



Council Meeting

Jubilee Centre Council Chamber
9909 Franklin Avenue, Fort McMurray

Tuesday, December 06, 2016
6:00 p.m.

Agenda

In Camera (5:00 p.m.)

- Advice from Officials
(in camera pursuant to section 24 of the *Freedom of Information and Protection of Privacy Act*)

Call To Order

Adoption of Agenda

Minutes of Previous Meetings

1. Minutes of Regular Council Meeting - November 22, 2016

Report

2. Appointment of Interim Chief Administrative Officer

Recognition

3. Immigrant and Refugee Rights Day - December 10, 2016

Presentations

4. Keith Smith, Acting Director, Economic Development re: Business and Economic Recovery Plan (BERP)

Public Hearings and Related Reports

5. Rural Committee Recommendation - Bylaw No. 16/023 - Janvier Area Structure Plan
 - Public Hearing
 - 2nd and 3rd readings
6. Bylaw No. 16/024 - Land Use Bylaw Amendment - Lot 18A, Block 2, Plan 0224422 and Lot 18B, Block 2, Plan 0224422 (Gregoire Drive)
 - Public Hearing
 - 2nd and 3rd readings
7. Bylaw No. 16/025 - Land Use Bylaw Amendment - Lot 9, Block 1, Plan 042 1273 (Adjacent Memorial Drive, North of Thickwood Boulevard Overpass)
 - Public Hearing
 - 2nd and 3rd readings

Reports

8. Land Planning and Transportation Committee Recommendation – Residential On-Street Parking
 - delegations
9. Urban Service Area Franchise Fees During Wildfire Evacuation
 - delegations
10. 2015 Tax Relief Request – 149 Roy Lane, 153 Roy Lane and 172 Coventry Drive, Fort McMurray
 - delegations
11. Reserve Bids and Sale Conditions for Tax Sale Properties
 - delegations

12. 2016 Request for Tax and Accounts Receivable Arrears Write-Off
- delegations

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, November 22, 2016, commencing at 6:00 p.m.

Present: M. Blake, Mayor
T. Ault, Councillor
L. Bussieres, Councillor
J. Cardinal, Councillor
S. Germain, Councillor
K. McGrath, Councillor (via teleconferencing)
P. Meagher, Councillor
J. Stroud, Councillor
C. Tatum, Councillor

Absent: A. Vinni, Councillor
C. Voyageur, Councillor

Administration: M. Ulliac, Chief Administrative Officer
K. Scoble, Deputy Chief Administrative Officer
D. Bendfeld, Executive Director
R. Billard, Acting Executive Director
B. Couture, Executive Director
E. Hutton, Executive Director
D. Leflar, Chief Legislative Officer
J. Brown, Supervisor, Legislative Services
A. Hawkins, Legislative Officer

Call To Order

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

Adoption of Agenda

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

CARRIED UNANIMOUSLY

Minutes of Previous Meetings

1. Minutes of Regular Council Meeting - November 15, 2016

Moved by Councillor J. Stroud that the Minutes of the Council Meeting held on November 15, 2016 be approved as presented.

CARRIED UNANIMOUSLY

Recognition

2. **- World AIDS Day December 1, 2016**
 - International Day of Persons with Disabilities December 3, 2016

Mayor M. Blake spoke to the proclamations for World Aids Day, December 1, and International Day of Persons with Disabilities, December 3, 2016.

Mayor M. Blake also recognized Emergency Services who were presented the Alberta Emergency Management Achievement Award for Responding to a Significant Event by the Alberta Emergency Management Association.

Bylaws

3. **Bylaw No. 16/026 – Amendment to Timberlea Area Structure Plan and Land Use Bylaw – Lot 25, Block 20, Plan 152 4140 (Paulson Street)**
 (6:12 p.m. – 6:15 p.m.)

Moved by Councillor P. Meagher:

- that Bylaw No. 16/0026, being a being an amendment to the Timberlea Area Structure Plan and the Land Use Bylaw be read a first time; and
- that the required public hearing be held on December 13, 2016.

CARRIED UNANIMOUSLY

Reports

Pecuniary Interest

Councillor T. Ault declared a pecuniary interest in the following agenda item due to an employment relationship and exited the Chamber at 6:15 p.m.

4. **Joint Plan for Bill 21 Transition**
 (6:15 p.m. – 7:00 p.m.)

Kevin Scoble, Deputy Chief Administrative Officer, and Ben Brunnen, representing the Canadian Association of Petroleum Producers (CAPP) and the Oil Sands Community Alliance (OSCA), presented the Joint Plan for Bill 21 Transition.

Councillor C. Tatum presented the following for consideration “that Council endorses the “Joint Plan for Bill 21 Transition” (Attachment 1) as a guidance document for both the Regional Municipality and the oil sands industry to work toward joint recommendations to the Government of Alberta concerning implementation of the tax ratio and other provisions of Bill 21 that will significantly impact both the Regional Municipality’s revenue stream and industry’s municipal tax liability.”

Moved by Councillor J. Stroud that the Joint Plan for Bill 21 Transition Terms of Reference" (Attachment 1) be amended by adding the words "and Members of Council" after the word "Mayor" under the heading Vision.

CARRIED UNANIMOUSLY

Voting then occurred on Councillor C. Tatum's motion which now reads:

Moved by Councillor C. Tatum that Council endorses the "Joint Plan for Bill 21 Transition" (Attachment 1), as amended, as a guidance document for both the Regional Municipality and the oil sands industry to work toward joint recommendations to the Government of Alberta concerning implementation of the tax ratio and other provisions of Bill 21 that will significantly impact both the Regional Municipality's revenue stream and industry's municipal tax liability.

CARRIED UNANIMOUSLY

Return

Councillor T. Ault returned to the Chamber at 7:00 p.m.

5. Citizen Recognition Program Recommendations

(7:01 p.m. – 7:03 p.m.)

Norma Shaw, Acting Manager, Community Strategies, and Julie Dolmont, Community Strategies Coordinator, provided an overview of the report before Council.

Moved by Councillor P. Meagher that the Community Services Committee recommendation for the 2016 Citizen Recognition Program be approved and be kept confidential until it is revealed at the Toast of Champions Ceremony on January 26, 2017.

CARRIED UNANIMOUSLY

6. Toys for Tickets Program

(7:04 p.m. – 7:13 p.m.)

Kimberlea Snow Acting Manager, Municipal Law Enforcement and RCMP Support Services spoke to the recommendation before Council.

J. Paul McLeod, resident, spoke in support of the recommendation.

Moved by Councillor P. Meagher that Municipal Law Enforcement implement a Toys for Tickets program for parking infractions, both timed parking and Winter Maintenance Zones, between December 1st and 15th, 2016, and provide the received toys in lieu to the Fort McMurray Salvation Army for distribution.

CARRIED UNANIMOUSLY

7. Third Quarter 2016 Capital Budget Fiscal Amendments Update

(7:13 p.m. – 7:28 p.m.)

Linda Ollivier, Director, Finance and **Dawny George, Director, Engineering**, provided an overview of the report.

Moved by Councillor J. Stroud that the Third Quarter 2016 Capital Budget Fiscal Amendments Update, as summarized on Attachment 1 (Third Quarter 2016 Capital Budget Fiscal Amendments, dated September 30, 2016), be accepted as information.

CARRIED UNANIMOUSLY

8. Wood Buffalo Recovery Committee Recommendation - RMWB 2016 Wildfire Recovery Plan

(7:28 p.m. – 7:50 p.m.)

Jeanette Bancarz, Chair Wood Buffalo Recovery Committee and **Jim Julien, Plans Lead, Wood Buffalo Recovery Task Force**, presented the RMWB 2016 Wildfire Recovery Plan.

Mohammed Dogar, resident, spoke to unrelated matters.

Exit and Return

Councillor S. Germain exited the Chamber at 7:43 p.m. and returned at 7:45 p.m.

Moved by Councillor P. Meagher that the RMWB 2016 Wildfire Recovery Plan be approved for use as a guiding document for future budgets, resource and activity plans associated with the recovery of the entire region from a post-disaster state.

CARRIED UNANIMOUSLY

Adjournment

As all scheduled business matters had been concluded, Mayor M. Blake declared the meeting adjourned at 7:51 p.m.

Mayor

Chief Legislative Officer

Subject: Appointment of Interim Chief Administrative Officer**Recommended Council Motions:**

THAT Annette Antoniak be appointed as Interim Chief Administrative Officer for the Regional Municipality of Wood Buffalo, effective December 7, 2016 until December 31, 2017;

THAT the Mayor be authorized on behalf of Council to sign and execute a contract of employment with Annette Antoniak for the position of Interim Chief Administrative Officer.

Summary:

The *Municipal Government Act* requires that Council appoint a Chief Administrative Officer, and Council must do so by way of resolution at an open and public meeting.

Background:

Annette Antoniak has most recently been employed as Chief Executive Officer of the Regional Recreation Corporation of Wood Buffalo. She also has a wealth of other relevant experience in senior executive positions including: Executive Vice-President of Canada Place Corporation, President and CEO of the Pacific National Exhibition, Deputy Minister, Intergovernmental Relations, President and Chief Executive Officer of the BC Olympic and Paralympic Games Secretariat, and Chief Administrative Officer for the City of Penticton. As a local resident she knows our community and brings great skill, vision and business acumen to the position of Chief Administrative Officer.

Rationale for Recommendation:

With the retirement of Chief Administrative Officer Marcel Ulliac effective December 8, 2016, it is necessary that Council appoint a person to this position in an interim capacity.



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

OFFICE OF THE MAYOR
MELISSA BLAKE

PROCLAMATION

WHEREAS

Human Rights Day is observed every year on the 10th of December as a commemoration of the day on which, in 1948, the United Nations General Assembly adopted the Universal Declaration of Human Rights.

WHEREAS

in 1950, the Assembly passed resolution 423 (V), inviting all States and interested organizations to observe the 10th of December of each year as Human Rights Day. Moreover, the human rights principles are enshrined in the Canadian Immigration and Refugee Protection Act of 2001 which grants the full protection and maximum social, cultural and economic benefits to immigration and refugees.

WHEREAS

these principles acknowledge that discrimination targets individuals and groups that are vulnerable to attack: the disabled, women and girls, the poor, refugees, immigrants, minorities and all those who are perceived as different. However, these victims of discrimination are not alone.

WHEREAS

individuals, institutions and social profits come together to recommit to the principle that, all persons are equal in dignity, rights and responsibilities without regard to race, religious beliefs, colour, gender, identity, physical disability, age, ancestry, place of origin, sexual orientation or otherwise.

THEREFORE NOW, I, Melissa Blake, Mayor of the Regional Municipality of Wood Buffalo do hereby proclaim **December 10th** as:

“Immigrant and Refugee Rights Day”

IN WITNESS WHEREOF, I have hereunder set my hand and caused to be affixed the seal of the Regional Municipality of Wood Buffalo in Fort McMurray, Alberta, this **23rd day of November, 2016**.

Melissa Blake
Mayor



BUSINESS AND ECONOMIC RECOVERY PLAN



COUNCIL STATUS UPDATE #3
DECEMBER 6, 2016



STATUS UPDATE

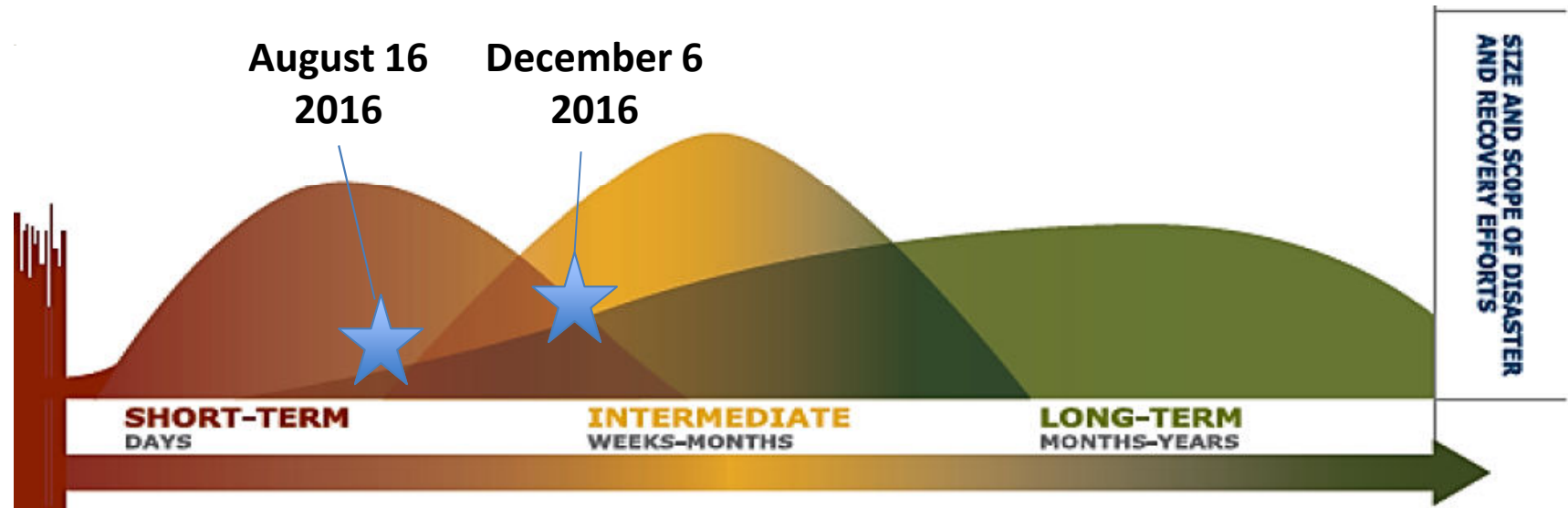
BERP PHASE 1 & 2

The Business and Economic Recovery Plan was adopted by Council on May 25, 2016.

- Third status update
- August 16 – December 6, 2016

RECOVERY CONTINUUM

BUSINESS & ECONOMIC RECOVERY CONTINUUM



Source: Federal Emergency Management Agency

PLAN OVERVIEW

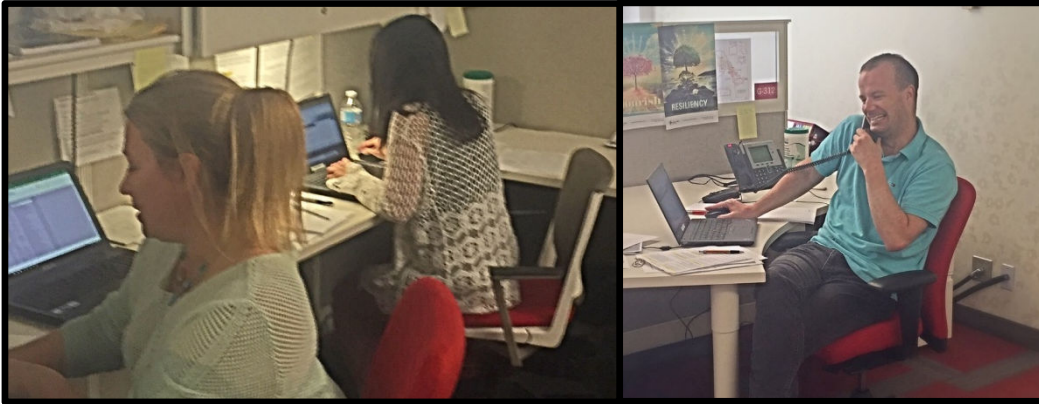
BUSINESS AND ECONOMIC RECOVERY PLAN

The purpose of the Plan is to accelerate business and economic recovery in the Wood Buffalo region

Phase One: Immediate Business Response	Phase Two: Business and Economic Response and Recovery	Phase Three: Full Business and Economic Recovery and Implementation
A. Wood Buffalo Business Hotline B. Emergency Relief for Businesses C. Back to Business Resource Centre D. Business Recovery Expositions E. Refining Phase 2 Plan	A. Small Business Financial Relief B. Economic Impact Assessment Post-Wildfire C. Economic Development Strategy D. Continued Response & Recovery Activities E. Phase 3 Plan Refinement	A. Implementation

WOOD BUFFALO BUSINESS HOTLINE

BUSINESS HOTLINE



15,669 calls
4,134 surveys

Helpline 1-855-RMWB-BIZ (769-2249)

BACK TO BUSINESS RESOURCE CENTRE

ONE-STOP SHOP



Easier for businesses to access resources, support and expertise during the recovery process

As of November 14, 2016:

- 311 businesses utilize the Centre
- 1,806 foot traffic

CURRENT PROGRAMMING

PROGRAM	STATS
Ask an Expert Program	57 One-on-one meetings
Back to Business Coaching Program	30 Businesses
Seminars	20 Seminars; 185 Attendees
Networking Events	8 Events

**Back to Business
Coaching Program**



BUSINESS RECOVERY EXPOSITIONS



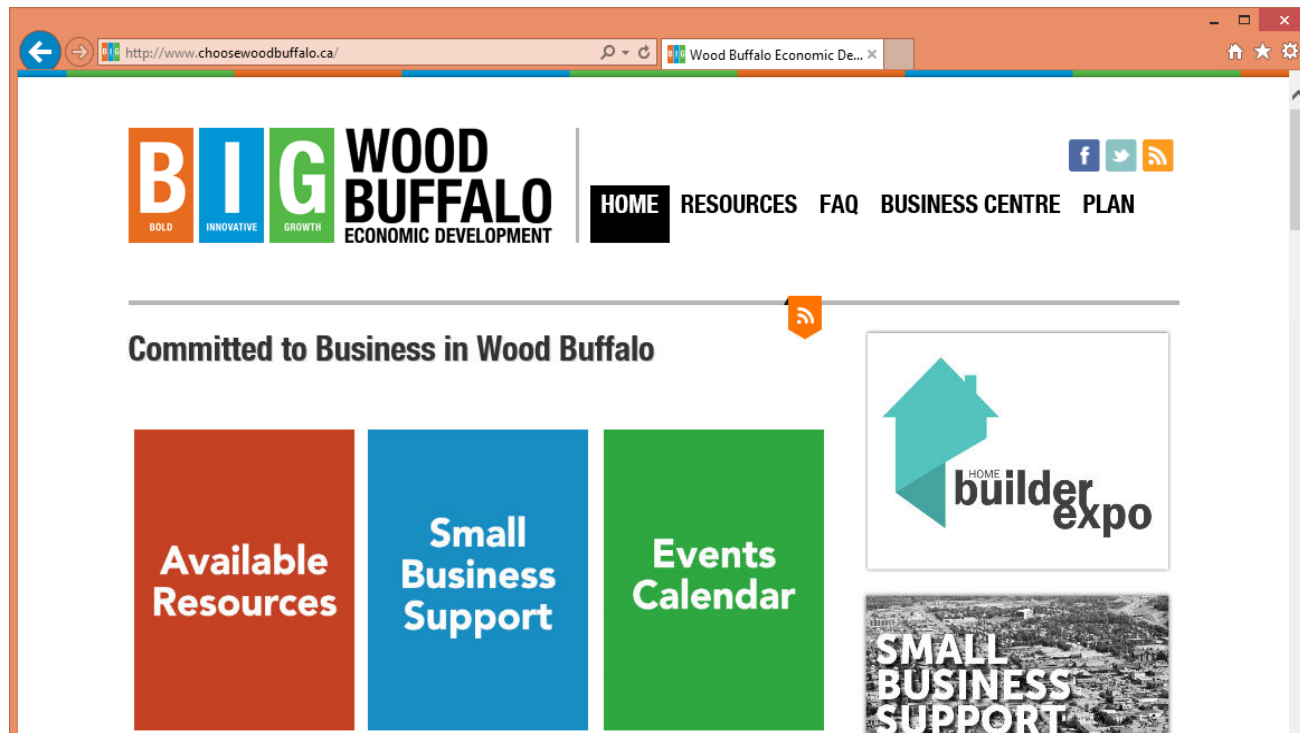
Expo #1
August 20, 2016



Expo #2
November 25 – 27, 2016

MARKETING

www.choosewoodbuffalo.ca



**Social
Media**

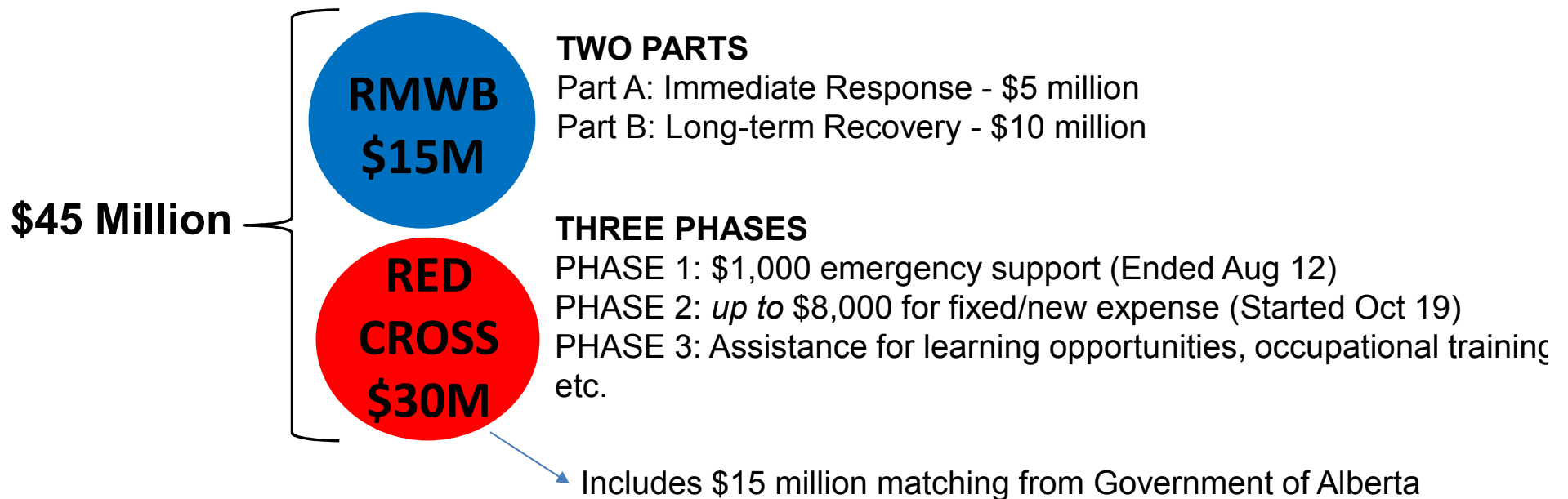


LOCAL “OPEN FOR BUSINESS” CAMPAIGN



SMALL BUSINESS FINANCIAL ASSISTANCE

TOTAL INVESTMENT TO SUPPORT SMALL BUSINESS



CURRENT FUNDING PROGRAMS



TWO PROGRAMS, ONE APPLICATION

The **Canadian Red Cross** and the **Regional Municipality of Wood Buffalo** are both providing financial assistance to small businesses affected by the 2016 Alberta Wildfires.

Applications accepted from

October 19 to December 16, 2016



To fill out an application
YMMSmallBizRecovery.ca

For more information
1-855-RMWB-BIZ

SMALL BUSINESS SUPPORT

PROGRAM STATS

	Oct 26	Nov 1	Nov 8	Nov 15
# of started applications	1,044	1,279	1,456	1,579
# of visits to website	3,869	4,075	4,281	5,895
# of callers to Helpline	257	347	502	706
# of BBRC Walk-ins	88	134	204	285

WOOD BUFFALO ECONOMIC DEVELOPMENT STRATEGY

ECONOMIC DEVELOPMENT STRATEGY

- Establish a framework to set direction, guide decisions, and align priorities for a vibrant regional economy
- Timeline: Starting March 2017
- Comprehensive stakeholder engagement
- Five inputs to inform the strategy

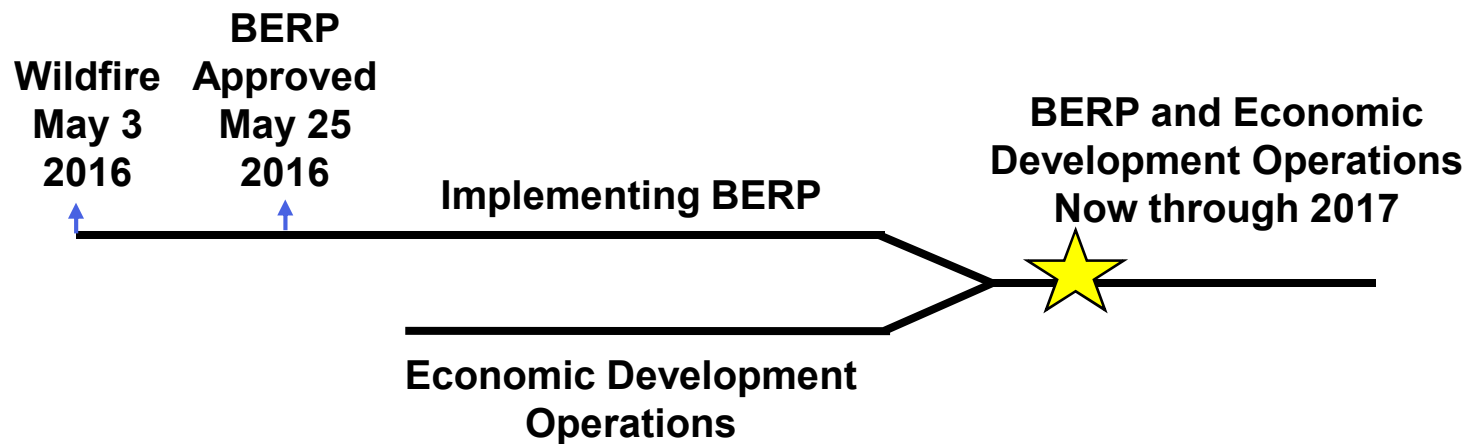
FIVE INPUTS

ECONOMIC DEVELOPMENT STRATEGY

- Economic Impact Assessment
- Economic Opportunity Assessment
- Commercial and Industrial Land Use Study
- Retail Market Analysis
- Small Business Workforce Support Program Data

NEXT STEPS

Continue implementing the Business & Economic Recovery Plan and Economic Development operations.



5. Public Hearing re: Bylaw No. 16/023 – Janvier Area Structure Plan

- A. Introduction and Opening Statement from Administration
 - Jennifer Wardle, Planner II and Latosia Campbell-Walters, Manager, Planning and Development
- B. Written Presentations
 - none received
- C. Verbal Presentations
 - none received
- D. Other Verbal Presentations (Time Permitting and with Consent of Council)
- E. Questions of Council
- F. Closing Statement



Subject: Rural Committee Recommendation – Bylaw No. 16/023 - Janvier Area Structure Plan

Rural Committee Recommendation:

1. THAT Bylaw No. 16/023, being the Janvier Area Structure Plan, be read a second time.
2. THAT Bylaw No. 16/023 be read a third and final time.

Summary/Background:

Administration presented the proposed Janvier Area Structure Plan (ASP) to the Rural Committee at its October 25, 2016 meeting, at which time the following resolution passed:

“THAT the Janvier Area Structure Plan be recommended for approval of first reading and scheduling of the required public hearing.”

Rural Committee members provided feedback on the proposed ASP relative to specific items referred to in the plan such as oil and gas wells; indoor arena, recreational amenities and high speed internet. Subsequent to that meeting, the ASP was revised to address the feedback received. In addition to minor cosmetic changes, revisions made include additional information relative to the number, type and status of the wells; updating the descriptions of recreational amenities to accurately reflect what is currently available in the community, and a revised description of the Municipality’s efforts to improve high speed internet service.

The revised Janvier Area Structure Plan is appended to this report under Attachment I.

Attachments:

- I. Bylaw No. 16/023 – Janvier Area Structure Plan
- II. 2016-10-25 Rural Committee Report – Janvier Area Structure Plan
- III. 2016-10-25 Unapproved Rural Committee Minutes

BYLAW NO. 16/023

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

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

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

1. Bylaw No. 16/023, being the Janvier Area Structure Plan as set out in Schedule A, is hereby adopted.
2. Ministerial Order No. 827/92, and all amendments thereto, is hereby repealed.
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 8th day of November, A.D 2016.

READ a second time this _____ day of _____, A.D. 2016.

READ a third and final time this _____ day of _____, A.D. 2016.

SIGNED and PASSED this _____ day of _____, A.D. 2016.

Mayor

Chief Legislative Officer

JANVIER AREA STRUCTURE PLAN



PURPOSE

The Janvier Area Structure Plan will guide land use and development in the Hamlet of Janvier over the next 10 years (until 2026). This document replaces the 1992 *Hamlet of Janvier Area Structure Plan* (Ministerial Order #827/92), prepared by the Government of Alberta. The Janvier Area Structure Plan is prepared in accordance with section 633 of the *Municipal Government Act* (MGA) and is intended to:

- Guide future development in a manner that is consistent with the *Municipal Development Plan*;
- Establish policies that promote orderly and sustainable land uses in the area; and
- Integrate existing and future infrastructure requirements with proposed generalized land uses.

ACKNOWLEDGEMENTS

The Janvier Area Structure Plan was developed by the Regional Municipality of Wood Buffalo (the “Regional Municipality”) with input from residents and other stakeholders. The Regional Municipality would like to thank all stakeholders, including residents, Elders, youth, the Janvier D ne Wood Buffalo Community Association (JDWBCA), Christina River D ne Nation Council (CRDNC), Chard Metis and the Chipewyan Prairie D ne First Nation for sharing their views.

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PART 1

SETTING THE STAGE



OVERVIEW OF JANVIER

Location

The Hamlet of Janvier (“Janvier”) is a predominantly rural residential community. Janvier is located 120 kilometres south of Fort McMurray, in the southern part of the Regional Municipality (see Map 1). Janvier is also located approximately 70 kilometres south of Anzac and 40 kilometres north of Conklin. The community is accessed from Highway 881 and is situated three kilometres east of the Highway.

Janvier is located directly south of the Chipewyan Prairie D ne First Nation (Reserve 195), a larger community of 295 residents (Statistics Canada, 2015).

The ASP Area

The Janvier Area Structure Plan (the “Plan”) follows the same boundaries as the Hamlet. The ASP Area encompasses 1,460 acres (590 hectares) of land (see “ASP Area” on Map 1). The Plan only pertains to lands that are under the jurisdiction of the Regional Municipality and does not include lands within the Chipewyan Prairie D ne First Nation.

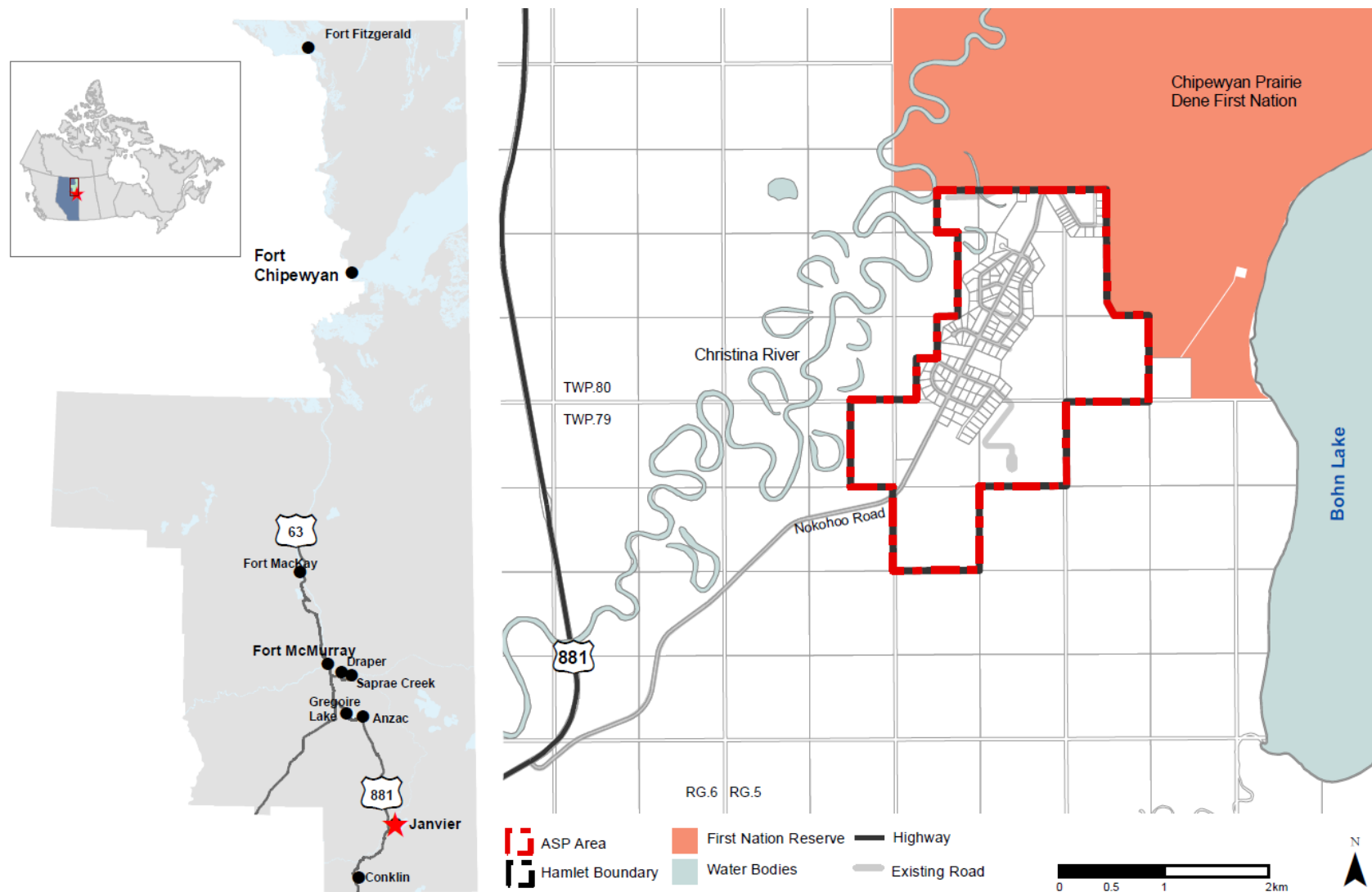
In 2015, Janvier had a population of 155 residents (RMWB, 2015). Municipal census data shows that between 2006 and 2015, the population decreased from 218 to 155 persons.

Regional influences

Janvier is close to major oil sands development in an area known as “Bitumen Alley” (part of the Athabasca Oil Sands Area). Despite growth in oil sands activities, Janvier has experienced relatively little development since the original subdivision of just over 100 residential lots was created. The nearest oil sands leases are located approximately three kilometres west of Janvier and the nearest oil sands project is approximately ten kilometres to the north.



Janvier sign at Highway 881



Map 1: Janvier ASP Context

EXISTING CONDITIONS

Natural Environment (Map 5)

Janvier is situated amongst beautiful natural surroundings with much of the ASP Area remaining in a natural forested state. To the west of Janvier is the Christina River, located within a river valley. The River meanders the width of the valley, creating a number of oxbow lakes. In 2013, high water levels resulted in significant flooding of the valley and some erosion damage along the banks near the water intake station.

Environmentally sensitive areas, including rivers and lakes, are located in the ASP Area. The Government of Alberta recommends a 30 metre setback from the Christina River and the lakes. Areas of wetlands are identified throughout the ASP Area (see Map 5). The Government of Alberta has also identified the valley of the Christina River as a Key Wildlife and Biodiversity Zone. These are areas which generally follow major river corridors and provide important winter habitat to ungulates (hooved animals).

Geotechnical Constraints

Steep slopes (greater than 15%) are located along the western edge of the ASP Area (see Map 5). A geotechnical study prepared by Geoscience Consulting Limited in 1982 indicates that portions of these slopes may be unstable. In some areas, the study recommends setbacks from these slopes to reduce the possibility of initiating new slope failures or re-activating old slides.

Built Constraints (Map 6)

The Regional Municipality maintains a sewage lagoon and non-operating landfill in Janvier. The Government of Alberta's *Subdivision and Development Regulation* requires that some forms of development, including schools, hospital, food establishments and residences, maintain a setback of 300 metres from these facilities.

Existing industrial uses, largely concentrated in the southern part of the ASP Area, also create constraints to development. This area includes a compressor station, numerous pipelines and other right-of-ways. Existing leases and agreements may restrict how these lands may be developed in the future as development above pipelines and on right-of-ways is generally not allowed. Development on or in vicinity of these features must be confirmed with the operator because setbacks and permissions may be required. No setbacks were identified from the compressor station.

Three sweet gas wells are also located in the ASP Area (see Map 6). The *Subdivision and Development Regulation* requires a setback of 100 metres from these wells. The current status of these wells is suspended.

Culture and Historic Resources

The majority of residents in Janvier are of Indigenous heritage, with many having long-term ties to the community and region. Important to local culture are traditional ways-of-life activities, such as trapping, hunting, fishing and berry picking. Many of these activities were identified by residents as occurring outside the ASP Area.

As part of the ASP process, Alberta Culture was consulted to determine whether there are any known historic resources in the ASP Area. As part of this assessment, the Listing of Historic Resources was reviewed. The Listing identifies lands that contain or are believed to contain historic resources. The Listing is updated twice each year and is intended to provide industry and other developers with advance notification of possible historic resource locations. At present, the Listing does not contain any historic resources in the ASP Area.

Alberta Culture, however, advises that there is a high potential for resources of historic importance in the ASP Area. These include areas of high archaeological potential along the river valley edge and where there are elevated landform features in the east part of the ASP Area. Alberta

Culture also advises that there is high palaeontological potential, as evidenced by undisturbed fluvial (river) deposits in the ASP Area.

If historic resources are identified in the future, they will be added to the Listing of Historic Resources and may require further study and preservation. In accordance with the Alberta Historical Resources Act, the Minister of Alberta Culture may require that any proposed activity likely to threaten a historic resource be preceded by a Historic Resources Impact Assessment (HRIA).

Existing Land Use (Map 2)

Housing

Residential development consists of mostly single and semi-detached homes, including manufactured homes. Many homes are on large, two acre (0.8 hectare) lots. Some of the homes in Janvier are in poor physical condition and require improvements or replacement.



Housing along Northland Drive

Nearly 40 of the community's 100 residential lots are currently vacant (i.e., have no structures). Given the decreasing trend in Janvier's population, these lots are expected to meet any need for residential land over the next ten years.

Commercial and Industrial

Janvier has four commercial lots, totaling 11 acres (4.4 hectares). None of these lots are used for operating commercial activities. These lots are occupied by a closed corner store, a new commercial development (under-construction by the Christina River D ne Nation Council) and a fibre optic utility (Alberta SuperNet). A fourth commercial lot is located adjacent to residential lots on Lapouse Avenue. This lot was previously used for a general store and post office. These buildings are now gone.

Industrial activities in Janvier are located in the southern part of the Hamlet. Most of this land is owned by the Regional Municipality and is forested. This industrial land includes one subdivided industrial lot and a large un-subdivided area, totaling 160 acres (65 hectares). Existing industrial uses are related to oil and gas, including a compressor station and numerous pipelines (see Map 6). These uses occur on approximately 30 acres (12 hectares) of land, which is leased by oil and gas companies.

In 2010, the Regional Municipality completed the Commercial and Industrial Land Use Study (CILUS). The CILUS recommends creating an additional 2.5 acres (1 hectare) of commercial land and an additional 17 acres (7 hectares) of industrial land in Janvier. However, since 2010, the population of Janvier has decreased. There has also been limited development on the commercial and industrial lands that are available. Therefore, the Plan does not recommend making additional lands available specifically for commercial or industrial use. Furthermore, a new business park (Prairie D ne Business Park), is under-development along Highway 881, five kilometres from Janvier. This 100 acre (40 hectare) development may further reduce the need for additional industrial lands in Janvier. The development includes Moose Haven Lodge, a 700 bed project accommodation, and business incubator centre.

Institutional Development and Services

Institutional development in Janvier includes a municipal office and fire hall, RCMP office and officer housing, Father Perin School (K-9), outdoor rink and two playgrounds. There are no health services in the ASP Area. A health clinic operates on the Chipewyan Prairie D ne First Nation. Health services are also accessed in Fort McMurray and ambulance services are dispatched from Fort McMurray.

Fire protection for the ASP Area is provided by volunteer fire departments in Anzac and Conklin. To provide services locally, the recruitment of a local volunteer fire department is needed. The Hamlet has a fire hall building located at the municipal office. However, the fire hall is not equipped with a fire truck. Conversely, the neighbouring First Nation has a fire truck but lacks a permanent fire hall building. There are opportunities to explore partnerships if a volunteer base can be established. The RCMP maintains an office and officers patrol the community on a regular basis.



Father Perin School



RCMP Control Office



Place-making Park and Community Garden

Recreation

Recreational amenities in Janvier include an outdoor rink, skateboard park (seasonal), two playgrounds, a separated walking path along Nokohoo Road and informal trails. Residents also use recreational amenities on the Chipewyan Prairie D ne First Nation, including an arena, baseball diamond, spray park, playground, multiplex and youth centre (Sekweha).

A new recreational development and gathering space is underway at the municipal office. The Regional Municipality is redeveloping the site as part of the *Rural Place-Making Initiative*. Improvements include a new playground, picnic area, celebration plaza area, community garden, boardwalk and landscaping.

Recreational improvements are identified in two municipal plans. In 2015, the Regional Municipality approved the *Regional Indoor Recreation and Community Facilities Master Plan* (2015). The Plan recommends that the Regional Municipality identify possibilities for a

dedicated community hall in Janvier (separate from the municipal office). Furthermore, the *Live Play Thrive: Wood Buffalo Recreation and Culture Plan* (2012) recommends working towards a coordinated approach between the Regional Municipality and Chipewyan Prairie D ne First Nation in the planning of parks, recreation and culture.

Infrastructure and Servicing

Municipal Water and Wastewater

Local municipal infrastructure includes a water intake station, drinking water reservoir, water treatment facility, sewage lagoon, transfer station and non-operating landfill (see Map 3). Water and sewer services are currently provided to individual homes by truck haul. Drinking water is sourced locally from the Christina River and treated at the local water treatment plant. Piped water is provided to a limited number of properties, including Father Perin School and houses along Northland Drive. A map of existing infrastructure is provided as Map 3.

Wastewater is currently piped into either individual temporary holding tanks or treated by onsite septic systems. At present, wastewater is collected by the Chipewyan Prairie D ne First Nation and treated at the sewage lagoon located on the Reserve. However, the lagoon is reaching capacity. An existing municipal sewage lagoon is located in the northwest corner of the Hamlet, adjacent to the Christina River.

In 2014, Mayor and Council approved funding for the *Rural Water and Sewer Infrastructure Servicing Project*. The Project will help provide safe and reliable drinking water and wastewater systems in rural communities. The Project will also help to improve service levels, as identified in the *Rural Service Delivery Review* (2010). In 2014, Council approved trickle fill water and low pressure gravity sewer systems for Janvier. As part of these upgrades, the design of a new lagoon is currently underway. The lagoon will be located on undeveloped lands east of the non-operating landfill.

While the new systems will not initially provide service to the Chipewyan Prairie D ne First Nation, they will have capacity for 700 residents should the First Nation connect in the future. The new systems will also provide opportunities for the development of smaller lots with full services, and development that is more compact in general.

Franchise Utilities

Communications infrastructure, including land-line telephone, cellular phone, satellite television and dial-up internet are available in Janvier. The Regional Municipality is currently exploring options for providing or expanding high speed internet service in rural communities.

Transportation Network

Roads

Janvier is accessed from Highway 881 by Nokohoo Road. The current road network is generally meeting the needs of the community. Significant road network expansion is not expected to be needed over the next 10 years. However, upgrades to local roads are planned as part of the Regional Municipality's *Rural Infrastructure Rehabilitation Program*. Construction is anticipated to take place alongside the installation of water and sewer services. Unbuilt road allowances are found in several parts of the community (see "unbuilt roads" on Map 2). In instances where future development will be encouraged, the construction of a road will be necessary to provide access to these lots.

Improvements to street lighting are identified in the Regional Municipality's 2015 *Approved Capital Budget and Financial Plan*. These improvements will be installed along the walking trail next to Nokohoo Road.

Public Transit

Public transit service is provided by the Regional Municipality one day each week. The Regional Municipality is currently preparing a Transit

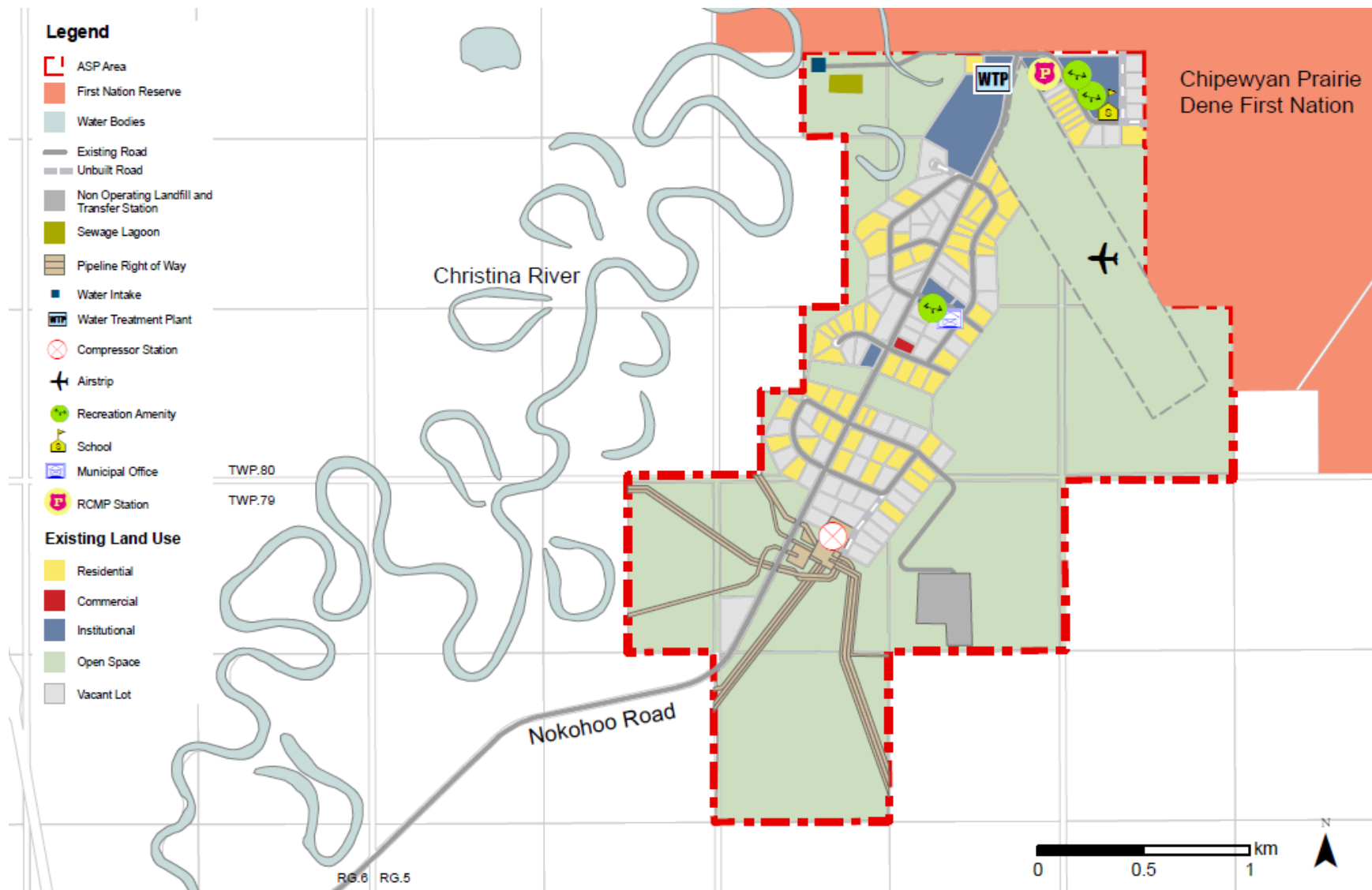


Walking path along Nokohoo Road

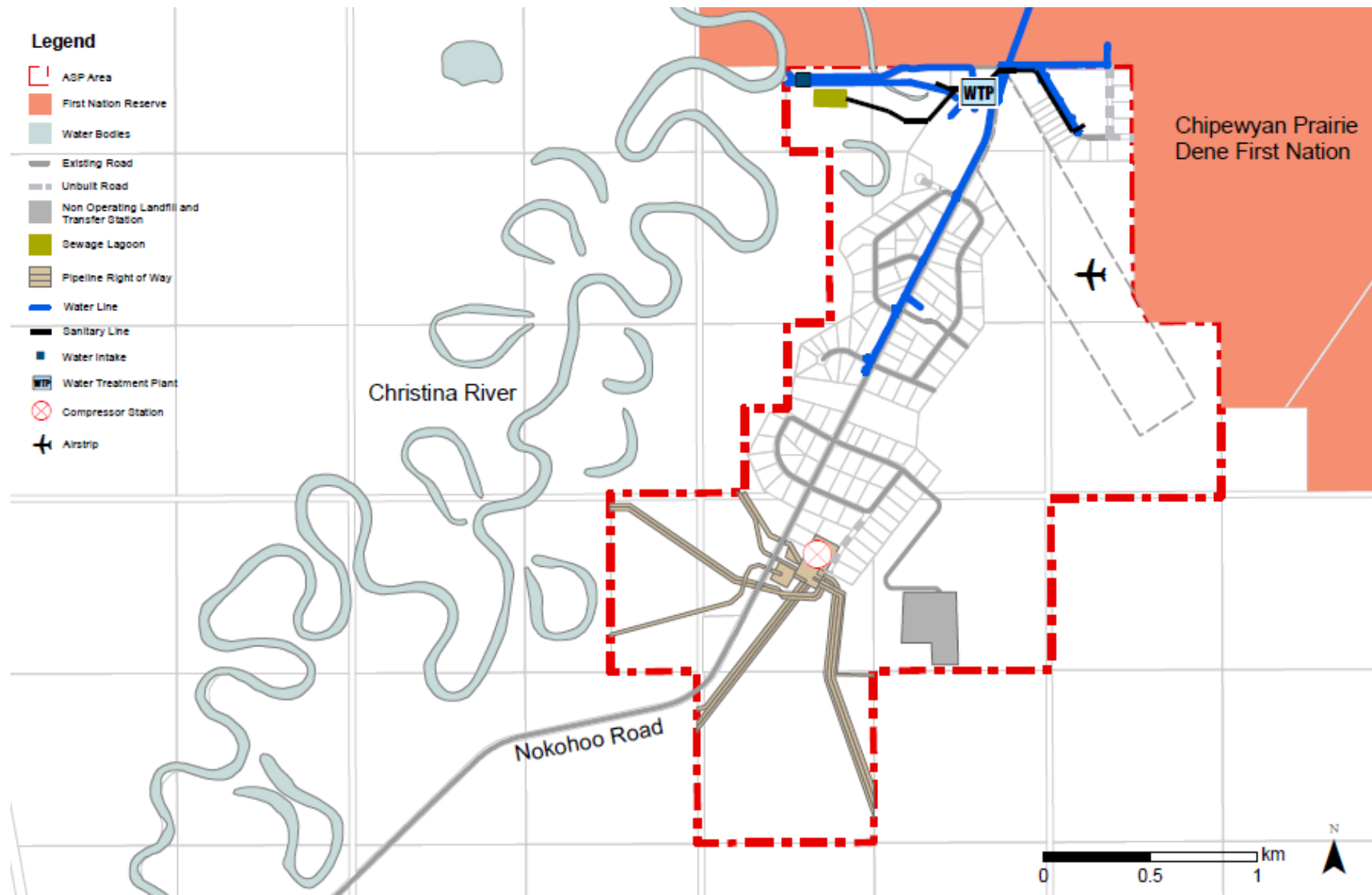
Master Plan to identify strategies to improve transit service across the region.

Municipal Aerodrome (Airstrip)

Janvier is one of the few communities in the Regional Municipality with a municipal-owned and operated airstrip. The airstrip is largely used to provide air ambulance and to support forest firefighting. The airstrip is classified as a registered aerodrome by Transport Canada, which means it is generally subject to fewer regulations than certified aerodromes (or "airports"). The proximity of the aerodrome to nearby residential uses may pose safety hazards. Similarly, development in vicinity of the aerodrome may limit future use of the aerodrome. Potential hazards that may impact the functionality of the aerodrome include wildlife, emissions, light and building height. Many of these are regulated under Transport Canada guidelines (TP312), although these guidelines remain optional for registered aerodromes.



Map 2: Existing Land Uses



Map 3: Existing Infrastructure

PLANNING AND POLICY FRAMEWORK

The Plan must meet specific requirements outlined in the *Municipal Government Act*. Furthermore, the Plan is guided by a number of planning documents which provide high level directions and policies. These plans are described below.

Municipal Government Act (MGA)

Area Structure Plans prepared in Alberta must meet the requirements set out in section 633 of the *Municipal Government Act*. An Area Structure Plan must describe:

- the sequence of development proposed for the area;
- the land uses proposed for the area, either generally or with respect to specific parts of the area;
- the density of population proposed for the area either generally, or with respect to specific parts of the area;
- the general location of major transportation and public utilities; and
- any other matters the council considers necessary.

Section 638 also requires that all statutory plans be consistent with one another.

Lower Athabasca Regional Plan (LARP, 2012)

The *Lower Athabasca Regional Plan* (the “LARP”) is a comprehensive regional plan that protects the natural environment and plans for recreational opportunities over the next 10 years (to 2022). The LARP is a statutory plan that is based on Alberta’s *Land Use Framework*, which was released in 2008 and sets out an approach to managing land and natural resources.

The LARP also establishes seven regional outcomes, which include protecting and conserving the natural environment, creating recreational opportunities and involving Indigenous people in land-use planning. The Janvier ASP builds on these high level regional outcomes.

Municipal Development Plan (MDP, Bylaw No. 11/027)

The *Municipal Development Plan* (the “MDP”) was adopted in 2011 and provides high level directions and policies to guide sustainable growth in the Regional Municipality over the next 20 years (to 2030). The MDP is a statutory plan that sets a foundation for the creation of a new Area Structure Plan (ASP) for Janvier.

The MDP calls the Hamlet of Janvier an “area of stability” and a community that will “accommodate balanced growth.” This means that growth is expected to be modest and occur largely through natural population increase. This is described in Direction C2.2 of the MDP:

The community will continue to experience modest growth. The Regional Municipality will support incremental increases in residential development recognizing that the existing single family residential development pattern will, for the most part, remain the pattern for new development. New industrial and commercial development consistent with the desires of the community will be encouraged to facilitate opportunities for local economic development. The Regional Municipality will also encourage the protection and preservation of the natural environment and areas deemed to be significant to the community.

The Janvier ASP also builds on many specific directions and policies in the MDP. These include making efficient use of land, support opportunities for local economic development, protecting the natural environment, and celebrating cultural diversity and Indigenous heritage.

Highway 63/881 Corridor Area Structure Plan (2007)

The Highway 63/881 Corridor ASP was prepared to ensure orderly development along the Highway 63 and 881 corridors and only applies to lands that are 1.5 kilometres on either side of these highways. There is no overlap between the boundaries of the Highway 63/881 Corridor ASP and the Janvier ASP. Still, recommendations in the Highway 63/881 ASP have influenced the Janvier ASP, including:

- Concentrating residential development in Janvier to promote the efficient and economic delivery of services;
- Encouraging retail, commercial and industrial uses to locate in Janvier; and
- Supporting the implementation of piped water distribution and sewage collection systems.

VISION AND STATEMENT OF SUSTAINABILITY

In 2010, the Regional Municipality adopted *Envision Wood Buffalo*. *Envision Wood Buffalo* is a long-term strategic plan that focuses on balancing the four pillars of sustainability: environment, society, culture and economy. This plan forms the foundation of the *Municipal Development Plan*, adopted in 2011.

Envision Wood Buffalo sets out a Vision for Janvier, which describes how residents would like Janvier to look in 20 years (to 2030). The Vision was developed with participation from residents. It describes a thriving rural community where local culture is celebrated and there are opportunities, facilities and infrastructure that enhance quality of life.

The Janvier ASP also works towards achieving the *Municipal Development Plan's* Statement of Sustainability. The Statement of Sustainability is a declaration by the Regional Municipality to ensure a healthy future for current and future residents.

Vision for Janvier

Janvier is a safe and flourishing rural community where our traditional culture and language is preserved and celebrated. It is a place where land has been secured for our people, now and for our future generations. Janvier is a place where there is a diversity of housing choices for our residents of all ages and stages of life. There are education opportunities for our children, our youth and our adults. Residents enjoy our parks and natural areas and there are indoor recreation opportunities for our residents to use year-round. Everyone has clean and safe drinking water and our infrastructure is up-to-date and well maintained. Our state-of-the-art communication and technology network enables local business owners to keep up with current trends and is also used for skills, training purposes and entertainment. Our residents have access to a range of public transportation choices within the community and the region, enabling us to travel frequently and safely.

Envision Wood Buffalo (2010)

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 wellbeing. We strive to find balance in our economic, environmental, cultural and social systems 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.

Municipal Development Plan (2011)

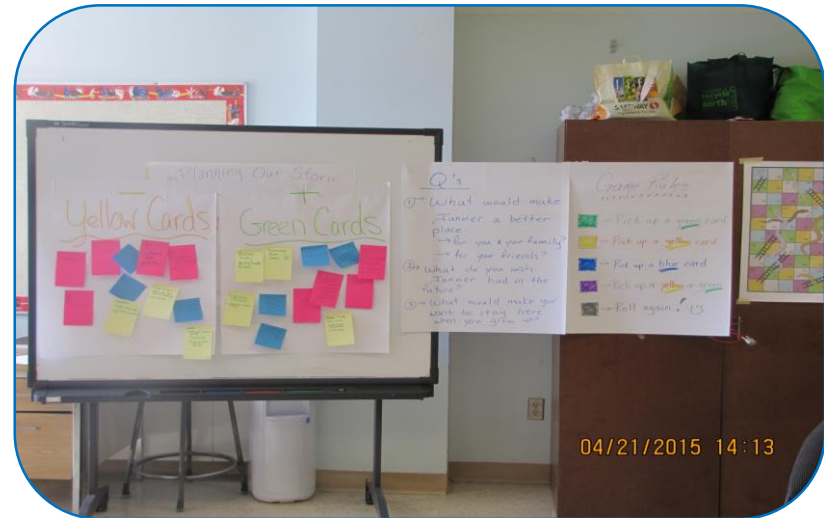
Envision Wood Buffalo (2010)

PUBLIC ENGAGEMENT PROCESS

The Janvier ASP was developed with input from a wide range of stakeholders. Staff attended meetings with local community groups to learn about community issues and discuss future development in the community. Staff also engaged students at Father Perin School and introduced the project to Elders at a monthly luncheon.

There were two open houses held as part of the engagement process. During the first open house, community members were able to voice their concerns about the community. The second open house provided an opportunity for the community to give feedback on the first draft of the Plan.

Other stakeholder groups were notified and/or engaged throughout the process including the Chipewyan Prairie D ne First Nation, RCMP, Alberta Culture and Community Spirit, Alberta Environment and Parks, Transport Canada, Wood Buffalo Housing and Development Corporation, and oil and gas companies.



Student engagement

PART 2: THE PLAN GENERALIZED LAND USE CONCEPT PRINCIPLES, OBJECTIVES AND POLICIES

JANVIER AREA STRUCTURE PLAN A NEW PLAN FOR THE HAMLET OF

Timeline and Process



Speaking with Stakeholders

The ASP is shaped by the input from stakeholders. Stakeholders include:

- Residents
- Community groups and associations
- Elders and youth
- Chipewyan Prairie Dene First Nation
- RMWB staff
- Others



Classroom Engagement: Grade 4/5 students and student council at Father Penn School shared ideas with staff on April 21st, 2015.

Transportation



Stakeholder input for Transportation includes: Light at airstrip, Street lights, and various notes on road conditions and bus services.

Infrastructure



Water and Sewer Services

Stakeholder input for Infrastructure includes: Water and sewer services, and various notes on infrastructure improvements.

Residential Development



Stakeholder input for Residential Development includes: Various notes on housing and community development.

GUIDING PRINCIPLES

The Janvier ASP is shaped by the Vision developed by residents, directions from the MDP, stakeholder input and information gathered through background research.

The Janvier ASP is guided by the following five principles:

1. Promote Recreational, Social and Cultural Opportunities
2. Preserve the Natural Environment and Promote Safe Development
3. Conserve and Enhance the Existing Rural Character
4. Provide Improved Water and Sewer Services and Coordinate Franchise Utilities
5. Promote Enhanced Transportation Networks, Safety and Emergency Services

These principles act as a guide for future development in Janvier. Policies are provided under each Principle.

GENERALIZED LAND USE CONCEPT

Map 4 shows the Generalized Land Use Concept for the Hamlet of Janvier. This is a conceptual map that provides general descriptions and approximate locations of proposed future land uses. Two additional maps are also provided. These maps, or “Overlays,” identify the location of environmentally sensitive areas and built development constraints (see Map 5 and Map 6).

The following are the descriptions of the land use classifications:

Airstrip Lands

Airstrip Lands are intended to continue to provide emergency services, forest firefighting and uses with a similar (low) impact on the community.

Commercial

The Commercial area is intended to allow for compatible small scale commercial and retail uses outside of the Community Core area.

Community Core

The Community Core is the heart of the Hamlet and intended to strengthen the community’s identity. The Community Core provides for a mix of compatible uses, such as small scale retail commercial, institutional, recreational and residential uses. Commercial and institutional uses that locate in the Community Core provide services that meet the daily needs of the community. To encourage a vibrant and pedestrian-friendly core, development should be more compact compared to the rest of the Hamlet and include housing forms such as duplexes and townhouses.

Industrial

Industrial areas are intended for a wide range of industrial uses, such as warehousing, office buildings, lay-down yards and service uses that support nearby oil sands development and related activities. These uses will be low intensity in nature to ensure that they do not negatively affect surrounding uses through the generation of emissions, noise, odors and other nuisances. The Industrial area may support complementary commercial uses that would be unsuitable in the Commercial or Community Core areas.

Open Space

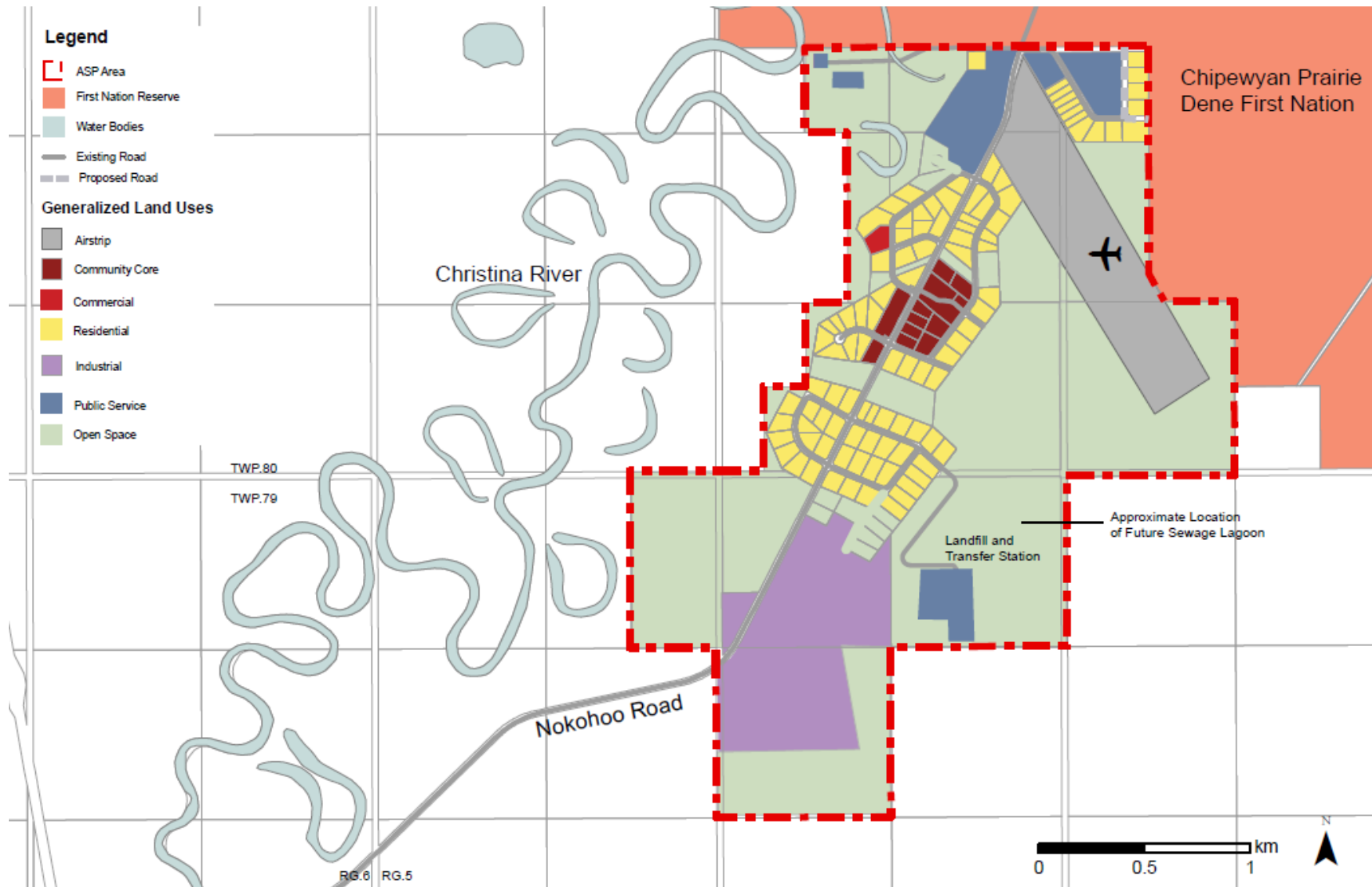
Open Space areas are intended to remain in a natural state to allow for the protection of environmental features and to promote public safety. Land within Open Space areas may be unsuitable for development due to the presence of constraints such as steep slopes, wetlands and flood prone areas. These areas are more suitable for uses having a low impact on the environment, such as recreational and cultural uses.

Public Service

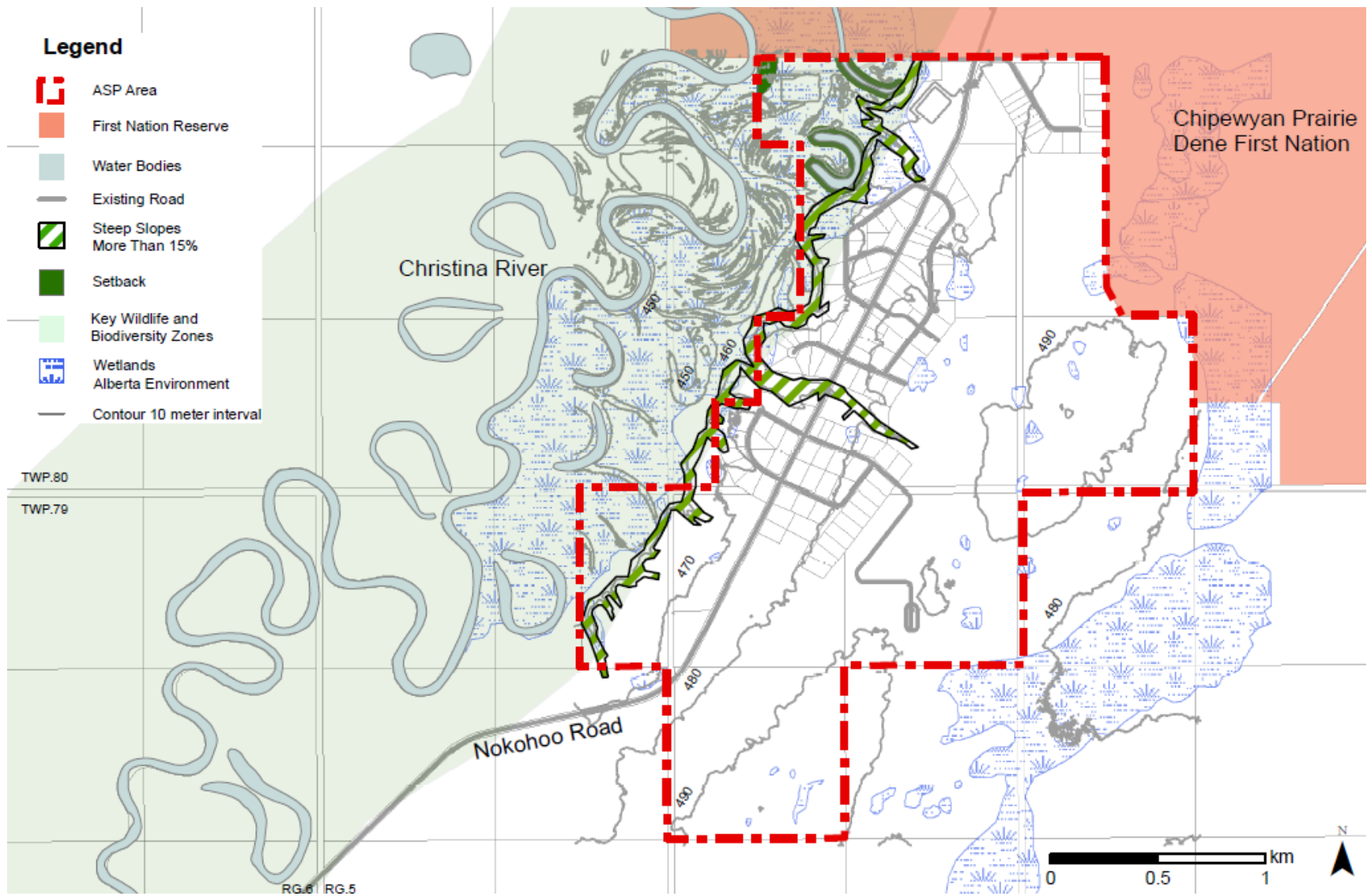
Public Service areas allow for a variety of services intended to deliver educational, health, government, parks and other institutional public services. Municipal infrastructure, such as sewage lagoons and water treatment plants, may locate in areas designated as Public Service area.

Residential

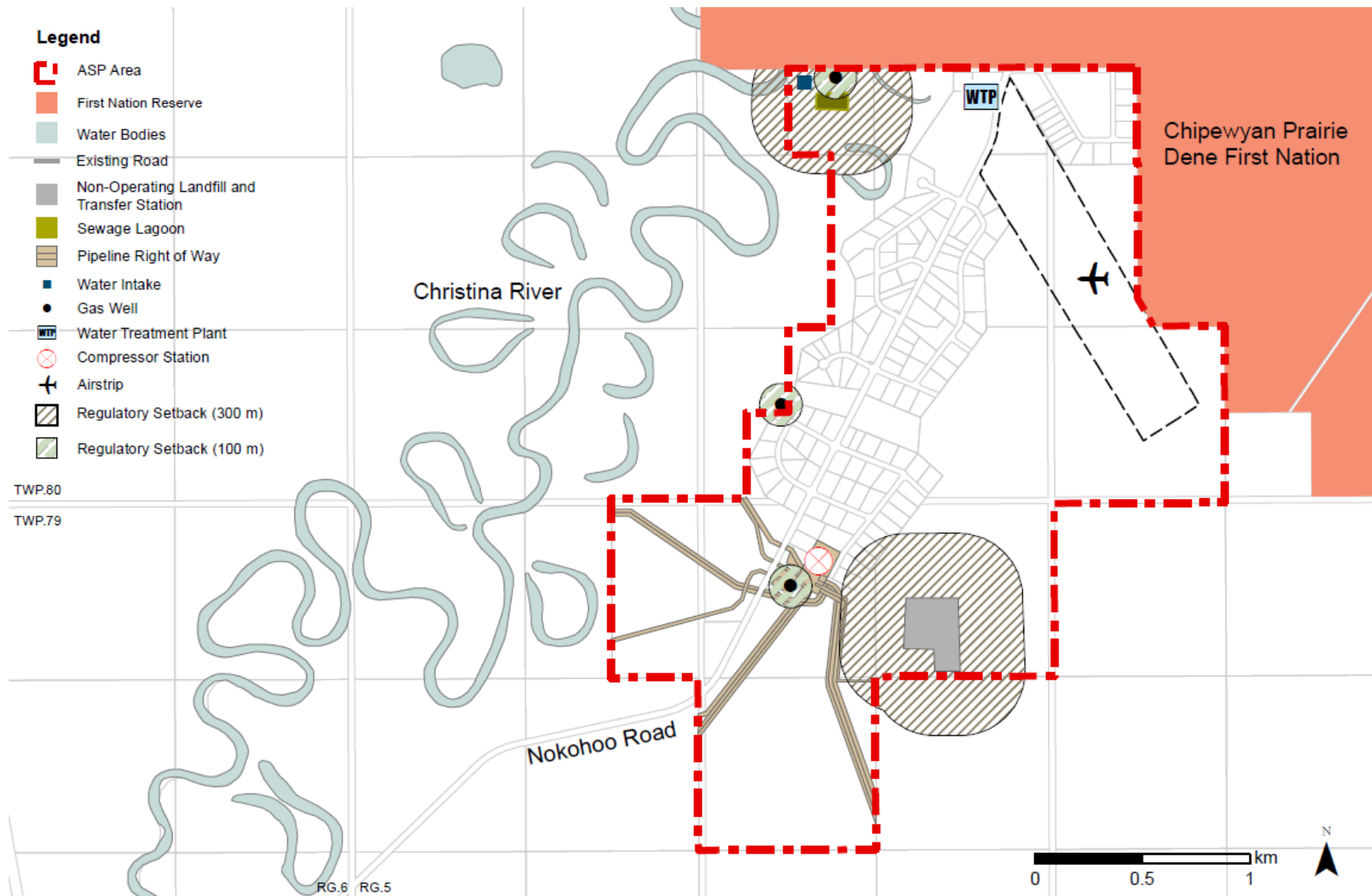
Residential areas are intended to provide a mix of housing types that are accessible to all age groups and income levels. Single detached, semi-detached and manufactured housing will be encouraged as a continuation of the existing residential development pattern. A minimum lot size of one acre (0.4 hectare) is to be maintained to help preserve the existing rural character, while allowing some opportunities for infill development on larger lots.



Map 4: Generalized Land Use Concept



Map 5: Environmental Constraint Overlay



Map 6: Built Constraint Overlay

PRINCIPLE 1: PROMOTE RECREATIONAL, SOCIAL AND CULTURAL OPPORTUNITIES

Recreational and traditional outdoor activities are important to the way of life in Janvier and an important aspect of the community vision for Janvier. Community members enjoy a variety of recreational opportunities in Janvier, on the neighbouring First Nation and in the surrounding area. However, community members would like more recreational amenities to support active and healthy lifestyles year-round. Stakeholders express a desire for a variety of facilities including a multi-use community hall, day-use areas and other facilities.

Preserving and celebrating the community's D ne culture is also important to maintaining local identity and ways of life. Stakeholders express a desire for more spaces to showcase, share and teach traditional activities. These spaces may encourage interactions between Elders and youth, helping to strengthen cultural traditions, heritage and pride. Alberta Culture also advises that the Janvier area has potential for historic resources. If identified in the future, these resources may require study and preservation.

There is also a desire among some stakeholders to explore how Janvier's natural assets (environment and culture) may be developed to improve economic development opportunities.

Objective 1.1: Enhance social and recreational opportunities

In the Community Core:

Policy 1.1.1 A central gathering space and recreational area will be developed and maintained. Amenities, such as a community garden, playground, boardwalk, celebration plaza, picnic tables and gathering spaces will be provided.

In the ASP Area:

Policy 1.1.2 Opportunities to build and expand community and recreational facilities will be reviewed and investigated. These could include additional trails, a dedicated community hall and new indoor and outdoor recreation facilities.

Policy 1.1.3 Opportunities to partner with the Chipewyan Prairie D ne First Nation on future facilities and programming will be explored.

Objective 1.2: Promote local culture and economic development

In the ASP Area:

- Policy 1.2.1 As part of future recreational, social and cultural developments, opportunities to include additional spaces suitable for traditional activities should be identified in collaboration with the community.
- Policy 1.2.2 Public art and place-making initiatives that promote the recognition of the community's culture and heritage will be supported.
- Policy 1.2.3 Economic development opportunities will be explored. Opportunities could include but are not limited to entrepreneur skills training, workshops, business plan development and mentorship.

Objective 1.3: Protect historically significant areas

In the ASP Area:

- Policy 1.3.1 Compliance with the *Historic Resources Act* will be required for new development and subdivision applications to ensure the preservation of historic resources.¹

¹Applicants should consult Alberta Culture's Land Use Procedures Bulletin, *Subdivision Development Historical Resources Act Compliance*, as amended from time to time. The Bulletin provides guidance on when a *Historic Resources Act* approval is required. For developments and subdivisions less than 10 hectares (25 acres), an approval is generally not required unless the lands contain historic resources with a Historic Resource Value of 1, 2, 3 or 4. Lands containing known historic resources are listed in Alberta Culture's Listing of Historic Resources (available online and updated twice annually). As of February 2016, no historic resources had been identified in the ASP Area.

PRINCIPLE 2: PROTECT THE NATURAL ENVIRONMENT AND PROMOTE SAFE DEVELOPMENT

Janvier's natural surroundings support traditional ways of life, including hunting, fishing, trapping and berry-picking. Community members want to protect Janvier's natural surroundings so that traditional ways of life can be enjoyed by future generations. Protecting environmental features is also an important element of the Janvier ASP. The Plan seeks to preserve Janvier's natural areas, including environmentally sensitive areas (see Map 5).

Promoting safe development on lands close to steep slopes and having possible geotechnical hazards is important. A geotechnical investigation prepared by Geoscience Consultants Limited in 1982 recommended development setbacks to reduce the possibility of initiating new slope failures or re-activating old slides. Development in Janvier must also take into consideration a number of built constraints resulting from existing infrastructure. These constraints include those around the existing lagoon, landfill and numerous pipelines, facilities and wells.

Objective 2.1: Preserve and protect the natural environment

In Open Space areas:

- Policy 2.1.1 Development will be restricted to uses that have a low impact on the natural environment. In Open Space areas, the following uses may be considered:
- i. Low impact recreational uses such as walking and cross country skiing trails, parks, picnic areas and facilities associated with day use activities (e.g., picnic tables, benches and washrooms).
 - ii. Activities related to local traditional and cultural practices.
- Policy 2.1.2 The development or expansion of municipal infrastructure in Open Space areas may be considered subject to the following conditions:
- a) Development is sited beside existing infrastructure to reduce disturbances to the land and the impact of additional regulatory setbacks, where possible.
 - b) Any disturbances to the land, vegetation or wildlife habitat are kept to a minimum.
 - c) The completion of assessments that demonstrates the suitability of the lands for development will be required.
 - i. Assessments may include, but are not limited to a Biophysical Impact Assessment, Geotechnical study or any other assessment required by the Regional Municipality.
 - ii. The environmental assessment must be prepared by an accredited professional.

In the ASP Area:

- Policy 2.1.3 Development setbacks will be required from waterbodies unless an environmental assessment prepared by an accredited professional supports a smaller setback:
- a) A minimum setback of 30 metres from the top of bank of the Christina River.
 - b) A minimum setback of 30 metres from the top of bank of all lakes.
- Policy 2.1.4 Development on or alteration of wetlands, muskeg areas and other water bodies is discouraged. Where wetlands and/or muskeg areas are to be disturbed or altered, proponents shall contact Alberta Environment and Parks to ensure that the requirements of the *Water Act*, *Alberta Wetlands Policy*, *Public Lands Act* and other provincial regulations are met.²
- Policy 2.1.5 Development within the Key Wildlife and Biodiversity Zone is discouraged. Development within this zone must adhere to Government of Alberta guidelines³. Proponents shall consult with Alberta Environment and Parks for any subdivisions or developments within the Key Wildlife and Biodiversity Zone, as shown on Map 5.

Objective 2.2: Protect against natural hazards

In the ASP Area:

- Policy 2.2.1 A geotechnical study prepared by an accredited professional will be required to determine appropriate site-specific development setbacks for subdivisions and developments adjacent to valley slopes and their tributaries.
- a) A geotechnical study will be required for development on lands that are:
 - i. Located adjacent to valley slopes, as shown on Map 5; and
 - ii. Located within 46 metres of slopes steeper than 15 percent, as shown on Map 5⁴; or
 - iii. At the discretion of the Regional Municipality.

² Wetlands are considered water bodies under the *Water Act*. Proponents should consult Alberta Environment and Parks to determine whether a Water Act Approval is required before undertaking any development that may impact a water body.

³ Development in the Key Wildlife and Biodiversity Zones may be subject to seasonal and/or other restrictions. Proponents should consult Alberta Environment and Parks' guidelines, *Recommended Land Use Guidelines: Key Wildlife and Biodiversity Zones*, (2015) as amended from time to time.

⁴ According to a geotechnical study prepared by Geoscience Consulting Limited (1982), the physical characteristics of the valley slopes and slope stability vary throughout the community. Recommendations for setbacks vary from no setbacks or setbacks up to 23 metres (75 feet) (in the southern part of the Hamlet) to 46 metres (150 feet) (in the northern part of the Hamlet). For future developments adjacent to valley slopes, subdivisions and developments within 46 metres (the more conservative figure) of the top of bank will require a geotechnical study to confirm suitability of lands for development. The geotechnical study will determine an appropriate setback, which may be less than 46 metres.

- Policy 2.2.2 Future subdivisions and developments will be required to incorporate fire preparedness measures. These measures include those based on Government of Alberta's *Fire Smart Guidelines* or as required by the Regional Municipality.

Objective 2.3: Ensure safe development in vicinity of built constraints

In the ASP Area:

- Policy 2.3.1 Development adjacent to the landfill, sewage lagoon and gas wells will be required to follow requirements for regulatory setbacks outlined in the Government of Alberta's *Subdivision and Development Regulation*. Setbacks are shown on Map 6.
- Policy 2.3.2 Applicants shall consult with operators and lease holders to identify the locations and associated setbacks for all pipelines, wells and other right-of-ways prior to any development in proximity to built constraints, as shown in Map 6.
- Policy 2.3.3 Lands between the Residential area and Industrial area will be designated as Open Space to provide a natural buffer between uses and to limit development on lots significantly impacted by regulatory setbacks. The following lots will remain in a natural state: Lots 111, 112, 114, 114 115, 119 and 120 of Plan 8321906.

Objective 2.4: Promote energy conservation

In the ASP Area:

- Policy 2.4.1 The use of energy efficient building practices in new or upgraded municipal facilities will be supported.

PRINCIPLE 3: CONSERVE AND ENHANCE THE EXISTING RURAL CHARACTER

Janvier is a largely residential community with most residents living on large lots. Access to more affordable housing is a community priority and important to achieving the community vision. Access and affordability can be achieved, in part, by encouraging a broad range of housing options and greater diversity in lot size. To address broader issues such as improving housing conditions, there is a need for all levels of government, housing providers, community groups and residents to work together. Overall, there is sufficient land to meet the community's residential needs over the next 10 years.

Given Janvier's small population, commercial activities and access to services are limited. Community members express a desire for retail and commercial opportunities, more commercial land for future development, and more public services. The Plan creates an area called the "Community Core" that allows for a mix of uses. To accommodate future industrial development, lands are set aside in the southern part of the Hamlet. These lands will help promote local employment and new business opportunities. Due to existing built constraints, future industrial subdivisions and developments will need to address these right-of-ways (see Map 6).

Institutional uses are to be largely located within the Community Core area and in the north part of the Hamlet, near Father Perin School. Community members express a desire for improved public services, such as health care, daycares, training and education. Many of these uses may also be directed to the mixed-use Community Core area.

Objective 3.1: Promote efficient use of land and a range of housing choices

In Residential areas:

- Policy 3.1.1 Re-subdivision and development of existing vacant and under-utilized lots will be the preferred approach to accommodating future residential growth. A minimum lot size of one acre (0.4 hectares) will be required.
- Policy 3.1.2 A variety of housing forms, including single-detached homes, semi-detached homes and manufactured homes, will be encouraged. These forms of housing should be consistent with the existing rural character.

In the Community Core:

- Policy 3.1.3 Re-subdivision and development of vacant and under-utilized lots for new residential development will be encouraged. More compact housing forms, including semi-detached dwellings, duplexes and townhouses will be encouraged.
- Policy 3.1.4 Housing for Elders, such as a lodge or care centre, will be directed to locate close to community services.

In the ASP Area:

Policy 3.1.5 The development of project accommodations and structures intended for such purposes will not be allowed.

Objective 3.2: Promote collaboration and partnerships to help achieve improved housing conditions and supply

In the ASP Area:

Policy 3.2.1 Potential partnerships and agreements with senior levels of government, community groups, and private and non-profit housing providers will be explored to provide home repair, renovation and maintenance programs.

Policy 3.2.2 Potential partnerships and agreements with senior levels of government, community groups, and private and non-profit housing providers will be explored to assist with providing affordable housing for residents.

Policy 3.2.3 Potential partnerships and agreements with senior levels of government, community groups, and private and non-profit housing providers will be explored to reduce housing barriers and homelessness.

Objective 3.3: Establish a mixed-use community core and promote commercial activity

In the Community Core area:

Policy 3.3.1 Small scale retail commercial, institutional, recreational and residential uses will be directed to locate in the Community Core, as shown on Map 4. Uses could include, but are not limited to retail development, health and education services, community gathering spaces, recreational amenities and housing.

Policy 3.3.2 Small scale commercial development related to retail activities will be accommodated. Uses could include, but are not limited to convenience stores, restaurants or coffee shops, office space, and personal services.

In the Commercial area:

Policy 3.3.3 Small scale commercial development related to retail activities, such as convenience stores, office space and personal services will be accommodated.

In the Community Core and Commercial area:

- Policy 3.3.4 Commercial development should be compatible with the adjacent uses. Retail and commercial development will only be supported if:
- i. Offsite impacts (such as noise) are minimized;
 - ii. The scale of development is appropriate for the size and location of the site;
 - iii. Traffic impacts are minimized; and
 - iv. Pedestrian access is provided

In Residential areas and the Community Core:

- Policy 3.3.5 Home-based businesses that are compatible with the rural residential character, such as craft sales or home offices, will be encouraged.

In Industrial areas:

- Policy 3.3.6 Commercial development that is not compatible in the Community Core, such as warehousing, storage or equipment repair or sales, will be directed to the Industrial area.

Objective 3.4: Promote compatible industrial development and economic development

In Industrial areas:

- Policy 3.4.1 Future industrial and related commercial uses will be directed to Industrial lands in the south part of the Hamlet, as shown on Map 4. These uses may include, but are not limited to general office buildings, light manufacturing, equipment rental and storage, automotive services, construction services and laydown storage yards.
- Policy 3.4.2 Industrial development shall be compatible with surrounding land uses and demonstrate measures to mitigate off-site nuisances. Key considerations include but are not limited to:
- i. Size and scale of development;
 - ii. Off-site nuisance mitigation (e.g., noise, odor, dust, etc.); and
 - iii. Traffic impacts.
- Policy 3.4.3 The preparation of an Outline Plan may be required for new subdivisions and developments in the Industrial area at the discretion of the Planning and Development Department. Specific requirements for an Outline Plan, such as the completion of detailed technical studies, will be identified by the Planning and Development Department.

Objective 3.5: Promote institutional uses that support community needs

In Community Core and Public Service areas:

Policy 3.5.1 Institutional uses will be directed to Community Core and Public Service areas, as shown on Map 4. These uses include government, education, health care and parks.

In the ASP Area:

Policy 3.5.2 The demand for and possible location of a new cemetery will be investigated with the community.

PRINCIPLE 4: PROVIDE ENHANCED WATER AND SEWER SERVICES AND COORDINATE FRANCHISE UTILITIES

The provision of safe and reliable water and sewer services is essential to enhancing quality of life and achieving the community vision for Janvier. Existing truck-based water and sewage services are not meeting the needs of residents in terms of reliability and convenience of service. The Plan promotes the improvement of water and sewer service systems in Janvier, including the installation of piped systems and related infrastructure upgrades. Community members welcome the improvements but have concerns about cost and the ability of some homes to connect.

Stakeholders also express a desire for improved telephone and internet services, including wireless internet. The Plan supports the coordination of municipal infrastructure work and utility upgrades, improving efficiency and promoting service expansion.

Objective 4.1: Provide appropriate levels of water and sewer services to meet community needs

In the ASP Area:

- Policy 4.1.1 Facilities and infrastructure for delivering improved water distribution and wastewater systems, including piped services, will be provided.
- Policy 4.1.2 Funding models will be explored to help provide needed infrastructure and services to residents in a timely and affordable manner.
- Policy 4.1.3 New municipal facilities or expansions to existing municipal facilities, such as the water intake station, water reservoir and treatment facility, sewage lagoon, landfill and transfer station, will be directed to Public Service areas, as shown on Map 4. Where development cannot be accommodated, new facilities and expansions into Open Space areas will be supported if conditions in Policy 2.1.2 are met.

Objective 4.2: Promote the expansion of franchise utilities

In the ASP Area:

- Policy 4.2.1 Opportunities to coordinate future municipal infrastructure projects with franchise utilities (gas, electric, telephone, cable and internet) will be explored.

PRINCIPLE 5: PROMOTE ENHANCED TRANSPORTATION NETWORKS, SAFETY AND EMERGENCY SERVICES

Highway 881 provides access to Janvier from Fort McMurray and the larger region. Located three kilometres east of the Highway, Janvier is accessed by Nokohoo Road. The local road network consists of paved roads and a separated walking trail along Nokohoo Road and Northland Drive. Road improvements are planned as part of the Regional Municipality's *Rural Infrastructure Rehabilitation Program*. Public transit service to Fort McMurray is currently provided one day per week.

Some stakeholders express concerns about traffic speed, pedestrian safety and street lighting. Lighting is installed along Nokohoo Road and other local roads, but excludes the portion of Nokohoo Road leading from Highway 881 into Janvier. Enhanced public transit service is also desired to improve access to employment, amenities and services in Fort McMurray.

The Regional Municipality owns and operates a registered aerodrome (airstrip) in the north part of the Hamlet. Given the close proximity of the aerodrome to the Residential area, development in proximity to the aerodrome should occur in a safe manner to reduce hazards to the community. Development should also occur in a manner that promotes the long-term viability of the aerodrome, including possible expansion of service in the future.

Due to the community's remote location, improvements to emergency services are a priority. Most emergency services are dispatched from Fort McMurray or provided by the neighbouring hamlets. Stakeholders have strongly expressed the need for a local fire department. There is potential to work with the Chipewyan Prairie D ne First Nation to establish shared volunteer fire services.

Objective 5.1: Improve transportation networks

In the ASP Area:

- Policy 5.1.1 Improvements to existing roads will be explored throughout the Hamlet as part of the *Rural Infrastructure Rehabilitation Program*.
- Policy 5.1.2 Actions to improve pedestrian safety will be explored with the community as part of *Rural Road Infrastructure Rehabilitation Program* and future initiatives. Actions could include, but are not limited to:
 - i. Additional pedestrian walking paths;
 - ii. Speed reduction measures; and
 - iii. Improved lighting and signage.
- Policy 5.1.3 Adequate street lighting along Nokohoo Road and local roads will be explored.
- Policy 5.1.4 Opportunities to enhance public transit service will be explored in collaboration with the community as part of the Transit Master Plan process.

Objective 5.2: Maintain the functionality of the Airstrip Lands

In the ASP Area:

- Policy 5.2.1 The Regional Municipality will work to maintain and enhance the Airstrip Lands to ensure their continued operation for uses such as air ambulance, forest firefighting and other uses with a similar impact.
- Policy 5.2.2 Stakeholder engagement will be required when considering significant operational changes to the function of the Airstrip Lands⁵.
- Policy 5.2.3 In vicinity of the Airstrip lands, land uses will be supported if they conform to Transport Canada's guidelines. Land uses should not interfere with the airstrip's functionality and safe operation. Uses will not be approved if they:
- i. Attract birds or wildlife;
 - ii. Create visual impairments, such as dust, smoke or steam;
 - iii. Create electronic interference; or
 - iv. The structure's height interferes with take-off, approach or obstruction zones

Objective 5.3: Promote community safety and emergency services

In the ASP Area:

- Policy 5.3.1 Partnerships with the community, Chipewyan Prairie D ne First Nation and emergency responders should be explored to establish appropriate volunteer or other suitable emergency response services.
- Policy 5.3.2 Programs and services to support community safety and policing services will be explored in partnership with the community and RCMP. Programs and services could, but are not limited to:
- i. Crime prevention programs,
 - ii. Liaising with community groups,
 - iii. Increased RCMP and peace officer presence.

⁵ This policy supports proposed amendments to the *Canadian Aviation Regulations* on public engagement requirements. For more information, see <http://gazette.gc.ca/rp-pr/p1/2015/2015-07-11/html/reg14-eng.php>



PART 3

MAKING IT WORK

IMPLEMENTATION

This section outlines the next steps needed to ensure that policies in the Plan are followed.

Land Use Bylaw: The Land Use Bylaw is a significant part of implementing the Plan and will be reviewed as a first step. The review will ensure that land in the community is designated (or zoned) so that it is consistent with the Plan's Generalized Land Use Concept Map and policies.

Development Sequence: Overall, the Plan directs residential development to vacant/under-utilized lots within the existing subdivision. No new growth areas are proposed for the next 10 years. New commercial, institutional, recreational and more compact forms of residential development are directed to the Community Core. Industrial development is directed to undeveloped lands in the south part of the community. These lands will need to be subdivided to enable development. To minimize leapfrog development, new development should be contiguous and accessible to existing roads and other infrastructure. The sequencing of land for development is based on contiguity, access to existing roads and other infrastructure, and ease of development.

Achieving a number of the policies contained in the Plan will also require collaboration and partnership with various stakeholders, including residents, community groups, First Nations and other levels of government.

Plan Amendments: The Janvier Area Structure Plan will be reviewed and updated as needed to ensure that the Plan remains relevant. At a minimum, it is recommended that the Plan be reviewed every five years.

GLOSSARY

Term	Definition
Area Structure Plan (ASP)	A land use plan that guides future growth and development of an area or community. It is a plan adopted by a municipal council in accordance with the requirements outlined in Section 633 of the <i>Municipal Government Act</i> .
Biophysical Impact Assessment	A study undertaken when projects have the potential to incur negative environmental impacts to environmentally significant or sensitive areas, in order to ensure adequate protection of environmentally significant areas and natural areas with ecologically diverse components and prevent and/or minimize environmental impacts.
Building	Anything constructed or placed on land, but does not include a highway or road or a bridge. For a more detailed definition, see Section 616 of the <i>Municipal Government Act</i> .
Community Engagement	Involving stakeholders (i.e., residents, business owners, community groups) in the process of creating a Plan. Stakeholders can be involved in many ways including through meetings, workshops, open houses and surveys.
Development	Development is defined in Section 616(b) of the <i>Municipal Government Act</i> 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 is likely to change in the intensity of use of the land or building
Environmental Assessment	A report that assesses all environmental characteristics of an area and determines what effects or impacts will result if the area is altered or disturbed by a proposed action. In instances where an Environmental Impact Assessment is not required under federal or provincial law, an environmental assessment may be required to help the Regional Municipality consider the environmental impacts of a proposed plan, and consider alternatives or appropriate mitigation strategies during the planning stage. It is based on information from a desktop review and field reconnaissance. An environmental assessment may include but is not limited to a biophysical impact assessment, geotechnical study, any other assessment required by the development authority.
Environmentally Sensitive Area	An undisturbed or relatively undisturbed area that contains rare or unique elements or that include elements that may require special management consideration due to their conservation needs. They are of value to society and are important to the long-term maintenance of biological diversity, soil, water, or other natural processes.
FireSmart Guidelines	Community design located near or within forested or 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.

Term	Definition
Geotechnical Study	A study that identifies geotechnical risks and mitigation measures, carried out by an accredited professional, which must acknowledge that the Regional Municipality may rely upon the study when making decisions.
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.
Infrastructure	Municipally-owned facilities such as water and sewer systems and treatment facilities, roads, sidewalks, bridges, buildings, land, street lights and transit buses. Infrastructure may also include privately-owned utility facilities and equipment that provide power, gas, telephone and cable television to a municipality.
Key Wildlife and Biodiversity Zone	Natural corridors identified and mapped by the Government of Alberta as containing key winter habitat and/or having higher potential for biodiversity. These zones may provide important winter ranges for ungulates (hoofed animals). They may also contain important riparian vegetation complexes that are important for biodiversity.
Land Use Bylaw	A bylaw that provides land use districts and regulations for development. This bylaw is adopted by a municipal council under the authority of the <i>Municipal Government Act</i> .
Land Use Concept	A map which shows the general locations of future land uses.
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. An Outline Plan focuses on smaller areas of land and provides more detail as to how the land will be further subdivided, serviced and built upon. Technical studies, such as transportation impact assessments, geotechnical studies and environmental impact assessments, may be required as part of an Outline Plan.
Policy	A statement that guides decision making, including decisions on development permits, subdivision plans and outline plans.
Project Accommodation	A residential complex of mobile units, excluding campgrounds, used to provide basic living facilities for workers on a temporary basis.
Setback	The minimum required horizontal distance between a development and a property line or any other feature of a site, including, but not limited to, lease boundaries, watercourses, waterbodies, slopes, and other environmental features. Setbacks are determined by geotechnical studies and/or may be varied when supported by a geotechnical study.
Small Scale Commercial	Retail, personal service and other commercial uses that help meet the daily needs of local residents and in which the size and scale of development is compatible with surrounding land uses.

Term	Definition
Stakeholders	Any individuals, groups or agencies that may be affected by the Area Structure Plan. They provide input to help create the Area Structure Plan.
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.”
Top of Bank	Top of Bank means the point closest to the boundary of the active floodplain of a lake, stream or other body of water where a break in slope of the land occurs such that the grade beyond the break is flatter than 3 (horizontal) to 1 (vertical) at any point for a minimum of 15 metres measured perpendicularly from the break. Where banks are not well defined (e.g. in the case of lakes, wetlands or ponds), the top of the bank is equivalent to the high water mark or active floodplain, whichever is greater.
Vacant/Under-utilized Lots	A subdivided lot that is undeveloped, forested or cleared, and has no structures. Lots containing structures that are abandoned or unoccupied are not considered vacant/under-utilized.
Valley	A natural feature often formed by the action of water courses and their channels. A portion of the valley may be prone to floods and erosion. This area is also known as a floodplain.
Valley Slopes	The valley slope generally consists of lands where slopes are greater than 15%. Valley slopes include the portions of the slope between the valley crest and toe of slope. The valley crest represents the transition line between the valley slope (>15%) and where slopes are less than 15%. Similarly, the toe of the slope represents the transition line between the valley slope (>15%) and where slopes are less than 15%.
Water Bodies	Any location where water flows or is present, whether or not the flow or presence of water is continuous, intermittent or occurs only during a flood. See section 1(1) of the <i>Water Act</i> .
Wetlands	Those areas that are flooded or saturated by surface water or ground water at a frequency and duration that allows them to support a variety of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include muskeg, swamps, marshes, bogs, and similar areas.

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RURAL COMMITTEE REPORT

Meeting Date: October 25, 2016

Subject: Janvier Area Structure Plan**APPROVALS:**

Jamie Doyle, Director
Bob Couture, Executive Director
Dale Bendfeld, Acting Chief Administrative Officer

Administrative Recommendation:

THAT the Janvier Area Structure Plan be recommended for approval of first reading and scheduling of the required public hearing.

Summary:

The proposed Janvier Area Structure Plan (ASP) is a 10 year plan to guide growth and development in the Hamlet of Janvier. The ASP establishes policies to promote orderly and sustainable land use in the ASP area. The proposed ASP, when adopted by Council, will replace the existing Hamlet of Janvier Area Structure Plan (Ministerial Order #827/92). The authority to adopt or repeal area structure plans is vested with Council under the Municipal Government Act.

Background:

The Hamlet of Janvier is a small rural residential community with a population of 155 (in 2015). It is located approximately 120 kilometres southeast of Fort McMurray. Also known as Janvier South or Chard, the Hamlet of Janvier was established in the early 1980s by Improvement District (ID18) and a plan of subdivision was created. A planned community was established to help facilitate service provision and promote orderly development. The first residents of Janvier were relocated from a settlement on Crown land north of the First Nation. In 1992, with the input of residents, the Hamlet of Janvier Area Structure Plan was prepared.

The ASP area contains lands within the Hamlet boundary (Map 1). It is bordered by undeveloped, forested lands to the east, south and west owned by the Government of Alberta. To the north, the ASP Area is bordered by reserve lands of the Chipewyan Prairie D ne First Nation (#194), home to approximately 300 residents. The ASP area is a largely upland area, with valley slopes descending towards the Christina River to the west.

Preparation of an updated Janvier ASP began in 2015. The ASP process was comprehensive and included opportunities for the engagement of residents of all age groups, such as students and elders, community leadership groups and the neighbouring Chipewyan Prairie D ne First Nation. Issues identified include:

- The lack of recreational amenities and outdoor spaces
- The need for additional land for residential and business purposes
- The desire for affordable housing and improvements to existing housing stock

- The improvement to local infrastructure, particularly water and sanitary services; and
- The continued need for local firefighting and emergency services

The community and stakeholder input from these engagements, along with the community vision, background research and other statutory plans informed the guiding principles and policies in the ASP. The principles are:

- Promote recreational, social and cultural opportunities
- Protect the natural environment and promote safe development
- Conserve and enhance the rural character
- Provide enhanced water and sewer services and coordinate franchise utilities
- Promote enhanced transportation networks, safety and emergency services

Population trends indicate a declining population in Janvier. In light of this, the policies in the proposed ASP promote residential infill development. The proposed infill development includes the utilization of the approximately 40 existing vacant lots. If utilized, these lots are anticipated to meet additional demands for residential lands over the lifespan of the plan. The ASP promotes the development of a mixed-use community core area which provides opportunities for additional residential, small scale commercial and other compatible uses. Additionally, the ASP supports improvements to local infrastructure; and partnerships in addressing emergency services needs and housing concerns.

Rationale for Recommendation(s):

The existing Janvier ASP was approved more than 20 years ago. An updated ASP provides an opportunity to re-evaluate concerns and land use in the community and aligns the community vision with municipal projects and initiatives, such as the Place-Making Initiative and Rural Water and Sewer Servicing.

Updating the Janvier ASP also provides an opportunity to create alignment between statutory plans. The Municipal Government Act (MGA) requires all statutory plans adopted by a municipality to be consistent with one another and the provincial regional plan (the Lower Athabasca Regional Plan).

Strategic Plan Linkages:

The proposed Janvier ASP aligns with the following pillars of the 2015 – 2017 Strategic Plan:

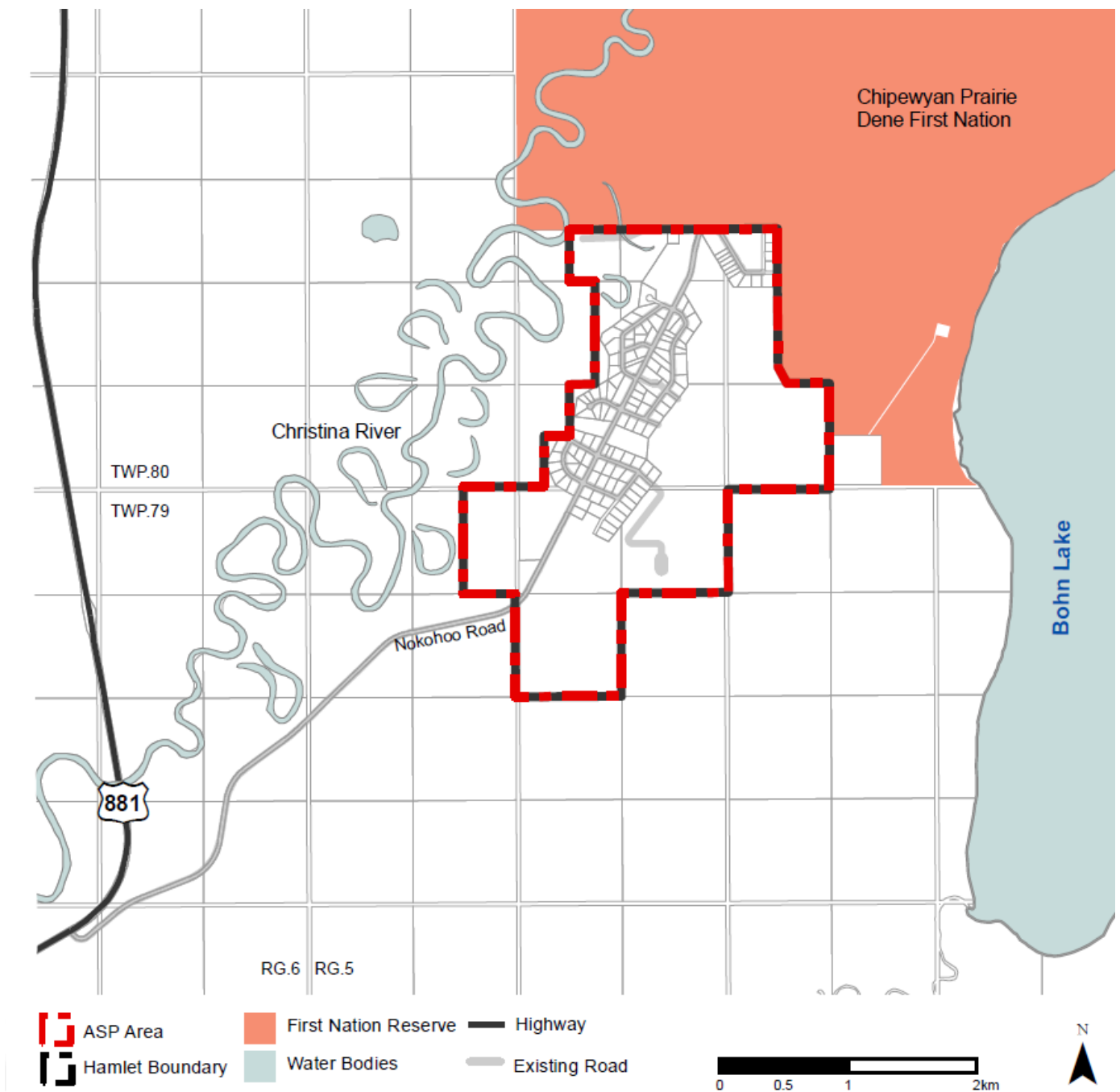
Pillar 2 – Building Balanced Regional Services

Pillar 4 – Building an Effective Land Strategy

Attachments:

1. Janvier Area Structure Plan Location Map
2. Janvier Area Structure Plan, dated October 4, 2016 (subsequent to the October 25 Rural Committee Meeting, this document was revised and is now appended to the November 8, Council Report)

Attachment 1
Janvier Area Structure Plan Location Map



Unapproved Minutes of a Rural Committee meeting held in the Council Chamber at the Municipal Offices in Fort McMurray, Alberta, on Tuesday, October 25, 2016, commencing at 4:00 p.m.

Present: J. Cardinal, Councillor
J. Stroud, Councillor
A. Vinni, Councillor

Absent: L. Bussieres, Councillor
C. Voyageur, Councillor

Administration: D. Bendfeld, Executive Director
B. Couture, Executive Director
R. Billard, Acting Executive Director
A. Rogers, Senior Legislative Officer
A. Hawkins, Legislative Officer

Call To Order

A. Rogers, Senior Legislative Officer, called the meeting to order at 4:00 p.m., noting that as this is the first meeting of the Rural Committee following Council's 2016-2017 Organizational Meeting, she would be chairing the meeting until such time as a Chair is appointed.

Adoption of Agenda

Moved by Councillor J. Stroud that the Agenda be adopted as presented.

CARRIED UNANIMOUSLY

1. Minutes from Rural Committee Meeting – September 27, 2016

Moved by Councillor J. Cardinal that the Minutes of the Rural Committee Meeting held on September 27, 2016 be approved as presented.

CARRIED UNANIMOUSLY

New and Unfinished Business

2. Appointment of Chair and Vice-Chair
(4:02 p.m. – 4:04 p.m.)

The Senior Legislative Officer called for nominations for the position of Chair.

Councillor J. Cardinal nominated Councillors J. Stroud and A. Vinni as Chair. Both Councillors confirmed acceptance of the nomination. As both Councillors would presumably vote for themselves, Councillor J. Cardinal was asked to cast the deciding vote, which resulted in Councillor J. Stroud being elected as Chair.

Councillor J. Stroud was elected Chair.

Assuming of the Chair

Councillor J. Stroud assumed the Chair at 4:04 p.m.

Councillor J. Stroud nominated Councillor J. Cardinal for the position of Vice-Chair, and the nomination was accepted. As there was no other nomination, Councillor J. Cardinal was declared Vice-Chair by acclamation.

3. Scheduling of Rural Committee Meetings

(4:05 p.m. – 4:05 p.m.)

Moved by Councillor J. Stroud that the meetings of the Rural Committee occur on the fourth Tuesday of every month at 4:00 p.m., beginning November 22, 2016, excluding 5th Tuesdays, statutory holidays and any scheduled recess periods.-

CARRIED UNANIMOUSLY

4. Rural Transit Service

(4:05 p.m. – 4:26 p.m.)

Robert Kirby, Director, Transit Services, provided an update on the rural transit service.

5. Janvier Area Structure Plan

(4:26 p.m. – 4:44 p.m.)

Latosia Campbell-Walters, Manager, Comprehensive Planning; and Jennifer Wardle, Planner, presented an overview of the proposed Janvier Area Structure Plan.

Moved by Councillor Cardinal that the Janvier Area Structure Plan be recommended for approval of first reading and scheduling of the required public hearing.

CARRIED UNANIMOUSLY

6. Update on Rural Skateboard Parks

(4:44 p.m. – 4:46 p.m.)

Kelly Colbourne, A/Director, Public Works, and Nina Caines, Manager, Parks, provided an update on the rural skateboard parks.

7. Update on Conklin Multi-Plex

(4:46 p.m. – 4:47 p.m.)

Nasir Qureshi, Project Manager Rural Servicing, and Mansoor Shaikh, Project Manager, provided an update on the Conklin Multi-Plex.

8. Rural Water and Sewer Projects Update

(4:47 p.m. – 4:59 p.m.)

Kashif Khan, Program Manager Rural Servicing, and Moges Gebreleoul, Project Manager, provided an update on the rural water and sewer servicing projects.

Adjournment

As all scheduled business matters had been concluded, the Chair declared the meeting adjourned at 4:59 p.m.

Chair

Chief Legislative Officer

6. Public Hearing re: Bylaw No. 16/024 – Land Use Bylaw Amendment – Lot 18A, Block 2, Plan 0224422 and Lot 18B, Block 2, Plan 0224422 (Gregoire Drive)

- A. Introduction from Administration
 - Jamie Doyle, Director, Planning and Development
- B. Opening Statement from Applicant
 - Dan Sorensen, 723792 Alberta Ltd. (Group of 11)
- C. Written Presentations
 - none received
- D. Verbal Presentations
 - none received
- E. Other Verbal Presentations (Time Permitting and with Consent of Council)
- F. Questions of Council
- G. Closing Statement from Applicant
- H. Closing Statement from Administration

Subject: Bylaw No. 16/024 - Land Use Bylaw Amendment - Lot 18A, Block 2, Plan 0224422 and Lot 18B, Block 2, Plan 0224422 (Gregoire Drive)

APPROVALS:

Jamie Doyle, Director
Bob Couture, Executive Director
Kevin Scoble, Chief Administrative Officer

Administrative Recommendation:

1. THAT Bylaw No. 16/024, being a Land Use Bylaw Amendment specific to redesignation of Lot 18A Block 2 Plan 0224422 and Lot 18B Block 2 Plan 0224422 from Highway Commercial District (C4) to Shopping Centre Commercial District (C3), be read a second time.
2. THAT Bylaw No. 16/024 be read a third and final time.

Summary:

An application has been received by the Planning and Development Department to amend the Land Use Bylaw, specific to Lot 18A Block 2 Plan 0224422 and Lot 18B Block 2 Plan 0224422 and redesignate the subject property from Highway Commercial District (C4) to Shopping Centre Commercial District (C3). The purpose of the amendment is to allow for a mixed use development with retail, office and residential components.

Administration supports the proposed amendment.

Background:

The applicant proposes a mixed use development on the subject property, which does not conform to the current C4 zoning in terms of permitted and discretionary uses and site regulations. An amendment to the Land Use Bylaw is therefore required to redesignate the subject property to C3 zoning to help facilitate a development with retail, office and residential uses.

A Public Open House for the proposed amendment to the Land Use Bylaw was held on September 7, 2016 and no objections were raised from the residents. A written notice was mailed to the adjacent property owners on March 17, 2016 and no objections were received.

Rationale for Recommendations:

The C3 District allows for many uses similar to the C4 District, but it also contemplates additional uses like office and dwelling units above ground floor commercial uses. The applicant wishes to develop a project with components like retail development, offices, apartments and food services. The project proposal is more compatible with the permitted and discretionary uses and site regulations such as building height as outlined in the C3 District, rather than those in the C4 District.

There is currently no Area Structure Plan governing the area, but the site falls under the Established Neighbourhood designation in the Municipal Development Plan (MDP). This designation (Policy U.1.2) promotes intensification in targeted areas, specifically vacant and underutilized land. It states that such neighbourhoods should provide an increasingly greater mix of uses. The proposal to redesignate the subject property to accommodate mixed uses is in keeping with this goal.

Moreover, Policy 4.1.1 in the MDP also encourages a mix of land uses, Policy 4.2.1 encourages a diverse range of housing and Policy 3.1.1 addresses promotion of a diversified regional economy by commercial and retail development.

The purpose of the C3 District is geared to development of shopping centres that are located adjacent to arterial roadways and major collectors in the Urban Service Area. A Traffic Impact Assessment was submitted by the applicant which was approved by Alberta Transportation and the Municipality. Although the subject property is located along Highway 63, the principal proposed access shall remain off of Gregoire Drive, thus supporting the focus on a C3 designation that serves the surrounding established neighbourhoods like Gregoire.

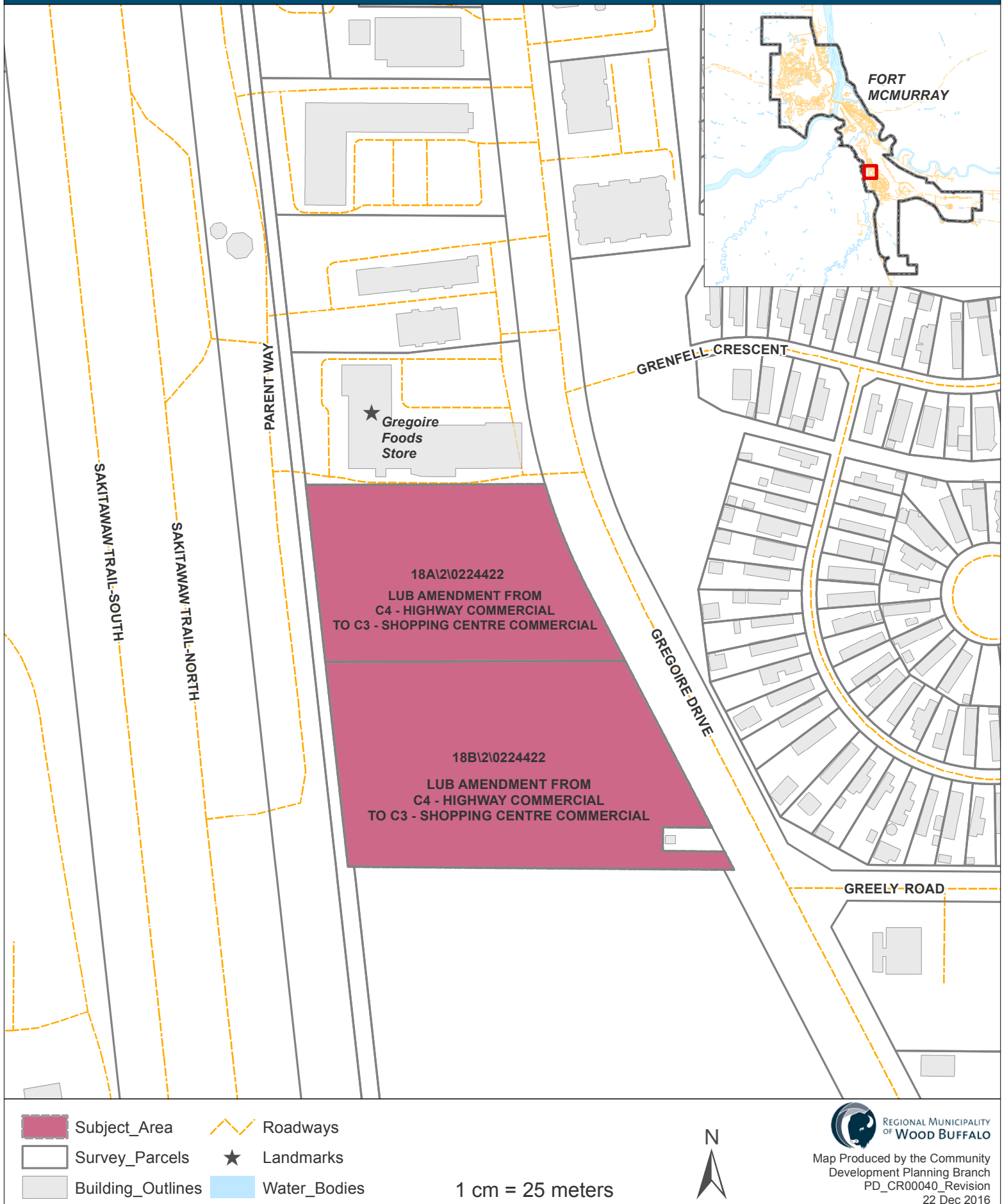
Attachments:

1. Subject Property Map, dated October 28, 2016
2. Bylaw No. 16/024
3. Conceptual images of the proposed development

SUBJECT AREA MAP

Lots 18A & 18B, Block 2, Plan 022 4422

Attachment 1



BYLAW NO. 16/024

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

WHEREAS Section 639 of the *Municipal Government Act* requires every municipality to enact a Land Use Bylaw;

AND WHEREAS Section 191(1) of the *Municipal Government Act* authorizes Council to adopt a bylaw to amend a Land Use Bylaw;

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

1. Bylaw No. 99/059, the Land Use Bylaw, is hereby amended by re-designating Lot 18A, Block 2, Plan 0224422 and Lot 18B, Block 2, Plan 0224422 from Highway Commercial District (C4) to Shopping Centre Commercial District (C3).
2. This Bylaw comes into effect when it is passed.

Read a first time this 15th day of November, A.D. 2016.

Read a second time this _____ day of _____, A.D. 2016.

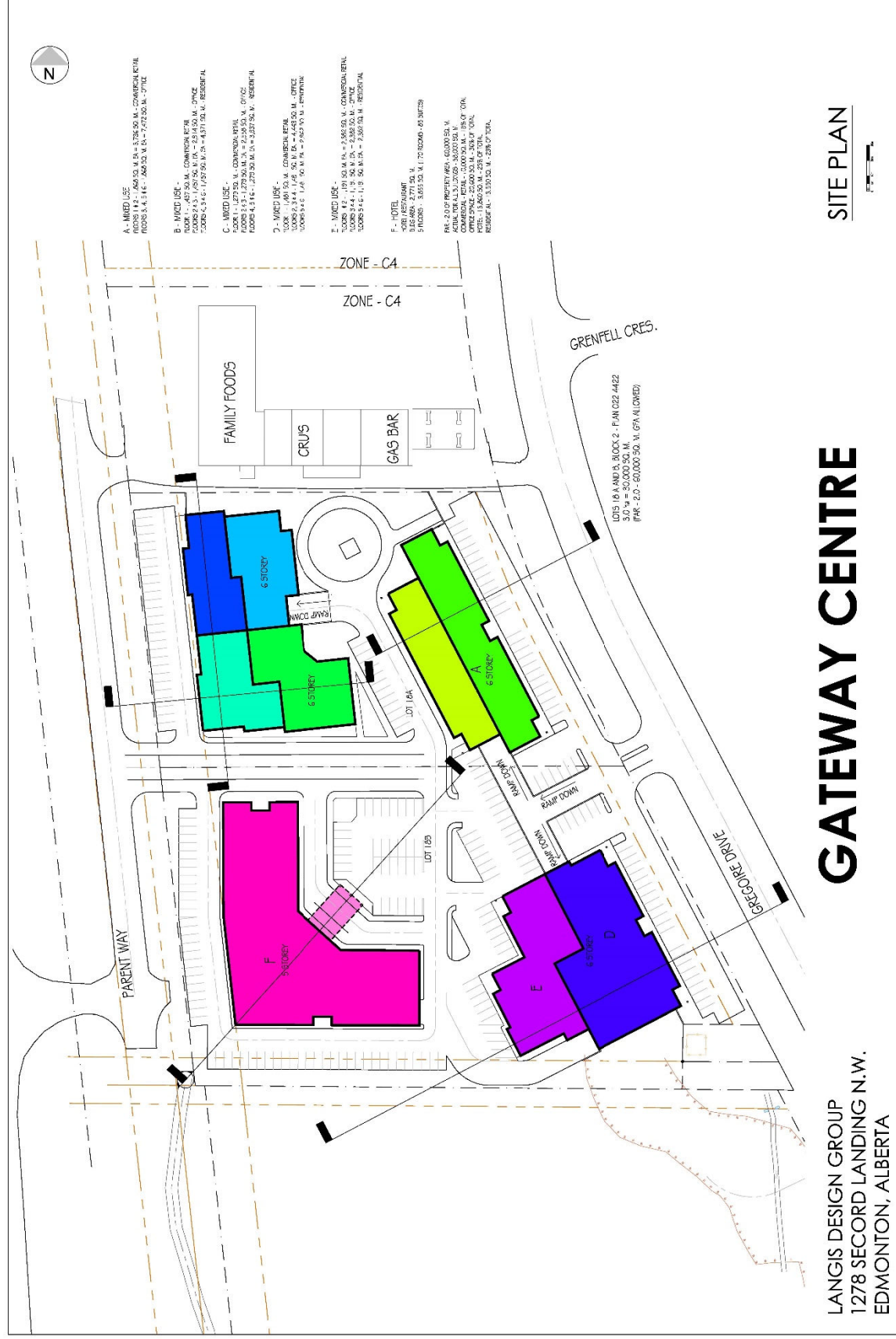
Read a third and final time this _____ day of _____, A.D. 2016.

Signed and passed this _____ day of _____, A.D. 2016.

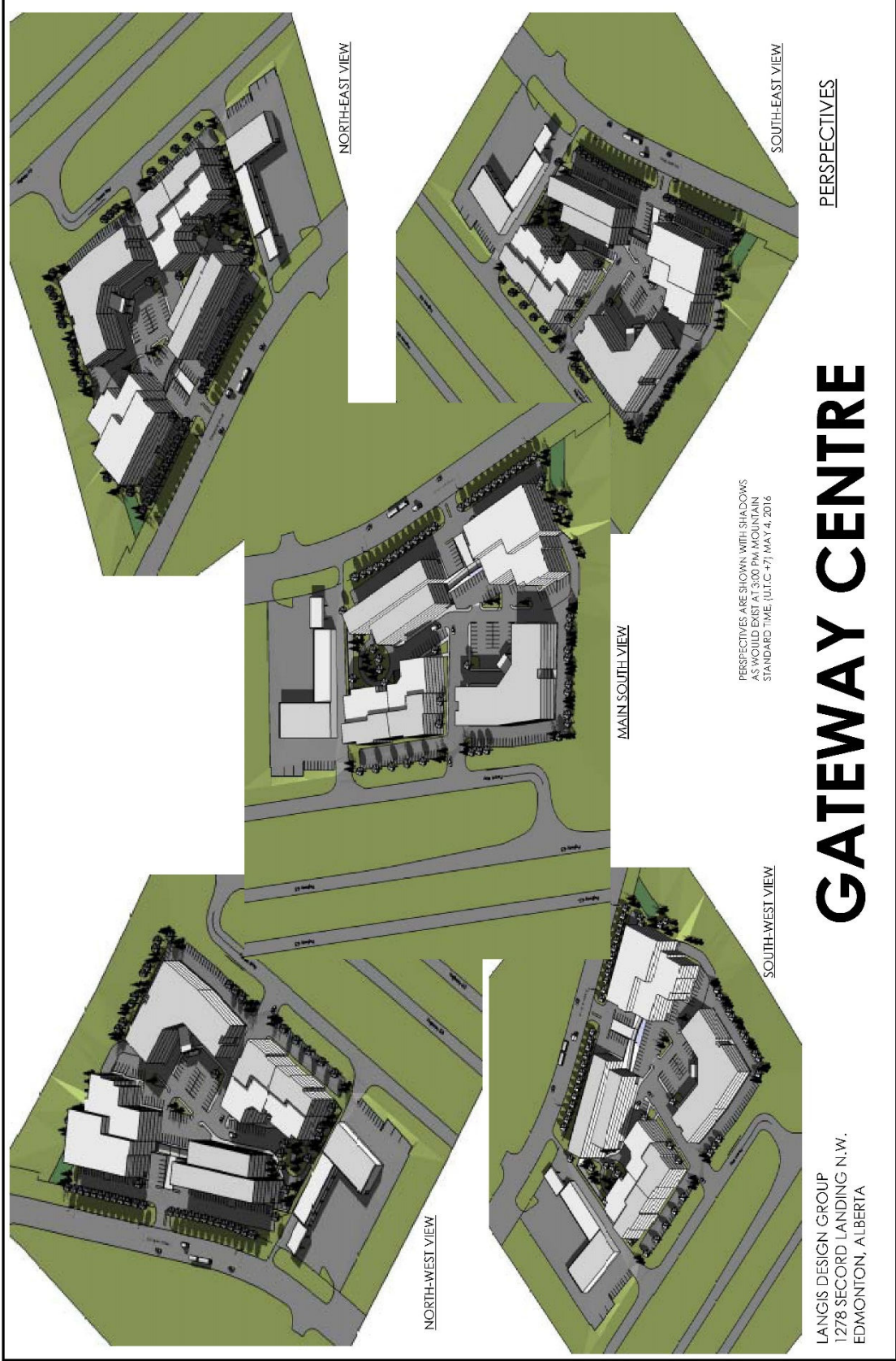
Mayor

Chief Legislative Officer

Attachment 3: Conceptual Images of the Proposed Development



Attachment 3: Conceptual Images of the Proposed Development



- 7. Public Hearing re: Bylaw No. 16/025 – Land Use Bylaw Amendment – Lot 9, Block 1, Plan 042 1273 (Adjacent to Memorial Drive, North of Thickwood Boulevard Overpass)**
- A. Introduction and Opening Statement from Administration
- Jamie Doyle, Director, Planning and Development
- B. Written Presentations
- none received
- C. Verbal Presentations
- none received
- D. Other Verbal Presentations (Time Permitting and with Consent of Council)
- E. Questions of Council
- F. Closing Statement

Subject: Bylaw No. 16/025 – Land Use Bylaw Amendment – Lot 9, Block 1, Plan 042 1273 (Adjacent to Memorial Drive, North of Thickwood Boulevard Overpass)

APPROVALS:

Jamie Doyle, Director
Bob Couture, Executive Director
Kevin Scoble, Deputy Chief Administrative Officer

Administrative Recommendation(s):

1. THAT Bylaw No. 16/025 being a Land Use Bylaw amendment to change the designation of Lot 9, Block 1, Plan 042 1273, from Direct Control District to Business Industrial District, be read a second time.
2. THAT Bylaw No. 16/025 be read a third and final time.

Summary:

Administration has received an application to amend the Land Use Bylaw to re-designate a parcel (Lot 9, Block 1, Plan 042 1273) adjacent to Memorial Drive from Direct Control District to Business Industrial District as shown in Attachment 1. The purpose is to provide the land owner with greater development certainty and address the Municipality's lack of commercial and industrial land. Planning and Development supports the proposed amendment.

Background:

The subject property was part of a land exchange between the Municipality and the applicant, who operated Provincial Concrete at 7415 Railway Avenue (Lot 8, Block 3, Plan 3969ET) in Waterways. Provincial Concrete received development permit approval for their operations in 1984, but became legally non-conforming when the property was re-designated to RS-1 Small Lot Residential in 1986. This land use re-designation, and the neighbourhood's overall transformation into a predominantly residential area, was envisioned in the Waterways Area Redevelopment Plan (Bylaw No. 86/09). Over time, the site became incompatible with surrounding residential uses. In an effort to resolve increasing neighbourhood concern, the Municipality began a process with Provincial Concrete to relocate the business.

The new Memorial Drive location was later identified by the Municipality and sold to the applicant as directed on May 8, 2007 by Council Resolution No. 07-206. This resolution directed Administration to purchase 7415 Railway Avenue for \$216,840.00 and, in return, sell Lot 9, Block 1, Plan 042 1273 to Provincial Concrete for \$1,670,000.00. The excess funds were to be transferred to the Asset Acquisition Reserve.

The existing Direct Control District on Lot 9, Block 1, Plan 042 1273, however, provides little certainty for the owner since Council approval is required for all development on-site, and the lack of identified uses in the district makes it difficult to market. The applicant wishes to redesignate the property to expand the number of commercial and industrial uses available and provide greater development certainty.

The subject site falls under the jurisdiction of the Municipal Development Plan (Bylaw No. 11/027) where it is identified as Open Space, but no specific policy direction for Open Space exists. There is currently no Area Structure Plan in effect, as the Highway 63 North Area Structure Plan (Bylaw No. 99/037) was repealed through the 2014 Athabasca Power Centre Area Structure Plan (Bylaw No. 014/029) process.

Rationale for Recommendation(s):

Despite the absence of specific policy direction for the subject site, support for this proposal is found in other policies and studies. The Municipal Development Plan promotes retail and commercial development (Policy 3.1.1) and supports strong secondary industrial sectors (Policy 3.1.2). Both policies state that the Municipality will address the need for more developable land to attract businesses and stimulate development. This amendment proposal would fulfill the intent of these policies.

The need to strengthen the Region's commercial sector and diversify the economy is further supported by municipal studies including the Commercial and Industrial Land Use Study (CILUS) and the Business Inventory Gap Analysis. These studies indicate that the Municipality is currently providing only half of the commercial square footage found in comparable communities. While these studies date from 2009, Administration believes that the shortage still exists today. This amendment would help address the gap and ensure the local economy remains competitive.

The proposed Business Industrial District is consistent with the land use designations in the surrounding area. Adjacent lands are designated as Business Industrial and are developed as a mix of commercial and industrial activities, including automotive sales and building supplies. The area has seen recent development approvals that introduce more commercial space and employment opportunities in this high visibility area. This proposal is in keeping with the development of the area as a commercial and industrial corridor offering highway access and prime frontage for commercial establishments.

Strategic Plan Linkages:

Pillar 2 – Building Balanced Regional Services
Pillar 3 – Building a Vibrant Economy Together
Pillar 4 – Building an Effective Land Strategy

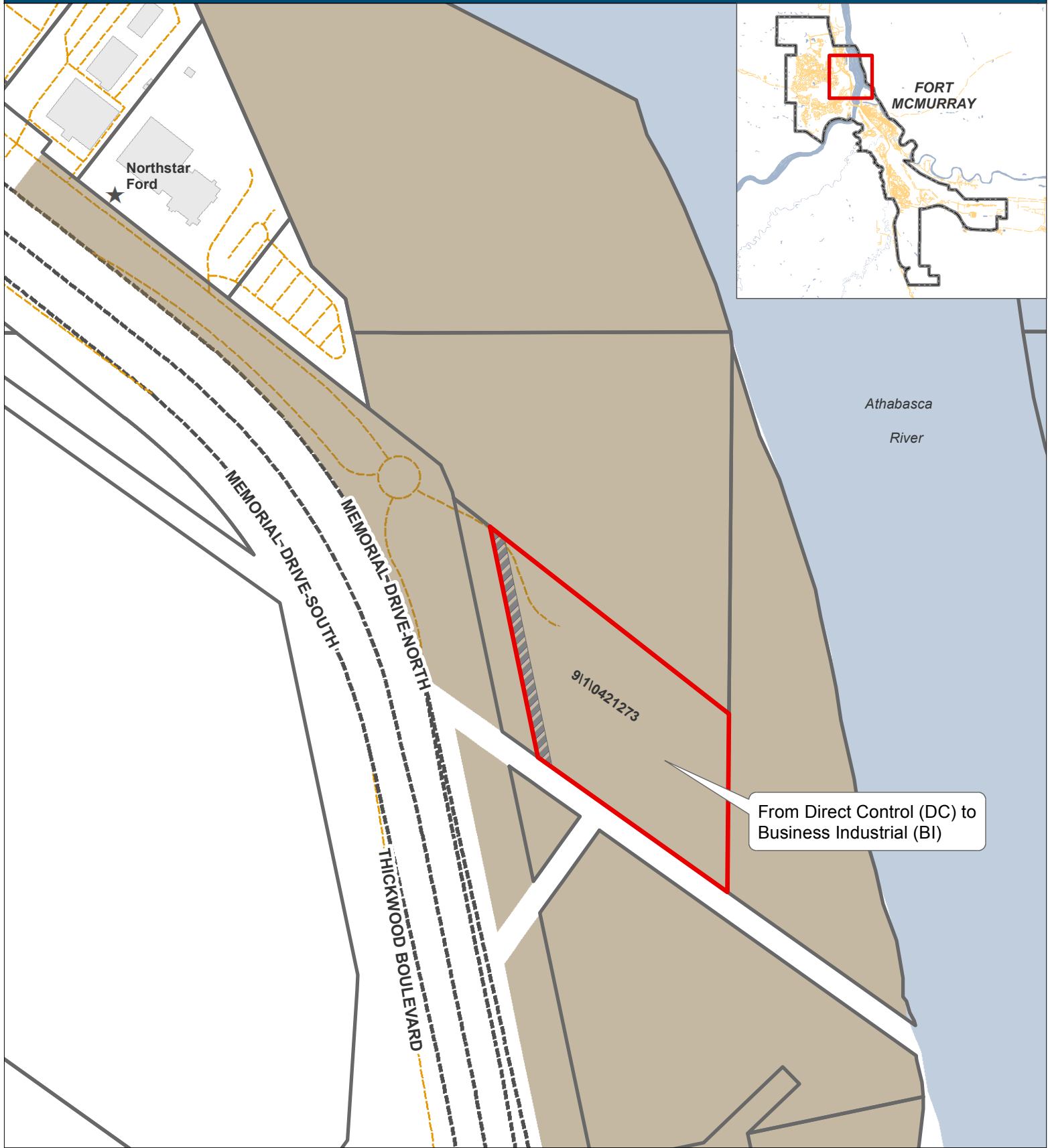
Attachments:

1. Subject Area Map, dated September 7, 2016
2. Bylaw No.16/025

SUBJECT AREA MAP

Lot 9, Block 1, Plan 042 1273

Attachment 1



- Subject_Area
- Survey_Parcel
- Utility_ROW_1124136_10m
- DC - Direct Control
- Building_Outlines
- Landmarks
- Water_Bodies

1 cm = 43 meters



BYLAW NO. 16/025

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*, requires every municipality to enact a Land Use Bylaw.

AND WHEREAS Section 191(1) of the *Municipal Government Act*, authorizes Council to adopt a bylaw to amend a Land Use Bylaw.

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

1. Land Use Bylaw No. 99/059 is hereby amended by re-designating Lot 9, Block 1, Plan 042 1273 from Direct Control District (DC) to Business Industrial District (BI).
2. This bylaw comes into effect when it is passed.

READ a first time this 15th day of November, A.D. 2016.

READ a second time this _____ day of _____, A.D. 2016.

READ a third and final time this _____ day of _____, A.D. 2016.

SIGNED and PASSED this _____ day of _____, A.D. 2016.

Mayor

Chief Legislative Officer



Subject: Land Planning and Transportation Committee Recommendation – Residential On-Street Parking

Land Planning and Transportation Committee Recommendation:

THAT the Residential On-Street Parking Study project completion date be extended until August 31, 2017;

THAT the scope of the project be revised to exclude those areas of neighbourhoods directly impacted by the wildfire; and

THAT a separate On-Street Parking Study be undertaken in neighbourhoods directly impacted by the 2016 wildfire, once the rebuild has been completed.

Summary/Background:

Administration presented the proposed recommendations to the Land Planning and Transportation Committee at its November 21, 2016 meeting, at which time the following resolution passed:

“THAT the following be recommended for Council approval:

THAT the Residential On-Street Parking Study project completion date be extended until August 31, 2017 be approved;

THAT the scope of the project be revised to exclude those areas of neighbourhoods directly impacted by the wildfire; and

THAT a separate On-Street Parking Study be undertaken in neighbourhoods directly impacted by the 2016 wildfire, once the rebuild has been completed.”

Attachments:

- I. 2016-11-21 Land Planning and Transportation Committee Report – Residential On-Street Parking
- II. 2016-11-21 Unapproved Land Planning and Transportation Committee Minutes

LAND PLANNING AND TRANSPORTATION COMMITTEE REPORT

Meeting Date: November 21, 2016

Subject: Residential On-Street Parking**APPROVALS:**

Dawny George, Director,
Robert Billard, Executive Director
Kevin Scoble, Acting Chief Administrative Officer

Administrative Recommendations:

THAT the following be recommended for Council approval:

THAT the Residential On-Street Parking Study project completion date be extended until August 31, 2017 be approved;

THAT the scope of the project be revised to exclude those areas of neighbourhoods directly impacted by the wildfire; and

THAT a separate On-Street Parking Study be undertaken in neighbourhoods directly impacted by the 2016 wildfire, once the rebuild has been completed.

Summary:

The Residential On-Street Parking Study is a Council resolution that was carried out in November 2015. The aim of this resolution was to complete an in-depth parking study and develop an on-street parking strategy to ensure public safety on residential streets. In response to Council's resolution, Administration initiated the Residential On-Street Parking study in early 2016.

Prior to the wildfire in May 2016, substantial tasks of this Study were completed such as field data and parking supply collections, coordination with stakeholders and review of related documents. The project was put on hold due to the wildfire in May 2016. The Study due date for Council's consideration was scheduled on August 31, 2016. Although Municipal Staff officially resumed work on June 20th, after the wildfire evacuation, their focus was on urgent projects, especially those related to wildfire recovery projects. The On-Street Parking Study among other projects continued to be on hold. The successful completion of this project required the collection of Spring Parking Demand Data and Public Engagement. As these two remaining major tasks were not completed prior to the wildfire, Administration proposes a new plan moving forward in phases. Phase 1 is to exclude the fire-impacted areas and to be completed by August 31, 2017. Phase 2 is to include only the fire-impacted areas, which could ideally start after the rebuild has been completed.

Background:

The first stages of the Study were well underway prior to the wildfire in May. The On-Street Parking Study intended to produce a report with a practical action plan to implement. The final report relied on tasks such as data collection, analysis and recommendations. The below summary shows that some key tasks were either started or completed before the evacuation:

- Kick Off Meeting (100% complete)
- Background Document Review (25% complete)
- Project Update Meetings (50% complete)
- Field Data – Parking Supply Collection (100% complete)
- Field Data – Winter Parking Demand Data Collection (100% complete)
- Field Data – Spring Parking Demand Data Collection (0% complete)
- Parking Demand Assessment (0% complete)
- Data Analysis (0% complete)
- Options Development (0% complete)
- Stakeholder Engagement and Open House (0% complete)
- Mitigation Measures and Implementation Plan (0% complete)
- Council Presentation and Report Preparation (10% complete)

The most intensive activity of the project was the field data collection of the “supply” conditions documenting the location of driveways, fire hydrants, transit stops and other potential field conditions that may require the restriction of on-street parking in specific locations. This task was completed.

One task that could not be completed given the timing of the evacuation and the return of the residents was the Spring Parking Demand Data Collection. Another key task that was not completed was the Stakeholder Engagement and Open House. As some key tasks in the summary above were not completed, the Study status at this stage is incomplete.

The main challenge facing the current Study is the impact of the wildfire on fire-impacted residential neighborhoods such as, Waterways, Abasand, Beacon Hill, Wood Buffalo and part of Stone Creek. The houses lost in these neighborhoods have altered the supply and demand side of the residential on-street parking. Therefore, the data that has already been collected prior to the wildfire may no longer be applicable given the post fire impact on these subdivisions.

Alternatives:

Given the status of the fire-impacted subdivisions and the schedule of their rebuild, the study could be phased, with Phase 1 focusing only on areas that have not been directly impacted by the wildfire. Subsequently, Phase 2 would include those areas directly impacted by the fire and could begin after the rebuild has been completed. It is worth noting that once Phase 1 is implemented, the principles adopted in Phase 1 could be extended to Phase 2.

Budget/Financial Implications:

Some of the data collected prior to the wildfire is no longer relevant. Therefore, to complete the study there would be additional data collection required during Phase 2. This would approximately increase the budget by 25%, or \$40,000.

Rationale for Recommendation(s):

The completion of Spring Parking Demand Data Collection and the Stakeholder Engagement including Open House are essential to the completion of the project. Therefore, to successfully complete the project, Administration recommends that the study schedule completion date be extended until August 31, 2017, with the fire-impacted neighborhoods excluded from the current scope.

Strategic Plan Linkages:

Pillar 1 – Building Responsible Government
Pillar 2 – Building Balanced Regional Services
Pillar 4 – Building an Effective Land Strategy
Pillar 5 – Building a Reliable Transportation System

Unapproved Minutes of a Meeting of the Land Planning and Transportation Committee held in the Council Chamber at the Municipal Offices in Fort McMurray, Alberta, on Monday, November 21, 2016, commencing at 4:00 p.m.

Present: T. Ault, Councillor
J. Stroud, Councillor
C. Tatum, Councillor

Administration: K. Scoble, Deputy Chief Administrative Officer
D. Bendfeld, Executive Director
R. Billard, Acting Executive Director
J. Brown, Supervisor, Legislative Services
A. Hawkins, Legislative Officer

Call to Order

J. Brown acting as Senior Legislative Officer, called the meeting to order at 4:02 p.m. noting that as this is the first meeting of the Land Planning and Transportation Committee following Council's 2016-2017 Organizational Meeting, she would be chairing the meeting until such time as a Chair is appointed.

Adoption of Agenda

Moved by Councillor C. Tatum that the Agenda be adopted as presented.

CARRIED UNANIMOUSLY

Minutes of Meeting

1. Minutes from Land Planning and Transportation Committee Meeting – September 26, 2016

Moved by Councillor T. Ault that the Minutes from the Land Planning and Transportation Committee of September 26, 2016 be approved as presented.

CARRIED UNANIMOUSLY

New and Unfinished Business

2. Appointment of Chair and Vice Chair

(4:03 p.m. – 4:03 p.m.)

The Senior Legislative Officer called for nominations for the position of Chair.

Councillor C. Tatum nominated Councillor T. Ault as Chair and the nomination was accepted. As there were no other nominees, Councillor T. Ault was declared Chair by acclamation.

Assuming of the Chair

Councillor T. Ault assumed the Chair at 4:04 p.m.

Councillor C. Tatum nominated Councillor J. Stroud for Vice-Chair, and the nomination was accepted. As there were no other nominees, Councillor J. Stroud was declared Vice-Chair by acclamation.

3. Residential On-Street Parking

(4:05 p.m. – 4:29 p.m.)

Dawny George, Director of Infrastructure and Engineering, Mazhar Hajhossein, Director of Engineering, provided a brief overview of the recommendation brought forward.

Constable Ian Campbell, RCMP and Greg Scarborough, Manager, Municipal Law Enforcement Services spoke to parking matters.

Moved by Councillor C. Tatum that the following be recommended for Council approval:

- That the Residential On-Street Parking Study project completion date be extended until August 31, 2017;
- That the scope of the project be revised to exclude those areas of neighbourhoods directly impacted by the wildfire; and
- That a separate On-Street Parking Study be undertaken in neighbourhoods directly impacted by the 2016 wildfire, once the rebuild has been completed.

CARRIED UNANIMOUSLY

4. Proposed Meeting Schedule

(4:29 p.m. – 4:30 p.m.)

Moved by Councillor C. Tatum that the meetings of the Land Planning and Transportation Committee occur on the third Tuesday of every month at 4:00 p.m., beginning January 17, 2017, excluding statutory holidays and any scheduled recess periods.

CARRIED UNANIMOUSLY

Adjournment

As all scheduled business matters had been concluded, Chair Ault declared the meeting adjourned at 4:30 p.m.

Chair

Chief Legislative Officer



Subject: Urban Service Area Franchise Fees During Wildfire Evacuation

APPROVALS:

Elsie Hutton, Executive Director
Kevin Scoble, Acting Chief Administrative Officer

Administrative Recommendation:

THAT franchise fees not be collected retroactively for the evacuation period from May 3 through June 5, 2016 within the Urban Service Area.

Summary:

During the period of evacuation, franchise fees for natural gas and electricity were not collected from customers by ATCO Gas and ATCO Electric. In keeping with other fee reductions that were approved by Council, Administration is recommending that franchise fees not be collected retroactively for the evacuation period from May 3 through June 5, 2016 within the Urban Service Area.

Background:

The Regional Municipality of Wood Buffalo ("Municipality") currently has franchise agreements in place with ATCO Gas and ATCO Electric. The franchise agreements grant the right to provide exclusive distribution access within the Urban Service Area. The franchise fees are collected by ATCO and remitted to the Municipality. Franchise agreements are not in place for the Rural Service Area. During the period of evacuation May 3 through June 5, 2016, the franchise fees that were not collected are calculated as follows:

ATCO Electric	\$321,992.33
ATCO Gas	<u>71,685.99</u>
Total Franchise Fees	<u>\$393,678.32</u>

ATCO Gas and ATCO Electric are awaiting direction relative to whether the Municipality will be requesting the collection and remittance of franchise fees during the evacuation period.

ATCO reviewed the steps that were taken during the Slake Lake fire and determined that the situation cannot be used as a comparison. Billing adjustments during the 2011 Slake Lake wildfire were handled differently due to the smaller volume of sites affected and the shorter duration for the mandatory evacuation. Although ATCO provided a credit for a portion of the distribution charges during the Slave Lake fire evacuation period, the community was charged the full franchise fees for that period of time.

Insurance Services will incorporate the franchise fee “lost revenue” in the municipal insurance claim for business interruption.

Alternatives:

1. Request ATCO Electric and ATCO Gas adjust franchise fee collection for the upcoming year to recover the fees not collected for the period May 3 through June 5, 2016; or
2. Waive the franchise fees during the evacuation period.

If Alternative 1 were chosen, the franchise fee percentages would need to be increased for 2017 in order to recoup the lost revenue. An increase to the ATCO Electric franchise fee of 0.5 to 1% would be required for 2017 to recoup the lost revenue of approximately \$322K. A 0.2 to 0.3 percent increase to the ATCO Gas franchise fee to recoup the lost revenue of approximately \$72K.

Alternative 2 is the most simplistic to action since franchise fees were not collected nor were they remitted to the Municipality. In keeping with other fees waived during evacuation such as utilities, franchise fees would also not be levied.

Budget/Financial Implications:

Franchise fee reductions have already been factored into year-end projections. In addition to waiving franchise fees for the evacuation period, a further decrease will be noticed due to destroyed and/or de-energized sites. Since franchise fees are calculated as a percentage of revenue per the respective agreement, factors that impact energy consumption also impact revenue, such as weather. The third quarter projection, previously reported to Council, included a combined franchise revenue decrease of approximately \$1.3M representing the wildfire impact and milder temperatures.

Rationale for Recommendation:

Council has waived the collection of other fees, within its control, during the period of evacuation such as utility charges and property taxes.

Strategic Plan Linkages:

Pillar 1 – Building Responsible Government

Pillar 3 – Building a Vibrant Economy Together



Subject: 2015 Tax Relief Request – 149 Roy Lane, 153 Roy Lane and 172 Coventry Drive, Fort McMurray

APPROVALS:

Philip Schofield, Director
Elsie Hutton, Executive Director
Marcel Ulliac, Chief Administrative Officer

Administrative Recommendation:

THAT the requests for cancellation of the 2015 municipal tax portion for 149 Roy Lane, Fort McMurray in the amount of \$462.88; for 153 Roy Lane, Fort McMurray in the amount of \$462.88; and for 172 Coventry Drive, Fort McMurray in the amount of \$478.80, be approved.

Summary:

Administration received a request for a tax refund of the 2015 municipal tax portion of \$462.88, which excludes education and seniors' requisitions, for the properties located at 149 Roy Lane and 153 Roy Lane, which were damaged by fire on April 13, 2015. Also, Administration received a request for a tax refund of the 2015 municipal tax portion of \$478.80 for the property located at 172 Coventry Drive which was destroyed by fire on June 5, 2015.

As per the *Municipal Government Act*, Council approval is required to refund taxes.

Background:

Municipal tax relief requests were received by the Assessment and Taxation Department from the homeowners, requesting relief of the municipal portion of the 2015 property taxes.

Respecting the property at 149 Roy Lane, the following events occurred:

- On April 13, 2015, the property was damaged by fire;
- On June 3, 2015 a request for a cancellation of the 2015 municipal tax portion of \$462.88 was received;
- On June 3, 2015 a clarification email regarding property insurance was sent to the property owner which received no response;
- On August 22, 2016, an email from the property owner was received requesting an adjustment on both the 2015.

Respecting the property at 153 Roy Lane, the following events occurred:

- On April 13, 2015, the property was damaged by fire;
- On August 10, 2016, a request for a cancellation of the 2015 municipal tax portion of \$462.88 was received.
- The owner had not previously requested a refund of municipal taxes.

Respecting the property at 172 Coventry Drive, the following events occurred:

- On June 5, 2015, the residence at 172 Coventry Drive was destroyed by fire;
- On September 15, 2015 a request for a cancellation of the 2015 municipal tax portion of \$478.80 was received;
- Due to clarification on the insurance status of the property, the request for tax cancellation had not previously proceeded to Council.

As per the *Municipal Government Act*, S 349(1):

Taxes that have been imposed in respect of improvement are a first charge on any money payable under a fire insurance policy for loss or damage to those improvements.

As per the *Municipal Government Act*, S 347(1):

If a Council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- (a) Cancel or reduce tax arrears;*
- (b) Cancel or refund all or part of a tax;*
- (c) Defer the collection of a tax.*

Budget/Financial Implications:

Refund of the municipal portion of property tax for each of 149 Roy Lane and 153 Roy Lane properties results in a net loss of \$462.88 prorated at \$1.76 per day for 263 days for the period from April 13, 2015 to December 31, 2015. Regarding 172 Coventry Drive a refund of the municipal portion of property tax results in a net loss in the amount of \$478.80 prorated at \$2.28 per day for 210 days for the period from June 5, 2015 to December 31, 2015. The detailed calculations for each property is outlined in Attachment 1.

Rationale for Recommendation:

Section 347(1) of the *Municipal Government Act* allows Council, if it considers it equitable to do so, to cancel or refund all or part of a tax. The buildings located at 149 Roy Lane and 153 Roy Lane were damaged by fire on April 13, 2015 and the homeowners could not return to their homes until December 31, 2015. The building located at 172 Coventry Drive was destroyed by fire on June 5, 2015. Administration recommends the tax cancellation be permitted by reducing the 2015 municipal tax levy for 149 Roy Lane in the amount of \$462.88, for 153 Roy Lane in the amount of \$462.88 and for 172 Coventry Drive in the amount of \$478.80.

Strategic Plan Linkage:

Pillar 1 – Building Responsible Government

Attachment:

1. Requests for Cancellation of Municipal Taxes

Requests for Cancellation of 2015 Municipal Taxes

149 Roy Lane, Fort McMurray

Refund of the municipal portion of property tax results in a net loss in the amount of \$462.88 prorated at \$1.76 per day for 263 days for the period from April 13, 2015 to December 31, 2015, as outlined in the following table.

	2015 Levy	Refund (Building Only)	Revised 2015 Levy
Municipal			
Land	\$ 577.20		\$ 577.20
Building	641.38	\$ 462.88	178.50
School	1,668.27		1,668.27
Ayabaskaw	1.95		1.95
Rotary House	19.04		19.04
TOTAL	<u>\$ 2,907.84</u>	<u>\$ 462.88</u>	<u>\$ 2,444.96</u>

153 Roy Lane, Fort McMurray

Refund of the municipal portion of property tax results in a net loss in the amount of \$462.88 prorated at \$1.76 per day for 263 days for the period from April 13, 2015 to December 31, 2015, as outlined in the following table.

	2015 Levy	Refund (Building Only)	Revised 2015 Levy
Municipal			
Land	\$ 555.78		\$ 555.78
Building	642.41	\$ 462.88	179.53
School	1,640.35		1,640.35
Ayabaskaw	1.91		1.91
Rotary House	18.72		18.72
TOTAL	<u>\$ 2,859.17</u>	<u>\$ 462.88</u>	<u>\$ 2,396.29</u>

172 Coventry Drive, Fort McMurray

Refund of the municipal portion of property tax results in a net loss in the amount of \$478.80 prorated at \$2.28 per day for 210 days for the period from June 5, 2015 to December 31, 2015, as outlined in the following table.

	2015 Levy	Refund (Building Only)	Revised 2015 Levy
Municipal			
Land	\$ 449.61		\$ 449.61
Building	834.98	\$ 478.80	356.18
School	1,758.64		1,758.64
Ayabaskaw	2.05		2.05
Rotary House	20.07		20.07
TOTAL	<u>\$ 3,065.35</u>	<u>\$ 478.80</u>	<u>\$ 2,586.56</u>

Subject: Reserve Bids and Sale Conditions for Tax Sale Properties**APPROVALS:**

Philip Schofield, Director
Elsie Hutton, Executive Director
Marcel Ulliac, Chief Administrative Officer

Administrative Recommendation:

THAT the reserve bids and sale conditions be established as listed in the Reserve Bids and Sale Conditions for Tax Sale Properties, dated November 15, 2016.

Summary:

Administration has exhausted all attempts to collect the tax arrears on 49 properties. The outstanding balances of the 49 tax accounts as of November 15, 2016 is \$362,320.80. The Municipality must now proceed with the public sale. Under the provision of the *Municipal Government Act* (MGA), Council must establish reserve bids and any terms and conditions that apply to the sale of a parcel of land. The Municipality will offer the following lands for sale by public auction, in the Jubilee Building, 3rd Floor Boardroom, 9909 Franklin Avenue, Fort McMurray, Alberta on Friday, March 31, 2017 at 10:00 a.m.

Background:

Under Section 418 of the MGA, municipalities must offer for sale at public auction any parcels of land shown on their tax arrears list if the tax arrears are not paid by a certain date. Under Section 418(4), the Municipality may enter into a repayment of arrears agreement with the owner of a parcel of land shown on its arrears list. The parcel of land is removed from the tax sale list for as long as the owner does not breach the terms of the agreement. As of November 15, 2016, no new agreements for the payments of tax arrears have been reached between the Municipality and the owners of the parcels of land listed on the tax arrears list. Properties that were destroyed by the wildfire have not been included due to the unique circumstances.

The Municipality has complied with all statutory obligations regarding notification to owners, and advertisement of the public auction, as required by the MGA.

Rationale for Recommendation:

The reserve bids were determined by the Assessment Branch of the Assessment and Taxation Department and reflect market value by comparing sales of properties similar to the tax recovery properties. Details of the reserve bids and conditions of the sale are set out in Attachment 1.

Administration will continue to reach agreements and/or receive payments until the date of the public auction and properties will continue to be removed from the list attached. For example, in

the previous year, 50 properties were approved by Council for tax sale. By the time the auction was held, one property remained on the tax sale list.

Strategic Plan Linkage:

Pillar 1 – Building Responsible Government

Attachment:

1. Reserve Bids and Sale Conditions for Tax Sale Properties dated November 15, 2016

Reserve Bids and Sale Conditions for Tax Sale Properties

November 15, 2016

Notice is hereby given that, under the provision of the *Municipal Government Act (MGA)*, the Regional Municipality of Wood Buffalo will offer the following lands for sale by public auction, in the Jubilee Building, 3rd Floor Boardroom, 9909 Franklin Avenue, Fort McMurray, Alberta on Friday, March 31, 2017 at 10:00 a.m.

	FLEX ID #	PLAN	BLOCK	LOT	RESERVE BIDS	LOCATION
1	*10520088	9825492	1	3	\$ 507,740	Anzac
2	10543323	0722496	17	11A	377,690	Anzac
3	10518224	5642NY	7	11	88,210	Fort Chipewyan
4	10518406	8321682	1	30	36,840	Fort Chipewyan
5	10518439	8321682	3	15	88,770	Fort Chipewyan
6	10520240	8321906		28	115,780	Janvier
7	*10510659	7720910	13	4	324,720	Urban
8	*10511337	7921223	69	3	517,530	Urban
9	*10512434	8022553	84	20	575,700	Urban
10	*10513862	8320288	10	166	599,510	Urban
11	*10525484	9924071		177	322,310	Urban
12	*10565658	1021359		352	226,230	Urban
13	10509147	0126008	8	13	633,600	Urban
14	10509368	2625TR	6	5	509,340	Urban
15	10511668	8020451	79	66	349,660	Urban
16	10511782	8021471	49	7A	430,040	Urban
17	10512332	8022551	96	44	467,970	Urban
18	10512565	8120200	56	26A	394,400	Urban
19	10512981	9622664	61	119	1,305,480	Urban
20	10515063	9825923	2	51	349,430	Urban
21	10515087	9825923	2	75	377,410	Urban
22	10515125	0023829	5	42	544,150	Urban
23	10517057	4782NY	14	6	383,950	Urban
24	10523366	1122235		189A	4,000	Urban
25	10523385	1122235		208A	4,000	Urban
26	10523724	1122235		58B	122,640	Urban
27	10524617	0122336		376	191,460	Urban
28	10525575	9924071		268	308,840	Urban
29	10526049	9924071		742	416,640	Urban
30	10526091	9924071		784	254,860	Urban
31	10526098	9924071		791	228,920	Urban
32	10526762	0024894		141	387,070	Urban
33	10527046	0220695		173	417,030	Urban

	FLEX ID #	PLAN	BLOCK	LOT	RESERVE BIDS	LOCATION
34	10527081	0220695		208	361,990	Urban
35	10530471	0425749	19	10	677,640	Urban
36	10530671	0425986	22	12	555,810	Urban
37	10531402	0521183		31	400,590	Urban
38	10532392	0524632	16	45	673,470	Urban
39	10539837	0624558	14	12	454,010	Urban
40	10539855	0624558	15	17	451,080	Urban
41	10540711	0626288	3	6	815,270	Saprae Creek
42	10541260	0621302		386	10,000	Urban
43	10542447	0720042	17	5	440,860	Urban
44	10545072	0727544		22	205,140	Urban
45	10553735	0840235		686	4,000	Urban
46	10559117	0920231	40	110	667,430	Urban
47	10565209	1020447		68	431,850	Urban
48	10522443	0220213		87	10,000	Urban
49	10507641	0121639	1	4	665,520	Urban

* The Municipality entered into an agreement with the owner of the parcel of land as a means of tax recovery but the owner defaulted on the agreement. If outstanding property taxes are not paid in full, under the provision of the *Municipal Government Act*, the parcel of land must now go to auction.

The land is being offered for sale on an “as is, where is” basis and the Regional Municipality of Wood Buffalo makes no representation and gives no warranty whatsoever as to the adequacy of services, soil condition, land use districting, building and development conditions, absence or presence of environment contamination, or the develop ability of the subject land for any intended use by the purchases. No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any property. No further information is available at the auction regarding the lands to be sold.

The Regional Municipality of Wood Buffalo may, after the public auction, become the owner of any parcel of land that is not sold at the public auction.

Terms: Cash, bank draft or certified cheque made payable to the Regional Municipality of Wood Buffalo.

Redemption may be affected by payment of all arrears of taxes and costs at any time prior of the sale.



Subject: 2016 Request for Tax and Accounts Receivable Arrears Write-Off

APPROVALS:

Linda Ollivier, Director
Elsie Hutton, Executive Director
Kevin Scoble, Acting Chief Administrative Officer

Administrative Recommendation:

THAT the recommended Tax and Accounts Receivable Arrears Write-Off of \$ 63,997.94 dated December 6, 2016, as Attachment 1, be approved.

Summary:

Account Write-Off Policy FIN-080 guides the treatment of accounts of the Municipality. Accounts arrears in excess of \$3,000 per account and tax arrears that cannot be dealt with using standard processes are deemed uncollectible. In order to write-off these accounts, Council approval is required.

Background:

Analysis of outstanding receivables is completed monthly. An allowance for doubtful accounts is provided for accounts in arrears that exceed 90 days even though collection efforts continue. An account is considered uncollectible when all applicable collection efforts have been exhausted by the Municipality. The use of an external collection agency will continue for any accounts written off for possible collection.

The formal write-off of an account is an accounting entry undertaken to remove an uncollectible receivable from the accounting records.

With respect to the outstanding tax arrears, nine manufactured homes with a total outstanding tax amount of \$11,607.78 have been identified for write-off and are not eligible for the legislated tax recovery process. The Municipality has limited ability to monitor the movement of manufactured homes. In addition, nine municipal leased property tax accounts with a total outstanding tax amount of \$31,996.07 are deemed uncollectible. The taxpayers responsible for payment of the taxes cannot be located.

Accounts receivable arrears of \$20,394.09 are for provision of emergency services, specifically, ambulance services that are deemed uncollectible. However, the accounts have been forwarded to an outside collection agency.

Budget/Financial Implications:

Administration has established a bad debt allowance for the tax arrears and accounts receivable arrears to be written off. If Council approves the write-offs, there is no impact to the 2016 Operating Budget.

Rationale for Recommendation:

Administration followed the standard collection process, which includes:

- telephone contact;
- demand letters and notices to property owners; and
- engagement of external collection agency.

Although an account is written off, the external collection agency is able to continue with their efforts since they are paid a commission for each successful collection made. These arrears and accounts are deemed uncollectible and should be written off.

Strategic Plan Linkage:

Pillar 1 – Building Responsible Government

Attachment:

1. Recommended Tax and Accounts Receivable Arrears Write-Off dated December 6, 2016

**Recommended Tax and Accounts Receivable Arrears Write-Off
December 6, 2016**

Account #	Balance	
Manufactured Home Property Tax Account		
10527680	\$ 389.97	
10527864	1,145.63	
10527945	84.79	
10528052	207.56	
10528053	443.93	
10528113	276.91	
10528126	80.18	
10528230	8,835.73	
10528233	<u>143.08</u>	
		\$11,607.78
Municipal Property Tax Accounts		
10528543	\$ 964.67	
10528616	175.34	
10531136	20,752.02	
10528618	8,675.29	
10528622	93.12	
10529811	112.60	
10531048	15.64	
10533275	15.64	
10577898	<u>1,191.75</u>	
		\$31,996.07
Accounts Receivable	<u>\$ 20,394.09</u>	
		<u>\$20,394.09</u>
Total Tax and Accounts Receivable Arrears		<u><u>\$63,997.94</u></u>

