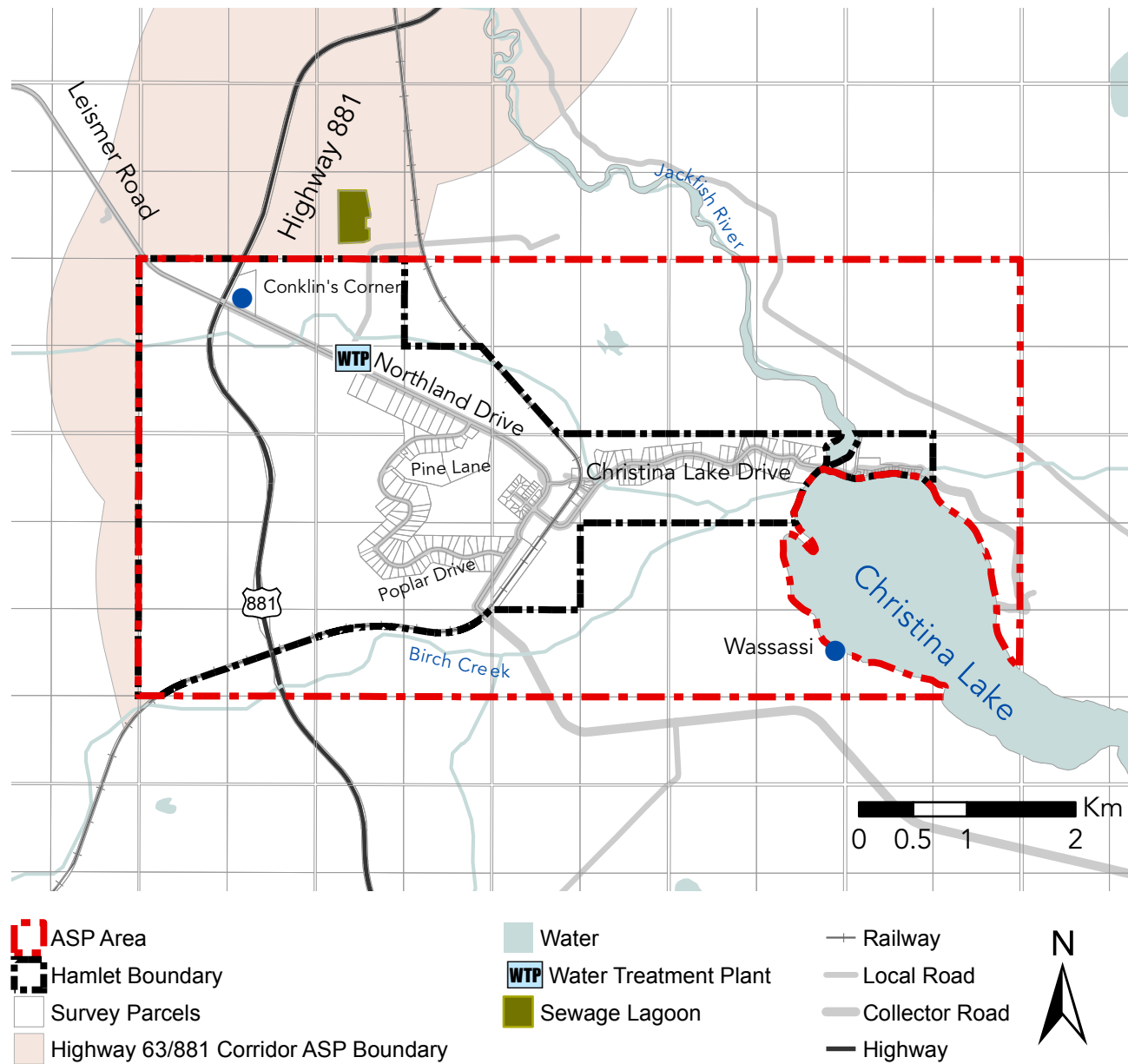
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REGIONAL MUNICIPALITY  
OF **WOOD BUFFALO**







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

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

**Administrative Recommendations:**

1. THAT Bylaw No. 13/018, being an amendment to the Land Use Bylaw specific to Election Sign Provisions, be read a second time; and
2. THAT subsection ii of Bylaw No. 13/018 be deleted and replaced with the following: “be a minimum of 1.0 m and a maximum of 2.0 m in height from finished grade to highest point of sign structure.”
3. THAT Bylaw No. 13/018 be read a third and final time.

**Summary:**

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

**Background:**

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

During the 2012 elections, the main issue brought forward was the proliferation of small election signs on municipal property and municipal rights-of-way. Regulating the minimum size of election signs in these areas could potentially reduce driver distraction and ensure the safety of our motorists and pedestrians. The proposed minimum is 1.49 square metres, which is equivalent to a 1.22 m x 1.22 m election sign.

**Rationale for Recommendations:**

The proposed amendment focuses primarily on the safety of residents, motorists and pedestrians, while balancing a candidate's right to freedom of expression. To aid the public in understanding the amended election sign requirements, they will be highlighted in the comprehensive information guide for candidates with detailed maps depicting allowable sign locations along major roadways within the Municipality, as well as corresponding size restrictions and setbacks.

A public hearing was held on Tuesday, June 11<sup>th</sup>, following which the bylaw was referred to administration for clarification of sign sizes. It was specifically noted that the proposed bylaw provides a minimum overall size without providing for any minimum dimension, which could lead to inconsistent interpretation. Keeping the visibility factor in mind, it is recommended that the bylaw be amended to include a minimum sign height of 1 metre. If approved, this amendment would require that all election signs along municipal rights-of-way be between 1 and 3 square metres in overall size, with a minimum height of one metre, and a maximum height of two metres.

**Attachment:**

1. Bylaw No. 13/018

**BYLAW NO. 13/018**

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

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

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

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

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

READ a first time this 28 day of May, A.D. 2013

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

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

SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2013.

\_\_\_\_\_  
Mayor

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



**Subject: Land Use Bylaw Amendment – PS Public Services District –  
505 Sakitawaw Trail – Bylaw No. 13/027****APPROVALS:**

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

**Administrative Recommendations:**

1. THAT Bylaw No. 13/027, being an amendment to the Land Use Bylaw No 99/059, be read a first time.
2. THAT the required Public Hearing be held on Tuesday, August 27, 2013.

**Summary:**

The Municipality received an application on May 10, 2013 from the Government of Alberta to amend the Land Use Bylaw No. 99/059 to redesignate the lands legally known as Lot 2, Plan 972 2562 from PR Parks and Recreation District to PS Public Services District as shown in Schedule A of Bylaw No 13/027.

The purpose of the amendment is to allow for the repurposing of an existing facility located on the subject site into a medical clinic providing counseling and rehabilitation services.

**Background:**

The subject site is located at 505 Sakitawaw Trail west of Highway 63 and north of the intersection at Mackenzie Boulevard and Highway 63. To the south of the subject property is the proposed Quarry Ridge development under the new GD Gateway District adopted by Council in November 2012. The subject site is not situated within an existing area structure plan or an area redevelopment plan.

The subject site currently has two groups of buildings: one was previously used as a youth detention centre which will be used for the proposed medical clinic. The second group of buildings serve as a community centre for the Fort McMurray Métis Local 1935 and will continue to remain without any changes.

Prior to the adoption of the current Land Use Bylaw No. 99/059, the subject property was designated as PS Public Services District and the rationale for its redesignation during the adoption of the Land Use Bylaw in 1999 to PR Parks and Recreation District is unclear.

The proposed amendment will ensure an accurate reflection of the uses on the subject site and is supported by policies of the Municipal Development Plan for established neighbourhoods which call for intensification of underutilized sites for community orientated services.

**Rationale for Recommendations:**

This amendment is brought forward in response to an application received from the Government of Alberta, who is the landowner. It will accurately reflect the current and proposed uses of the subject site, as well as align with the Municipal Development Plan (MDP), Bylaw No. 11/027.

The subject lands are identified as an Established Neighbourhood under the Municipal Development Plan (MDP). MDP strategy U.1.2 states that the existing neighbourhood structure will largely remain unchanged, with intensification being directed primarily along transit corridors, at transit nodes and on vacant or under-utilized land.

Direction 4.4 of the MDP promotes wellness and is supported by strategies 4.4.2, ‘enhancing assistance and support to people in need,’ and 4.4.3 ‘promote access to health care and social services.’ These policies support the rationale for redesignating the site to PS Public Services District.

The proposed use ‘Medical Clinic’ as a discretionary use under the PS Public Services District provides a broad framework to allow for a number of community oriented health services of diagnostic, therapeutic and rehabilitative nature. The use ‘Medical Clinic’ is aligned with the intent of the district which is *‘to provide for the development of buildings and uses for the delivery of educational, health, government and other institutional services.’*

The proposed amendment will ensure the alignment of the use of buildings on the subject property with its true intent which is community oriented services and is consistent with the policy framework of the MDP. Administration supports the proposed amendment to the Land Use Bylaw No. 99/059 and recommends that Bylaw No. 13/027 be given first reading.

**Attachment:**

1. Bylaw No. 13/027

**BYLAW NO. 13/027****BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO AMEND LAND USE BYLAW NO. 99/059**

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

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

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

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

(a) Adding the following to Section 10:

**Medical Clinic** means a use where human health services that are preventative, diagnostic, therapeutic or rehabilitative are provided with overnight accommodation for a limited number of patients.

(b) Adding the following as a Discretionary Use in the PS Public Services District under Section 113.3:

**Medical Clinic**

(c) Redesignating the lands legally described as Lot 2 Plan 972 2562 from PR – Parks and Recreation District to PS Public Services District as shown in Schedule A.

2. This bylaw shall be passed and become effective when it receives third reading and has been signed by the Mayor and Chief Legislative Officer.

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

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

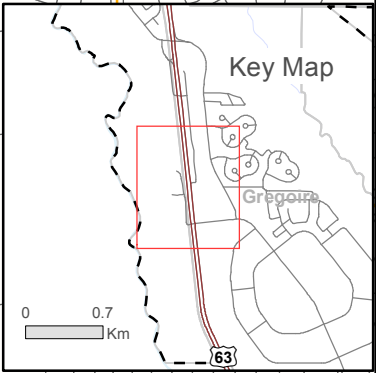
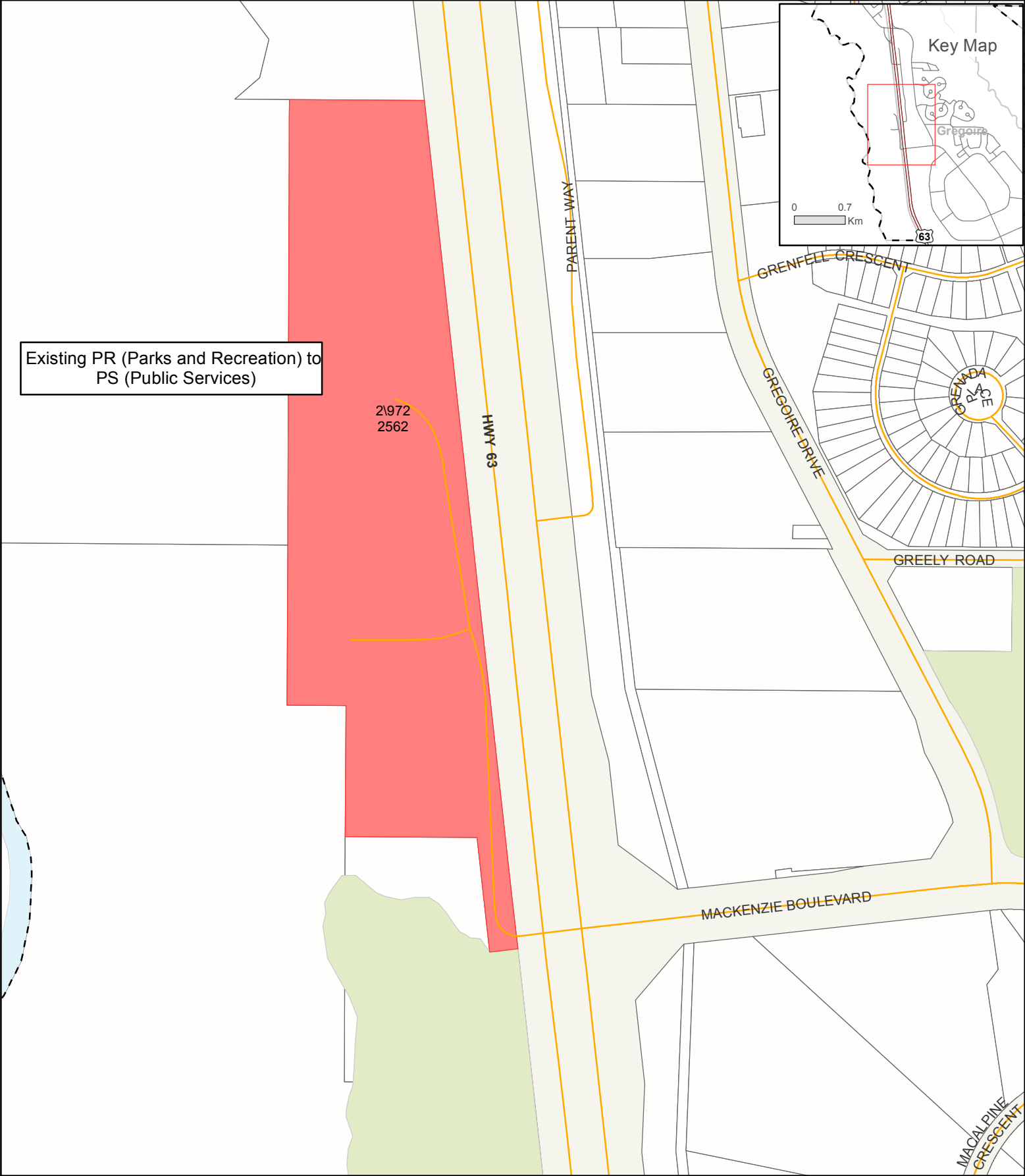
READ a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2013.

SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2013.

\_\_\_\_\_  
Mayor

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





Existing PR (Parks and Recreation) to  
PS (Public Services)

21972  
2562

Hwy 63

PARENT WAY

GRENFELL CRESCENT

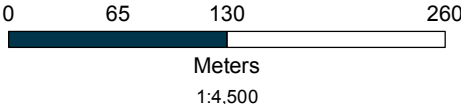
GREGOIRE DRIVE

GREELY ROAD

MACKENZIE BOULEVARD

MACAL PINE  
CRESCENT

Subject Property



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

Map produced by the Geographic Information  
Systems Branch on May 10, 2013 PL1270



**Subject: Fort Chipewyan Noise Bylaw No. 13/025****APPROVALS:**

Greg Scarborough, Director  
Elsie Hutton, Executive Director  
Glen Laubenstein, Chief Administrative Officer

**Administrative Recommendation:**

THAT Bylaw No. 13/025, being a Noise Bylaw for the Hamlet of Fort Chipewyan, be read a first time.

**Summary:**

In order to address concerns expressed by residents living in the Hamlet of Fort Chipewyan regarding excess noise, Administration recommends that Council impose a noise bylaw in the community.

**Background:**

Currently, the Hamlet of Fort Chipewyan does not have a noise bylaw. Recent concerns regarding excessive noise in the Hamlet of Fort Chipewyan have been brought to the attention of Administration. Further feedback from residents in the community have suggested a bylaw be imposed on residents in the Hamlet of Fort Chipewyan.

The greater Urban Service Area of Fort McMurray currently enforces Bylaw No. 83/24 in order to prohibit certain activities resulting in excessive noise, abate the incidence of noise and restricts the hours when certain activities, resulting in excessive noise can occur. The proposed Bylaw No. 13/025 will align with Bylaw No. 83/24 to allow for education and enforcement of penalties on those individuals engaging in activities that result in excessive noise and within restricted hours.

**Rationale for Recommendation:**

A noise bylaw in the Hamlet of Fort Chipewyan will address the issue of excess noise raised by residents.

**Attachment:**

1. Bylaw No. 13/025



## **BYLAW NO. 13/025**

### **BEING A BYLAW OF THE REGIONAL MUNICIPALITY OF WOOD BUFFALO TO PROHIBIT NOISE IN THE HAMLET OF FORT CHIPEWYAN.**

**WHEREAS** pursuant to Section 7 of the *Municipal Government Act* R.S.A. 2000 c.M-26 the Council of Regional Municipality of Wood Buffalo may pass bylaws respecting the safety, health, welfare of people and respecting nuisances;

**WHEREAS** Council is concerned about activities within the Hamlet of Fort Chipewyan that create noise which may harm the safety, health and welfare of the residents of the Hamlet of Fort Chipewyan and Council wishes to pass a Bylaw which will prohibit, restrict, eliminate or abate such activities;

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

1. This Bylaw may be cited as the “Fort Chipewyan Noise Bylaw”.
2. This Bylaw applies only to the Hamlet of Fort Chipewyan.
3. In this Bylaw:
  - (a) “Hamlet” shall mean the Hamlet of Fort Chipewyan;
  - (b) “Municipality” shall mean the Regional Municipality of Wood Buffalo and the area contained within its boundaries as the context requires;
  - (c) “Noise” means any loud, unnecessary or unusual sound which annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of people;

#### **General Prohibition**

4.
  - (a) No person shall cause or allow to be made any Noise which annoys, disturbs, injures or endangers the comfort, repose, health, peace or safety of other people within the Hamlet between the hours of 10:00 pm and 7:00 am.
  - (b) An owner or occupant of property from which a Noise originates shall take such steps to stop such Noise and to prevent the continuation or resumption of such Noise.
5. This Bylaw does not prevent:
  - (a) A concert, event or parade operating with a permit from the Municipality;
  - (b) Operation of vehicles by bylaw, police, fire, ambulance or other public services.

**Penalties**

6. Any person who contravenes this Bylaw is guilty of an offence and is liable to a fine of not less than \$250.00.

**Effective Date**

7. This Bylaw shall be passed and come into effect when it receives third reading and is signed by the Mayor and Chief Legislative Officer.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, AD. 2013.

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

READ a third time this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2013.

SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2013.

\_\_\_\_\_  
Mayor

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

**Subject: Telecommunications Conduit and Fibre Strategy****APPROVALS:**

Clayton Driver, Executive Director  
Glen Laubenstein, Chief Administrative Officer

**Administrative Recommendation:**

THAT an application be made to the Canadian Radio-television Telecommunication Commission to register the Regional Municipality of Wood Buffalo as a non-dominant carrier to comply with the provisions of the Telecommunications Act.

**Summary:**

The application requires that each individual member of Council be named as a Director and that each a signatory. The application also requires the inclusion of the address for each Director. These requirements are intended to satisfy Canadian citizenship requirements of the CRTC.

The Regional Municipality of Wood Buffalo (the Municipality) is set to install a conduit and fibre wire between municipal buildings to reduce current telecom service expenditures, while enhancing internal telecommunication for the organization. Though the actual installation will likely commence in 2014, the design process is underway.

The Municipality has a one-time opportunity to oversize the conduit and fibre infrastructure at a negligible cost. By oversizing the infrastructure, the Municipality will open up future possibilities, such as offering key stakeholders improved Local Area Network (LAN) and Wide Area Network (WAN) connections. Moreover, the incremental cost of installing the oversized conduit/fibre infrastructure is minimal, whereas oversizing the infrastructure after it is installed would be extremely costly.

If the Municipality proceeds with installing oversized infrastructure, it is required to register with the Canadian Radio-television Telecommunication Commission (CRTC) as a non-dominant carrier to comply with the provisions of the Telecommunications Act.

**Background:**

Fibre wire-based networks are required to support the Municipality's identified initiatives including rural broadband connectivity, the City Centre Redevelopment Strategy, urban intelligent transportation programs and other municipal Smart City initiatives.

**Budget/Financial Implications:**

There are no budget implications as the cost of the Municipal Wide Area network fibre and conduit was previously budgeted in the City Centre Area Redevelopment Plan. In the event that the Municipality proceeds with infrastructure projects beyond those approved for City Centre, capital budget amendments will be sought from Council.

Cost recovery opportunities exist if portions of conduit/fibre infrastructure are shared with other major carriers or the private sector.

**Rationale for Recommendation:**

By approving oversized conduit/fibre infrastructure, the Municipality will support a series of community and municipal-based Smart City and Intelligent Community initiatives, while ensuring competitive, cost-effective data transport connections are available throughout the municipality. It will also send a message to Tier 1 telecom providers (Telus, Rogers, Shaw, East Link, the Alberta SuperNet and Bell) that the Municipality wants better quality services available for its residents and businesses and that the Municipality is prepared to make the infrastructure investment to help foster competition among the traditional telecom service providers.

With oversized conduit/fibre infrastructure, the businesses and not-for-profit organizations using the municipal network as their primary or secondary data transport path will find significant improvement in their quality of service, as well as much lower fees than they receive today from any Tier 1 telecom service providers. Moreover, taxpayers will also benefit from this improved infrastructure as they will experience faster bandwidth at a cheaper price.

Municipalities that adopt a policy to allow others to use the excess capacity of their oversized conduit/fibre infrastructure must comply with the Canadian ownership requirements of the Telecommunications Act and the Canadian Telecommunications Common Carrier Ownership and Control Regulations. Ongoing compliance is managed through the CRTC non-dominant carrier registration process and annual filing.

In the short term, the proposed conduit/fibre infrastructure program will reside within the Public Infrastructure Division; however, once the proposed Utility Corporation is formed, it would be natural to move the conduit/fibre asset to the newly formed entity. For the interim period, Administration recommends that the Municipality follow a governance model used by nearly all other municipalities owning a conduit/fibre network and allow others to use the excess capacity. Under this model, members of Council will be listed at the CRTC as the Board of Directors and the named Executive Sponsor will be the Municipality's CAO. The "Executive Sponsor" in the regulatory application is – either the President or Vice President responsible for regulatory affairs.

Deploying telecommunications infrastructure and enabling multiple broadband suppliers are fundamental component of the City Centre Area Redevelopment Plan. City Centre redevelopment efforts have already seen oversized conduit/fibre infrastructure installed in areas such as on Franklin Avenue.

**Subject: Jubilee Centre – Lease for Jubilee Plaza****APPROVALS:**

Marcel Ulliac, Director  
Sudhir Sandhu, Executive Director  
Glen Laubenstein, Chief Administrative Officer

**Administrative Recommendations:**

1. THAT the Municipality, as one of the two owners of the condominium property known as Jubilee Centre approve the lease of a portion of the Condominium's common property, as shown in Attachment 1, to the Municipality on terms and conditions substantially as described in Attachment 2.
2. THAT the Municipality lease a portion of the Jubilee Centre Condominium property on the terms and conditions as described in Attachment 2 to accommodate development of Jubilee Plaza.

**Summary:**

The Regional Municipality of Wood Buffalo and the Province of Alberta together own Jubilee Centre which is registered as Condominium Plan 962 4537. The Municipality wants to develop Jubilee Plaza as a venue for public functions where residents can assemble, visit and enjoy the ambiance of an increasingly vibrant downtown.

Based on the advice of a condominium lawyer, the most straightforward method for the Municipality to implement its plan for Jubilee Plaza involves having the owners approve the granting of a surface lease to the Municipality. If the Municipality wants to proceed with Jubilee Plaza, then Council for the Municipality, as one of the owners, needs to approve the lease; hence the recommendations contained in this report. Under the Condominium Property Act, the authority to dispose of common property (which is the area that the surface lease would cover) rests with the owners. The owners can agree to have the Condominium Corporation (through the Board) grant the lease of common property.

A proposal was made to Alberta Infrastructure as representatives of the Province to grant the surface lease. Alberta Infrastructure has indicated that it will authorize the Condominium Corporation to execute the lease on terms described in Attachment 2. Once the formal lease has been executed by both parties, annual rent will be paid by the Municipality to the Condominium Corporation throughout the term of the lease.

Two separate resolutions of Council are required to affect the proposed lease. Firstly; the Municipality's approval as a co-owner of the condominium, and secondly as a lessee for a term that exceeds 5 years.

By approving Recommendation #1 as presented in this report, the Municipality as owner is authorizing the Condominium Corporation to grant the subject lease.

**Background:**

Jubilee Centre is a large twin tower office complex in downtown Fort McMurray that was constructed in 1982 to house provincial and municipal offices. The complex comprises 27,851 square metres of building area with a western tower of 9 floors and an eastern tower of 7 floors. The towers are connected by a central two - storey structure.

In January 2012 the Municipality adopted a “City Centre Area Redevelopment Plan” following an extensive process of public discussion resulting in the following vision statement:

*We will build City Centre on the foundations of our cultural heritage and natural beauty as a model of an intelligent, sustainable and a vital 21st century community – an active, vibrant and quality urban place that provides opportunities for all the people in our community to work, live, learn and play.*

As the downtown initiative moves from the planning phase into implementation the commitment of the Municipality to public infrastructure investment, including Jubilee Plaza, is expected to invigorate private investment in office, commercial and residential development in the downtown.

**Alternatives:**

That the Municipality not approve the proposed surface lease at this time and thereby delay development of Jubilee Plaza.

**Budget/Financial Implications:**

The project costs for development of Jubilee Plaza are approved in the 2013 Capital Budget.

The lease payments for the surface lease to be paid by the Municipality to The Condominium Corporation are set at \$25,900 per year (for years one to five, inclusive) as per the appraisal completed by Gettel Appraisals. This appraisal which Alberta Infrastructure supports is predicated on an estimate of the market value of the land adjusted downwards significantly due to its limited utility. Without this adjustment the annual rent would be \$259,000

The annual lease payments will be funded from the Land Administration annual operating budget.

If Council is of the opinion that the Province should grant the lease without payment by the Municipality then provincial approval could be delayed or denied. Administration has also been advised by Alberta Infrastructure that leasing the area “at a nominal amount” would have to be approved by Treasury Board and that approval (if granted) could take upwards to one year to obtain.

**Rationale for Recommendations:**

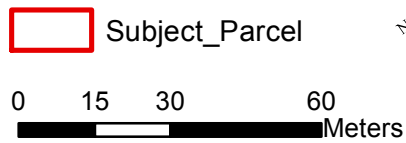
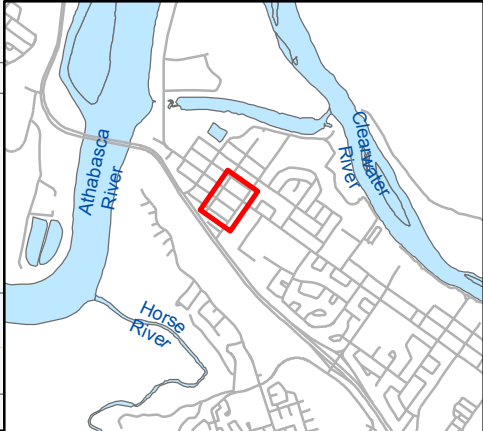
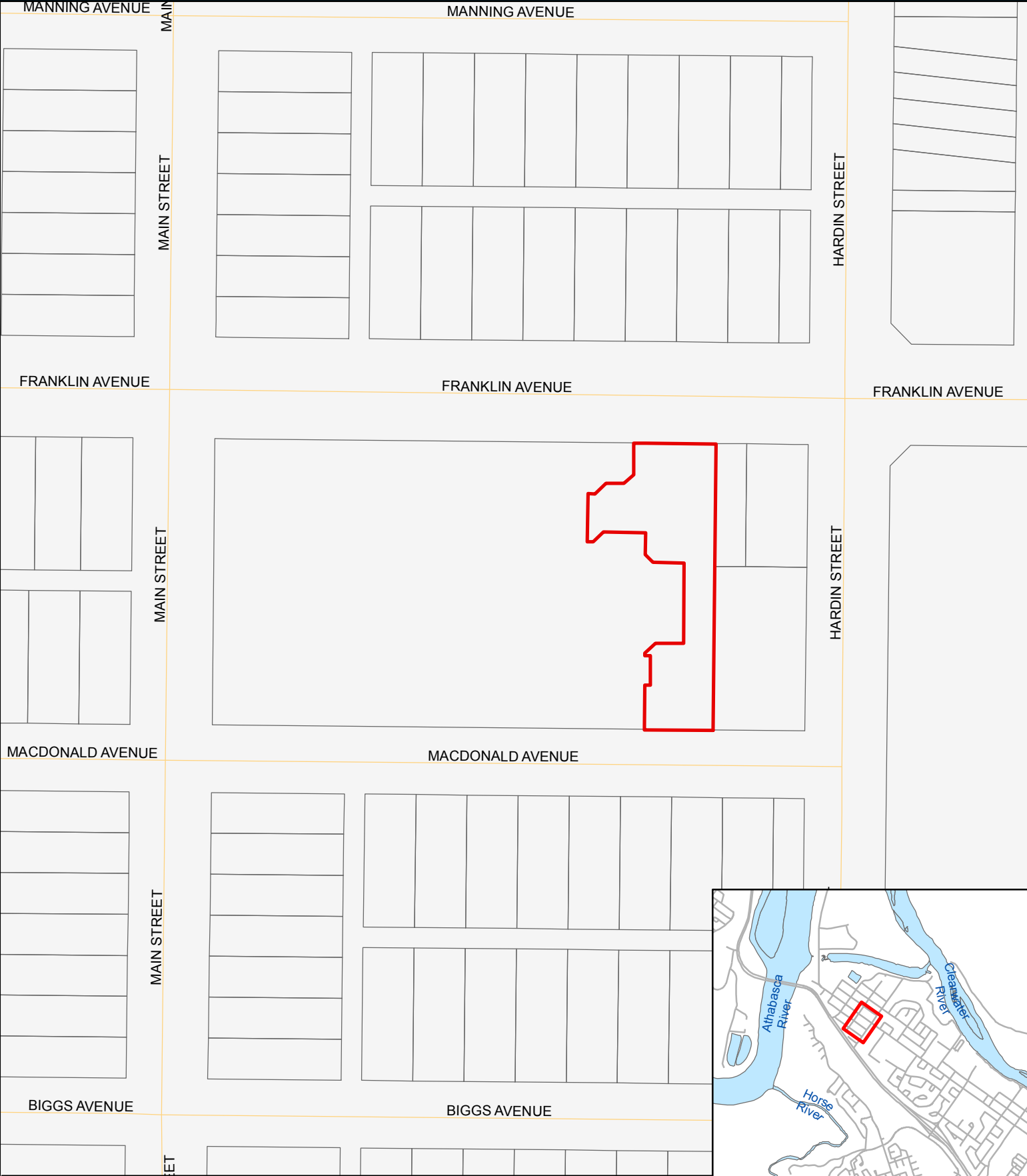
Jubilee Centre is the signature office complex in downtown Fort McMurray today. While it stands as a quality complex it reflects an architectural design from an earlier period. The Plaza will improve the eastern appearance of the complex and begin to illustrate the Municipality's commitment to transforming the downtown into a vibrant centre in keeping with the vision and objectives of the City Centre Area Redevelopment Plan.

The surface lease is the means by which the Municipality obtains rights with respect to the common property thereby enabling the development to proceed.

**Attachments:**

1. Drawing - Outlines the portion of the Condominium's common property to be leased to the Municipality
2. Jubilee Plaza Lease – Terms & Conditions





Portion of Condominium  
Plan 962 4537



Map created by the Land Administration Department  
April 29, 2013  
RP012



## **Jubilee Plaza Lease Terms & Conditions**

### **Attachment 2**

Note: The following are the commercial terms and conditions (in summary form) as at June 2013, for a surface lease which will be subject to final agreement with Alberta Infrastructure.

<b>Lease Area:</b>	Approximately 19,000 square feet as shown on Attachment 1 of this report.
<b>Commencement Date:</b>	August 1, 2013
<b>Term:</b>	25 years with an option to purchase (terms to be negotiated)
<b>Basic Rent:</b>	\$25,900 per year (as per the appraisal) payable by the Municipality to The Condominium Corporation for years 1 to 5 inclusive with revisions based on market adjustments thereafter
<b>Operating Costs:</b>	Payable by the Municipality including all applicable maintenance costs, taxes and other charges
<b>Tenant Improvement Costs:</b>	Payable by the Municipality for the construction of Jubilee Plaza
<b>Lease Funding Source:</b>	Land Administration Operating Budget for all Lease Fee Payments





**Subject: Lease with Option to Purchase – Portion of NE-31-76-07-W4M, Conklin**

**APPROVALS:**

Marcel Ulliac, Director  
Sudhir Sandhu, Executive Director  
Glen Laubenstein, Chief Administrative Officer

**Administrative Recommendation:**

THAT a portion of NE-31-76-07-W4M, located within the Hamlet of Conklin, be leased with an option to purchase to the Conklin Resource Development Advisory Committee, subject to the terms and conditions outlined in Attachment 1 (Summary Lease with Option to Purchase – Terms and Conditions, dated June 13, 2013).

**Summary:**

The Conklin Resource Development Advisory Committee (CRDAC), a not-for-profit community organization, has requested to lease the subject property with the option to purchase. The CRDAC proposes to develop a facility on this property which will provide office and meeting space for their organization, as well as, space for community use.

Council approval is required in order to authorize a lease of land which contains an option to purchase.

**Background:**

The subject property is known as 114 Father Mercredi's Trail. It is located in the centre of the hamlet of Conklin and is an unsubdivided part of a larger parcel owned by the Municipality within NE-31-76-7-W4M, as shown in Attachment 2.

There has been long term community occupancy and use of this site. The property was initially leased to the Conklin Community Association in 1996. A development permit was issued to the organization for placement of a temporary manufactured home in 2001. The home was occupied by a community member as recently as 2012, but is now vacant and is planned to be removed from the site by the CRDAC. Currently, there is a stockpile of logs on the site which serves as a source of firewood for the community.

The CRDAC wishes to lease this land, with an option to purchase, in order to establish a temporary structure on site that will be used for office and meeting space, as well as, other community activity purposes. A long-term development plan has been submitted by the CRDAC which outlines possible future uses of this property, such as the development of a youth center, day care facility, business development center, or a Métis local office. Once the site has been developed to house a permanent structure or use, the “option to purchase” will become available.

The subject property is currently zoned UE (Urban Expansion). An application for land use bylaw amendment has been submitted by the CRDAC to rezone the property to HC (Hamlet Commercial) which will allow for the proposed use. Approval of the Land Use Bylaw Amendment is subject to issuance of the proposed Lease with Option to Purchase.

The proposed lease fees and purchase price are based on the current market value of the property, which was determined through an independent third party appraisal.

**Alternatives:**

1. Do not issue a Lease with Option to Purchase to the CRDAC and retain municipal ownership of the property.
2. Issue a Lease to the CRDAC, excluding an option to purchase, and retain municipal ownership of the property.

**Budget/Financial Implications:**

The Municipality will realize a monthly lease fee of \$615.72 for the term of the lease. If in the event the option to purchase is exercised within three (3) years of the lease, the sale price shall be \$66,400. However, if the option to purchase is exercised after three (3) years, the sale price shall be established based on an updated market value appraisal. Leasing of the subject property shall transfer its status from exempt to taxable and the Lessee will be responsible for payment of annual property taxes.

**Rationale for Recommendation:**

Considering that the municipality does not require the subject lands for its own use and the site has been used by the community over the past seventeen (17) years, administration supports issuing a lease with option to purchase.

Allowing a local not-for-profit community organization to acquire an interest in the subject property for community use would serve as a model of collaboration between the municipality and the community of Conklin. If successful, this project could set the stage for further, ongoing, cooperative initiatives.

**Attachments:**

1. Lease with Option to Purchase Summary – Terms and Conditions
2. Subject Area Map

**Summary Lease with Option to Purchase**  
**Terms and Conditions**

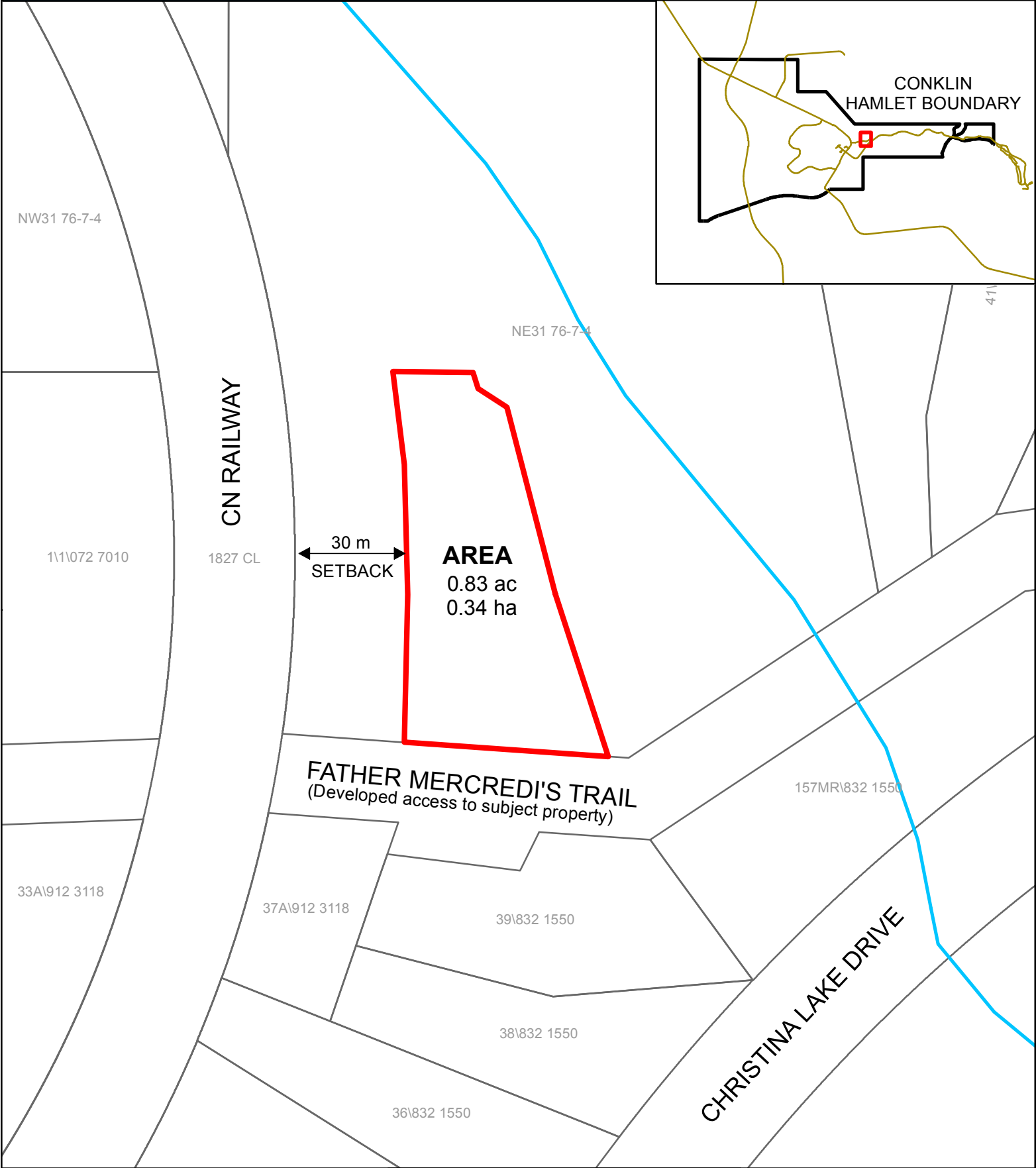
<b>Legal Description:</b>	A portion of NE-31-76-07-W4M, as outlined in Attachment 2 – Subject Area Map.
<b>Area:</b>	0.34 hectares (0.83 acres) more or less
<b>Lease Price:</b>	\$615.72 + G.S.T per month
<b>Lease Term:</b>	5 years or until the option to purchase is exercised.
<b>Sale Price:</b>	\$66,400 + G.S.T if the option to purchase is exercised within the first three (3) years of the lease, otherwise the sale price will be established by an updated market value appraisal.
<b>Zoning:</b>	Currently zoned UE (Urban Expansion) Bylaw amendment has been submitted to rezone the property to HC (Hamlet Commercial). Approval of this amendment is subject to issuance of the lease with option to purchase,
<b>Environmental Considerations:</b>	The subject property is being leased on an “as is” basis.
<b>Conditions of Lease with Option to Purchase:</b>	<p>Prior to the option to purchase being exercised:</p> <ul style="list-style-type: none"><li>• all taxes, rates and assessments, including local improvement levies against the lands, have been paid by the Lessee</li><li>• all rent required to be paid under the agreement have been paid by the Lessee</li></ul>



- lease is valid and subsisting and the Lessee is not in default of any terms of the lease
- The purchaser must develop the property to house a permanent use, which could include, but is not limited to:
  - Youth Center Facility
  - Day Care Facility
  - Business Development Center
  - Community Organization Office Building
  - Métis Local Office Building

Should the option to purchase be exercised the purchaser will pay 10% down, with the remaining balance paid at closing, once all conditions have been satisfied.

**Fees and Disbursements:**

Should the option to purchase be exercised, the purchaser(s) shall be responsible for all legal and registration fees associated with the transactions.



 Property Boundary  
 SURVEY PARCELS



0 10 20 40 60  
 Meters

A PORTION OF  
NE-31-76-7-W4M  
CONKLIN



Map created by the Land Administration Department  
June, 2013



**Subject: Sale of Residential Lots 63, 64, 65, 66, 67 and 68, Plan 832 1906, Janvier**

**APPROVALS:**

Marcel Ulliac, Executive Director  
Glen Laubenstein, Chief Administrative Officer

**Administrative Recommendation:**

THAT Lots 63, 64, 65, 66, 67, and 68, Plan 832 1906, located within the Hamlet of Janvier be sold to the Christina River Dene Nation Council, subject to the terms and conditions outlined in Attachment 1 (Summary Land Sale – Terms and Conditions, dated June 13, 2013).

**Summary:**

The Christina River Dene Nation Council (CRDNC), a not-for-profit community organization, is seeking approval to purchase Lots 63 to 68, Plan 832 1906, in the Hamlet of Janvier, in order to develop an office complex, convenience store, grocery store and recreational, cultural and traditional use areas.

Council approval is required in order to authorize the sale of these properties.

**Background:**

The Regional Municipality of Wood Buffalo is the registered owner of the subject lands which are located along Nokohoo Road in the Hamlet of Janvier, as shown on Attachment 2.

The subject lands are vacant, undeveloped lots, which are zoned HC (Hamlet Commercial) under the Land Use Bylaw. The CRDNC's intentions are to consolidate the six lots and utilize these lands for development of an office complex, convenience store, grocery store, recreational, cultural and traditional use, and adequate parking. The proposed uses can be accommodated under the current zoning of the site and consolidation is permitted under the Land Use Bylaw.

An appraisal of the properties was carried out by an independent accredited property appraiser to establish fair market value. The value of all six lots, if sold as an assembled parcel, was determined to be \$47,000. A condition of the sale agreement will be that consolidation of the lots is completed by the purchaser.

**Budget/Financial Implications:**

The Municipal Finance Department confirmed that upon the sale of Lots 63 to 68, Plan 832 1906 at fair market value, a financial gain will be realized by the municipality. Sale of the subject properties shall transfer its status from exempt to taxable and the Purchaser will be responsible for payment of annual property taxes.

**Rationale for Recommendation:**

The subject properties were established as HC (Hamlet Commercial) in the Land Use Bylaw in order to provide an opportunity for commercial development within the community. However, until the CRDNC's request was received, no interest in developing these lots had been expressed by any third parties. If approved, this would be the first instance of commercial development within the Hamlet of Janvier since amalgamation in 1995.

Based on the fact that the municipality does not require the subject lands for its own use, administration supports the sale of these properties for the purpose of accommodating commercial development.

Allowing an interested not-for-profit organization to acquire these lots for uses that would benefit the community would be a model of collaboration between the municipality and the community of Janvier. If successful, this project would set the stage for further, ongoing, cooperative initiatives.

**Attachments:**

1. Land Sale Summary – Terms and Conditions – June 13, 2013
2. Subject Area Map

**Summary Land Sale  
Terms and Conditions**

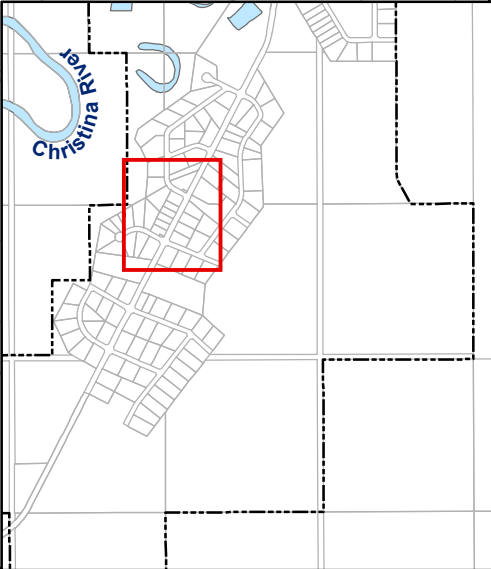
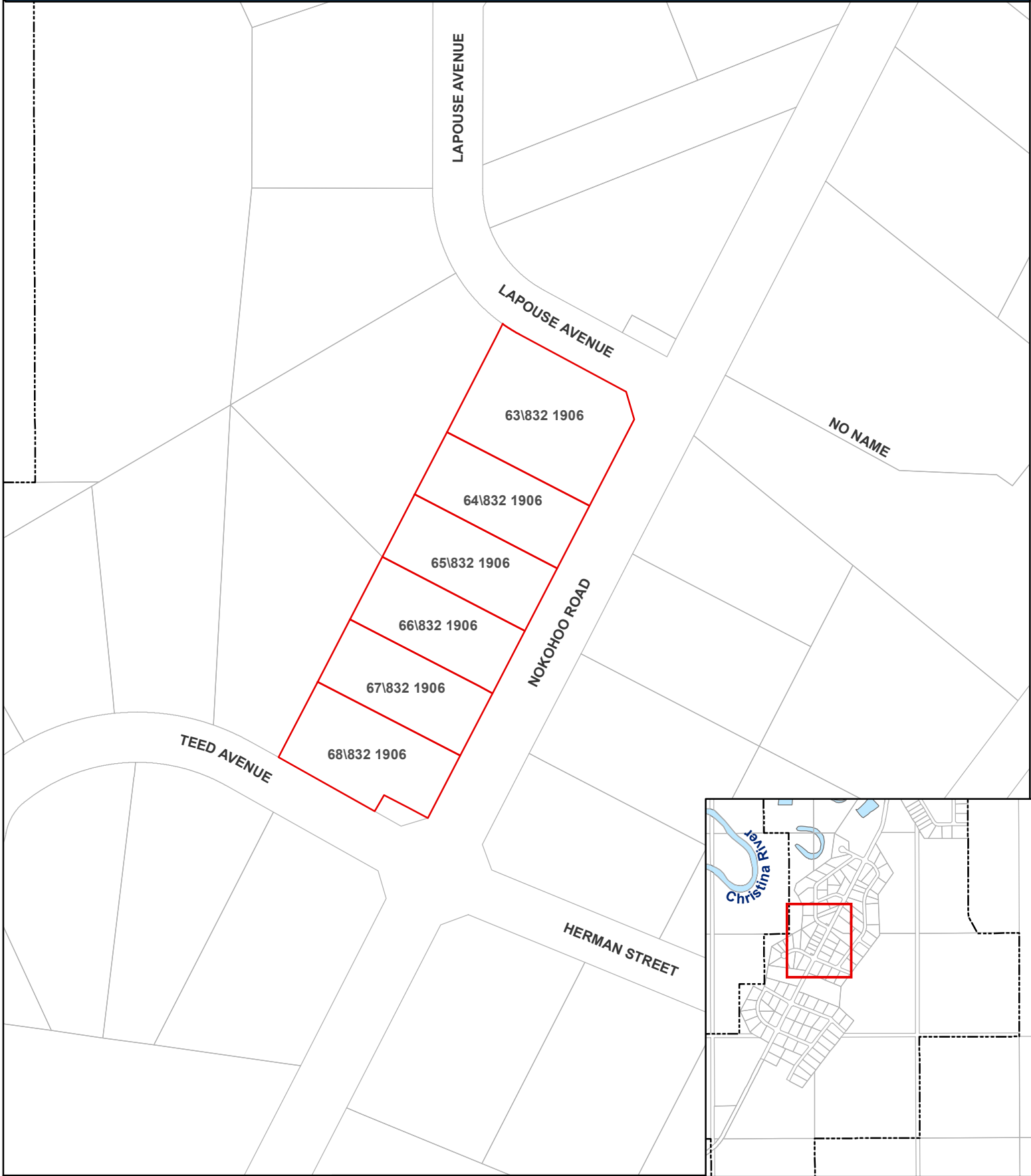
<b>Legal Description:</b>	Plan 832 1906, Lots 63, 64, 65, 66, 67, and 68, as illustrated on Attachment 2 – Subject Area Map.
<b>Sale Price:</b>	\$47,000 + G.S.T. for all six lots as an assembled parcel.
<b>Area:</b>	Lot 63: 1.16 ac Lot 64: 0.69 ac Lot 65: 0.69 ac Lot 66: 0.69 ac Lot 67: 0.69 ac Lot 68: 0.80 ac Collectively: 4.72 ac (1.91 ha) more or less
<b>Zoning:</b>	HC – Hamlet Commercial District
<b>Environmental Considerations:</b>	The subject properties are being disposed of on an “as is” basis.
<b>Conditions of Sale:</b>	<p>The purchaser shall be responsible for filing an application to the Municipality for development permit approval.</p> <p>A development permit must be issued for all proposed developments on the subject property prior to execution of the sale agreement.</p> <p>The purchaser will pay a 10% deposit with the balance paid at closing once all conditions have been satisfied.</p> <p>The Municipality will enter into a Sell-back Agreement with the purchaser stating that should the purchaser not develop the site within 24 months, the Municipality has the option to buy back the subject property for 80% of the original sale price.</p>


The Municipality will register a caveat, on land title protecting the Municipality's interest in the subject property.


The purchaser shall be responsible for the preparation of a legal survey plan that will consolidate all six subject lots into one assembled parcel (lot). The purchaser shall be responsible for applying and submitting the consolidation plan to the Municipality for subdivision approval.


**Fees and Disbursements:**

The purchaser(s) shall be responsible for all legal and registration fees associated with the transactions.



 Subject Properties

 Community Boundary Line

0 15 30 60  
 Meters



Plan 832 1906, Lots 63 to 68





**Subject: City Centre Area Redevelopment Land Disposal Strategy****APPROVALS:**

Sudhir Sandhu, Executive Director  
Glen Laubenstein, Chief Administrative Officer

**Administrative Recommendation(s):**

THAT the City Centre Area Redevelopment Land Disposal Strategy as outlined in Attachment 1 be approved.

**Summary:**

Recognizing that the availability of functional sites is one of the critical factors in successfully promoting redevelopment of the City Centre, the Municipality has identified an inventory of municipal owned parcels with development potential.

In effort to assist in achieving the development objectives and strategies contained within the City Centre Area Redevelopment Plan administration is recommending marketing the disposal of those municipal owned lands that have not been earmarked for any particular municipal program or project. This undertaking is intended to serve as a catalyst to help spur private sector re-development and re-urbanization of the City Centre which will compliment the Municipality's catalyst projects.

It is recognized that disposal of the subject lands must be conducted in an open and transparent manner which provides for the greatest exposure of the sites to the market; ensures that fair market value is realized and that the end development is consistent with the City Centre Plan.

Council approval is required to authorize disposal of municipal owned land assets.

**Background:**

In February 2012 the City Centre Area Redevelopment Plan was adopted. The City Centre Land Use Bylaw was subsequently approved in April 2012. Since then, the Municipality has moved forward in its efforts to secure the land base required to accommodate development of various City Centre catalysts projects. Some of the municipal land holdings are not required for catalyst projects nor are they these lands central to the Municipality's needs for other programs, projects or municipal service delivery.

Equally important and imperative to implementation of the City Centre Area Redevelopment Plan is the need for private sector investment and development.

In addition to market conditions, private sector development will be guided by both the City Centre Area Redevelopment Plan and the City Centre Land Use Bylaw. There could be

opportunities for assembly and consolidation of privately owned lands with the municipal surplus lands.

However, the Municipality's parcels are considered large enough to accommodate development of various commercial and residential projects on their own. It is therefore recommended to establish a strategy which will facilitate a wide range of project initiatives and ownership possibilities.

Marketing and disposal of the subject municipal lands should positively impact the disposal of privately owned lands which may also be offered on the open market. Together, the combined inventory could provide a wider range of options for the private sector developers.

Finally, marketing and disposal of the surplus municipal lands will result in the creation of an exciting development opportunity which may not otherwise exist or have the potential of being realized if the respective land base was not offered for sale.

It is therefore recommended to establish a strategy which will facilitate an open, transparent and timely disposal of the Municipal lands.

Appropriate controls will be registered against the properties to ensure they are sold for development that is consistent with the City Centre Area Redevelopment Plan and not held for speculative purposes.

#### **Budget/Financial Implications:**

In the event that any of the subject lands are sold, the sale price will be based on the current market value as established through an independent market value appraisal.

Prior to any parcel of land being marketed and or sold, Council shall be advised of the independent appraised value which will serve as the minimum reserve sale price. Any of the subject lands which are not sold within one year of the initial date that they are marketed shall be subject to an updated independent market value appraisal. Council shall be advised annually of any updated appraised value.

If in the event an offer to purchase is for less than the appraised market value (minimum reserve sale price) and the prospective purchaser / developer wants the offer to be considered, they shall be advised that it will require Council's consideration and approval.

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

Availability of visible sites is one of the key factors to promoting redevelopment of the City Centre.

Disposal of surplus municipal land will assist in achieving the development objectives and strategies contained within the City Centre Area Redevelopment Plan.

The subject municipal lands have not been earmarked for any particular municipal program or project.

Disposal of the subject municipal lands is intended to serve as a catalyst to help spur private sector re-development and re-urbanization of the City Centre.

Disposal of the subject municipal lands will facilitate a land assembly and / or consolidation with privately owned lands thus creating a larger developable footprint.

Disposal of the subject municipal owned lands will compliment the disposal of privately owned lands which are offered on the open market.

Disposal of the subject municipal lands will result in the creation of an exciting development opportunity which may not otherwise exist.

**Attachments:**

1. City Centre Area Redevelopment Land Disposal Strategy
2. through 14. - Subject Area Maps Parcels A through M



## **City Centre Area Redevelopment Land Disposal Strategy**

### **Objective Statement:**

- To offer surplus municipal owned land for sale that has not been identified for use in the delivery of municipal programs or projects which will support the creation of development opportunities within the City Centre Area Redevelopment boundary.

### **Municipal Land to be Marketed and Disposed:**

- Surplus municipal land inventory to be disposed of shall consist of all those parcels shown as one unit in each of the attached Subject Area Maps (Attachments 2 – 14 Parcels A – M) which identifies the geographic location, legal description and land area (ha).
- The individual subject parcels shown in each of the Subject Area Map may be marketed and disposed of as one contiguous unit or they may be reconfigured to accommodate a proposed disposal and development.
- The individual subject parcels may include a consolidation of the adjacent laneway and or road right of way which shall be subject to the required road closure procedure.

### **Preparatory Work and Site Consolidation**

- The Regional Municipality of Wood Buffalo shall conduct all necessary preparatory work including physical site assessments, Phase I and or II Environmental Assessments, all necessary road and or laneway closures and parcel consolidation as may be required to effectively market disposal of the subject land.

### **Reserve Sale Price**

- Each parcel shall have a reserve sale price assigned to it which will be established based on a market value appraisal prepared by a qualified independent market value appraiser.
- Prior to any parcel of land being marketed and or sold, Council shall be advised of the independent appraised value which will serve as the minimum reserve sale price.
- Any of the subject lands which are not sold within one year of the initial date that they are marketed shall be subject to an updated independent market value appraisal. Council shall be advised annually of any updated appraised value (minimum reserve sale price).

## **City Centre Area Redevelopment Land Disposal Strategy**

- If in the event an offer to purchase is for less than the appraised market value (minimum reserve sale price) and the prospective purchaser / developer wants the offer to be considered, they shall be advised that it will require Council's consideration and approval.

### **Designated Planning Zone within the City Centre Area Redevelopment Plan**

- All of the parcels are situated within the Major Redevelopment Zone

### **Land Use District within the City Centre Downtown Major Redevelopment Zone**

Parcel A - BOR1 Borealis

Parcel B - BOR1 Borealis

Parcel C - BOR1 Borealis

Parcel D - CBD1 Central Business District

Parcel E - BOR1 Borealis

Parcel F - SCL2 – Snyeside/Clearwater High Density

Parcel G - SCL1 Snyeside/Clearwater Core & CBD1 Central Business District

Parcel H - SCL1 Snyeside/Clearwater Core & SCL2 Snyeside/Clearwater High Density

Parcel I - PR and SCL1 Snyeside/Clearwater Core

Parcel J - PR & SCL1 Snyeside/Clearwater Core & SCL2 Snyeside/Clearwater High Density

Parcel K - SCL1 Snyeside/Clearwater Core & SCL2 Snyeside/Clearwater High Density

Parcel L - CBD1 Central Business District

Parcel M - SCL1 Snyeside/Clearwater Core

### **Permitted and Discretionary Land Uses**

- The types of developments identified as being permitted and or discretionary land uses for the subject parcels are summarized in the attached Schedule "A"

### **Restrictive Covenant**

- The sale of individual parcels may be subject to a restrictive covenant to ensure development is consistent with the Municipality's intentions for the city centre redevelopment.

### **Evaluation Criteria**

In the event that there are multiple Offers to Purchase received for the same parcel of land, the following evaluation criteria that will to be used to select a successful purchaser:

- Price

## **City Centre Area Redevelopment Land Disposal Strategy**

- Extent to which the proposed development complies with the City Centre Land Use Bylaw
- Timing of proposed development
- Requirement of individual parcel to accommodate a land assembly for creation of a larger development site

### **Marketing Strategy**

The marketing strategy may consist of any or all of the following approaches with the intention of generating the optimal number of interested buyers / developers:

- Identification of local, regional and national developers
- Preliminary information circulated to at least 10 developers about opportunities
- On-site advertising
- Advertising in local, regional and national real estate development media
- Listing with Multiple Listing Services
- Formal offering with a specified submission date
- Submission, evaluation and selection - structure and process to be defined

### **Real Estate Commission**

The Regional Municipality of Wood Buffalo may consider Offers to Purchase which are presented by licensed real estate agents and or brokers in which instance if an offer is accepted, the Regional Municipality of Wood Buffalo shall pay a flat three (3%) commission on any amount up to and including \$10,000,000. The commission rate shall be reduced to 1% for any sale amount in excess of \$10,000,000.

### **Authority to Transact Business**

Subject to conditions to sell approved by Council, the CAO or his designate is authorized to negotiate conditions and accept offers to purchase and effect a sale on parcels which meet the minimum reserve sale price. In the event where there is more than one offer to purchase received for the same price consideration, the CAO or his designate is authorized to negotiate conditions and accept an offer to purchase and affect a sale based on the minimum reserve sale price and the extent to which an offer to purchase meets the established criteria and factors.

### **Standard Offer to Purchase and Sale Agreement**

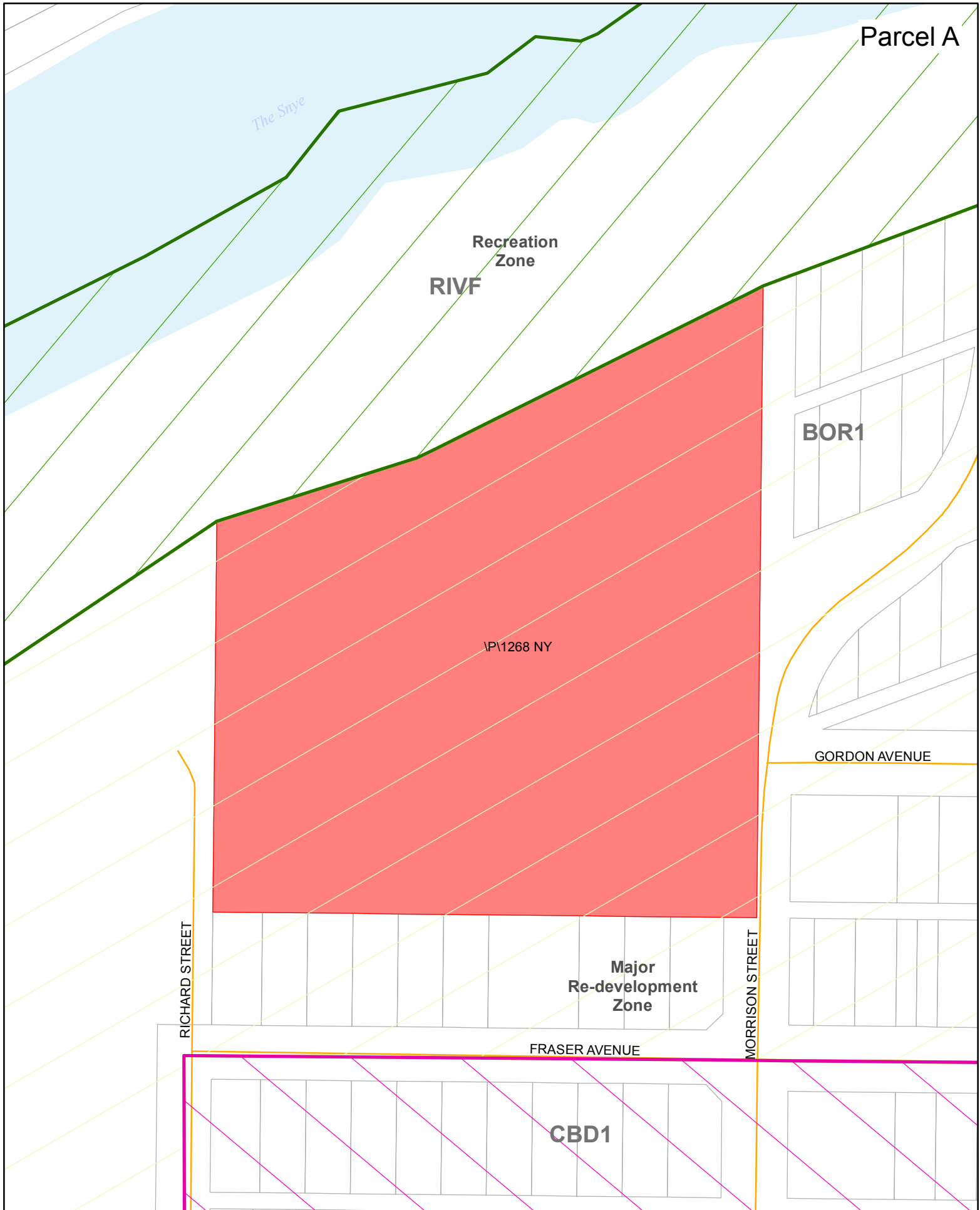
All sales shall be transacted based on use of the Municipality's standard Offer to Purchase and Sale Agreement with appropriate clauses, wording and provisions to effect the transaction based on terms and conditions that are acceptable to the Regional Municipality of Wood Buffalo.



## Land Use Districts within the Downtown Major Redevelopment Zone

Land Uses	Land Use Districts			
	CBD1 – Central Business District	BOR1 - Borealis	SCL1 – Snyeside / Clearwater Core	SCL2 – Snyeside / Clearwater High Density
● = Permitted Use		○ = Discretionary Use		
Food and Beverage Commercial	●	●	○	○
Institutional and Civic	●	●	●	●
Neighbourhood Commercial	●	●	○	○
Office Commercial	●	●		
Park	●	●	●	●
Parking Structure	●	●	●	●
Recreation Commercial	●	●	○	○
Residential	●	●	●	●
Retail Commercial (<5,000m <sup>2</sup> GFA)	●	●		○
Retail Commercial, Large Format (<5,000m <sup>2</sup> GFA)	○			
Restricted Commercial	○			
Service Commercial	○			
Tourism Commercial	●	● (BL 13/004)	● (BL 13/004)	● (BL 13/004)
Home Occupation	●	●	●	●
Home Business	○	○	○	○
Accessory Surface Parking	○	○	○	○
Accessory Building or Use	●	●	●	●





Parcel A

The Snye

Recreation  
Zone  
RIVF

BOR1

1268 NY

GORDON AVENUE

RICHARD STREET

Major  
Re-development  
Zone

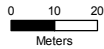
MORRISON STREET

FRASER AVENUE

CBD1

**Subject Area:**  
**Plan 1268 NY Block P**  
(3.71 hectares)

- |   |  |
|---|--|
|  Subject Area  |  LUB District |
|  Road          |  BOR1         |
|  Survey Parcel |  CBD1         |
|  Water Feature |  RIVF         |



1:1,750



CI1391: Map 1  
Map produced by the GIS Group on June 07, 2013.



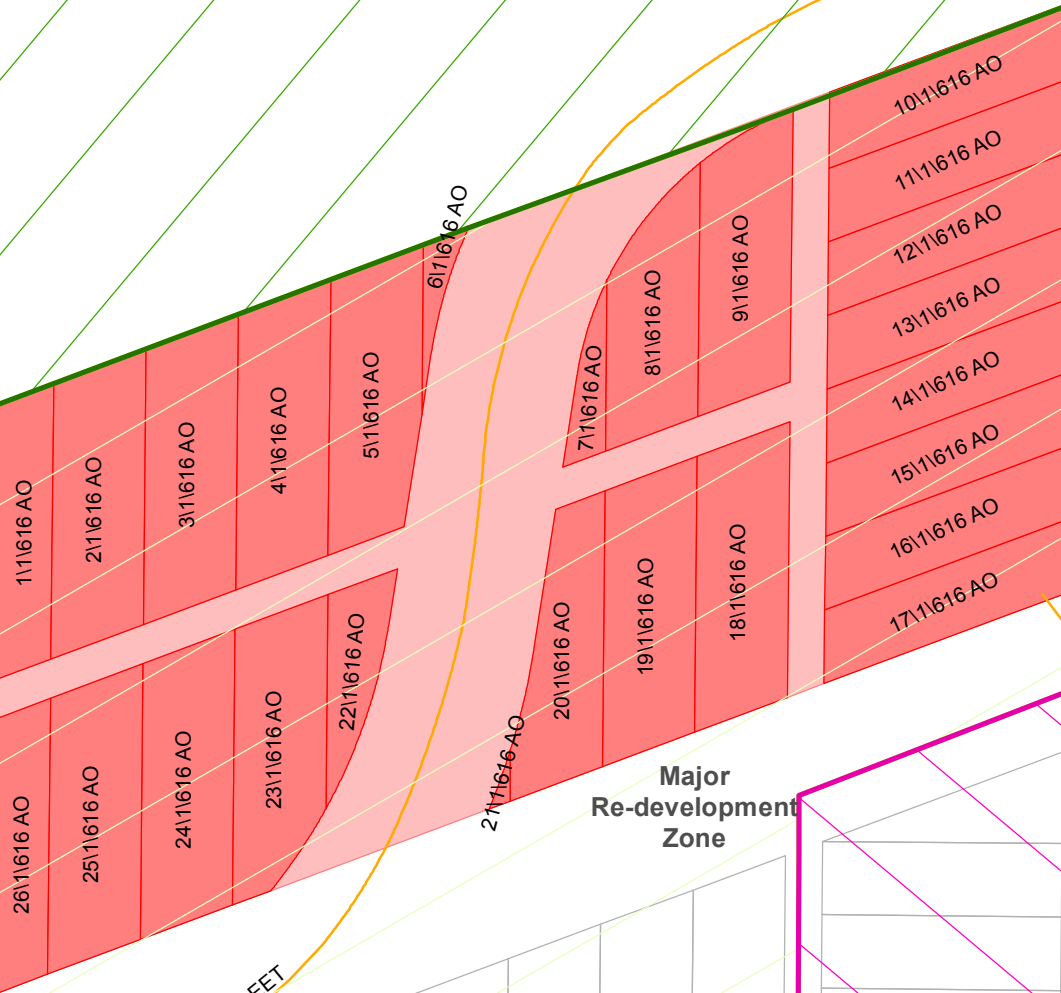
Parcel B

The Snye

RIVF

Recreation  
Zone

MORIMOTO DRIVE



BOR1

MORRISON STREET

Major  
Re-development  
Zone

CBD1

MAIN STREET

**Subject Area:**  
**Plan 616AO Block 1**  
(1.73 hectares)

- Subject Area
- Right of Way Closure
- Road
- Survey Parcel

LUB District

- BOR1
- CBD1
- RIVF
- SCL2

0 7.5 15  
Meters



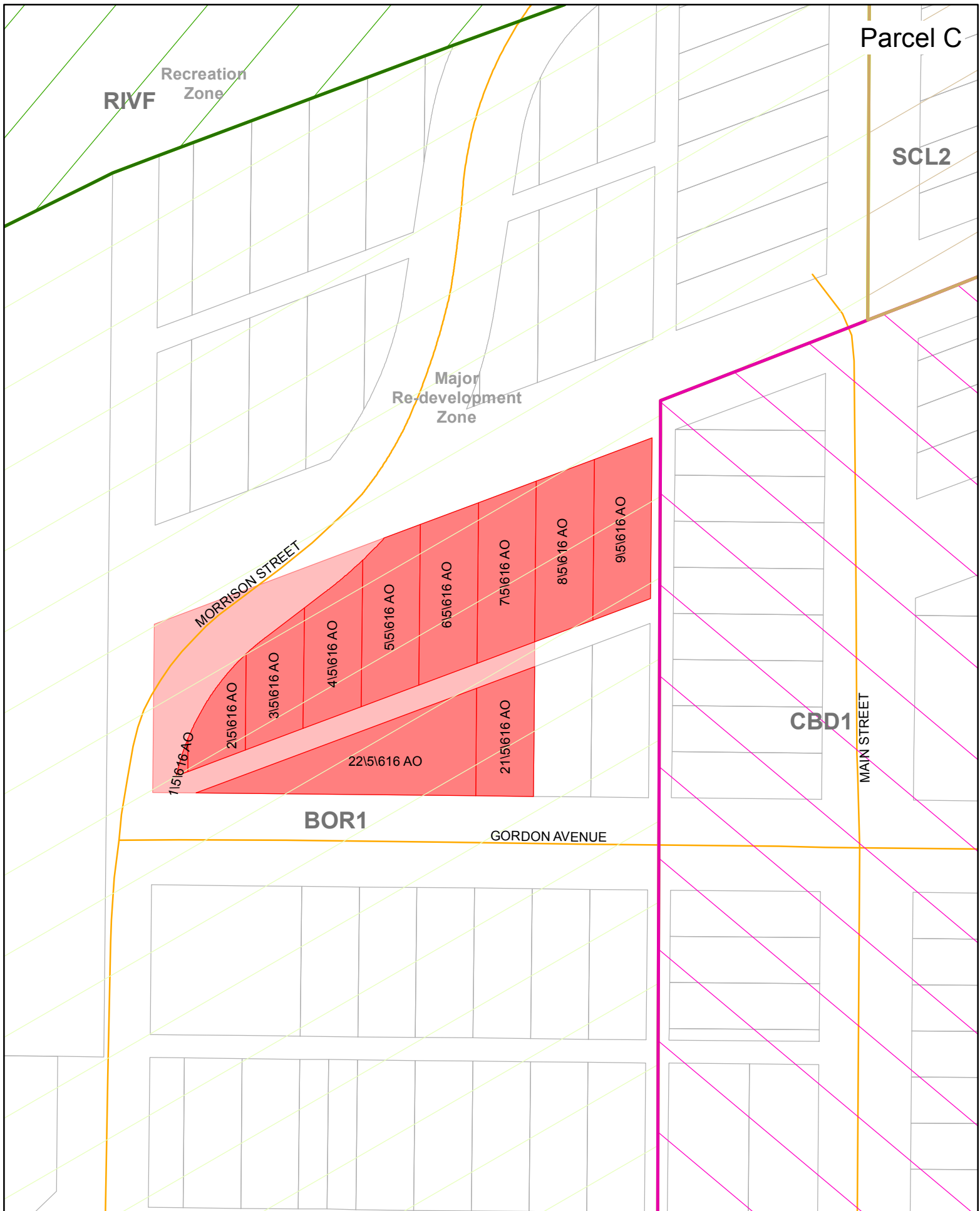
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REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

CI1391: Map 2  
Map produced by the GIS Group on June 07, 2013





**Subject Area:**  
**Plan 616AO Block 5**  
 (0.77 hectares)

■ Subject Area  
■ Right of Way Closure  
— Road  
  Survey Parcel

**LUB District**

■ BOR1 ■ RIVF  
■ CBD1 ■ SCL2

0 10 20  
Meters



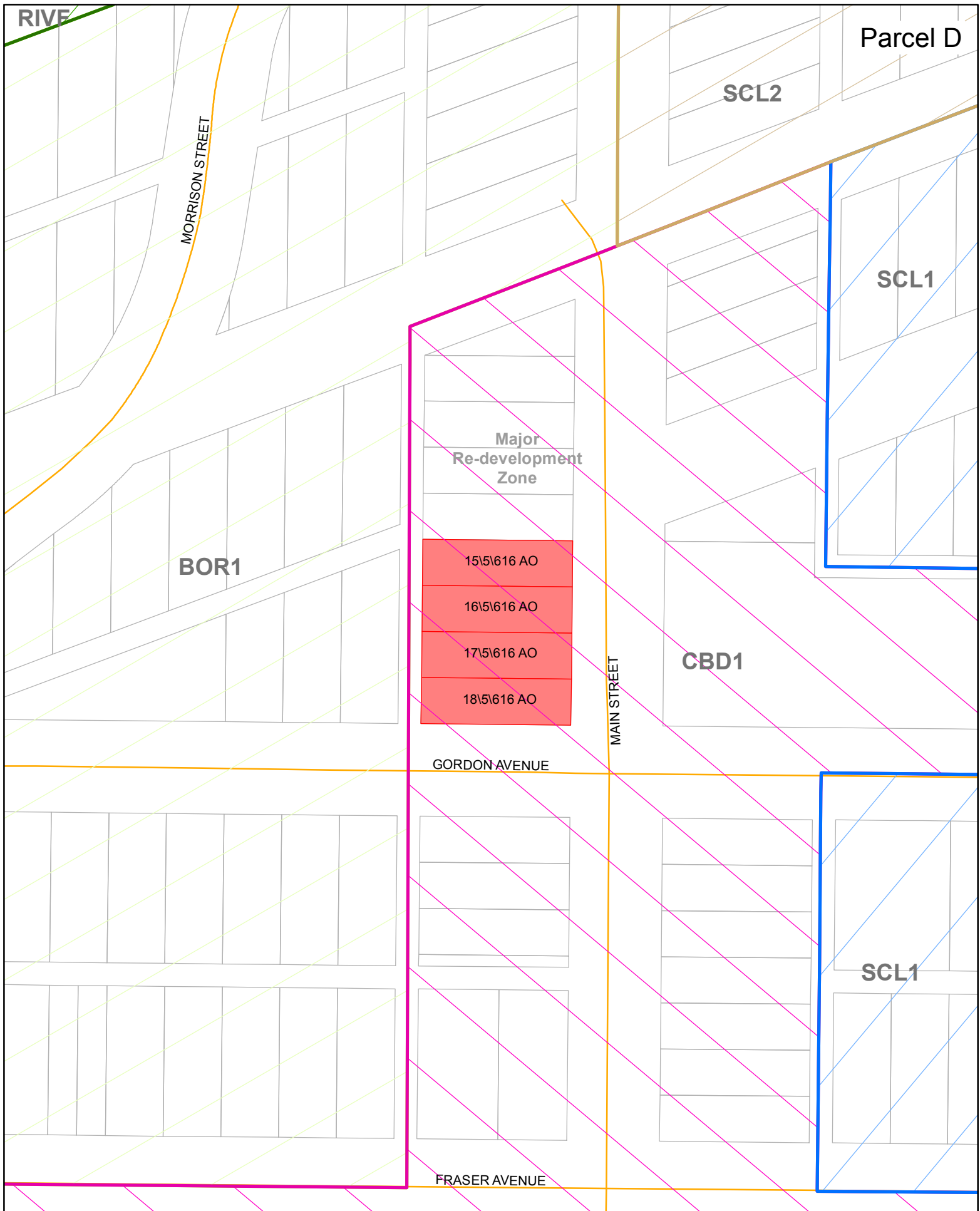
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REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

C1391: Map 3  
 Map produced by the GIS Group on June 07, 2013





**Subject Area:**  
**Plan 616AO Block 5**  
(0.19 hectares)

Subject Area  
Right of Way Closure  
Road  
Survey Parcel

**LUB District**  
BOR1  
CBD1  
SCL1  
SCL2  
RIVE

0 10 20  
Meters



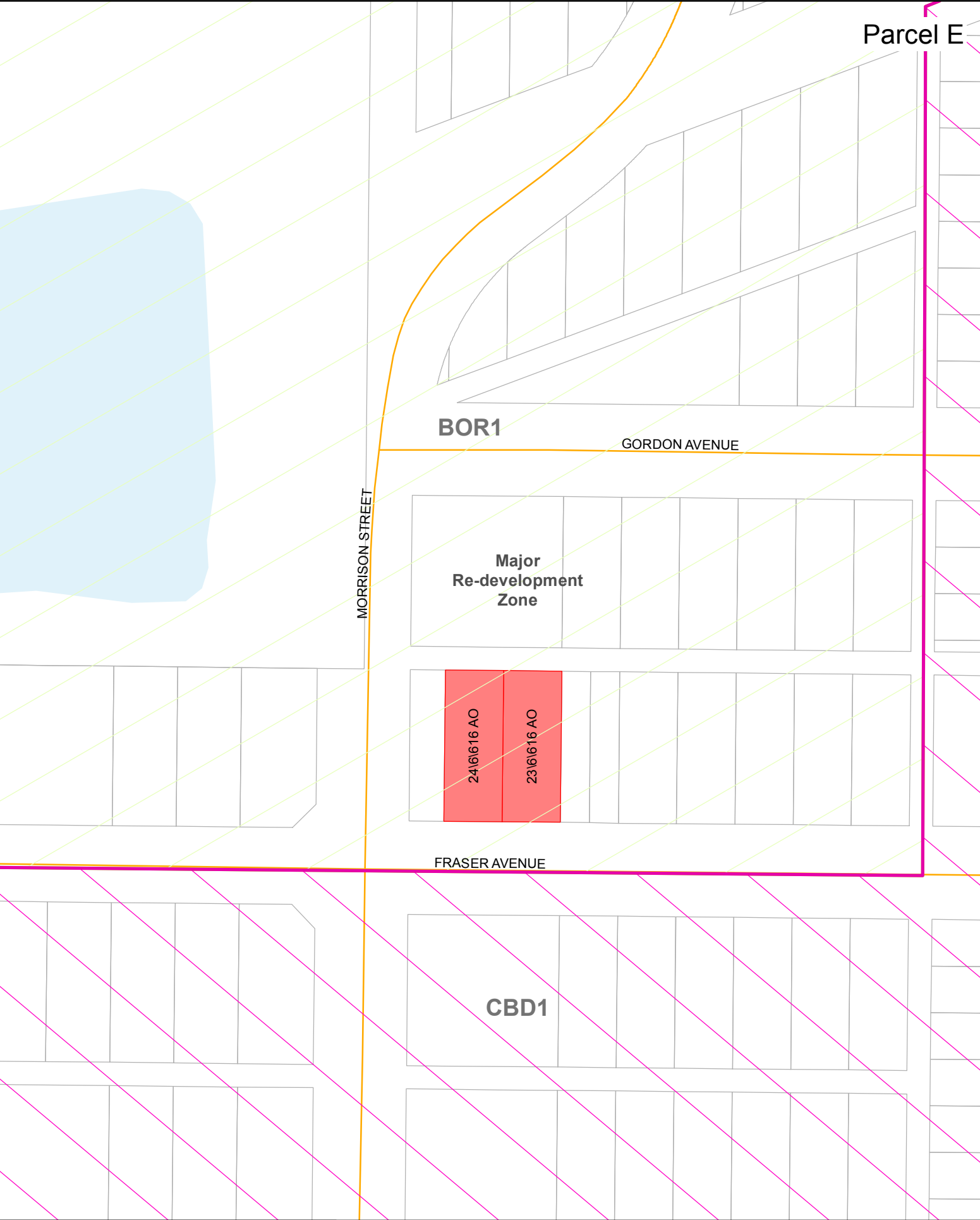
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REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

CI1391: Map 3b  
Map produced by the GIS Group on June 07, 2013





Parcel E

BOR1

GORDON AVENUE

MORRISON STREET

Major  
Re-development  
Zone

241616 AO

231616 AO

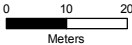
FRASER AVENUE

CBD1

**Subject Area:**  
**Plan 616AO Block 6**  
(0.12 hectares)

- Subject Area
- Road
- Survey Parcel
- Water Feature

**LUB District**  
BOR1  
CBD1



1:1,250



Map produced by the GIS Group on June 07, 2013



The Snye

Recreation  
Zone  
RIVF

MORIMOTO DRIVE

## SCL2





HARDIN STREET

**Major  
Re-development  
Zone**






# SCL1

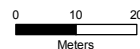
**CBD1**

**Subject Area:**  
**Plan 616AO Block 2**  
(1.73 hectares)

 Subject Area  
 Right of Way Closure  
 Road  
 Survey Parcel

**LUB District**

	BOR1		SCL1
	CBD1		SCL2
	RIVF		



1:1,250

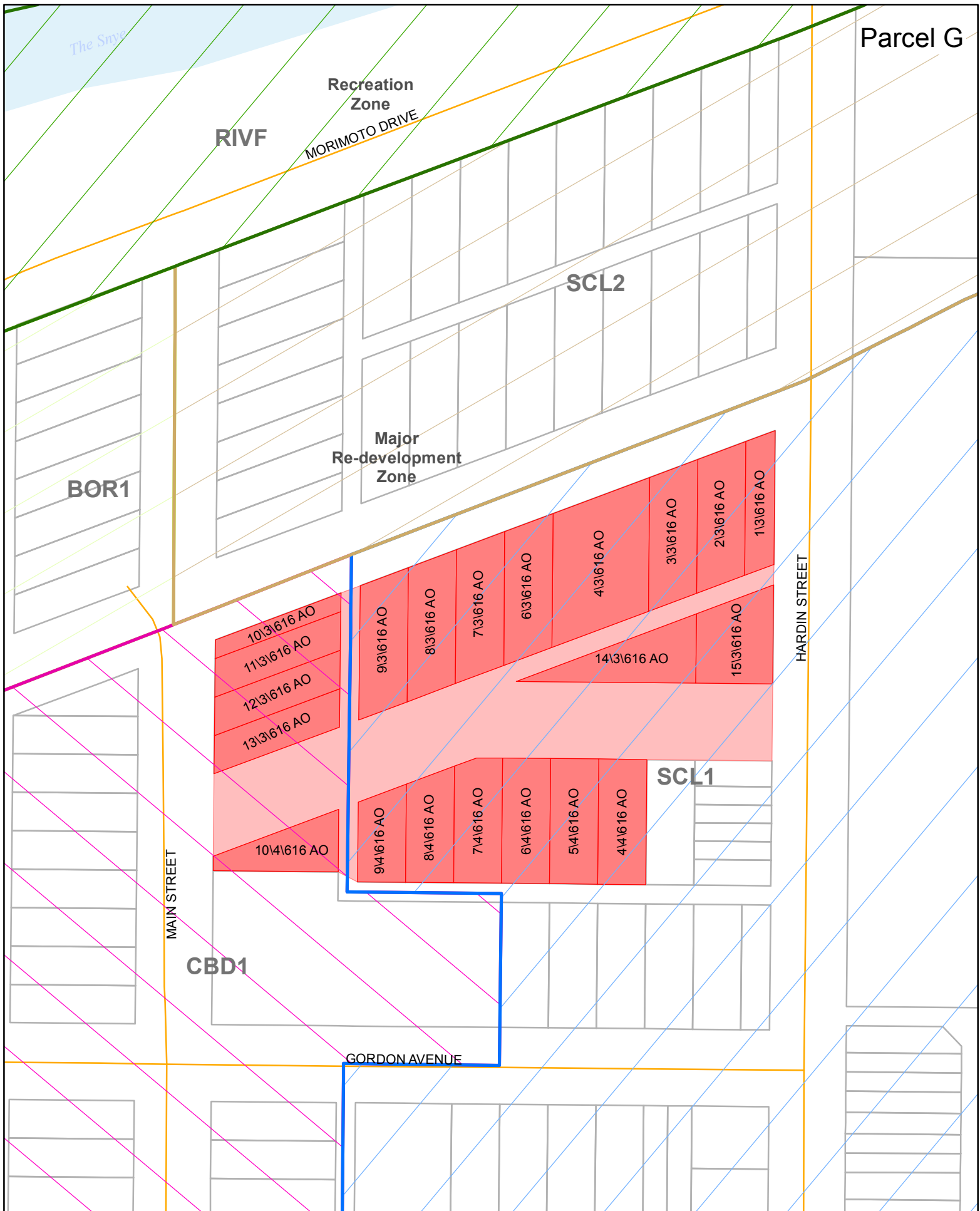


REGIONAL MUNICIPALITY  
OF **WOOD BUFFALO**

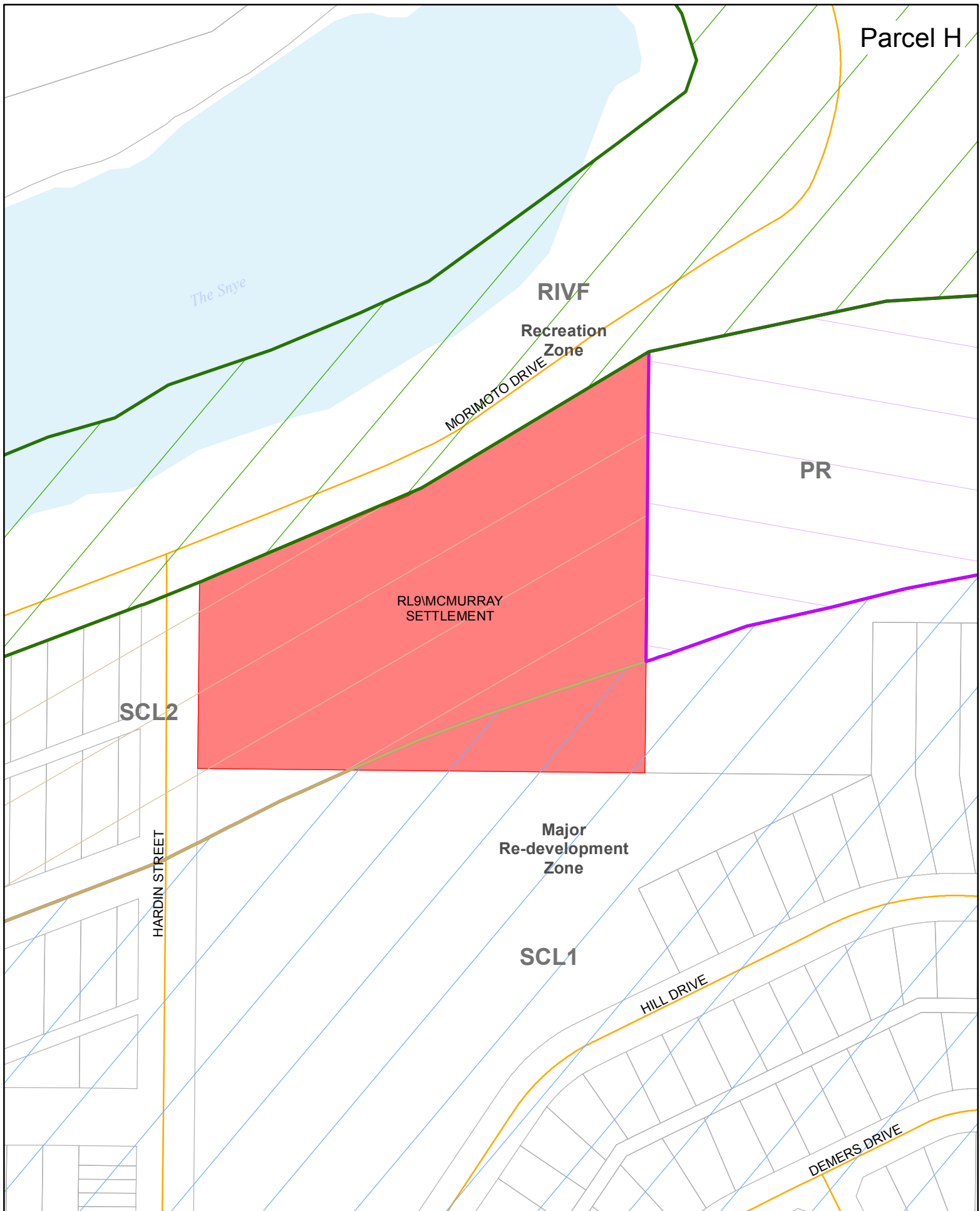
CI1391: Mar 5

Map produced by the GIS Group on June 07, 2013









Parcel H

The Snye

RIVF

Recreation  
Zone

MORIMOTO DRIVE

PR

RL9/MCMURRAY  
SETTLEMENT

SCL2

HARDIN STREET

Major  
Re-development  
Zone

SCL1

HILL DRIVE

DEMERS DRIVE

**Subject Area:**  
**McMurray Settlement River lot 9**  
(Area: 2.34 hectares)

Subject Area  
Road  
Survey Parcel  
Water Feature

**LUB District**

PR SCL1  
RIVF SCL2

0 10 20  
Meters



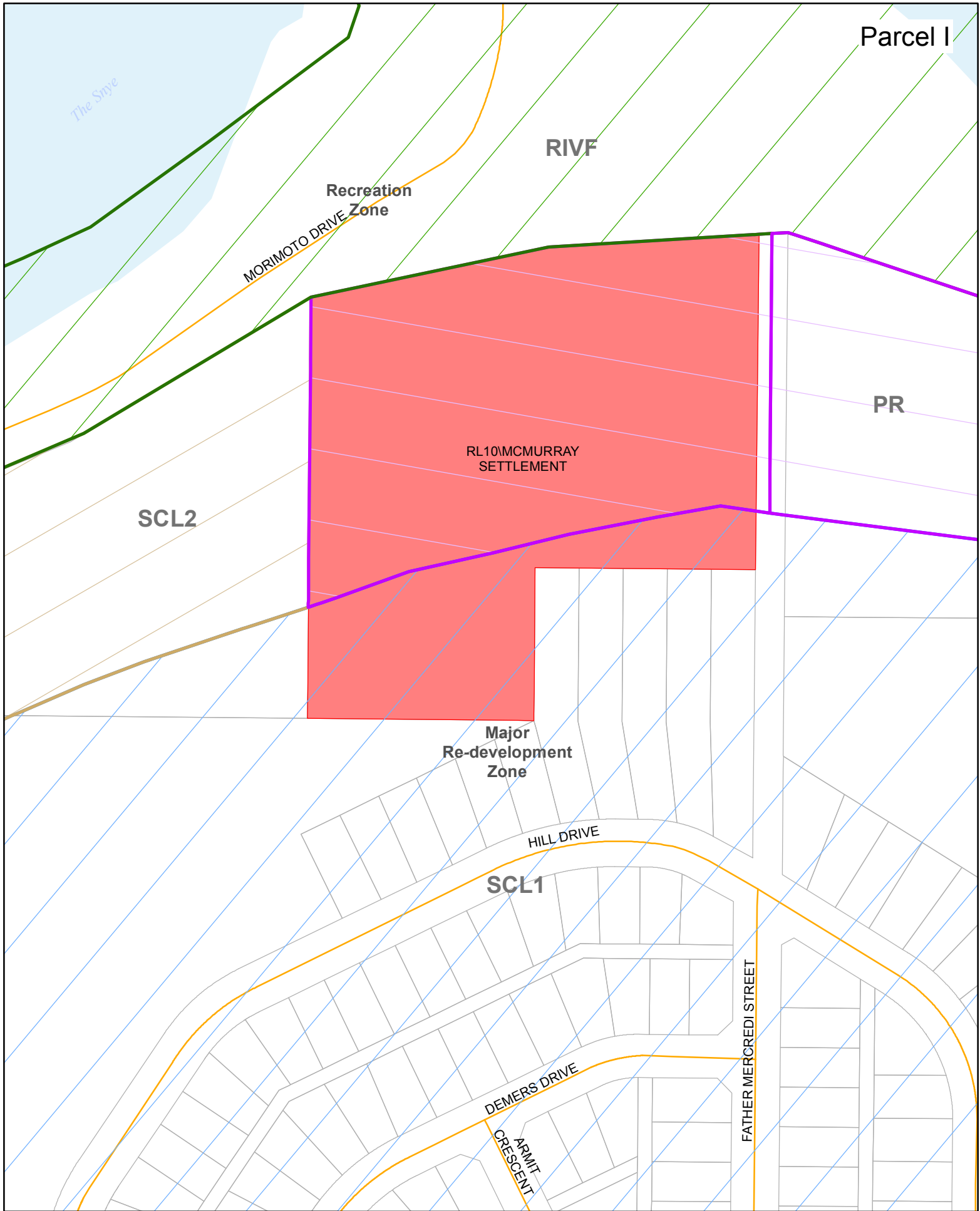
1:2,000



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

C11391-Map 7  
Map produced by the GIS Group on June 07, 2013





**Subject Area:**  
**McMurray Settlement River Lot 10**  
 (Area: 3.10 hectares)

■ Subject Area  
 — Road  
 □ Survey Parcel  
 ■ Water Feature

**LUB District**

■ PR	■ SCL1
■ RIVF	■ SCL2

0 10 20  
 Meters



1:2,000



C11391: Map 8  
 Map produced by the GIS Group on June 07, 2013



Parcel J

RIVF  
Recreation  
Zone

PR

A1786 MC

SCL2

Major  
Re-development  
Zone

SCL1

HILL DRIVE

DEMERS DRIVE

FATHER MERCREDI STREET

**Subject Area:**

**A1786 MC**

(Area: 2.61 hectares)

- Subject Area
- Road
- Survey Parcel
- Water Feature

**LUB District**

- PR
- RIVF
- SCL1
- SCL2

0 10 20  
Meters



1:2,000



REGIONAL MUNICIPALITY  
OF WOOD BUFFALO

C11391: Map 9

Map produced by the GIS Group on June 07, 2013



Parcel K

Recreation  
Zone

RIVF

PR

SCL2

R\782 2727

SCL1

Major  
Re-development  
Zone

DEMERS DRIVE

FATHER MERCREDI STREET

HILL DRIVE

FITZSIMMONS AVENUE

WAGNER STREET

MACIVER STREET

MCLEOD STREET

**Subject Area:**

**R\782 2727**

(Area: 7.00 hectares)

- Subject Area
- Road
- Survey Parcel
- Water Feature

**LUB District**

- PR
- SCL1
- RIVF
- SCL2

0 10 20  
Meters



1:2,500

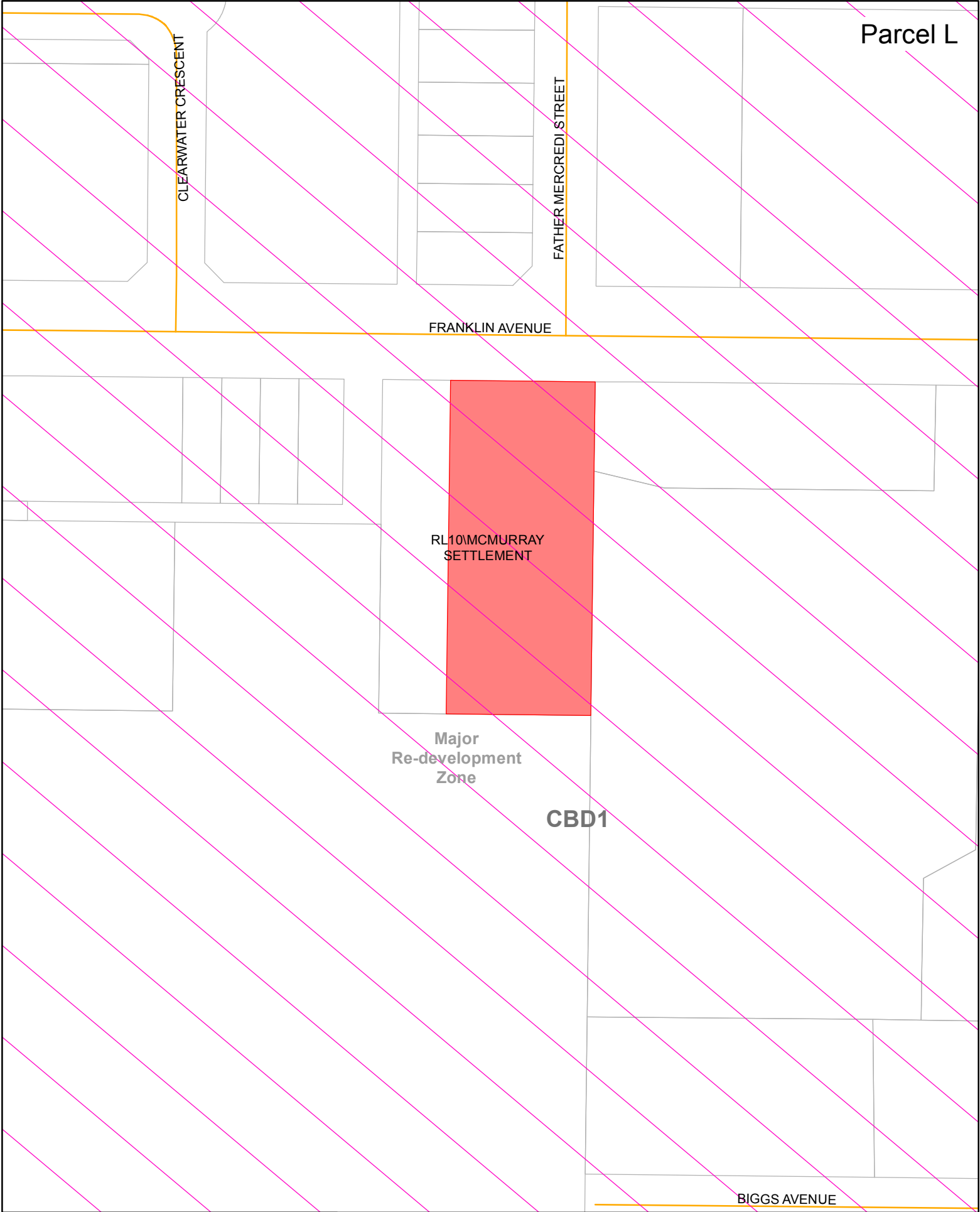


REGIONAL MUNICIPALITY  
OF WOOD BUFFALO




C1391: Map 10

Map produced by the GIS Group on June 07, 2013

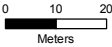




**Subject Area:**  
**Plan MCMURRAY SETTLEMENT**  
**Block RL10**  
(Area: 0.48 hectares)

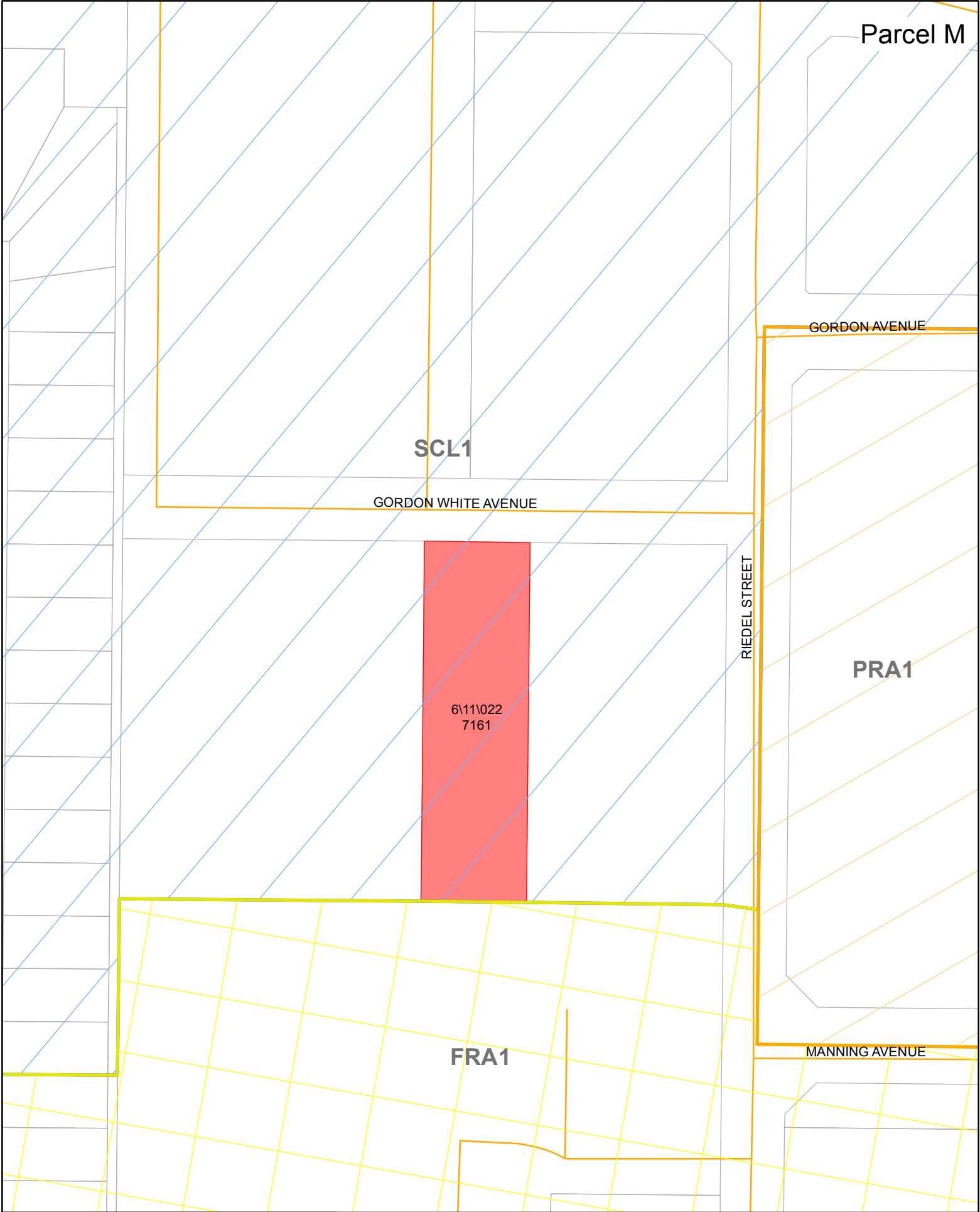
-  Subject Area
-  Road
-  Survey Parcel

**LUB District**  
 CBD1



1:1,500

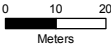




**Subject Area:**  
**Plan 022 7161**  
**Block 11**  
 (Area: 0.38 hectares)

- Subject Area
- Road
- Survey Parcel

- LUB District**
- FRA1
  - PRA1
  - SCL1



1:1,500





**Subject: RCMP Occupancy Agreement – Wood Buffalo Detachment Building****APPROVALS:**

Rob McCloy, Inspector  
Glen Laubenstein, Chief Administrative Officer

**Administrative Recommendation:**

THAT the Regional Municipality of Wood Buffalo enter into a 10-year Occupancy Agreement with the RCMP for use of a portion of the Wood Buffalo Detachment Building.

**Summary:**

The RCMP wishes to enter into an Occupancy Agreement with the Municipality for the use of a portion of space at the Wood Buffalo Detachment. Once signed, the agreement will remain in effect until December 31, 2018.

**Background:**

The RCMP has been using a portion of the Wood Buffalo Detachment Building, located at 105 Paquette Drive, for the purpose of accommodating the RCMP for a combined Federal/Provincial/Municipal operation, since January 1, 2009.

The Municipality and the RCMP agree that a formal Occupancy Agreement should be executed by the parties setting out the terms and conditions of such use.

**Budget/Financial Implications:**

The RCMP will pay an occupancy fee to the Municipality along with its proportionate share of building operating costs (as per Schedule B).

**Rationale for Recommendation:**

Administration supports approval of the Occupancy Agreement because it formalizes the obligations of the RCMP and the Municipality. In the event that the Municipal Police Service Agreement is terminated by either the RCMP or the Municipality, the parties have the ability to terminate the Occupancy Agreement with 24 months prior written notice.

**Attachment:**

1. Occupancy Agreement Wood Buffalo Detachment



**THIS OCCUPANCY AGREEMENT** made in quadruplicate on the \_\_\_\_ day of \_\_\_\_\_ ,  
2013.

(hereinafter called the "Occupancy Agreement").

**B E T W E E N:**

REGIONAL MUNICIPALITY OF WOOD BUFFALO  
9909 Franklin Avenue  
Fort McMurray, Alberta  
(hereinafter called the "Municipality")

**- and -**

HER MAJESTY THE QUEEN, in Right of Canada,  
as represented by the Minister responsible for the  
Royal Canadian Mounted Police  
(hereinafter called the "RCMP")

**WHEREAS** the Municipality has under its management, charge and direction the premises described as follows:

Legally described as being Plan 0425408, Block 14, Lot 51 (hereinafter referred to as the "Lands") and there is upon those Lands a building further described as being located at 105 Paquette Drive (hereinafter referred to as the "Building") containing administrative and operational space of approximately 6898.6 meters squared and commonly known as being the Wood Buffalo Detachment Building, located in the Regional Municipality of Wood Buffalo, in the Province of Alberta as shown as Schedule "A" attached hereto (hereinafter referred to as the "Premises").

**AND WHEREAS** the parties agree that this Occupancy Agreement does not replace the occupancy agreement dated July 21, 1997 between the Municipality and the RCMP for the Jubilee police facility.

**AND WHEREAS** the RCMP wishes to occupy a proportionate share of the Premises for the sole purpose of accommodating the RCMP for a combined Federal/Provincial/Municipal operation in accordance with the Principals of Lease Negotiations, defined herein.

**TOGETHER** with the right of ingress and egress twenty-four (24) hours a day, seven (7) days a week for the RCMP's employees, servants and agents, customers and invitees, and the use of the entrances, lobbies, hallways, washrooms, stairways, only as they may apply, together with the use of driveways, parking spaces, common loading and stopping areas, in and about the lands and the Building, for full enjoyment of the Building.

**AND WHEREAS** the parties hereto have agreed to enter into this Occupancy Agreement.

**NOW THEREFORE** in consideration of the rents, covenants and agreements hereinafter reserved and contained, the Municipality and the RCMP hereby agree each with the other as follows:

## **ARTICLE 1**

### **TERM**

#### **1.01 TERM**

To share the said Premises for an initial term of ten (10) years commencing on the first (1<sup>st</sup>) day of January, 2009 and terminating on the thirty first (31<sup>th</sup>) day of December, 2018.

#### **1.02 OVER HOLDING**

In the event the RCMP continues to occupy the Premises after the date above fixed for the expiration of this Occupancy Agreement, without any further written agreement, the RCMP will be deemed to be occupying the Premises on a month-to-month basis and will be charged a monthly rent equal to the instalments of rent hereby reserved and otherwise on all the terms and conditions contained in this Occupancy Agreement insofar as the same are applicable to a month-to-month tenancy.

#### **1.03 TERMINATION OF AGREEMENT**

It is hereby agreed in the event the Municipal Policing Contract is cancelled by either the Regional Municipality of Wood Buffalo or the Minister responsible for the RCMP, either party shall have the right to terminate this Occupancy Agreement on March thirty first (31<sup>st</sup>) of any given year, such termination to be without penalty whatsoever, by providing not less than twenty four (24) months advance written notice to the other party of its intention to terminate this Occupancy Agreement.

#### **1.04 RENEWAL**

The Municipality hereby grants to the RCMP the option to renew this Occupancy Agreement for three (3) additional five (5) year periods each, upon all of the same terms, conditions and rents, except for this right of renewal after exercising all the renewals as provided for herein, by written notice of the RCMP's intention to renew, given to the Municipality at least three (3) months prior to the expiration of the term hereby granted.

## **ARTICLE 2**

### **OCCUPANCY FEE**

The Municipality hereby agrees to allow the RCMP to jointly occupy the Premises on a proportionate share basis for a combined Federal/Provincial/Municipal Detachment. The RCMP agrees to pay an occupancy fee as follows:

#### **2.01 OCCUPANCY FEE**

The RCMP will, during the term of this Occupancy Agreement, pay the Municipality, monthly, in advance, an occupancy fee as established by the pro rata formula and the conditions outlined in Schedule "B" attached hereto.

## **2.02 PER DIEM RATES**

In the event that the Premises are occupied for any irregular period of time, specifically a period of less than one calendar month, such time shall be pro-rated on a per diem basis to cover the period of occupation until the first day of the following month, at which time rent shall thereafter be calculated on a monthly basis as per this Occupancy Agreement.

## **2.03 OPERATING COSTS**

It is hereby agreed that the RCMP will pay a proportionate share of operating and maintenance costs during the term of this Occupancy Agreement and any renewals or extensions thereof in accordance with the pro rata formula and the conditions outlined in Schedule "B" attached hereto.

## **2.04 GOODS AND SERVICES TAX**

It is agreed that the RCMP will pay GST on the Occupancy Fee only as may be applicable, and which shall be paid at the same time and in the same manner as the Occupancy Fee, however, the GST is to be paid without duplication.

# **ARTICLE 3 PREMISES, SERVICES AND IMPROVEMENTS**

## **3.01 CONDITION OF PREMISES**

The Municipality covenants that the Premises are now in good and tenantable state of repair and covenants at all times during the term of this Occupancy Agreement to maintain and keep the Premises in good and tenantable repair according to the Standards of the Commissioner and to promptly make good any defect or want of repair, as a prudent owner would.

## **3.02 TEMPORARY SUSPENSION OF USE OF PREMISES**

The RCMP will not have or make any claim or demand, bring any action or suit or petition against the Municipality for any damage which the RCMP may sustain by reason of any temporary suspension of use of the Premises, interruption or discontinuance thereof, in whole or in part from whatever cause, while occupying the Premises.

## **3.03 DESTRUCTION OF LEASED PREMISES AND IMPROVEMENTS**

If the Premises are at any time during the term of this Occupancy Agreement wholly or partially destroyed by fire or otherwise so as to render them untenable, the occupancy fee will become payable up to the time of such destruction and this Occupancy Agreement will terminate. If the Premises are only partially destroyed, the occupancy agreement will not terminate if the RCMP agrees in writing to the continuance thereof and the Municipality repairs and makes the Premises fit for the purposes of the RCMP. In such cases the RCMP will continue to pay the Municipality the occupancy fee as set out herein.

### **3.04 ALTERATIONS/IMPROVEMENTS**

(a) Subject to the provisions of sub-clause (b), the RCMP shall, at any time and from time to time and after the date of this Occupancy Agreement, or any renewal thereof, be entitled to make or have made:

- (1) by the Municipality, pursuant to any agreement which may be entered into by and between the Municipality and the RCMP, or
- (2) by any independent contractor, pursuant to any agreement which may be entered into by and between the RCMP and such contractor;

such changes, alterations, additions and improvements in and to the Premises, the appurtenances

thereof and facilities therein, as will in the judgement of the RCMP better adapt the Premises and

such appurtenances and facilities to the use of the RCMP, and whenever and so often, as the case may be, any such changes, alterations, additions and improvements are to be made by any independent contractor, the Municipality shall, for such purposes, permit such contractor, the contractor's subcontractors and their respective employees, servants and agents to enter upon the land and Premises;

(b) No changes, alterations, additions or improvements shall be made to the building structure or its systems without the prior written consent of the Municipality, such consent not to be unreasonably withheld; and

(c) The RCMP's asset management department covenants to advise the Municipality by written request and provide plans and specifications for any proposed alterations, the costs of which shall be agreed to between the parties and the Municipality hereby covenants to thereafter maintain such changes, alterations, additions or improvements during the term of the Occupancy Agreement and any renewals thereof. Upon completion of such alterations, the RCMP will submit to the Municipality, as-built drawings and project records for the maintenance and care of the Building.

### **3.05 RCMP SECURITY REQUIREMENTS**

All persons, employed by the Municipality or by any of its independent contractors, who have access to the Premises for any purpose in connection therewith, shall be acceptable to the Minister responsible for the Royal Canadian Mounted Police and for that purpose the Municipality shall, if so requested, if the Minister is of the opinion that the National security is involved, provide the RCMP with the name of each person so employed, his full address and his qualifications and duties, and ensure that all such persons are cleared for the purpose of and comply with the security requirements of the RCMP.

### **3.06 ASSESSMENTS**

The Municipality shall pay all taxes, rates, duties, assessments and levies whatsoever now or hereafter levied upon the lands and the Building, or either of them, or any part thereof, or arising out of any use or occupation of the lands and the Building, payable by the Municipality including, without limiting the generality of the foregoing, all or works assessed upon the property benefited thereby and all school business, local improvement taxes, rates, assessments and levies, as may be applicable.

### **3.07 YIELDING UP**

The RCMP shall yield up the Premises at the expiration of the Term or upon any other termination thereof, together with such improvements as the RCMP has elected to leave, in good repair, reasonable wear and tear, damage from fire, storm, tempest and other casualty excepted. In the event that any property belonging to the Municipality is damaged as a result of the RCMP's removal of any or all of the changes, alterations, additions and improvements, or the removal of any chattels, the RCMP shall either pay to the Municipality such compensation in respect thereto that represents the reasonable cost of repairing such damage, or shall repair the same to the Municipality's satisfaction, acting reasonably.

## **ARTICLE 4 ASSIGNMENTS, TRANSFERS, LICENCES**

### **4.01 ASSIGNMENT**

The RCMP shall not assign this Occupancy Agreement or sublet all or any part of the Premises without the written consent of the Municipality, which consent may not be arbitrarily or unreasonably withheld. The Municipality shall not assign this Occupancy Agreement without the written consent of the RCMP, which may not be arbitrarily or unreasonably withheld. However, in the event that the Occupancy Agreement is assigned by the Municipality to a party unacceptable to the RCMP, and if a compromise acceptable to both RCMP and Municipality cannot be reached, the RCMP shall have the right to terminate this Occupancy Agreement, or any renewal thereof without penalty, effective the date of such assignment.

## **ARTICLE 5 INDEMNITY, LIABILITY & DEFAULT**

### **5.01 INDEMNIFICATION OF THE RCMP**

The Municipality shall indemnify and save harmless the RCMP from and against all claims, actions, causes of action, loss, damage, expense and costs, whatsoever, made by any person, arising out of or resulting directly or indirectly, and whether by reason of negligence or otherwise, from the performance by the Municipality of its covenants under this Occupancy Agreement, any default of the Municipality in the performance of its covenants under this Occupancy Agreement, and the remedying of such default by the Municipality, by the RCMP or by any other person.

### **5.02 INDEMNIFICATION OF THE MUNICIPALITY**

The RCMP shall indemnify and save harmless the Municipality from and against all claims, actions, causes of action, loss, damage, expense and costs, whatsoever, made by any person, arising out of or resulting directly or indirectly, and whether by reason of negligence or otherwise, from the performance by the RCMP of its covenants under this Occupancy Agreement, any default of the RCMP in the performance of its covenants under this Occupancy Agreement, and the remedying of such default by the RCMP, by the Municipality or by any other person.

### 5.03 **LIABILITY OF RCMP**

The liability of the RCMP is subject to the provisions of the Municipal Police Service Agreement and the Crown Liability and Proceedings Act, R.S., 1985 c.C.-50 as amended.

### 5.04 **INSURANCE**

(a) The Municipality agrees to look solely to its insurer or insurers in the event of any loss by fire, lightning, explosion, malfunction or non-function of boilers, pipes or accessories in and about the Premises and all perils defined in a standard fire and extended risk coverage and supplemental risk insurance policy, and the Municipality waives releases and discharges the RCMP from all rights and claims whatsoever which the Municipality might have or acquire against the RCMP arising out of damage to or destruction of the Premises or any part thereof occasioned by any of the perils hereinbefore in this sub-clause (a) mentioned, whether such rights, claims or demands arise through the negligence or other fault of the RCMP, the RCMP's servants, agents or contractors or otherwise, howsoever.

(b) The Municipality shall at the Municipality's expense, throughout the term of this Occupancy Agreement, and any renewals thereof, secure and maintain public liability insurance protecting and indemnifying the Municipality and the RCMP against any claims for:

- (i) personal injuries;
- (ii) bodily injuries;
- (iii) property damage, on an occurrence basis, including loss of use of property;
- (iv) elevator liability (if there are elevators in the Building)
- (v) contingent employer's liability;(vi) contractual liability assumed under this Occupancy Agreement, and
- (vii) cross liability;

arising from any accident or occurrence in or upon the Premises, the Land, or areas adjacent thereto, the limit of such insurance to be not less than \$2,000,000.00 for personal injuries, bodily injuries and property damage in any one occurrence or series of occurrences arising out of one cause.

(c) Every contract of insurance required to be maintained pursuant to the provisions of this Occupancy Agreement shall:

- (1) be placed with a company approved by the RCMP and licensed under the laws of the Province or Territory of Canada in which the Land is located and ordinarily engaged in the business of insuring against the risks described, and
- (2) include a provision requiring the insurer to give thirty (30) days prior written notice to the RCMP before making any material change in such insurance or termination or cancellation thereof.

(d) The Municipality shall promptly furnish to the RCMP, with respect to each and every policy of insurance required by the Municipality to be effected under this Occupancy Agreement,

- (1) a fully certified complete copy thereof, or
  - (2) a certification of insurance specifically confirming that all of the provisions required hereunder are included therein.
- (e) If the Municipality fails to insure as herein required or fails promptly to furnish to the RCMP satisfactory evidence of such insurance or of the renewal of any policy before its expiration, the RCMP may effect such insurance for the benefit of the Municipality or the RCMP, or both of them, for a period not exceeding one year, and any premium paid by the RCMP shall be recoverable from the Municipality on demand.
- (f) The RCMP agree to carry all insurance or other means of protection necessary, including self-insurance, to cover the terms of this Occupancy Agreement.

#### 5.05 **DEFAULT**

- (a) If the RCMP shall make any default in payment of rent hereby reserved or in the performance of any other of the RCMP's covenants hereunder, and such default continues for one calendar month, the Municipality shall give to the RCMP a notice in writing, requiring the RCMP to remedy such default within a period of thirty (30) days from and after the date of service of such notice, and if the RCMP shall fail to remedy such default within the period of thirty (30) days or such longer period as may reasonably be necessary in view of the nature of the default, the Municipality may take any reasonable action it deems necessary to rectify such default.
- (b) In the event that the RCMP shall deliver to the Municipality written notice of default in any of the services to be provided by the Municipality hereunder, and the Municipality shall fail to reasonably remedy such default:
- (i) within thirty (30) days from and after delivery of such written notice for any default not requiring urgent or immediate attention;
  - (ii) within such period less than seventy two (72) hours from and after delivery of such written notice if deemed to be urgent and/or requiring immediate action as determined by the RCMP, acting reasonably, as will ensure that the RCMP suffers no loss or damage if, by reason of the nature of such default, the RCMP may reasonably be expected to suffer loss or damage if such default is not remedied within a period of seventy two (72) hours;

then and in any and every such event, the RCMP may, without further notice to the Municipality take such steps as may, in the sole judgement of the RCMP, be necessary to remedy such default and, without limiting any of the RCMP's remedies at law, all costs incurred by the RCMP in remedying any such default of the Municipality shall be charged to and paid by the Municipality, failing which, the RCMP shall be entitled to deduct the same from the rent or any other amounts payable hereunder by the RCMP to the Municipality. For clarity, the RCMP will use all reasonable efforts to contact the Municipality's designate to initiate the necessary remedy(s), failing which, the RCMP may undertake such remedy(s) as provided for herein.

- (c) Any waiver by the Municipality or the RCMP for any breach of either party's covenants hereunder on its part to be made or performed shall only apply to that particular breach or breaches and shall not effect or prejudice the rights of the Municipality or the RCMP in respect of any future or other breach of covenant.

## **ARTICLE 6 NOTICES**

- 6.01 Whenever in this Occupancy Agreement, it is required or permitted that notice or demand be given or served by either the RCMP or Municipality, such notice or demand will be in writing and is validly given or sufficiently communicated if forwarded by registered mail, as follows:

To the Municipality addressed to:

Regional Municipality of Wood Buffalo  
Attention: Manager Corporate Services  
9909 Franklin Avenue  
Fort McMurray, Alberta  
T9H 2K4

To the RCMP addressed to:

Royal Canadian Mounted Police  
Attention: i/c Asset Management  
11140 – 109<sup>th</sup> Street  
Edmonton, Alberta  
T5G 2T4

- 6.02 Such addresses may be changed from time to time by either party giving notice as above provided.
- 6.03 If any question arises as to whether any notice was or was not communicated by one party to the other, it will be deemed to have been effectively communicated or given on the day received or on the fifth (5th) day it was mailed or sent, whichever is the earlier.

## **ARTICLE 7 DISPUTE RESOLUTION**

- 7.01 In the event any dispute or difference arises between the parties hereto in connection with the use of the Building or as to the interpretation of any part of this Occupancy Agreement or as to any matter not referred to in this Occupancy Agreement and requiring agreement or as to matters requiring further agreement by the parties, such dispute or difference will be determined by arbitration pursuant to the Federal Commercial Arbitration Act of Canada. Such decision to be final and binding upon the parties hereto.
- 7.02 Nothing herein will preclude either party from recourse to the Courts where there is an excess of jurisdiction or error of law relating to or in the arbitration process.

## **ARTICLE 8 ENVIRONMENTAL COMPLIANCE AND INDEMNIFICATION**

- 8.01 The Municipality and the RCMP shall use the Premises and Land in compliance with all applicable laws, bylaws, rules and regulations of the appropriate jurisdictions pertaining the environment, health and welfare and occupational safety.

- 8.02 The RCMP shall not bring or permit to be brought onto the Premises or Land any substance in a toxic or otherwise hazardous form, or any substance which if it were to remain on or escape from the Premises or Land, may contaminate or pollute the Premises or Land or any other property with which it may come in contact.
- 8.03 The Municipality shall manage the Premises and Lands in compliance with all applicable laws, bylaws, rules and regulations of the appropriate jurisdictions pertaining to the environment, health and welfare and occupational safety and the RCMP hereby agrees to follow any such direction of the Municipality in this regard, Municipality acting reasonably.
- 8.04 The RCMP shall not be held responsible for any environmental impact or hazards associated with the Premises and Land which were not caused by any act or omission of the RCMP, its employees, agents, contractors or invitees, or any assessment, remediation, risk management and/or any other mitigating costs or responsibilities.
- 8.05 In the event that the Premises or the Land is contaminated or polluted by any action or omission by the RCMP, its employees, agents, contractors or invitees:
- i) The RCMP shall immediately notify the Municipality and any governmental department or agency as may be required by law, of such pollution or contamination;
  - ii) The RCMP shall immediately conduct or have conducted, at its sole expense, an environmental audit assessment as may be required by the Municipality and any appropriate governmental department or agent, which shall include an estimate of the scope of work required to remediate and/or risk manage the contamination and/or pollution caused by the tenant, its employees, agents, contractors or invitees in accordance with the applicable regulations;
  - iii) The remedial work suggested in the environmental assessment to eliminate/manage the said contamination and/or pollution shall not proceed without prior approval and consent of the Municipality. Upon receipt of the said approval, the RCMP will undertake, at its own expense, the necessary remediation to the satisfaction of the Municipality and the appropriate governing department or agency.
- 8.06 Should the Municipality believe that the RCMP is responsible for contamination or pollution where the polluting source is not obvious or evident; the Municipality shall conduct or have conducted, at its sole expense, an environmental assessment in order to confirm the polluting source.
- 8.07 The parties hereto agree that any such work to be undertaken shall be completed to the standard of the highest governing authority having jurisdiction.

## **ARTICLE 9 GENERAL**

- 9.01 Words importing female persons include male persons and corporations and words importing male persons include female persons and corporations. Words in the singular include the plural, and words in the plural include the singular.
- 9.02 All the provisions of Schedule "A" and Schedule "B" annexed hereto form part of this Occupancy Agreement.
- 9.03 In the event of any inconsistency between the terms and conditions of this Occupancy Agreement and the contents of the Municipal Police Service Agreement, the contents of the Municipal Police Service Agreement will take precedence over this Occupancy Agreement.
- 9.04 No member of the House of Commons shall be admitted to any share or part of this Occupancy Agreement or to any benefit to arise therefrom.
- 9.05 This Occupancy Agreement shall be governed and construed in accordance with the Laws of Alberta.
- 9.06 Time shall be of the essence of this Occupancy Agreement in each of the terms, covenants and conditions in this Occupancy Agreement.
- 9.07 The captions and titles in this Occupancy Agreement are for convenience of reference only, and shall not affect the scope, intent, or interpretation of any provision.
- 9.08 The parties hereto acknowledge that there are no covenants, representations, warranties, agreements or conditions, expressed or implied, collateral to or otherwise forming part of or in any way affecting or relating to this Occupancy Agreement save as expressly set out in the Occupancy Agreement and that this Occupancy Agreement constitutes the entire agreement between the RCMP and the Municipality and may not be modified except by the subsequent agreements in writing of equal formality executed by the parties hereto.
- 9.09 If any term, covenant or condition of this Occupancy Agreement, or the application thereof to any person or circumstances, is to any extent held or rendered invalid, unenforceable or illegal, then that term, covenant or condition:
- a) is deemed to be independent of the remainder of this Occupancy Agreement and severable and divisible there from, and its invalidity, unenforceability or illegality does not affect, impair or invalidate the remainder of this Occupancy Agreement or any part thereof;
  - b) continues to be applicable to and enforceable to the fullest extent permitted by law against any person and circumstances other than those as to which it has been held or rendered invalid unenforceable or illegal.
- 9.10 The parties hereto agree that this Occupancy Agreement, as well as any other documents related to, including Notices, be drafted in the English language only.

**ARTICLE 10  
SIGNATURES**

**SIGNED & DELIVERED BY:**

**For the Municipality:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

I have the authority to bind the Municipality

**For the Municipality:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

I have the authority to bind the Municipality

**For the RCMP:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

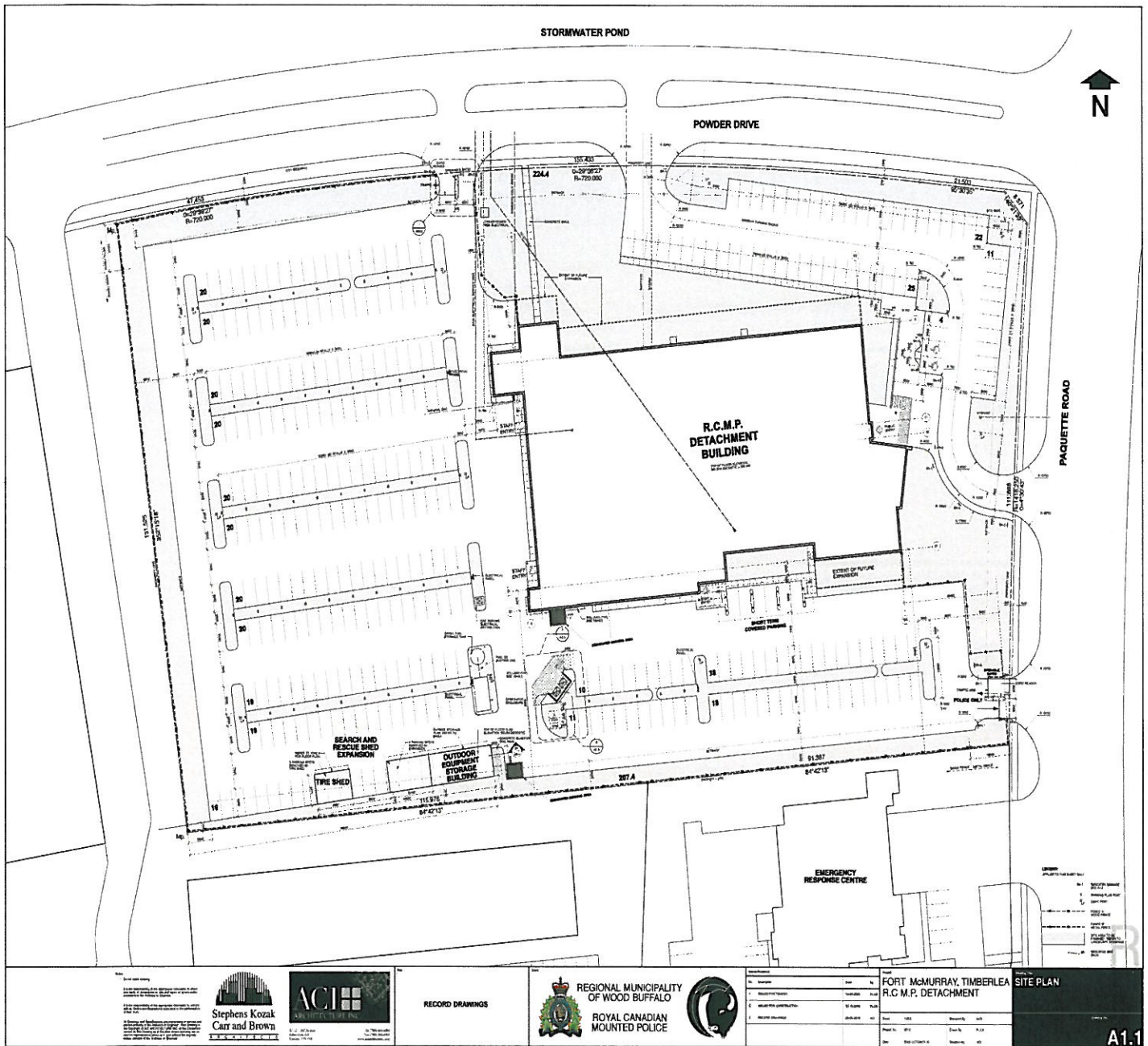
\_\_\_\_\_  
Title

**HER MAJESTY THE QUEEN**, in Right of Canada,  
as represented by the Minister responsible for the  
Royal Canadian Mounted Police

I have the authority to bind the RCMP

## SCHEDULE "A"

### Site Plan



## SCHEDULE "B"

### **DEFINITIONS:**

**Principles of Lease Negotiations** include the over riding rationale of intergovernmental sharing of actual costs of **providing police service without providing profit or subsidy** to any one of the three levels of Government involved in the cost sharing.

**Municipal establishment** means the Municipal Police Service and Support Staff. Only employees reflected on approved organization charts are to be included in the ratio.

**Establishment** refers to the number of Staff occupying the premises at a fixed point in time. At the end of the first year term of occupancy, adjust the establishment numbers to reflect the actual establishment upon occupancy and adjust yearly thereafter on the anniversary date of the term.

**Municipal Police Service** is as defined in the Municipal Police Service Agreement, Article 1.1 (v)

**Support Staff** is as defined in the Municipal Police Service Agreement, Article 1.1 (al)

### **CAPITAL COST**

The Capital Cost shall include, but is not limited to, the cost of building construction and original equipment, cost of plans, architect's fees, cost of site landscaping, cost of subsequent capital acquisitions or improvements, and any other costs which may be incurred to put the building and Premises in operating condition, also the payment of principal and interest issued by a financial institution to finance the initial construction costs, and any other costs as are agreed to by the RCMP and the Nation. No costs shall be added to the capital costs unless agreed to by both parties, acting reasonably and in good faith, with neither party to gain benefit at the expense of the other.

Capital costs shall not include:

- (a) the cost of the land;
- (b) legal fees;
- (c) provision of services up to the perimeter of the Lands;
- (d) the cost of furniture;
- (e) administration consultants, management consultants, staff or employees hired or acting on behalf of the Municipality or the RCMP.

### **CALCULATIONS:**

The occupancy fee charged to RCMP is to be calculated as follows:

A pro-rated portion of the total monthly rent is paid by the RCMP based on a **combination of the CAPITAL COST RATE plus an OPERATING AND MAINTENANCE RATE.**

## **PART I**

### **Notes:**

1. Occupancy date is January 1, 2009; which is also deemed to be the Anniversary date.
2. Capital Cost of Construction is estimated at \$48,989,470.63.
3. Capital Costs to be reconciled in Year 2 to reflect the actual cost of construction and remains fixed thereafter.
4. Capital Cost applies to 6,898.6m<sup>2</sup> (Municipal By-Law occupying 200m<sup>2</sup>).
5. Amortization period is 25 years – SD: January 1, 2009 ED: December 31, 2033.
6. Interest rate is fixed at 4.2681%, calculations based on semi-annual payments.
7. Capital Cost Recovery Rate estimated at \$474.48pm<sup>2</sup>pa (per meter squared per annum) for Year 1.
8. O&M rate estimated at \$82.76pm<sup>2</sup>pa on 6,898.6m<sup>2</sup> for year one, reconciled annually to actuals thereafter.
9. Initial Establishment Ratio 31/245 at occupancy, adjusted annually thereafter.

During the **first year** of the Occupancy Agreement term the monthly rental rate will be calculated as follows:

### **CAPITAL COST RECOVERY RATE:**

- (a) The fixed interest rate on the Capital Cost shall be 4.2681%, as agreed to by the parties.

**Estimated Capital Cost of Construction is \$48,989,470.63 at 4.2681% over 25 years /6898.6m<sup>2</sup> = \$474.48 per meter square per annum (pm<sup>2</sup>pa). This rate shall be used for the Capital Cost portion only.**

Occupancy Agreement calculations pertaining to the Capital Cost Recovery Rate are based on the estimated capital cost of construction calculation above for the first year, the then current establishment figure at the time and thereafter adjusted every year to reflect the actual establishment in place on the anniversary date established. Occupancy Agreement rates are therefore calculated based on the capital cost of construction calculation above and divided by the ratio of the Provincial detail's strength to the combined Provincial and Municipal details' strength (31 Provincial, 214 Municipal = 31/245), multiplied by the 6898.6 square metres of space occupied, multiplied by the estimated rate of \$474.48 per metre square per annum (pm<sup>2</sup>pa), agreed to by the parties and divided by twelve.

e.g. 
$$\frac{\text{Provincial detail strength}}{\text{Combined Municipal and Provincial details' strength}} \times \frac{\text{m}^2 \times \text{pm}^2\text{pa}}{12} = \$$$

$$31/245 \times 6898.6\text{m}^2 \times \$ 474.48\text{pm}^2\text{pa} / 12 = \$34,513.84\text{pm}$$

- (b) **OPERATING AND MAINTENANCE RATE.**

The operating and maintenance (O&M) rate per metre square is subject to annual plus or minus adjustments on the basis of actual costs incurred in the preceding year and the establishment ratio in place on the anniversary date of the Occupancy Agreement. O&M rates therefore are calculated based on the establishment approved as of the commencement date of this Occupancy Agreement, the ratio of the Provincial detail's strength to the combined

Provincial and Municipal details' strength (31 Provincial, 214 Municipal = 31/245), multiplied by the 6898.6 square metres occupied, multiplied by the estimated rate of \$82.76 pm2pa for the first year as agreed to by the parties and divided by twelve.

$$31/245 \times 6898.6\text{m}^2 \times \$ 82.76\text{pm}^2\text{pa} / 12 = \$6,019.99\text{pm}$$

**TOTAL MONTHLY RATE PAYABLE BY THE RCMP DURING THE FIRST YEAR OF THE OCCUPANCY AGREEMENT TERM:**

CAPITAL COST	$31/245 \times 6898.6\text{m}^2 \times \$ 474.48\text{pm}^2\text{pa} / 12 = \$34,513.84 \text{ pm}$
O&M RATE	$31/245 \times 6898.6\text{m}^2 \times \$ 82.76\text{pm}^2\text{pa} / 12 = \underline{6,019.99 \text{ pm}}$
<b>TOTAL</b>	<b>\$40,533.83 pm</b>

**PART II**

During the second and subsequent years of the Occupancy Agreement the monthly rental rate will be calculated as follows:

**(a) CAPITAL COST RECOVERY RATE:**

During the second year of the Occupancy Agreement the Capital Cost Recovery Rate per square metre shall be determined in accordance with the actual capital construction costs incurred and thereafter shall remain fixed for the remainder of the Term and any subsequent renewals thereof. For the first annual reconciliation, the provisions of Notes #8 shall apply. For each subsequent year, reconciliations shall be calculated based on the approved establishment ratio in place on the anniversary date of the Occupancy Agreement for each year.

**AT THE END OF THE AMORTIZATION PERIOD, THE CAPITAL COST RECOVERY RATE IS DROPPED FROM ALL CALCULATIONS AND THEREAFTER THE RCMP SOLELY PAYS THEIR PROPORTIONATE SHARE OF O&M COSTS.**

**(b) OPERATING AND MAINTENANCE RATE**

The operating and maintenance rate per square metre is subject to annual plus or minus adjustments on the basis of actual costs incurred in the preceding year and the then current establishment ratio in place on the anniversary date of the Occupancy Agreement. Next year's O&M payments shall be the RCMP's share of O&M from the preceding year divided by 12.

**(c) FUTURE EXPENDITURES**

The Municipality covenants that all future renovations, modifications, changes or capital expenditures to the Building of which the Premises forms a part, shall be discussed between the Municipality and the RCMP Operations Strategy Branch (OSB) and/or RCMP Asset Management Office and if mutual agreement is reached to proceed with same, such costs may be apportioned in accordance with the then establishment ratio in place and/or such other agreement as can be reached between the parties. Both parties covenant to act reasonably.

### **PART III**

#### **PROPORTIONATE SHARE AND OPERATING COSTS**

(a) The RCMP agrees with the Municipality that:

(i) "proportionate share" shall be the ratio of the RCMP and Support Staff to the total establishment. The calculations shall include the Detachment establishment numbers approved as at April 1 each year during the Term and any subsequent renewals thereof of this Occupancy Agreement.

(ii) "operating costs" shall mean expenditures for the following as they relate to the Premises described in the Preamble of this Occupancy Agreement and only as they may apply to:

- (1) site maintenance;
- (2) snow removal expenses (including related labour and payments to contractors);
- (3) janitorial contract, including consumable supplies;
- (4) heating, ventilating and cooling system service contracts (including wages and salaries to operate the systems);
- (5) fuel for heating and hot water;
- (6) electricity;
- (7) water/sewer garbage charges;
- (8) non-capital repairs (incl. services);
- (9) building insurance costs;
- (10) any other costs agreed to by both parties.

(b) As per Article 14 of the Municipal Police Service Agreement, the Municipality agrees to advise RCMP Asset Management as soon as possible of any anticipated major O&M expenditures and/or changes in space, which may result in a significant increase in the occupancy fees. The parties have mutually agreed to use \$10K as the benchmark amount which shall initiate such discussions.

**Subject: Council Expense Summary – January 1 – June 30, 2013****APPROVALS:**

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

**Administrative Recommendation:**

THAT the Council Expense Summary for the period January 1 – June 30, 2013 be received as information.

**Summary:**

The current Elected Officials Compensation, Travel, Expense and Support Policy requires that reports on expenditures for each member of Council be presented to Council for review.

**Background:**

Administration records expenses for each member of Council and reports expenditures. The attached Council Expense Summary (Attachment 1) reflects all travel, training and development expenses submitted for the period January 1 – June 30, 2013.

Individual budgets are monitored on an ongoing basis, and budget adjustments are made annually, as needed. Currently all Council members remain within established parameters and therefore, no budget adjustments are being requested.

In the event that the 2013 budget allocations are deemed insufficient, the Policy requires that the impacted member of Council obtain Council's approval before incurring any expenses in excess of the individual budget allocation.

**Attachments:**

1. 2013 Council Expense Summary for the period January 1 – June 30, 2013.



## 2013 COUNCIL EXPENSE SUMMARY

Total Expenses Submitted for the Period January 1 - June 30, 2013

Councillors	Annual Budget	YTD Expenses	Percentage Expended	Other Committees	Deputy Mayor
Blake, Melissa - Business Travel	12,000	2,687.60	22.40%		
Blake, Melissa - Conference Travel	9,000	758.19	8.42%		
Blake, Melissa - Public Relations	13,000	3,519.68	27.07%		
<b>MAYOR - TOTAL</b>	<b>\$34,000.00</b>	<b>\$6,965.47</b>	<b>20.49%</b>		
Blair, David - Expenses	33,200	12,736.18	38.36%		
Blair, David - Training & Development	10,000	0.00	0.00%		
<b>BLAIR - TOTAL</b>	<b>\$43,200.00</b>	<b>\$12,736.18</b>	<b>29.48%</b>		
Burton, Christine - Expenses	2,000	973.46	48.67%		
Burton, Christine - Training & Development	10,000	287.70	2.88%		
<b>BURTON - TOTAL</b>	<b>\$12,000.00</b>	<b>\$1,261.16</b>	<b>10.51%</b>		
Flett, Lloyd Sonny - Expenses	33,200	6,320.01	19.04%		
Flett, Lloyd Sonny - Training & Development	10,000	4,024.95	40.25%		
<b>FLETT - TOTAL</b>	<b>\$43,200.00</b>	<b>\$10,344.96</b>	<b>23.95%</b>		
Germain, Sheldon - Expenses	2,000	600.00	30.00%		
Germain, Sheldon - Training & Development	10,000	0.00	0.00%		
<b>GERMAIN - TOTAL</b>	<b>\$12,000.00</b>	<b>\$600.00</b>	<b>5.00%</b>		
Kirschner, David - Expenses	2,000	0.00	0.00%		
Kirschner, David - Training & Development	10,000	0.00	0.00%		
<b>KIRSCHNER - TOTAL</b>	<b>\$12,000.00</b>	<b>\$0.00</b>	<b>0.00%</b>		
Meagher, Phil - Expenses	2,000	2,086.75	104.34%		
Meagher, Phil - Training & Development	10,000	770.00	7.70%		
<b>MEAGHER - TOTAL</b>	<b>\$12,000.00</b>	<b>\$2,856.75</b>	<b>23.81%</b>		
Stroud, Jane - Expenses	16,800	6,239.65	37.14%	\$375.98	
Stroud, Jane - Training & Development	10,000	3,396.86	33.97%		
<b>STROUD - TOTAL</b>	<b>\$26,800.00</b>	<b>\$9,636.51</b>	<b>35.96%</b>		
Tatum, Colleen - Expenses	2,000	0.00	0.00%		
Tatum, Colleen - Training & Development	10,000	2,272.76	22.73%		
<b>TATUM - TOTAL</b>	<b>\$12,000.00</b>	<b>\$2,272.76</b>	<b>18.94%</b>		
Thomas, Russell - Expenses	2,000	610.95	30.55%		
Thomas, Russell - Training & Development	10,000	2,739.95	27.40%		
<b>THOMAS - TOTAL</b>	<b>\$12,000.00</b>	<b>\$3,350.90</b>	<b>27.92%</b>		
Vinni, Allan - Expenses	6,000	841.75	14.03%		
Vinni, Allan - Training & Development	10,000	1,060.00	10.60%		
<b>VINNI - TOTAL</b>	<b>\$16,000.00</b>	<b>\$1,901.75</b>	<b>11.89%</b>		

