



Village of Marwayne

Agenda

Regular Village Council Meeting
Monday, February 3, 2020 @ 7:00 PM
Horton Agencies Board Room

	Page
1 CALL TO ORDER	
2 ADOPTION OF AGENDA	
2.1 February 3rd, 2020 Regular Village of Marwayne Council Meeting Agenda	
Be it resolved that the February 3rd, 2020 Regular Village of Marwayne Council Meeting Agenda be approved as presented.	
3 ADOPTION OF MINUTES	
3.1 January 20th, 2020 Regular Village of Marwayne Council Meeting Minutes	4 - 7
Be it resolved that the January 20th, 2020 Regular Village of Marwayne Council Meeting Minutes be approved as presented.	
4 DELEGATIONS	
7:15 P.M. V3 Companies of Canada	
4.1 Municipal Development Plan	8 - 53
5 PUBLIC HEARING	
6 KEY STRATEGY: ADDRESSING SERVICE NEEDS	
6.1 Public Works Report	54
Be it resolved that the report given by the Village of Marwayne's Public Works Foreman Wilson Curtis be received as information.	
7 KEY STRATEGY: PLANNING FOR GROWTH & CHANGE	
7.1 Draft Intermunicipal Development Plan (IDP) and Draft Intermunicipal Collaboration Framework (ICF) with the County of Vermilion River	55 - 157
Upon review of the draft documents, the next step in the process is scheduling an Intermunicipal Liaison Committee Meeting. The suggested date is March 3rd, 2020 beginning at 6pm at the Village of Marwayne administration office. The County would bring in dinner for this meeting and it would provide both Councils representatives' to review the administrative changes before making any recommendations on how to proceed moving forward.	
Be it resolved that the draft IDP and draft ICF with the County of Vermilion River be received as information.	

8	ADMINISTRATIVE REPORTS	
8.1	Chief Administrative Officer Report	158 - 166
	Be it resolved that the Chief Administrative Officer Report be received as information.	
8.2	Councillor Reports	167 - 202
	Be it resolved that the following Councillor Reports be received as information:	
	<ul style="list-style-type: none"> • January 22nd, 2020 Lloydminster Region Housing Group Meeting Minutes • January 28th, 2020 Vermilion River Regional Waste Management Services Commission Meeting Minutes 	
9	FINANCIAL	
9.1	January 2020 Monthly Financial Statement	203 - 204
	Be it resolved that the December 2019 Monthly Financial Statement be received as information.	
9.2	Accounts Payable List	205
	Be it resolved that the Accounts Payable Invoices being over \$5000.00 but within budget be approved and authorized to be paid as presented. Be it further resolved that the Accounts Payable Invoices being less than \$5000.00 but within budget be received as information.	
9.3	Utility Bill Report	
	Be it resolved that the January 2020 Monthly Utility Bill Report be received as information.	
9.4	Per Capita Contribution Request from the North Saskatchewan Watershed Alliance	206 - 227
	In review of past meeting agendas, I did not come across the approval of an invoice we received from the NSWA regarding funding for 2020. As such, prior to remitting payment, I wanted to bring the request forward to Council for consideration and/or approval. The total invoice amount the Village has been requested to remit is \$303.00.	
	Be it resolved that the Village of Marwayne approve a \$0.50 per capita contribution towards the North Saskatchewan Watershed Alliance for the 2020 fiscal year.	
9.5	Sale of Lot 6, Block 5, Plan 1179ET	228 - 229

As per Council's direction, administration advertised the property for sale in

accordance with the rules and regulations set forth under the MGA. The Village only received one buyer application form in regards to the purchase of said property. Upon review, administration recommends that Council approve the sale of the property to the interested party for the purchase price of \$7 617.78. This amount reflects the outstanding tax arrears, penalties, tax recovery and legal costs associated with the property.

Be it resolved that the Village of Marwayne approve the sale of Lot 6, Block 5, Plan 1179ET described as 110 1 Street North located within the Village of Marwayne to Sparky Industries Inc. in the sum of \$7 617.78.

10 CORRESPONDENCE AND INFORMATION

- 10.1 Alberta Urban Municipalities Association (AUMA) Spring 2020 Municipal Leaders' Caucus 230 - 231

Mayors, Councillors and CAO's have been invited to register for the AUMA spring municipal leaders' caucus being held March 25th and 26th, 2020 at the Westin Hotel in Edmonton. This event is an opportunity to open a dialogue between Ministers and provincial decision makers, as well as collaborate with neighbors and colleagues on important issues affecting municipalities.

Be it resolved that the agenda for the spring 2020 AUMA Municipal Leaders' Caucus be received as information.

- 10.2 Letter from Alberta Municipal Affairs re: Completion of Intermunicipal Collaboration Frameworks (ICF's) and Intermunicipal Development Plans (IDP's) 232 - 233

Be it resolved that the letter from Municipal Affairs regarding the completion of ICF's and IDP's be received as information.

11 CONFIDENTIAL ITEMS

- 11.1 FOIP Section 24 (1) - Advice from Officials - Chief Administrative Officer Report 234 - 241

12 SETTING OF THE NEXT MEETING

- 12.1 February and March 2020 Meeting Dates

13 ADJOURNMENT



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Minutes of the Regular Meeting of the Council of the Village of Marwayne

In the Province of Alberta, held on Monday, January 20, 2020
Commencing at 7:00 PM at the Horton Agencies Board Room

PRESENT

Mayor Cheryle Eikeland
Deputy Mayor Ashley Rainey
Councillors Rod McDonald, Tara Lawrence and Chris Neureuter
Chief Administrative Officer Shannon Harrower

1. CALL TO ORDER

Mayor C. Eikeland called the January 20th, 2020 Village of Marwayne Council Meeting to order at 6:59 p.m.

2. ADOPTION OF AGENDA

2020-01-22

Moved By Deputy Mayor A. Rainey

Be it resolved that the January 20th, 2020 Regular Village of Marwayne Council Meeting Agenda be approved as presented.

CARRIED

3. ADOPTION OF MINUTES

2020-01-23

Moved By Deputy Mayor A. Rainey

Be it resolved that the January 6th, 2020 Village of Marwayne Council Meeting Minutes be approved as presented.

CARRIED

4. KEY STRATEGY: SAFE & CARING COMMUNITY

2020 Royal Canadian Mounted Police (RCMP) Priorities

2020-01-24

Moved By Councillor C. Neureuter

Be it resolved that the Village of Marwayne's top three 2020 RCMP priorities be: theft of motor vehicles, theft under \$5000 and mischief to property.

CARRIED

5. KEY STRATEGY: PLANNING FOR GROWTH & CHANGE

Letter of Support for the Lea Park Rodeo Association

2020-01-25

Moved By Deputy Mayor A. Rainey

Be it resolved that the Village of Marwayne provide a letter in support of the Lea Park Rodeo Association's Community Facility Enhancement Program (CFEP) grant application.

CARRIED



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Municipal Development Plan with V3

2020-01-26

Moved By Councillor C. Neureuter

Be it resolved that the V3 Municipal Development Plan update be received as information.

CARRIED

6. DELEGATIONS

Fire Chief Ron Miskie re: 2020 Fire Department Budget

2020-01-27

Moved By Councillor R. McDonald

Be it resolved that the 2020 Fire Department Budget Presentation by Ron Miskie be received as information.

CARRIED

7. KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE

Amendment to the Fees and Charges Bylaw No. 544-15

2020-01-28

Moved By Councillor T. Lawrence

Be it resolved that the Village of Marwayne give first reading to Bylaw No. 576-20, being a bylaw to amend the Fees and Charges Bylaw No. 544-15 for the purpose of establishing the 2020 Utility Rates.

CARRIED

2020-01-29

Moved By Councillor C. Neureuter

Be it resolved that the Village of Marwayne give second reading to Bylaw No. 576-20, being a bylaw to amend the Fees and Charges Bylaw No. 544-15 for the purpose of establishing the 2020 Utility Rates.

CARRIED

2020-01-30

Moved By Councillor R. McDonald

Be it resolved that the Village of Marwayne introduce for third reading Bylaw No. 576-20, being a bylaw to amend the Fees and Charges Bylaw No. 544-15 for the purpose of establishing the 2020 Utility Rates.

CARRIED UNANIMOUSLY

2020-01-31

Moved By Deputy Mayor A. Rainey

Be it resolved that the Village of Marwayne give third and final reading to Bylaw No. 576-20, being a bylaw to amend the Fees and Charges Bylaw No. 544-15 for the purpose of establishing the 2020 Utility Rates.

CARRIED



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8. ADMINISTRATIVE REPORTS

Chief Administrative Officer Report

2020-01-32

Moved By Deputy Mayor A. Rainey

Be it resolved that the Chief Administrative Officer Report be received as information.

CARRIED

Councillor Reports

2020-01-33

Moved By Councillor R. McDonald

Be it resolved that the following Councillor Reports be received as information:

- December 2019 East Central 9-1-1 Meeting
- January 2020 RCMP "Coffee with a cop" Meeting

CARRIED

9. FINANCE

December 2019 Monthly Financial Statement

2020-01-34

Moved By Councillor R. McDonald

Be it resolved that the December 2019 Monthly Financial Statement be received as information.

CARRIED

Cheque Distribution Report

2020-01-35

Moved By Councillor R. McDonald

Be it resolved that the Accounts Payable Invoices being over \$5,000.00 but within budget be approved and authorized to be paid as presented. Be it further resolved that the Accounts Payable Invoices being less than \$5,000.00 but within budget be received as information.

CARRIED

10. CORRESPONDENCE AND INFORMATION

January 6th, 2020 Letter from the Alberta HUB Regional Economic Development Alliance

2020-01-36

Moved By Councillor R. McDonald

Be it resolved that the January 6th, 2020 Letter from the Alberta HUB Regional Economic Development Alliance to the Minister of Economic Development, Trade and Tourism be received as information.

CARRIED



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January 15th, 2020 Letter from Alberta Health Services

2020-01-37

Moved By Councillor T. Lawrence

Be it resolved that the January 15th, 2020 Letter from Alberta Health Services regarding the legalization of edibles, extracts and topicals be received as information.

CARRIED

2020 Vermilion River Regional Waste Management Services Commission Requisition Contract

2020-01-38

Moved By Councillor C. Neureuter

Be it resolved that the 2020 Vermilion River Regional Waste Management Services Commission Requisition Contract be approved as presented.

CARRIED

January 2nd, 2020 Letter from Municipal Affairs

2020-01-39

Moved By Councillor C. Neureuter

Be it resolved that the January 2nd, 2020 Letter from Municipal Affairs regarding the assessment models for wells, pipelines, and machinery and equipment be received as information.

CARRIED

11. SETTING OF THE NEXT MEETING

February 2020 Meeting Dates

2020-01-40

Moved By Councillor R. McDonald

Be it resolved that the next regular scheduled meeting of Council for the Village of Marwayne be held on Monday February 3rd, 2020 at 7:00 p.m.

CARRIED

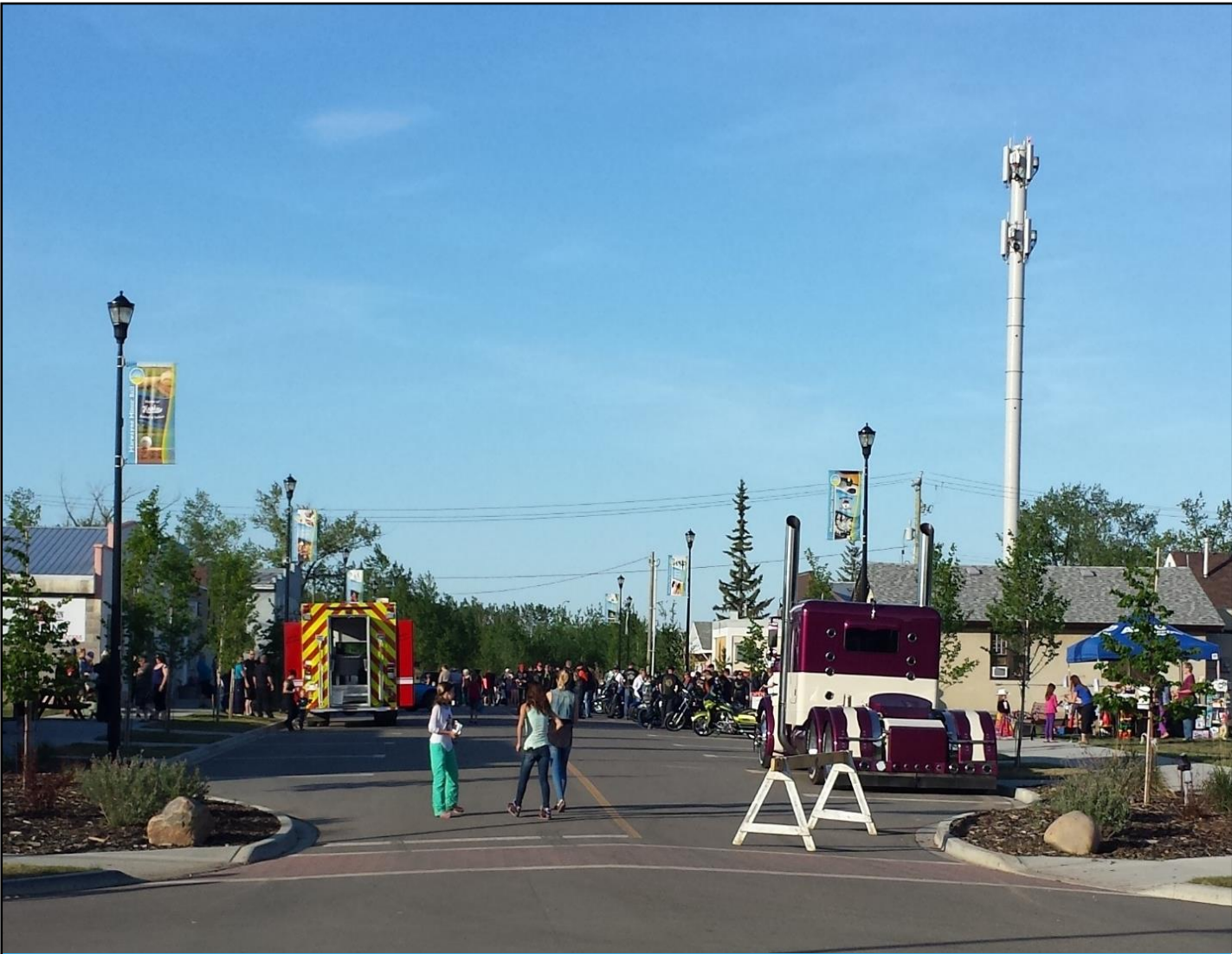
12. ADJOURNMENT

Being that the January 20th, 2020 Council Meeting agenda matters for the Village of Marwayne have concluded, the meeting adjourned at 8:47 p.m.

Approved this 3rd day of February 2020.

Cheryle Eikeland, Mayor

Shannon Harrower, CAO



MUNICIPAL DEVELOPMENT PLAN

Village of Marwayne

BYLAW XXX-XX



DRAFT

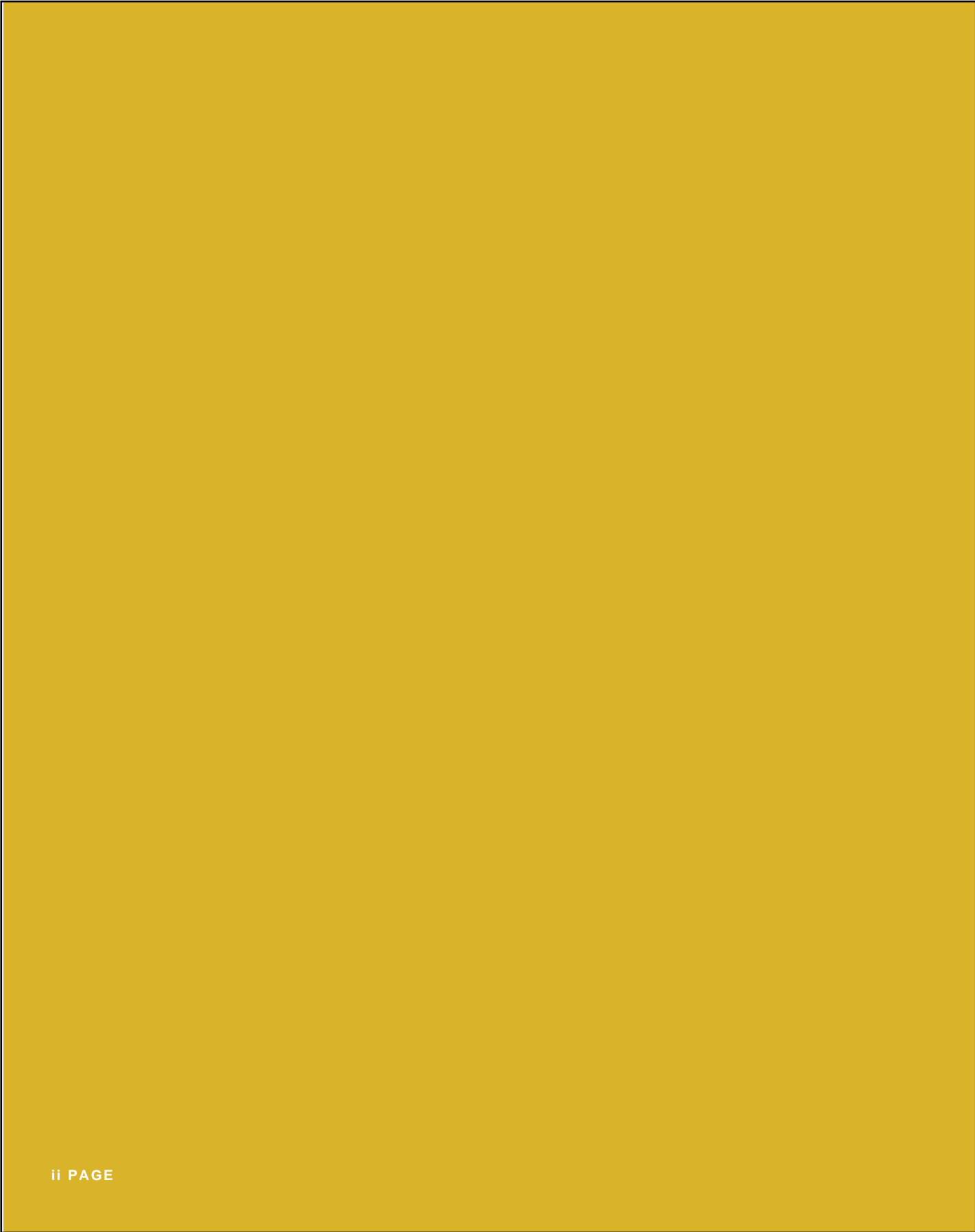
Last Revised: 2020-01-28

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TABLE OF CONTENTS

1	INTRODUCTION	1
1.1	WHAT IS A MUNICIPAL DEVELOPMENT PLAN?	1
1.2	WHAT ARE THE REQUIREMENTS OF A MDP?	1
1.3	HOW THE MUNICIPAL DEVELOPMENT PLAN WAS PREPARED	3
1.4	PLAN INTERPRETATION AND ORGANIZATION	5
2	CONTEXT AND EMERGING TRENDS	6
2.1	REGIONAL CONTEXT	6
2.2	HISTORICAL DEVELOPMENT	7
2.3	HISTORICAL AND PROJECTED POPULATION	7
2.4	ECONOMIC DEVELOPMENT PROFILE OF MARWAYNE REGION	10
2.5	LAND USE CONSTRAINTS	10
2.6	FUTURE GROWTH CHALLENGES AND OPPORTUNITIES	11
3	VISION AND GOALS	13
3.1	VISION, TOPICS AND GOALS	13
4	GROWTH + LAND USE	15
4.1	GROWTH OF THE VILLAGE	16
4.2	RESIDENTIAL AREA	17
4.3	VILLAGE CENTRE	19
4.4	HIGHWAY COMMERCIAL AND INDUSTRIAL DEVELOPMENT	20
4.5	RECREATION	22
4.6	FUTURE GROWTH AREA	23
5	TRANSPORTATION	25
6	MUNICIPAL SERVICES	27
7	ECONOMIC DEVELOPMENT	31
8	ENVIRONMENT	33
9	COMMUNITY AMENITIES AND SERVICES	35
10	PLAN IMPLEMENTATION AND MONITORING	37
11	GLOSSARY	39



ii PAGE

1 INTRODUCTION

1.1 What is a Municipal Development Plan?

A Municipal Development Plan (herein referred to as “MDP” or “the Plan”) is a municipality’s plan for the future. It sets out a clear vision for how a municipality grows and develops over an extended period of time and beyond. A municipal development plan provides a comprehensive long-term land use policy framework within which growth and development may take place. It also guides Council’s decisions on key issues like conservation of the natural environment, investment in infrastructure and services, and characteristics of future development.

1.2 What are the requirements of an MDP?

This MDP has been prepared under the legislative authority prescribed in Section 632 of the Municipal Government Act (herein referred to as “MGA” or “the Act”). The MGA states that every municipality is required to adopt an MDP, which other municipal statutory plans and related bylaws must be consistent with.

There are several compulsory topics that an MDP is required to address. In summary, a Municipal Development Plan **must**:

- address the future land use within the municipality;
- address the manner of and the proposals for future development in the municipality;
- address the co-ordination of land use, future growth patterns and other infrastructure with adjacent municipalities if there is no intermunicipal development plan with respect to those matters in those municipalities;
- address the provision of the required transportation systems either generally or specifically within the municipality and in relation to adjacent municipalities;
- address the provision of municipal services and facilities either generally or specifically;
- contain policies compatible with the subdivision and development regulations to provide guidance on the type and location of land uses adjacent to sour gas facilities;
- contain policies respecting the provision of municipal, school or municipal and school reserves, including but not limited to the need for, amount of and allocation of those reserves and the identification of school requirements in consultation with affected school boards; and
- contain policies respecting the protection of agricultural operations.

1

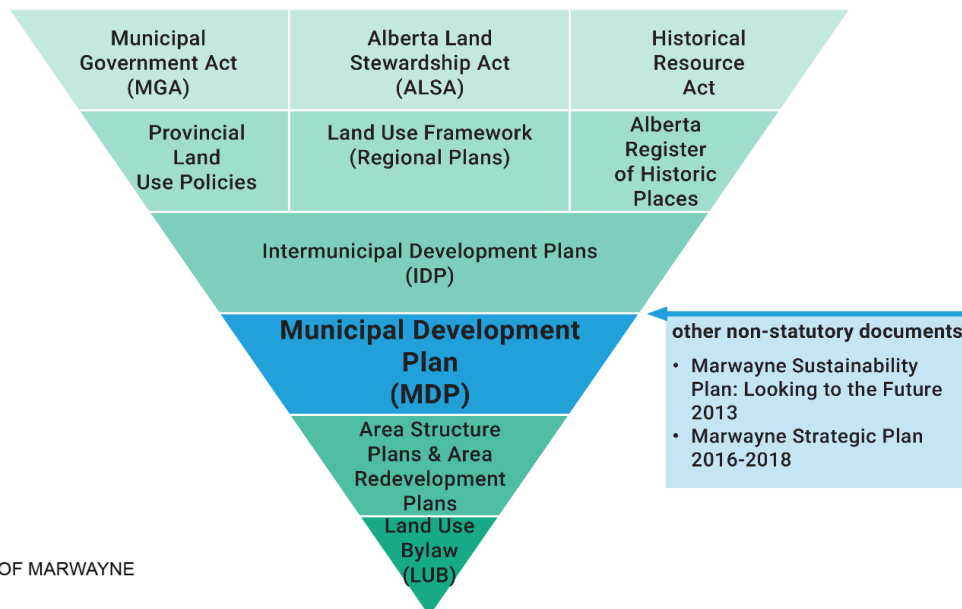
INTRODUCTION

There are also some topics that a Municipal Development Plan **may** address and/or contain, including:

- proposals for the financing and programming of municipal infrastructure;
- the co-ordination of municipal programs relating to the physical, social and economic development of the municipality;
- environmental matters within the municipality;
- the financial resources of the municipality;
- the economic development of the municipality;
- any other matter relating to the physical, social or economic development of the municipality;
- statements regarding the municipality’s development constraints, including the results of any development studies and impact analysis, goals, objectives, targets, planning policies and corporate strategies; and
- policies respecting the provision of conservation reserve in accordance with section 664.2(1)(a) to (d) of the MGA.

The MGA also identifies the hierarchy and relationship of other statutory plans, with the intent of each plan being consistent with the plan above it, and in the event of inconsistency, which provisions in what plan are to prevail. In summary, an MDP is intended to bridge higher level regional and inter-jurisdictional plans with those specific to a municipality. The broad provisions of a municipal development plan are often implemented through area structure plans, area redevelopment plans and the land use bylaw.

▼ Figure 1: Planning Hierarchy



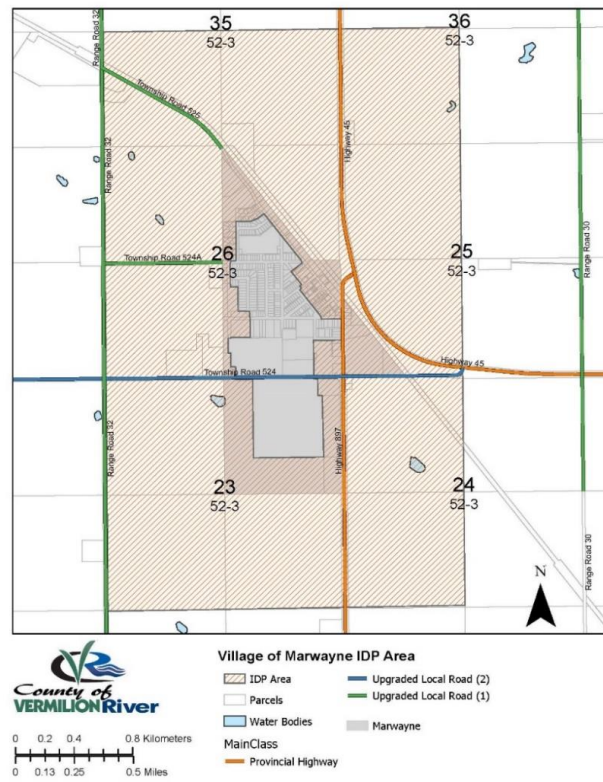
1.3 How the Municipal Development Plan was Prepared

As an MDP is required to be consistent with Intermunicipal Development Plans (herein referred to as “IDP”), this document considered the IDP prepared between the County of Vermilion River and the Village of Marwayne as it was being developed. This IDP is a regional planning document aligning both municipalities’ land use goals and policies with the Regional Land Use Policies and Alberta Land Stewardship Act Regional Plans. In regards to the regional land use framework, the North Saskatchewan Regional Plan was in the process of being developed and not formally adopted as this MDP was being prepared.

The development of the MDP also builds on and reflects the Community Vision, Core Values, Strategies and Goals of the Village of Marwayne Council, and the Village’s Strategic Plan established in the Marwayne Sustainability Plan: Looking to the Future (Version 2.0 - July 2013). The Marwayne Sustainability Plan is the Village’s “umbrella document” providing guidance for the implementation of Council’s the long-term vision and goals.

The preparation of this plan also considered the Southeast Industrial Area Structure Plan (2008) and the Village’s newly updated Land Use Bylaw (2019).

▼ Figure 1: Village of Marwayne IDP area.



1

INTRODUCTION

The MDP also builds on the information obtained from Council meetings held throughout the process of preparing this plan, including:

MDP information and Engagement Session with Council (December 2nd, 2019)

An Information and Engagement Session was held at the outset of preparing this MDP. During this session, Council provided direction on and affirmation of the Community Vision and Objectives that would form the basis of the MDP.

Feedback Session with Council (February 3rd, 2020)

More content regarding the new MDP's structure, land use concept, objectives and policies were provided for Council's consideration in this session. Councillors were given the opportunity to build on the work from the previous Engagement Session and provided additional comments prior to proceeding to a formal public engagement process.

Public Open House and Referral (March 2020)

An Open House was held on March XX, 2020 at the village's to share information on the Village's existing situation and emerging trends, and review the MDP's land use concept, Objectives and Policies. The community was given the opportunity to discuss the project with the Consulting Team and the Village's Administration. Community members were also invited to complete the Comment Form on the Village's future growth.

Following the completion of the Open House, the Village of Marwayne provided the draft MDP to the County of Vermilion River and Government of Alberta's agencies through the referral to ensure coordination at the regional level.

(this subsection will be completed once stakeholder consultation has been completed)

1.4 Plan Interpretation and Organization

The structure of this MDP is intended to allow for easy interpretation of its policies. Each section begins with a goal that addresses a specific topic relating to the requirements of the MGA (as outlined in Section 1.2). Within each section are subsections that have specific objectives and subsequent policies that would help achieve the overarching goal. This structure works best when the document is interpreted in a holistic manner where each of the policies are viewed in the context of one another rather than separately. Generally, the objectives, and ultimately the goals and vision of the MDP are more likely to be achieved by addressing the complete set of policy direction.

The MDP contains the operative terms ‘shall’, ‘should’, and ‘may’. The interpretation of these shall be as follows:

Shall indicates that actions are mandatory.	Should indicates direction to strive to achieve the outlined action but is not mandatory.	May is discretionary, meaning the policy in question can be implemented if the municipalities choose to do so. This is typically dependent on context and individual circumstances.
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This MDP is organized into three major parts:

- Sections 1 and 2:** Provides an overview for the purpose of this MDP, its legal basis, existing situation and emerging trends.
- Sections 3 to 11:** Includes the Community Vision, Topics, Objective and Policies for the Village of Marwayne to direct and implement the future physical, social and economic development.
- Sections 11:** Contains a glossary of key terms used in this MDP.

2

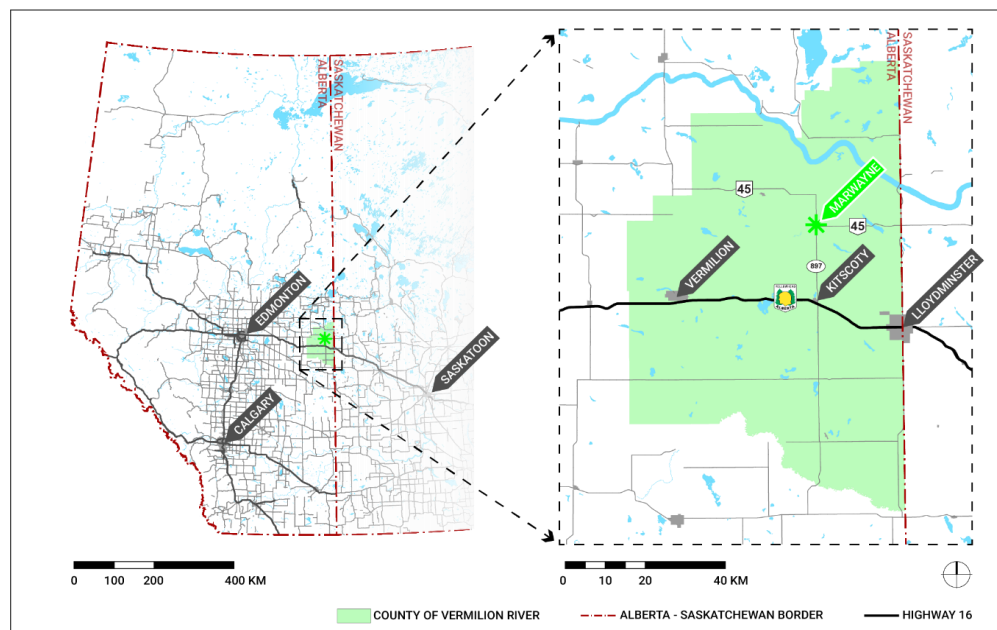
CONTEXT + EMERGING TRENDS

2 CONTEXT AND EMERGING TRENDS

2.1 Regional Context

The Village of Marwayne is located in the County of Vermilion River, approximately 44 kms northwest of Lloydminster, and 240 kms east of Edmonton (Figure 3: Regional Context Map). The community is situated along the south side of a former Canadian Pacific Railway line and approximately 18 kms north of the Yellowhead Trans-Canada Highway (Highway 16) which connects to Lloydminster and Edmonton, and beyond. Alberta Highway 45 connects Marwayne with the Saskatchewan border to the east, and Alberta Highway 897 connects Marwayne with the City of Cold Lake and the Cold Lake Oil Sands Deposit to the north and the Village of Kitscoty and Highway 16 to the south.

▼ Figure 2: Regional Context Map



Map created by V3 Companies of Canada Ltd using data from the following sources: Government of Alberta and Government of Canada

Throughout most of the 20th century, agriculture was the economic base for many of the residents of the Village of Marwayne and this industry remains the economic backbone for the surrounding area. The past several decades has witnessed significant economic diversification into the manufacturing and oil and gas sectors. Oil and gas exploration and pipeline development occur in the vicinity of the Village of Marwayne.

Situated on the direct corridor to Cold Lake (Highway 897), Marwayne is located just below the southern tip of the Cold Lake Oilsands area. During Alberta’s boom years up until 2014, oil and gas drilling activity was very strong around Marwayne. Marwayne’s major businesses are involved in providing services to the region’s primary industries, such as agriculture, oil and gas and related products.

The surrounding region is also referred to as “The Lakeland Region” due to its numerous lakes and rivers. Lea Park is a ten-minute drive north and Whitney Lakes Provincial Park is a half-hour drive north. The lakes and rivers provide the community with an opportunity to take on a larger role as a seasonal service provider for tourists in the region.

2.2 Historical Development

Settlement in Western Canada occurred through a number of related processes. First, between 1871 and 1921 the Canadian government signed a series of treaty agreements with First Nations that gave the government rights to the land and opened up the West to agricultural settlement.¹ The second important factor was the completion of the Canadian Pacific Railway in 1885, which opened the Western passage for newcomers as well as facilitated grain exports. Further, technical innovations in dry land farming and agricultural machinery – in conjunction with a rise in wheat prices in the late 1890s – greatly increased the profitability of farming as a livelihood. Finally, the closing of the American frontier allowed Canada to attract thousands of new immigrants from the United States and abroad with greater ease.²

The origin of the Village of Marwayne can be traced back to the original settlement of the Marfleet family. Between 1896 and 1905 the government of Canada launched a campaign aimed at farmers from the United States, Britain and Central and Eastern Europe that advertised free or cheap land in the Canadian West. The Marfleet family emigrated from a village called Wainfleet in England. In 1906, at the request of the Government of Canada, the family opened a post office on their farm named Marwayne, using a combination of their home village and family names.

In 1926 the Canadian Pacific Railway constructed a line from Lloydminster to Edmonton. A village site was established after the construction of the railway, approximately a quarter mile from the original Marfleet farm. The Village took the name Marwayne, and the population grew to between two and three hundred residents within months.

2.3 Historical and Projected Population

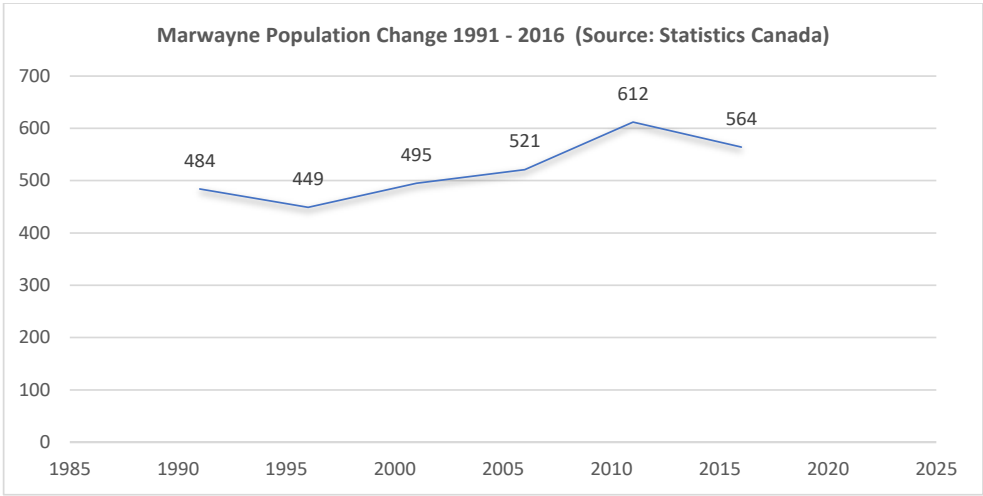
Marwayne’s population has fluctuated from 1991 to 2016. From 1996 to 2011, the population experienced a continuing increase from 449 to 612 according to Statistics Canada (refer to the diagram below). Overall, Marwayne has experienced positive population growth at an average annual rate of 0.83% between 1991 and 2016.

¹ The major treaties affecting Alberta are Treaties 6, 7 and 8 – signed in 1876, 1877 and 1899 respectively. Alberta: How the West was Young. (2008). Treaties – Overview. Retrieved January 23, 2008, from http://www.abheritage.ca/alberta/fn_metis/treaties.html.

² The Applied History Research Group. (1997). The Peopling of Canada: 1891- 1921. Retrieved January 23, 2008, from http://www.ucalgary.ca/applied_history/canada1891/ch4.html.

2

CONTEXT + EMERGING TRENDS



The population growth experienced between 1996 and 2011 did not continue into 2016. The greatest decline occurred in the 0 to 19 age group, which decreased from 205 to 160 people. The other decline occurred in the 40 to 64 age group, which decreased from 190 to 170 people, as shown in the tables below.

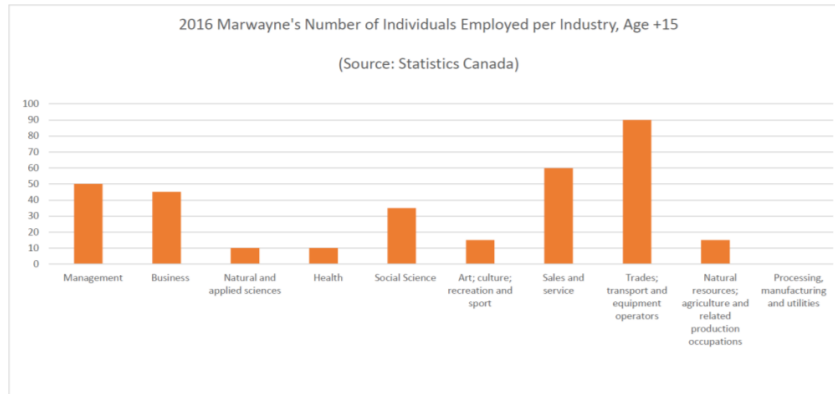
2011 Population by Age		
Age	Total	% of Village population
0-19	205	33%
20-39	160	26%
40-64	190	31%
65+	60	10%
2011 total:	615	

2016 Population by Age		
Age	Total	% of Village population
0-19	160	28%
20-39	160	28%
40-64	170	30%
65+	75	13%
2016 total:	565	

Rural residents between the ages of 20 and 39 often relocate to urban areas for education and employment opportunities. In contradiction to this trend, Marwayne’s population at this age group stayed stable from 2011 to 2016, maintaining the same number of 160 people living and working in their home community.

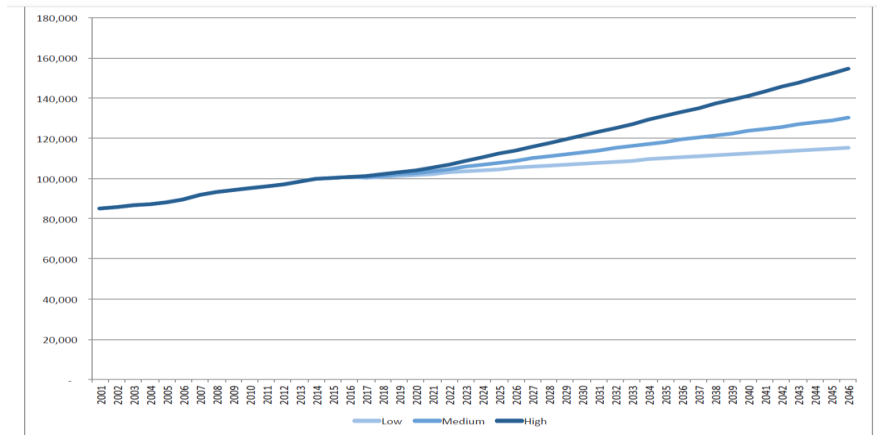
Municipalities in Alberta are allowed to conduct their own censuses. According to the Village of Marwayne’s municipal census, the Village’s population peaked in the year 2013 with a population of 667, reflecting Alberta’s oil and gas boom between 2010 and 2014. Since the method of conducting a municipal census in Alberta differs from Statistics Canada, the 2013 population data is not included in the analysis above.

Significant numbers of the Village's residents are involved in retail, trades, and sales and services sectors while many others are employed in management, business and social science. Particularly males are employed in agriculture, oil and gas and related production occupations.



The Village of Marwayne is located within Alberta's Census Division No.10. Based on population projections prepared by the Alberta Treasury Board and Finance, Census Division No. 10 is projected to continue to experience population growth at an average annual growth rate of between 0.5% and 1.4%.³ Growth in the region largely ties to oil sands development within the Cold Lake Oil Sands Area and Lloydminster.

Alberta Census Division No. 10 Population Projections



Source: Village of Dewberry, Village of Marwayne, Village of Kitscoty Population and Employment Growth Working Paper, Applications Management, September 29, 2016

Over the long term, it is expected that Marwayne will experience growth relative to the region. Until 2046, the Village's total population could reach between 808 to 1,314. This represents an annual average growth rate ranging between -0.5% to 2%.

³ Alberta Population Projections by Census Division, 2016-2041, Alberta Treasury Board and Finance Low, Medium and High Scenarios.

2.4 Economic Development Profile of Marwayne Region

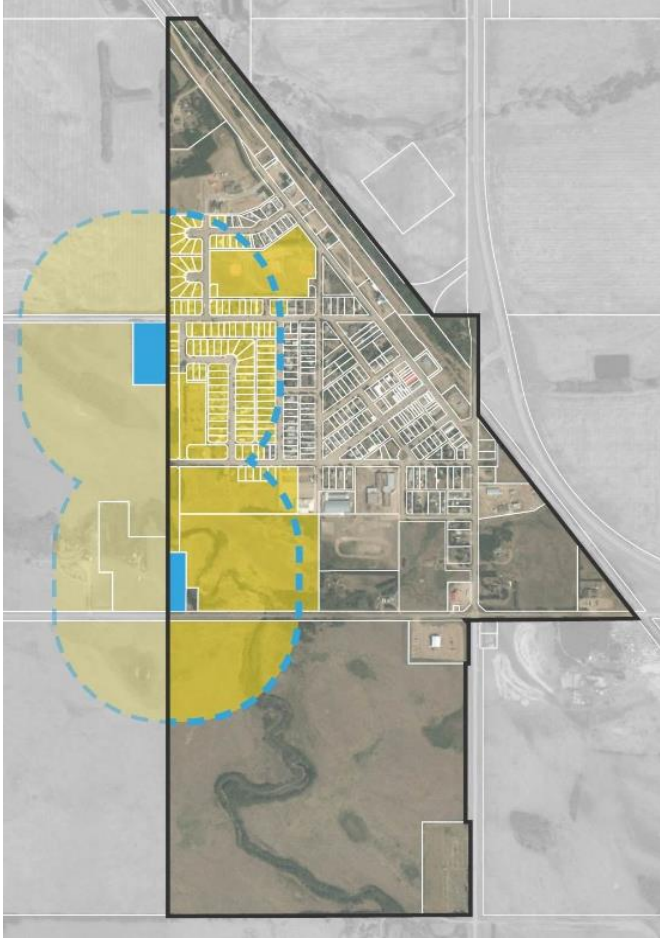
Marwayne’s economic development is largely tied with the growth of the region. The regional Growth Domestic Product (GDP) is anticipated to increase due to modest rates of industry-specific labour productivity growth. Some of these industries include: crop and animal production; agriculture and support services; utilities and construction; postal services, broadcasting and other information services; and financial enterprises, education, health care services and hospitals, to name a few. There is also a variety of general services in Marwayne allowing people to trade goods and services locally.

Over the years, Marwayne has been upgrading municipal infrastructure and transforming into a community offering an excellent quality of life. Municipal infrastructure has been upgraded in the downtown area with an award-winning streetscape with new sidewalks, lighting, boulevards and signage. A series of community amenities and recreational facilities are constructed and upgraded in recent years. Community events, such as the Harvest Day and Winter Festival, are hosted every year attracting people from the region and broader area. Opportunities of how the existing assets, such as attainable housing market, infrastructure and community amenities, can be utilized to leverage the Village’s growth needs to be explored in the future.

2.5 Land Use Constraints

The major land use constraint identified is caused by two non-operating landfill sites on the west boundary of the Village (refer to Figure 4). One site is within the Village boundary and the other borders the Village boundary. According to Alberta’s MGA – Subdivision and Development Regulation, a 300 m setback distance to a non-operating landfill facility is required for school, hospital, food establishment and/or residential developments. Subdivision and development within the 300 m buffer cannot be approved unless a variance from Alberta Environment and Parks (AEP) is received. To assist with future subdivision and development in the impacted areas, the Village has established a process to pursue a variance from AEP on behalf of the landowner or prospective developer.

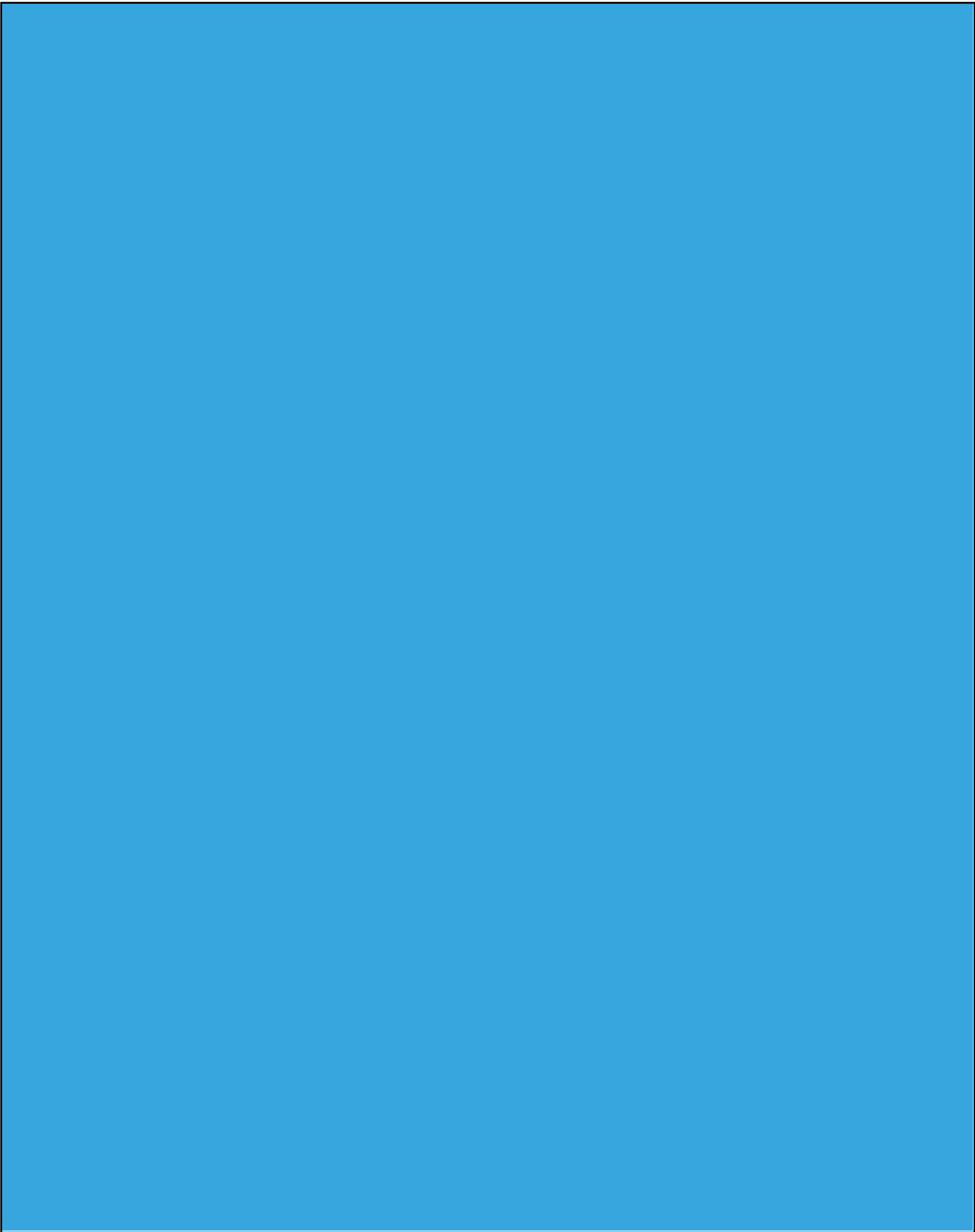
▼ Figure 3: Properties within the non-operating landfill setback



Source: Village of Marwayne Land Use Bylaw – Figure 7: Non-Operating Landfill Setback Areas

2.6 Future Growth Challenges and Opportunities

Marwayne’s long term growth relies on retaining and attracting more businesses into the Village. To take full advantage of its location and attract investors to the area, the Village must ensure to be investment ready. The readiness must be achieved through continually responsive planning and strategic actions. Some of the most important features of forward planning include land use, transportation, municipal services, community infrastructure, and most important, their budget and cost implication to the Village’s resiliency and growth. By contemplating in advance what needs to be done, by who and how, the Village can demonstrate readiness to local and regional investors.



3 VISION AND GOALS

3.1 Vision, Topics and Goals

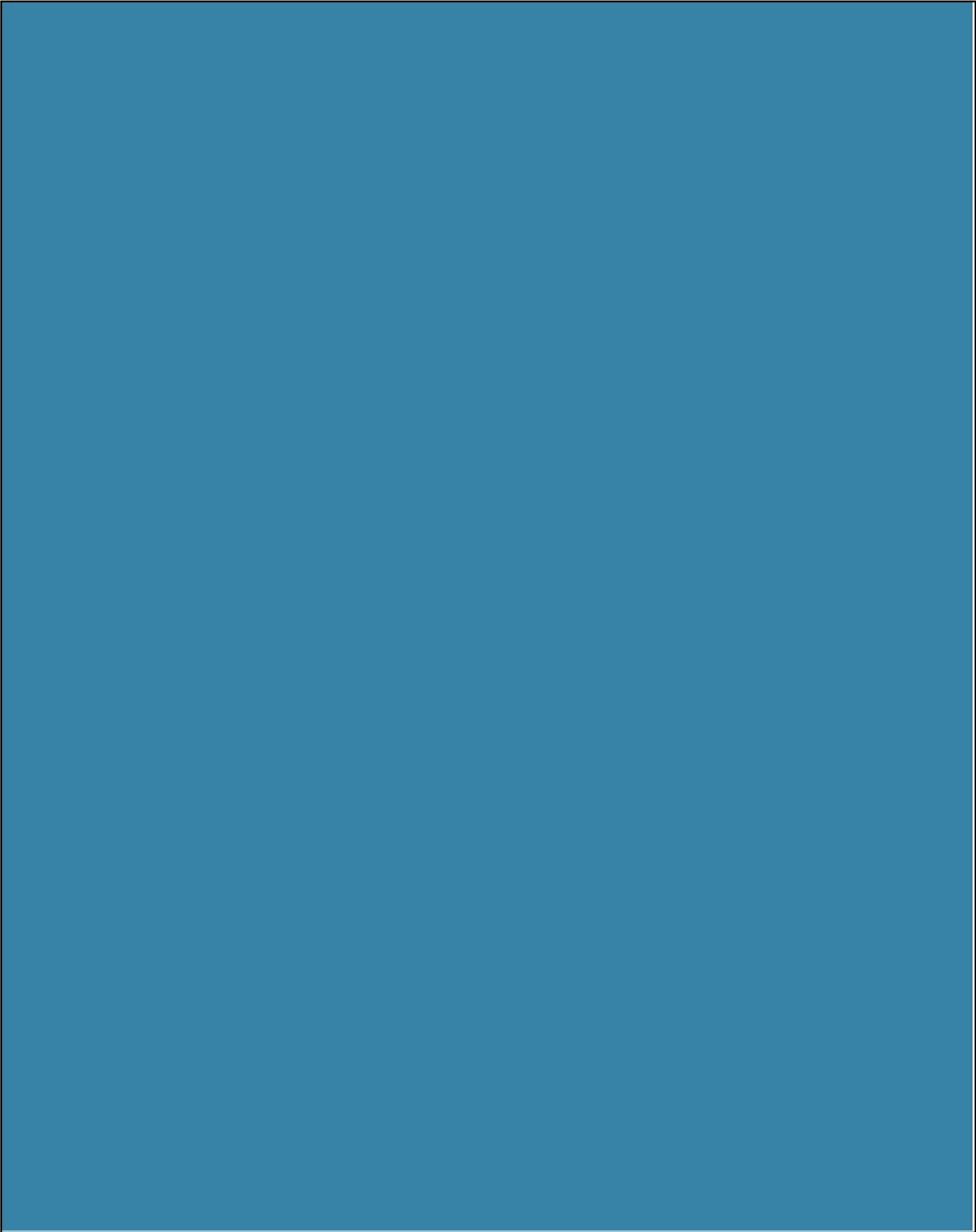
Guided by the community vision established in the Sustainability Plan 2013, this MDP provides objectives and policies for future land use and development in Marwayne.

COMMUNITY VISION

“Ensuring quality of life in a safe, viable and thriving community”

Marwayne’s community vision is interpreted under seven topics identified in accordance with the requirements of the MGA. Each topic, along with its associated goal, form the foundation of the Village’s objectives and policies.

Topics	Goals
GROWTH + LAND USE	To promote orderly and economical growth and land use development.
TRANSPORTATION	To plan and develop a safe, efficient, and effective transportation network.
MUNICIPAL SERVICES	To plan and develop an efficient, effective, and economical municipal infrastructure system.
ECONOMIC DEVELOPMENT	To promote Marwayne’s long-term economic resilience.
ENVIRONMENT	To protect and enhance the natural environment for future generations.
COMMUNITY DEVELOPMENT + AMENITIES	To develop and maintain excellent community amenities and services for local residents and the broader region.
IMPLEMENTATION + MONITORING	To establish a framework for implementation and monitoring of the vision, goals, objectives and policies of this MDP.



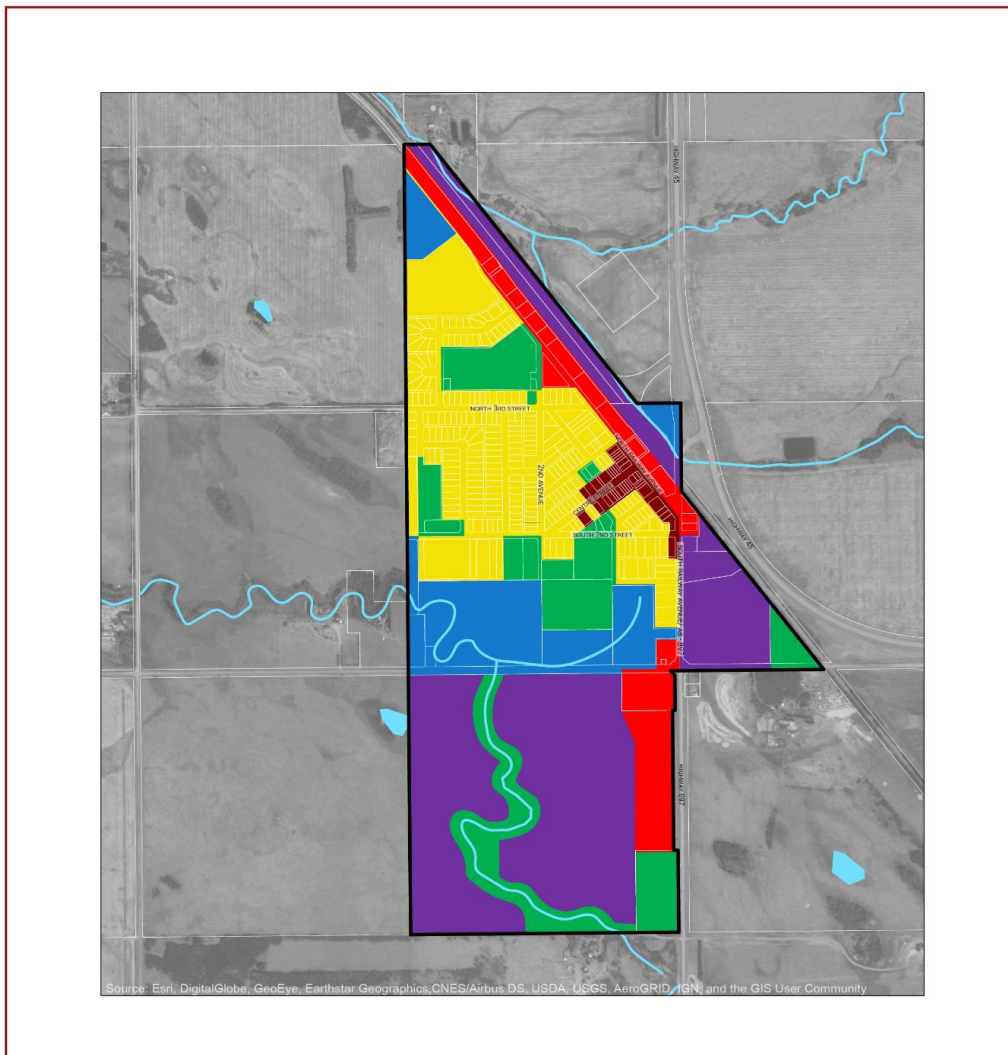
4

GROWTH + LAND USE

4 GROWTH + LAND USE

Goal: To promote orderly and economical growth in land use development.

▼ Figure 4: Future Land Use Designation Map



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

<p>TITLE: Village of Marwayne MDP: Land Use Designation Map</p>	<p>LEGEND:</p> <table border="0"> <tr> <td></td> <td>VILLAGE BOUNDARY</td> <td></td> <td>RESIDENTIAL</td> <td></td> <td>INDUSTRIAL</td> </tr> <tr> <td></td> <td>LAND PARCEL (2016)</td> <td></td> <td>VILLAGE CENTRE</td> <td></td> <td>HIGHWAY COMMERCIAL</td> </tr> <tr> <td></td> <td>WATER COURSE</td> <td></td> <td>RECREATION</td> <td></td> <td>FUTURE GROWTH AREA</td> </tr> </table>		VILLAGE BOUNDARY		RESIDENTIAL		INDUSTRIAL		LAND PARCEL (2016)		VILLAGE CENTRE		HIGHWAY COMMERCIAL		WATER COURSE		RECREATION		FUTURE GROWTH AREA	<p>SCALE: 1:15,000</p>
	VILLAGE BOUNDARY		RESIDENTIAL		INDUSTRIAL															
	LAND PARCEL (2016)		VILLAGE CENTRE		HIGHWAY COMMERCIAL															
	WATER COURSE		RECREATION		FUTURE GROWTH AREA															
<p>CLIENT: Village of Marwayne</p>	<p>DATA SOURCE(S): Village of Marwayne, Government of Alberta Open Data, Government of Canada Open Data, Alberta Environment and Parks</p>																			

4

GROWTH + LAND USE

4.1 Growth of the Village

“Building our community”

OBJECTIVE 4.1.1
To support regional collaboration.

Policy 4.1.1.1 The Village **shall** continue working with municipalities in the region to promote economic development.

Policy 4.1.1.2 The Village **shall** work with the County of Vermilion River on implementing the policies of the adopted IDP.

OBJECTIVE 4.1.2
To encourage compact, orderly and economical growth of the Village.

Policy 4.1.2.1 The Village **should** direct new development to the areas with existing municipal services.

Policy 4.1.2.2 The Village **shall** consider future expansion/ annexation in a manner that is sustainable and consistent with the policies and objectives outlined in this MDP and any adopted IDP.

Policy 4.1.2.3 The Village **may** work with landowners and developers to seek opportunities to finance and/or recover the capital costs of providing servicing resulting from the new development.

Policy 4.1.2.4 The Village **shall** require all new subdivisions to provide either 10% of the land for municipal reserve, or cash-in-lieu, or a combination there-of, in compliance with the provisions in the MGA.

OBJECTIVE 4.1.3
To work with the local school boards to identify and acquire lands to meet future needs.

Policy 4.1.3.1 The Village **shall** work with local school boards to identify appropriate land to meet the boards’ needs.

Policy 4.1.3.2 The Village **may** obtain land for future school sites through municipal reserve dedication in accordance with Policy 4.1.2.4.

Policy 4.1.3.3 The Village **may** seek to acquire additional lands if it is determined that the Village land supply does not meet the needs of the local school boards.

4.2 Residential Area

“A Place to Call Home”

According to the Sustainability Plan 2013, the majority of the housing stock in the Village of Marwayne is made up of single-detached dwellings (76.5%), with the second largest type of housing being modular homes (12.7%). The Village recognizes that a community is made of people from all walks of life, and as such, seeks to provide a variety of housing options in order to attract and retain residents.

OBJECTIVE 4.2.1

To ensure adequate land supply for future residential growth.

- Policy 4.2.1.1** The Village **shall** direct residential development into those areas designated as “Residential” as noted in Figure 5: Future Land Use Designation Map.
- Policy 4.2.1.2** The Village **should** monitor population age structures and demand to plan for the supply of adequate land to meet the growth.
- Policy 4.2.1.3** The Village **should** consider orderly, cost effective and economically feasible extension of utilities and roadways in examining the suitability of new residential development.

OBJECTIVE 4.2.2

To ensure access to local open space and recreational amenities.

- Policy 4.2.2.1** The Village **should** pursue opportunities to enhance open space and recreational amenities in residential neighbourhoods.
- Policy 4.2.2.2** The Village **should** provide functional walkways in subdivisions linking residential areas with parks, trail systems, and public and commercial facilities.
- Policy 4.2.2.3** The Village **should** ensure that walkways are landscaped, lighted, hard surfaced and well drained.

OBJECTIVE 4.2.3

To promote sense of place.

- Policy 4.2.3.1** The Village **should** promote cost effective streetscapes and pedestrian safety with sufficient infrastructure and public amenities in the areas designated as “Future Growth Area”.
- Policy 4.2.3.2** The Village **should** require boulevard trees and on-street parking in the neighbourhoods, where possible and feasible, to separate pedestrians from traffic.
- Policy 4.2.3.3** The Village **should** encourage front porches in new and existing residential areas.

4

GROWTH + LAND USE

OBJECTIVE 4.2.4

To maintain the physical characteristics of the existing neighbourhoods.

- Policy 4.2.4.1** The Village **should** encourage new development within the existing neighborhood to be sensitive to the surrounding form and bulk.
- Policy 4.2.4.2** The Village **should** allow for the development of new modular housing provided that when completed such housing is consistent with the form and bulk of the immediate neighbourhood.

OBJECTIVE 4.2.5

To support aging in place.

- Policy 4.2.5.1** The Village **should** encourage the provision of sufficient self-contained housing for senior citizens by incorporating such uses within the Land Use Bylaw.
- Policy 4.2.5.2** The Village **should** encourage the provision of housing for other groups with special housing needs by incorporating such uses within the Land Use Bylaw.

OBJECTIVE 4.2.6

To encourage housing diversity.

- Policy 4.2.6.1** The Village **should** encourage a range of dwelling and lot sizes and a variety of housing types while maintaining single detached housing as the predominant housing form through provisions in the Land Use Bylaw.
- Policy 4.2.6.2** The Village **should** ensure that higher density housing is located in residential areas close to public facilities such as schools and major recreation facilities, major commercial development, and arterial roadways.
- Policy 4.2.6.3** The Village **should** create and maintain an up-to-date housing inventory to assist in making land use decisions.
- Policy 4.2.6.4** The Village **should** encourage higher density mixed-use development in the Village Centre.
- Policy 4.2.6.5** The Village **should** support home businesses to be located in residential districts to support local business development.
- Policy 4.2.6.6** The Village **should** encourage narrow-lot housing and affordable housing through provisions of the Land Use Bylaw in older parts of the Village where lot sizes are smaller.

4.3 Village Centre

“A Vibrant Downtown Core”

The creation of character and a sense of place can greatly increase residents’ sense of pride in their community and, in turn, augment quality of life. The community described their desired future for downtown core area as a vibrant community focal point with pedestrian-oriented commercial enterprise.

The Village has created a new, award winning downtown streetscape. An inventory of historical commercial places, a streetscapes design, a grant program, and design guidelines also became available to assist business owners with renovations. In 2010, three businesses received municipal historic designation.

Additionally, the Village has recently completed water, sewer and storm sewer upgrades in the downtown core area.

OBJECTIVE 4.3.1

To promote an attractive and safe Village Centre.

- Policy 4.3.1.1** The Village **shall** continue to focus on enhancing the visual appeal of the Village Centre.
- Policy 4.3.1.2** The Village **should** encourage businesses to have rear entry doors to accommodate customer and staff parking in the rear of buildings.
- Policy 4.3.1.3** The Village **shall** consider provisions in the Marwayne Downtown Historic Area Design Guidelines when evaluating development permits for renovations, alterations and additions to existing buildings, and any new development in the Village Centre.
- Policy 4.3.1.4** The Village **should** adopt universal design principles with new development.
- Policy 4.3.1.5** The Village **should** continue to promote crime prevention through applying design principles of Crime Prevention Through Environmental Design (CPTED).
- Policy 4.3.1.6** The Village **should** seek infill development opportunities for vacant lands before considering to expand the Village Centre.
- Policy 4.3.1.7** If expansion of the Village Centre is deemed appropriate, the Village **should** direct the future expansion southwest along Centre Street and northwest and southeast along the west side of Railway Avenue.
- Policy 4.3.1.8** The Village **should** encourage and assist in organizing and coordinating community events in the Village Centre.

4

GROWTH + LAND USE

OBJECTIVE 4.3.3

To promote diverse shops, services and employment opportunities.

- Policy 4.3.3.1** The Village **shall** continue to investigate tools to assist existing business to stay and expand, and attract additional business opportunities in the Village Centre.
- Policy 4.3.3.2** The Village **shall** encourage development of retail business firstly in the Village Core and secondly along Highway 897 and 45 in the lands designated as “Commercial” on the Figure 5: Future Land Use Designation Map.
- Policy 4.3.3.3** The Village **should** encourage government offices and services to be relocated or remain in the Village Centre.
- Policy 4.3.3.4** The Village **should** encourage private sector offices to be located in the Village Centre.

OBJECTIVE 4.3.4

To encourage mixed-use developments with residential and commercial components.

- Policy 4.3.4.1** The Village **should** encourage infill of vacant land and redevelopment of older buildings to accommodate residential units above ground level.
- Policy 4.3.4.2** The Village **should** explore the option of adapting older buildings to serve as mixed-use affordable and/or senior’s housing.

4.4 Highway Commercial and Industrial Development

“A Thriving Economy”

One of the most important elements of resilient community building is achieving adequate economic and employment opportunities for Village residents. The Village is committed to making land available to accommodate growth. The Village annexed a quarter section south of the existing neighbourhood (NE23-52-3-W4) to allow industrial and highway commercial development. Additionally, an Area Structure Plan was also adopted in 2008 to provide guidance for development in this area. With this land, the Village reached a healthy assessment ratio of 1:2 between residential and non-residential land for tax base.

Lands along the east side of the Village boundary present an advantage to development due to their location. Highway 897 and 45 are readily available for these lands to access to major transportation routes that connect the area to the rest of the Province and Canada. It would be a natural extension of highway commercial and industrial uses into these areas.

OBJECTIVE 4.4.1

To ensure an adequate supply of industrial and commercial land.

Policy 4.4.1.1 The Village **should** ensure adequate land for transportation-oriented business along the Highway 897 corridor and industrial areas as shown in Figure 5: Future Land Use Designation Map.

Policy 4.4.1.2 The Village **shall** work with developers to provide necessary infrastructure and amenities for the properties in the designated areas.

Policy 4.4.1.3 The Village **shall** seek opportunities, such as Provincial and Federal programs and incentives, to assist industrial development.

OBJECTIVE 4.4.2

To ensure safe movement of goods and people throughout the Village.

Policy 4.4.2.1 The Village **should** require dangerous or hazardous goods transported by road is limited to main truck routes.

Policy 4.4.2.2 The Village **may** require appropriate noise attenuation measures to be implemented to ensure acceptable noise levels for residential development adjacent to collector roads.

OBJECTIVE 4.4.3

To ensure functional and efficient site layout and design.

Policy 4.4.3.1 The Village **should** ensure that vehicular and pedestrian circulation patterns and facilities, landscaping, waste collection, and other aspects of individual industrial and commercial developments in proximity to one another are coordinated.

Policy 4.4.3.2 The Village **should** examine applications for Highway Commercial development in respect to access, circulation, parking and signage.

Policy 4.4.3.3 The Village **should** require that Industrial Subdivision Plans contain lot sizes and configurations appropriate to anticipated industry demand.

Policy 4.4.3.4 The Village **should** encourage low impact techniques suitable for cold climates for on-site water recharge in parking lot design.

Policy 4.4.3.5 The Village **may** require additional buffering where industrial parcels abut roadways, municipal reserves, and non-industrial lands.

Policy 4.4.3.6 The Village **shall** establish standards or regulations governing access points to maintain safety along Highways 897 and 45.

Policy 4.4.3.7 The Village **shall** direct all subdivision and development permit applications to Alberta Transportation.

4

GROWTH + LAND USE

OBJECTIVE 4.4.4

To consider risks associated with oil and gas installments and activities and incorporate them into land use planning to achieve compatibility to adjacent land uses.

- Policy 4.4.4.1** The Village **should** develop and maintain up-to-date pipelines and wells information to assist in making appropriate land use decisions.
- Policy 4.4.4.2** The Village **should** work with the Alberta Energy Regulator (AER) to guarantee that adequate setbacks from sour gas facilities, pipelines, and wells are met through the subdivision and/or development permit approval process.
- Policy 4.4.4.3** The Village **should** collaborate with the Alberta Energy Regulator (AER), the Government of Alberta, industry operators and the development industry to minimize negative impacts from oil and gas activities to adjacent land uses.

4.5 Recreation

“Places to enjoy with friends and families”

Because the Village has a population of both young and old residents, it is important to promote a mix of both active and passive recreational activities. A variety of recreational services can be found in the Village, including skating and curling arenas, an outdoor skating rink, three ball diamonds, a running track, tennis courts, outdoor basketball court, soccer fields, children’s playgrounds, a campground, and a community hall that has a stage, conference room, and wireless internet access for a variety of activities and meetings. The local K-12 school has also been updated with improved capacity of accommodating larger community functions. The Village’s new facilities have been built to LEED Shadow standards.

The Village will continue to partner with the award-winning Marwayne Agricultural Society – which acts as the governing body to the recreational and non-profit groups in the Village of Marwayne – to seek solutions for recreational infrastructure and programming.

OBJECTIVE 4.5.1

To provide well connected and easy to access parks and trail system for all ages, stages, and abilities.

- Policy 4.5.1.1** The Village **should** preserve and maintain parks and open spaces in the existing neighbourhoods.
- Policy 4.5.1.2** The Village **should** ensure sidewalks, trails and green corridors connection throughout the whole Village to promote active lifestyles.
- Policy 4.5.1.3** The Village **should** encourage new development to incorporate parks.

OBJECTIVE 4.5.2

To advocate for the development of new recreational facilities.

- Policy 4.5.2.1** The Village **should** monitor the use of existing recreational facilities and identify trends in the facilities usage.
- Policy 4.5.2.2** Where viable, the Village **should** continue to enhance and incorporate new recreational facilities into their existing infrastructure.

4.6 Future Growth Area

“Lands of opportunity”

The MDP’s Land Use Concept identifies areas to accommodate the Village’s future growth. The intent is to allow the existing usage of lands and, at the same time, attract new development through providing a broad range of land use opportunities, ranging from single-detached houses to neighbourhood retail to potentially light industrial uses. The Village will work with private developers to ensure appropriate transition among the different uses and the provision of necessary municipal services and roadways.

The largest growth area is located south of the existing school site and residential areas, and north of the quarter section designated for future industrial uses. One of the non-operating landfill sites is located at the southwest corner of this area. Future development within the landfill buffering must comply with the MGA – Subdivision and Development Regulation. The Village is responsible to guide the development in this area in cooperation with Alberta Environment and Parks.

OBJECTIVE 4.6.1

To support a broad range of development and ensure compatibility between the new development and the adjacent existing uses.

- Policy 4.6.1.1** The Village **should** support residential and residential related uses close to the existing school site.
- Policy 4.6.1.2** The Village **should** require landowners and private developers to pay for services resulting from the new development.
- Policy 4.6.1.3** The Village **may** consider temporary solutions in water and sewer services that is efficient and economical for a new development. In doing so, the Village should provide timing of municipal service extension to service the development.
- Policy 4.6.1.4** The Village **should** require effective transition between new development and the adjacent uses through adequate setbacks and landscaped buffers.

4

GROWTH + LAND USE

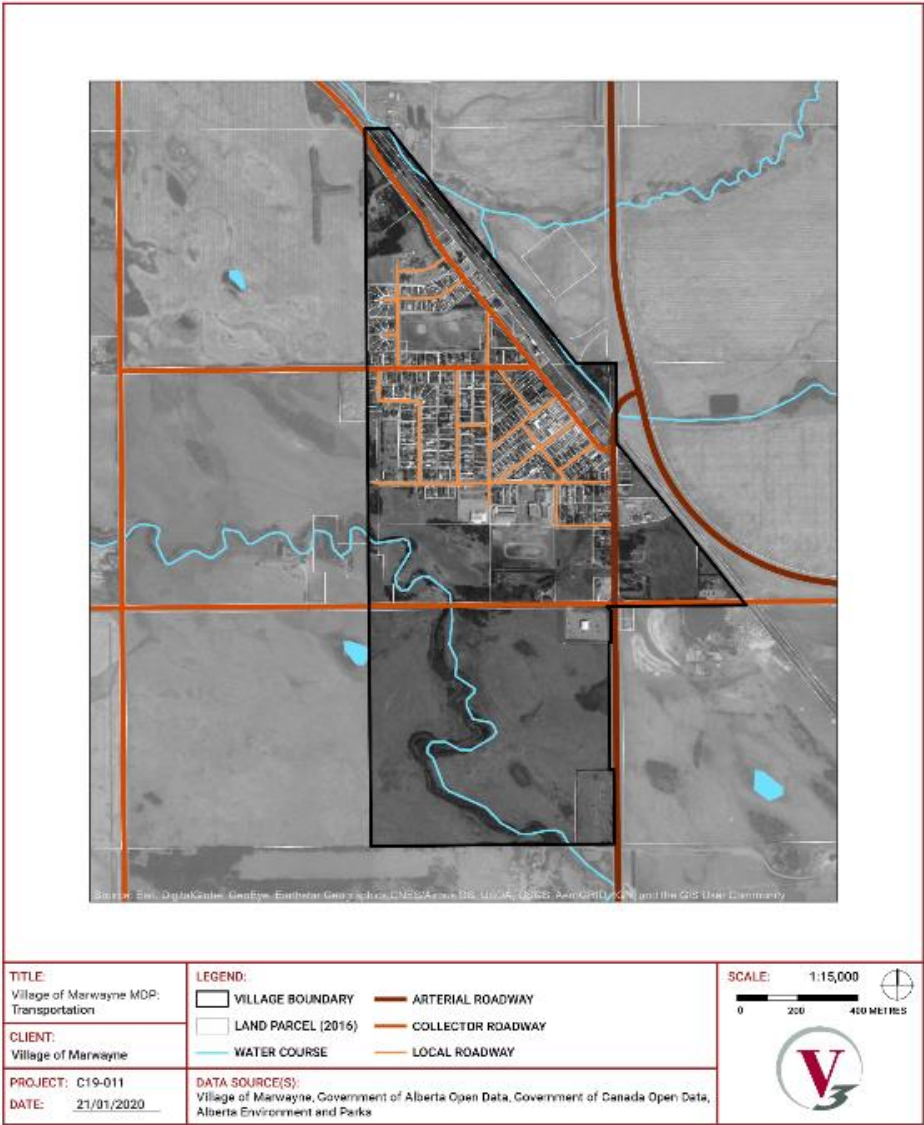
OBJECTIVE 4.6.2
To ensure proper land use compliance within the non-operating landfill setback area.

Policy 4.6.2.1 The Village **should** continue to assist new development to obtain the required variance from Alberta Environment and Parks.

5 TRANSPORTATION

Goal: To plan and develop a safe, efficient and effective transportation network.

Adequate vehicle transportation systems are a vital tool for economic development, as they play an important role in expanding and shaping the built environment in all communities. The development of roads needs to be managed to recognize the significant capital and operational costs associated with this infrastructure.



5

TRANSPORTATION

OBJECTIVE 5.1.1

To create an adequate road network that meets the needs of the residents, businesses, and industry.

- Policy 5.1.1.1** The Village **shall** develop cost effective road design standards for accommodating industrial, commercial and residential development, recognizing that each use and demand of the roads is not the same.
- Policy 5.1.1.2** The Village **shall** work with Alberta Transportation to monitor and maintain Highway 897.
- Policy 5.1.1.3** The Village **shall** protect lands to ensure sufficient right of ways are available future roadway expansion, where necessary.

OBJECTIVE 5.1.2

To create a walkable community that facilitates the safe and efficient movement of pedestrians.

- Policy 5.1.2.1** The Village **shall** require the provision of sidewalks on at least one side of the road in residential districts.
- Policy 5.1.2.2** The Village **should** promote the construction of a walking/cycling trail system as an alternate form of transportation that provides non-motorized access between residential areas, parks and other public facilities.
- Policy 5.1.2.3** The Village **should** promote the use of narrower intersections in the form of reduced pavement width.
- Policy 5.1.2.4** The Village **should** provide traffic and pedestrian control as required through lane markings, crosswalks, signage and other control devices.
- Policy 5.1.2.5** The Village **should** adopt universal design standards to accommodate all residents.

OBJECTIVE 5.1.3

To link new and old infrastructure systems together.

- Policy 5.1.3.1** When reviewing and dealing with Area Structure Plans, Outline Plans and proposed tentative subdivision plans, the Village **should** ensure there is adequate provision for future road linkages with adjacent undeveloped quarter sections.
- Policy 5.1.3.2** The Village **should** ensure compatibility of transportation networks with adjacent land uses.
- Policy 5.1.3.3** The Village **should** encourage street layout in the new development that are suited to existing topography and other natural features of the area to minimize cut-and-fill and grading throughout the site.

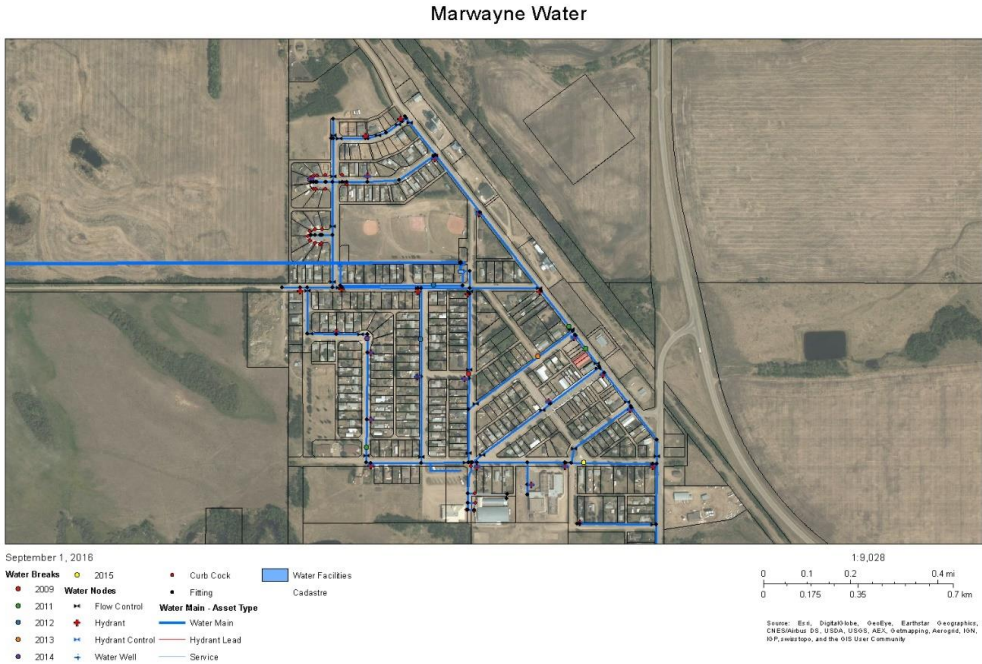
6 MUNICIPAL SERVICES

Goal: To plan and develop an efficient, effective and economical municipal infrastructure system.

The Village provides water and sanitary services to residential, commercial, industrial and institutional developments in the neighbourhood. The capacity of the existing infrastructure in Marwayne can serve almost double the current population. Water and sewer piping are installed under the road network as shown in Figures 6, 7 and 8. Marwayne is committed to upgrading water, sewer, and storm sewer services and infrastructure.

The water system for the Village is connected to the Alberta Central East Water Corporation water line, a regional water main. The sanitary system is directed to a sanitary lagoon northwest of the Village boundary. This facility is operated and maintained by the Village.

▼ Figure 5: Water Distribution Map (2016)

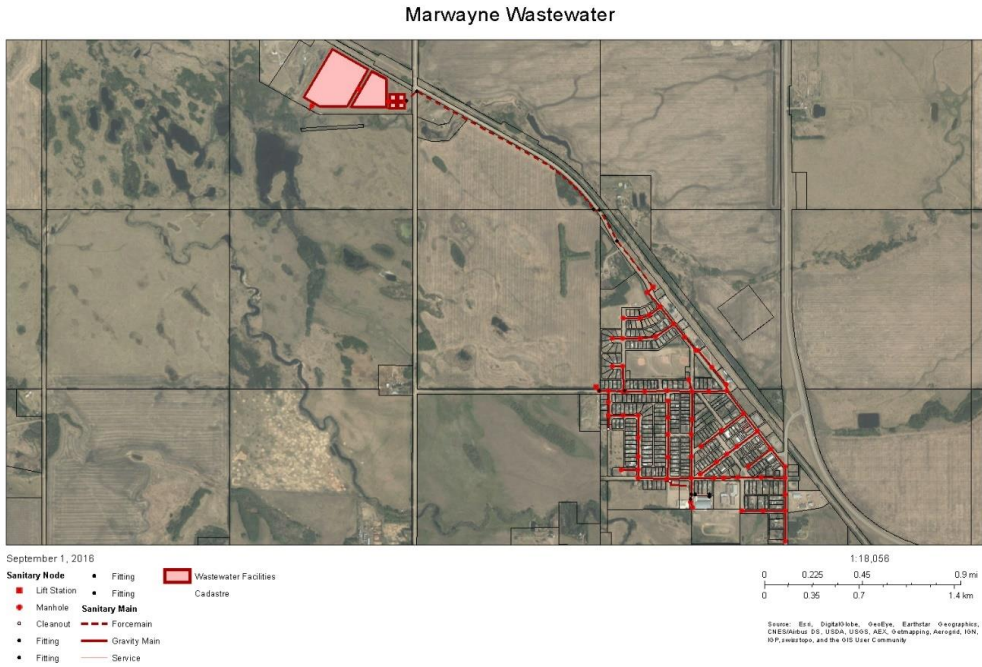


6

MUNICIPAL SERVICES

According to Marwayne’s 2016 Servicing Report, the sanitary sewer system has the capacity to serve a population of 1100. When the Village reaches a population of 750 people, it will begin to consider expanding these facilities (Figure 7).

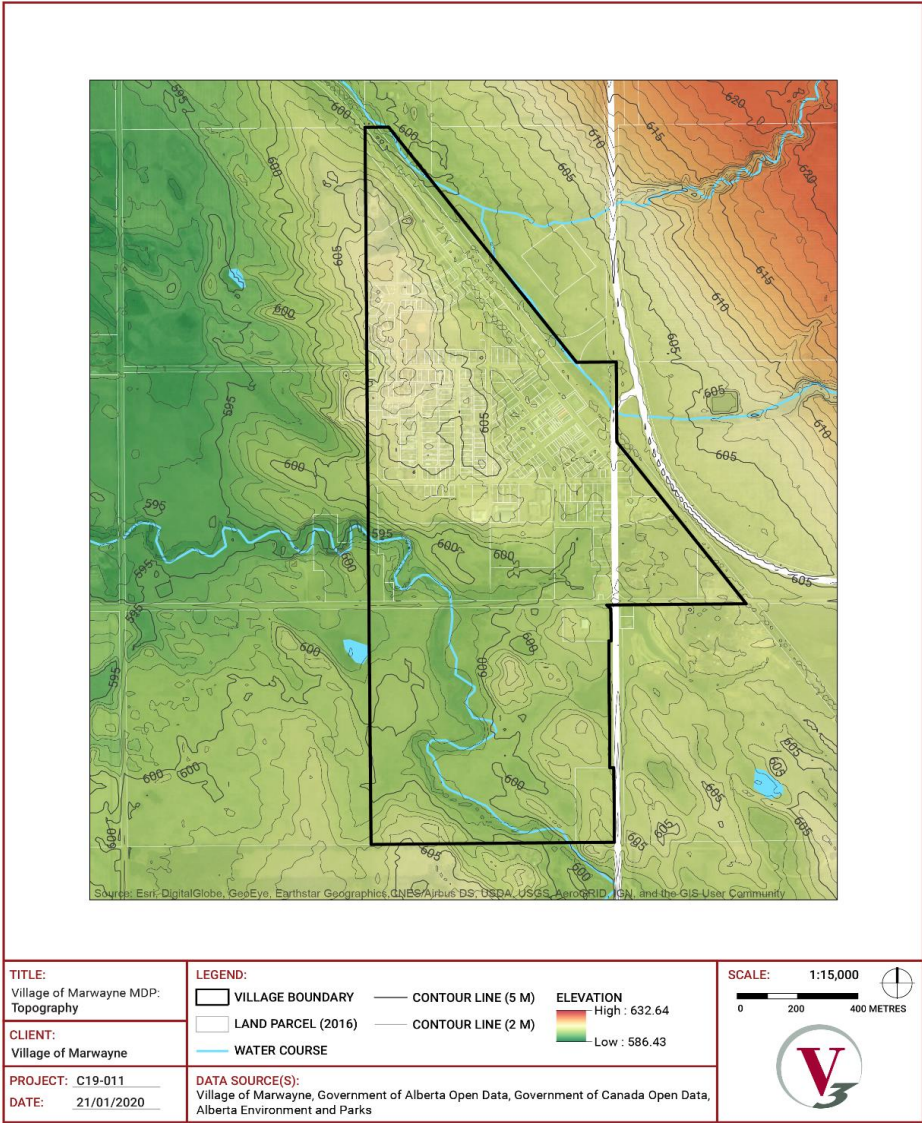
▼ Figure 6: Wastewater System (2016)



According to the Sustainability Plan 2013, the community was experiencing treated water loss in the older areas where the service lines and connections are developing hard to detect leaks. The Village’s wastewater system was also reported to have a problem with both inflow and infiltration of ground water.

The topography in and around Marwayne causes water to flow towards the Village from the northeast and away from the Village in the northwest, west, and south (Figure 8). The stormwater flows from the north and the east are directed to flow through a culvert perpendicular to the Canadian Pacific Railway.

▼ Figure 7: Stormwater Map (2020)



6

MUNICIPAL SERVICES

OBJECTIVE 6.1.1

To develop and maintain an efficient, effective and economical utility system to meet future development opportunities.

- Policy 6.1.1.1** The Village **shall** encourage new development to be located in the existing serviced area.
- Policy 6.1.1.2** The Village **shall** ensure the continued expansion of utility services as required by development.
- Policy 6.1.1.3** The Village **should** avoid development that requires the installation of a lift station that would have to be absorbed of by the Village.
- Policy 6.1.1.4** The Village **may** allow alternative sustainable onsite servicing solutions when a development requires a lift station.
- Policy 6.1.1.5** The Village **should** require planning of all future development to consider the direction of prevailing winds and stormwater drainage flow.
- Policy 6.1.1.6** The Village **should** include the projected costs of future utility development in the capital works budget.
- Policy 6.1.1.7** The Village **should** annually update its servicing plans to provide guidance for future development of water, sewer and stormwater systems and to assist with capital works budgeting.
- Policy 6.1.1.8** The Village **should** finance lane lighting and paving which is of local benefit by local improvement.
- Policy 6.1.1.9** The Village **should** develop an infrastructure asset management plan to track the life cycle of infrastructure to assist with budget allocations.

OBJECTIVE 6.1.2

To keep the development and maintenance of the utility system at minimum cost to existing tax payers.

- Policy 6.1.2.1** As a condition of subdivision or development permit approval, the Village **should** enter into an agreement with the developer indicating responsibility of the developer for all servicing, infrastructure and utility costs associated with the development.
- Policy 6.1.2.2** The Village **should** require developers to prepare a stormwater management plan for approval from the Village prior to development being approved.

OBJECTIVE 6.2

7 ECONOMIC DEVELOPMENT

Goal: To promote Marwayne’s long-term economic resiliency.

The importance of having a strong industrial and commercial tax base is critical to the resilience of the Village. The Village’s primary tax base is from economic sectors such as agriculture, oil and gas, retail and service sectors serving the trade area and extending into the greater region. Agriculture is the economic underpinning for many of the residents of the Village. During the past several decades, the Village has experienced significant growth resulting from the region’s manufacturing and oil and gas sectors.

The Village’s future economic development will be closely tied to the region’s growth. The regional GDP is anticipated to increase due to modest rates of industry-specific labour productivity growth. Some of these industries include: crop and animal production; agriculture support services; utilities and construction; postal services, broadcasting and other information services; and financial enterprises, education, health care services and hospitals, to name a few.

The Village has a variety of facilities that the community enjoys year-round as well as reserve areas adjacent to the Marwayne Creek. These built and natural assets provide the Village with the opportunity to take on a larger role as a seasonal tourism service provider for tourists in the region.

OBJECTIVE 7.1.1

To continue to identify ways to attract and retain businesses.

- Policy 7.1.1.1** The Village **should** establish a community marketing strategy that promotes the advantage and opportunities for business and tourism in Marwayne.
- Policy 7.1.1.2** The Village **should** pursue diversification of industrial and commercial development.
- Policy 7.1.1.3** The Village **should** adopt a “business friendly” approach in the processing of development and building permits.
- Policy 7.1.1.4** The Village **may** explore innovative ways to sell the Village’s land as encouragement for development.
- Policy 7.1.1.5** The Village **may** explore creative approaches to attract businesses through tools, such as tax incentives or supporting infrastructure installation, in a managed approach.

OBJECTIVE 7.1.2

To continue collaboration with nearby municipalities and regional organizations.

- Policy 7.1.2.1** The Village **should** continue to work with the Vermilion River Regional Alliance (VRRRA) and Alberta HUB to seek regional solutions and support for commercial and industrial development and initiatives.

7

ECONOMIC DEVELOPMENT

OBJECTIVE 7.1.3

To advocate for investment in education and training to promote a skilled local labour force.

Policy 7.1.3.1 The Village **may** seek opportunities to partner with school boards and other educational institutions.

Policy 7.1.3.2 The Village **should** support the development of the Business Communication room with technical features.

8 ENVIRONMENT

Goal: To protect and enhance the natural environment for future generations.

Council recognizes a positive environment is needed for economic activity, retaining and increasing services, creating employment, increasing the assessment base and fostering a quality of life in Marwayne.

The Village of Marwayne is committed to preserving important environmental features and enhancing the urban environment through the use of planted vegetation within the Village limits. Increasing the amount of urban vegetation is both sound environmental and aesthetic policy: vegetation has the ability to reduce storm water run-off and reduce energy consumption through shading, wind protection, decreased irrigation and water consumption. Increasing the vegetative cover is a simple way to enhance the visual aesthetics of the Village – particularly in new residential developments – and thereby making Marwayne a more amenable place to both live and work.

Additionally, the Village is working to ensure the environmental remediation of land along the old railway line and in the process of facilitating development of an industrial park at the southerly end of the Village.

OBJECTIVE 8.1.1
To conserve and protect the natural features in the Village.

- Policy 8.1.1.1** The Village **should** assess subdivision and development permit applications for their impact on the environment.
- Policy 8.1.1.2** The Village **should** encourage new developments to protect special natural features and incorporate them into the design of the development, particularly in regard to environmentally sensitive land along the Marwayne Creek.
- Policy 8.1.1.3** The Village **should not** allow development that will injuriously affect the natural environment through air, noise, water or visual pollution.
- Policy 8.1.1.4** The Village **should** encourage innovative approaches to develop and operate a utility system to effectively reduce the amount of greenhouse gas emissions and provide cleaner air.
- Policy 8.1.1.5** The Village **should** encourage conservation of water use through education, promotion, and development of policies where appropriate for large water users.
- Policy 8.1.1.6** The Village **should** implement sustainable technologies into all Village assets.
- Policy 8.1.1.7** The Village **should** encourage developers, businesses and residents to adopt energy saving measures.

8

ENVIRONMENT

Policy 8.1.1.8 The Village **should** continue to take regular "energy audits" of Village controlled buildings and consider implementing ways to reduce energy consumption, e.g., Village vehicles and equipment, street lighting, heating and ventilation and energy efficient light bulbs.

Policy 8.1.1.9 The Village **should** encourage planting more trees in new residential, commercial and industrial developments, and in other public areas throughout the Village.

Policy 8.1.1.10 The Village **should** continue to encourage individuals, businesses and community groups to participate in the annual community clean-up.

Policy 8.1.1.11 The Village **should** consider helping community groups in providing receptacles for recycling and composting.

OBJECTIVE 8.1.2

To ensure new development's compliance to all applicable regulations within the landfill buffering area.

Policy 8.1.2.1 The Village **shall**, on behalf of landowners and developers, apply for a non-operating landfill variance through AEP.

Policy 8.1.2.2 The Village **shall** continue to identify ways to remove the 300 m setback control.

9 COMMUNITY DEVELOPMENT AND SERVICES

Goal: To develop and maintain excellent community amenities and services for local residents and broader region.

A thriving social environment is built on a sense of belonging, a sense of safety and security, and an understanding of community needs. The Village of Marwayne recognizes the importance of community development and aims to promote civic involvement, bolster community spirit and create a welcoming environment for people of all walks of life.

The availability of community amenities and facilities is critical as the Village is to be perceived as a viable choice for families to live and grow. Similar to many small municipalities, the Village faces challenges of keeping the facilities well maintained due to the lack of sustainable funding and the dependence on a seasonal human resources labor pool. The Village also faces the shortage of volunteers for the ongoing management of public facilities.

OBJECTIVE 9.1.1

To empower and support volunteers.

- Policy 9.1.1.1** The Village **should** encourage public participation in its planning and development endeavors.
- Policy 9.1.1.2** The Village **may** encourage the development of neighbourhood and community groups and initiatives that support community well-being.
- Policy 9.1.1.3** The Village **should** continue to support the Marwayne Agricultural Society and its umbrella governance structure as an approach to making the Village sustainable.

OBJECTIVE 9.1.2

To promote essential services to all the residents and special needs groups.

- Policy 9.1.2.1** The Village **should** maintain public amenities where families can gather and socialize
- Policy 9.1.2.2** The Village, in conjunction with the County of Vermilion River, **should** continue to provide ambulance and fire protection services in accordance with their agreement. Maintenance and upgrading of equipment will be considered in the five (5) year capital budget.
- Policy 9.1.2.3** The Village **should** endeavor to provide places of worship according to community needs.
- Policy 9.1.2.4** The Village **may** encourage the provision of a privately-run senior's transportation service to promote access to healthcare services in larger centres in the region.

9

COMMUNITY DEVELOPMENT + SERVICES

Policy 9.1.2.5 The Village **should** provide transportation services to seniors and people with physical disabilities, subject to the availability of funding from senior levels of government.

OBJECTIVE 9.1.3
To increase awareness of community events and increase communication.

Policy 9.1.3.1 The Village **should** explore the feasibility of installing an electronic screen to advertise all events and information and encourage residents to use the screen.

Policy 9.1.3.2 The Village **should** continue to utilize its newsletter, website and social media for information sharing and communication.

Policy 9.1.3.3 The Village **should** investigate innovative tools to raise awareness of community events and initiatives.

OBJECTIVE 9.1.4
To encourage the utilization of existing public facilities.

Policy 9.1.4.1 The Village **should** promote the usage of the new and existing facilities for cultural and recreational programming.

OBJECTIVE 9.1.5
To reduce capital and operating costs of public facilities.

Policy 9.1.5.1 The Village **should** move towards making the operations of recreation facilities financially self-supporting.

Policy 9.1.5.2 The Village **should** support community organizations in the maintenance of recreation areas.

OBJECTIVE 9.1.6
To identify long-term consideration for the development and maintenance of public facilities.

Policy 9.1.6.1 The Village **should** develop a comprehensive asset management plan to assist in the understanding of all Village's assets, their lifecycle and replacement costs. This information **should** be considered in the Village's long-term budget management plan.

10 PLAN IMPLEMENTATION AND MONITORING

To establish a framework for implementation and monitoring of the vision, goals, objectives and policies of this MDP.

The vision, goals, objectives and policies contained within this MDP are meant to be used to inform the municipal decision-making process relating to a variety of matters, as well as the creation of implementation tools such as the Village’s Land Use Bylaw and other planning related tools. As the Village of Marwayne grows and develops over a period of time, so will the relevance of its guiding directives and policies. To maintain the effectiveness and relevance of the goals and objectives of this document, reviews, community consultations and public engagement sessions should be conducted after a set period of time as required.

OBJECTIVE 10.1.1

Achieve consistency between all guiding policy documents.

Policy 10.1.1.1 If an amendment occurs to the adopted IDP between the Village and the County of Vermilion River that affects the lands within the Village boundary, this MDP **shall** be updated to remain consistent with the IDP.

Policy 10.1.1.2 The goals, objectives, and policies of all Village Statutory Plans and bylaws and amendments **shall** be consistent with the provisions of this MDP.

OBJECTIVE 10.1.2

To encourage the effective implementation of the visions, goals, objectives and policies contained within this MDP.

Policy 10.1.2.1 The Village **shall** work towards collaboration with other government agencies, other municipalities, and public and private agencies to advance the implementation of the policies and objectives of this MDP.

Policy 10.1.2.2 The Village **should** use the Land Use Bylaw and other associated bylaws as key tools to achieve the objectives and implement the policies of this MDP.

Policy 10.1.2.3 The Village **may** provide incentives, through a formal policy, to promote various forms of development. Incentives will only be offered when there is a clear public interest or policy objective in doing so.

Policy 10.1.2.4 The Village **shall** prioritize projects according to municipal budget. The Village **should** prioritize projects in conjunction with the asset management plan outlined in Policy 9.1.6.1.

10

PLAN IMPLEMENTATION + MONITORING

OBJECTIVE 10.1.3

Monitor the effectiveness and applicability of the MDP.

- Policy 10.1.3.1** A comprehensive review **shall** occur at least once every five (5) years, in conjunction with reviewing and updating the Village’s Sustainability Plan 2013 to keep this MDP relevant and current.
- Policy 10.1.3.2** Administration **shall** solicit comments and suggestions for improvements to this MDP on an on-going basis, and carry-out an annual amendment to reflect these comments where desirable.
- Policy 10.1.3.3** Amendments to this MDP **shall** be in accordance with the requirements of the MGA.
- Policy 10.1.3.4** Council **shall** establish key monitoring measures to be carried out by administration to assist with making decisions when implementing policies outlined in this MDP.

11 GLOSSARY

Asset Management	Data of all the Village assets, detailing maintenance costs, operating costs and life-cycle to aide in budget allocation.
Crime Prevention Through Environmental Design (CPTED)	A multi-disciplinary approach to deterring criminal behavior through environmental design. CPTED strategies rely upon the ability to influence offender decisions that precede criminal acts. Generally speaking, most implementations of CPTED occur solely within the urbanized, built environment. Specifically altering the physical design of the communities in which humans reside and congregate in order to deter criminal activity is the main goal of CPTED. CPTED principles of design affect elements of the built environment ranging from the small-scale (such as the strategic use of shrubbery and other vegetation) to the overarching, including building form of an entire urban neighbourhood and the amount of opportunity for “eyes on the street”.
Environmentally Sensitive Areas	Reserve land dedicated at the time of subdivision for the purposes of preserving natural features and open space, and must be preserved in its natural state or used as a public park. ER can be dedicated on lands that consist of a swamp, gully, ravine, coulee, natural drainage course, land that is unstable, subject to flooding, or a strip of land not exceeding six metres wide abutting the shore of any water body.
Intermunicipal Collaboration Framework (ICF)	is a mandated legal document required by the Municipal Government Act that requires the development of a formal document between bordering municipalities that identifies opportunities for collaboration around mutual services provided.
Intermunicipal Development Plan (IDP)	is a legal document used by adjoining municipalities to develop a land use plan related to the future development of lands along the peripheral boundaries of the respective municipalities? This document can include provision around future annexation of lands as well as other topics as discussed in the Municipal Government Act.
Municipal Government Act (MGA)	is the main provincial legislation that sets out the roles of municipal officials and municipalities, including the content of a Municipal Development Plan.
Municipal Reserve (MR)	Lands designated as Municipal Reserve are lands for schools, parks and public recreation purposes provided by the developer as part of the subdivision process.
School Reserve	Lands designated as Municipal Reserve are lands for schools, parks and public recreation purposes provided by the developer as part of the subdivision process.

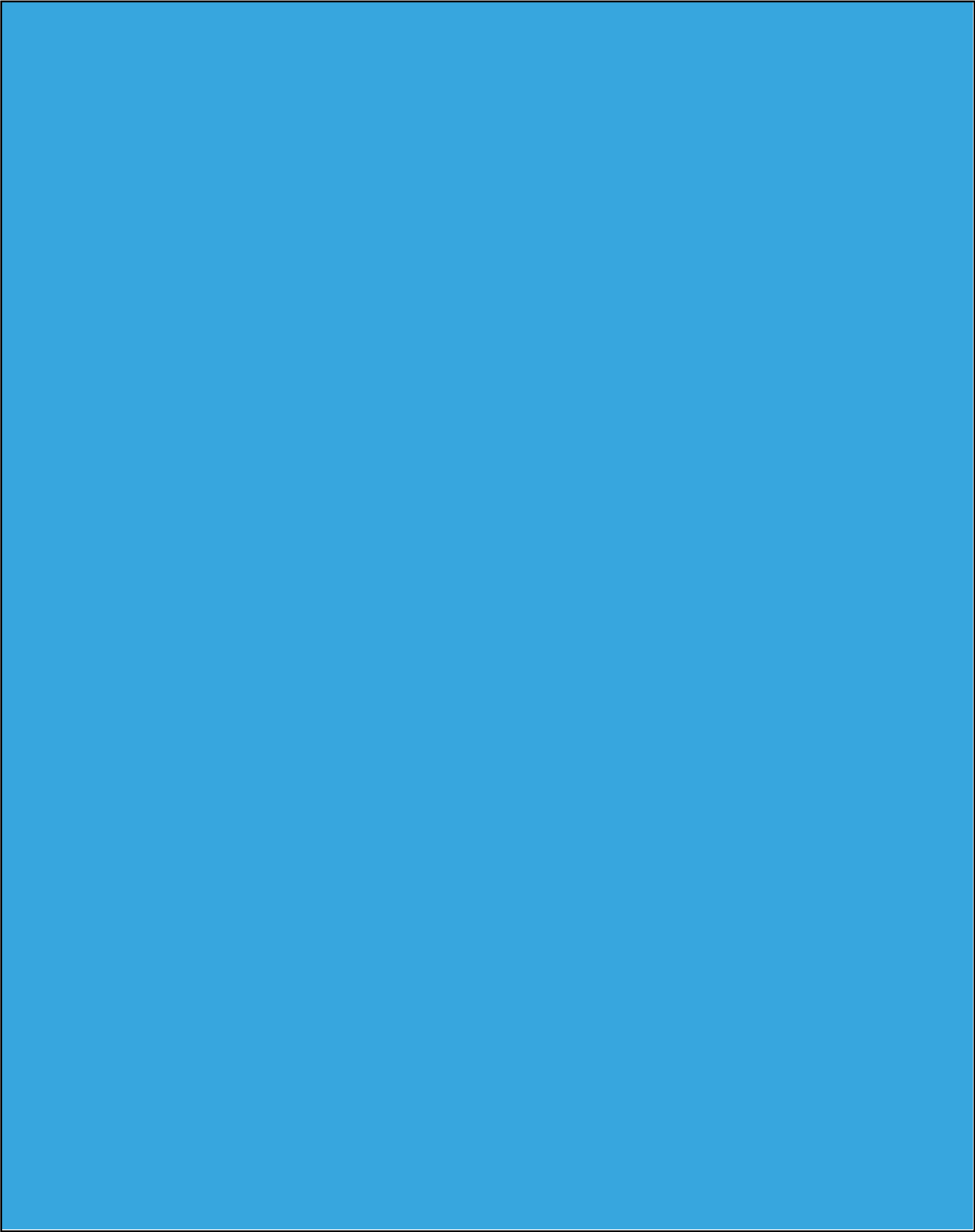
10

PLAN IMPLEMENTATION + MONITORING

- Statutory Plan** A Planning Document, such as a Municipal Development Plan, Inter-municipal Development Plan or Area Structure Plan which is accepted through the Bylaw process at the Municipal Government Level.

- Universal Design** The design of buildings, streets, roadway systems and public spaces that accommodate the widest range of potential users. This is accomplished by removing barriers for those with mobility, visual and hearing impairments, and accounting for other special needs.

- Walkable Community** A community designed to make travel on foot convenient, attractive, and comfortable for people of various ages and abilities. Considerations include the directness of the route, safety, amount of street activity, separation of pedestrian and auto circulation, street furniture, surface material, sidewalk width, prevailing wind direction, intersection treatment, curb cuts, ramps and landscaping.





January

Description	Date	Initial
Grading backalley's – checked & graded	done	wc
Municipal Sidewalk's shoveled after each snow	OK	wc
Sanding as needed	OK	wc
CCC Inspection needs to be organized. Have been using R&D to do this. See policy for template letters for organizing the non-profits (like arena) and businesses at same time as Village is getting done. Mel went around with them last time.		
Notices for Toilet's flowing to prevent freeze up's	done	wc
Has previous year info been updated in ArcGIS?		
Review of water Code of Practise Review the SOP book - & update as necessary & document that done Reservoir cleaning: last done 2007 & 2014 - 2019 wc Then...update computers as below		
Update all public works computers with new electronic files of "my public works" folder from main computer		
Monthly 'dipping' of water wells (pumping & non-pumping)	#1 done	wc
Lagoon inspection & rotation (not done in winter)	OK	C.C
Visual Street Sign Inspection of all & Hwy 897 signs weekly – noted in writing in your book	all time OK	wc
Hazard Assessment/Risk Management done <ul style="list-style-type: none"> • hold annual Risk Management meeting with all staff • hazard assessment & formal inspections on shop, roads, equipment, all buildings (should be the 1 the CAO participates in) • fill out the forms • anything to deal with? Get into budget • Contractor's receive yearly letter confirming safety, WCB, liability 		
Fire Extinguishers: monthly inspection & sign tag (office, 3 shop, all vehicles, 2 WTP, lift station, fire hall, 2 well house, clinic)	all good	wc
1st Aid Kit monthly check of sticker (office, shop, trucks, WTP)	OK	wc

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SCHEDULE 'A'



**Intermunicipal Collaboration
Framework Agreement**

COUNTY OF VERMILION RIVER AND VILLAGE OF MARWAYNE

Final Draft — 21 November 2019 (Bill 25 Updates – 12 December 2019) Fire Agreement Update 18 December 2019

Intermunicipal Collaboration Framework Agreement County of Vermilion River—Village of Marwayne

Contents

CONTENTS1

1 INTRODUCTION1

 1.1 BACKGROUND1

 1.2 PURPOSE OF THE INTERMUNICIPAL COLLABORATION FRAMEWORK AGREEMENT2

 1.3 CONTINUED COLLABORATION COMMITMENT2

 1.4 ENABLING LEGISLATION2

 1.5 GUIDING PRINCIPLES OF THE INTERMUNICIPAL COLLABORATION FRAMEWORK AGREEMENT4

2 INTERMUNICIPAL SERVICES5

 2.1 SERVICES PROVIDED5

 2.1.1 TRANSPORTATION5

 2.1.2 WATER6

 2.1.3 WASTE WATER6

 2.1.4 SOLID WASTE6

 2.1.5 EMERGENCY SERVICES8

 2.1.6 EAST CENTRAL CALL ANSWER 911 SOCIETY8

 2.1.7 ENFORCEMENT AND POLICING SERVICES9

 2.1.8 RECREATION9

 2.2 OTHER SERVICES9

 2.2.1 CEMETERIES9

 2.2.2 LIBRARIES9

 2.2.3 VERMILION RIVER REGIONAL ALLIANCE (VRRRA)9

 2.2.4 PLANNING & DEVELOPMENT SERVICES9

 2.2.5 NATURAL GAS10

3 IMPLEMENTATION11

 3.1 ADOPTION PROCESS11

 3.2 ADMINISTRATION PROVISIONS11

 3.3 INTERMUNICIPAL COLLABORATION FRAMEWORK AGREEMENT IMPLEMENTATION PRINCIPLES11

 3.4 REPEAL, REVIEW, AND AMENDMENT PROVISIONS12

 3.5 DISPUTE RESOLUTION PROCEDURES13

 3.5.1 DISPUTE RESOLUTION PROCESS14

4 FUTURE PROJECTS AND AGREEMENTS17

 4.1 COST SHARING17

5 TERM AND REVIEW17

6 INDEMNITY17

1 INTRODUCTION

1.1 Background

~~On April 1, April 2018, marked the date of coming into force of the first of a series of amendments to the Municipal Government Act (MGA, the "Act") came into force. These amendments that formed part of the legislation review process undertaken by the Provincial Government for the Province of Alberta. The character and nature of many of these amendments introduced a new paradigm for municipalities in the province: in which they were forced to moving from competition to collaboration., This unprecedented shift has the potential to which will change the nature of intermunicipal relationships in years to come.~~

~~As a result of this process, The Act that has resulted from this process elevates the requirements under the Act have been elevated for Intermunicipal Development Plans (IDPs) for all municipalities. Further to this, the introduction of -and introduces the Intermunicipal Collaboration Frameworks (ICFs) serve as a mechanism to ensure the coordinated development of intermunicipal areas and the continued provision of services to their residents through a more efficient use of municipal resources. Efficiency in providing services is a consequential consideration, especially for municipalities that have limited resources. It can make the difference between being viable as a municipality or not.~~

In light of these changes, the Councils and Administrations of the County of Vermilion River and the Villages of Kitscoty, Marwayne, Dewberry, and Paradise Valley began planning for the development of these plans and frameworks in January 2018. The commitment to develop further the ongoing collaboration between the municipalities was ratified by the adoption of an ~~an~~ Working Together Agreement ~~to Working Together~~ (the "Agreement") in June 2018, which guided the process for the development of this plan and framework, which is formalized with the adoption of the Intermunicipal Development Plans (IDPs) and Intermunicipal Collaboration Frameworks (ICFs) developed between the municipalities. Furthermore, ~~in September 2018,~~ the municipalities adopted ~~in September 2018~~ the Terms of Reference for the Agreement. The Terms of Reference outline the structure, functions, and operations of the Intermunicipal Liaison Committee, in accordance with the provisions and procedures under the ~~Working Together Agreement to Work Together~~, pursuant to the recommendations and requirements under the Act and regulations.

Simultaneously, the Villages of Kitscoty, Dewberry, Marwayne and Paradise Valley, along with the County of Vermilion River, completed a Joint Growth Study as well as Intermunicipal Infrastructure Systems and Community Services Assessments focusing on the future IDP boundary areas. These projects would serve ~~as the foundation to influence the creation of the to inform the~~ Intermunicipal Development Plans and associated Intermunicipal Collaboration Frameworks between the municipalities.

~~It is worth noting that, n~~Notwithstanding these ~~great late~~ efforts, collaboration is not a new ~~concept topic~~ for the Villages and the County. Throughout the years, the Villages and the County have engaged in several collaboration initiatives, some of them formalized in various ad hoc agreements ~~between them~~. Going forward, those agreements — ~~as well as any~~

Commented [SH1]: Restructured sentences for clarity as well as to align with the IDP

Intermunicipal Collaboration Framework Agreement County of Vermilion River—Village of Marwayne

1.2 below

other and any forthcoming ones will — comprise the municipalities’ ICFs supported by the land use policies within the IDPs that serve to manage current and future development and growth within the identified intermunicipal boundaries that make up the IDP areas for the Villages and the County.

1.2 Purpose of the Intermunicipal Collaboration Framework Agreement

It is becoming increasingly evident that the future success, viability and sustainability of our rural municipalities will only be possible by continuing to maintain and build on a collaborative approach to service delivery. This framework will establish the principles and guidelines to provide for open and robust communication and cooperation in the identification and development of current and future intermunicipal and regional partnerships. It will serve as provide a means for integrated and strategic planning for service delivery, with the intention of achieving efficiencies and balancing benefits and burdens between the municipal partners. The framework will also clearly lay out a fair and respectful process that the parties partners to this agreement will use to deal with differences which may occur from time to time.

1.3 Continued Collaboration Commitment

Collaboration encourages the municipalities party to this agreement to continue consulting with one another through cooperative measures and stresses cooperation. The partners’ parties’ intention within the context of this framework is to create protocols which will formalize, streamline and help advance areas of intermunicipal interest and relevance.

The framework will provides a means of exploring opportunities and developing common solutions and responses to service delivery gaps or challenges that affect the region. It also encourages communication at all levels of the respective municipal organizations to ensure that opportunities are recognized and explored to their fullest potential.

1.4 Enabling Legislation

Pursuant to Part 17.2 of the Municipal Government Act, or as amended, regulating Intermunicipal Collaboration, Section 708.27 establishes the purpose with the purpose of intermunicipal collaboration, which reads:

Purpose

708.27 The purpose of this Part is to “provide for intermunicipal collaboration frameworks among 2 or more municipalities”.

- (a) to provide for the integrated and strategic planning, delivery and funding of intermunicipal services,
(b) to steward scarce resources efficiently in providing local services, and

Commented [SH2]: Changed all of these capitals as it is not a defined term

Commented [SH3]: This is put in sometimes and not other times so its best to leave it out to remain consistent

Commented [BG4R4]: Will restore all “as amended” entries. They may seem redundant, but they are necessary to avoid having to amend statutory plans when an act or regulation is amended.

Commented [SH5R4]: ok

Commented [SH6]: ??? what does this mean

Commented [BG7R7]: Leftover text.

Intermunicipal Collaboration Framework Agreement County of Vermilion River—Village of Marwayne

1.4 above

(c) to ensure municipalities contribute funding to services that benefit their residents.

Furthermore, the Municipal Government Act also states that:

Requirements for framework

708.28(1) Municipalities that have common boundaries must create a framework with each other by April 1, 2020 unless they are members of the same growth management board.

and

Contents of a framework

708.29(1) A framework must describe the services to be provided under it that benefit residents in more than one of the municipalities that are parties to the framework.

(2) In developing the content of the framework required by subsection (1), the municipalities must identify which municipality is responsible for providing which services and outline how the services will be delivered and funded.

(3) Nothing in this Part prevents a framework from enabling an intermunicipal service to be provided in only part of a municipality.

(3.1) Every framework must contain provisions establishing a process for resolving disputes that occur while the framework is in effect, other than during a review under Section 708.32, with respect to

- (a) the interpretation, implementation or application of the framework, and
- (b) any contravention or alleged contravention of the framework.

(4) No framework may contain a provision that conflicts or is inconsistent with a growth plan established under Part 17.1 or with an ALSA regional plan.

(5) The existence of a framework relating to a service constitutes agreement among the municipalities that are parties to the framework for the purposes of section 54.

In addition, the MGA establishes:

Court order to comply

708.291 If a municipality that is a party to an intermunicipal collaboration framework fails to participate in the dispute resolution process set out in the framework or fails to comply with an agreement reached by the parties as a result of that process, any other party to the framework may apply to the Court of Queen's Bench for an order directing the municipality to comply with the process or agreement.

Intermunicipal Collaboration Framework Agreement County of Vermilion River—Village of Marwayne

1.5 below

Conflict or inconsistency

708.31 If there is a conflict or inconsistency between a framework and an existing agreement between 2 or more municipalities that are parties to that framework, the framework must address the conflict or inconsistency and, if necessary, alter or rescind the agreement.

Method of creating framework

708.33(1) In order to create a framework, the municipalities that are to be parties to the framework must each adopt a bylaw or resolution that contains the framework.

1.5 Guiding Principles of the Intermunicipal Collaboration Framework Agreement

The County of Vermilion River (the "County") — Village of Marwayne (the "Village") Intermunicipal Collaboration Framework guiding principles align with those of the municipalities' Intermunicipal Development Plan:

The Village and County ~~are committed to~~ will honouring the agreements reached and ~~would-seeking~~ clarification as needed about what has been decided ~~and how an agreement will be carried out.~~

The Village and the County will ~~continue to~~ collaborate to maximize development opportunities and support strong communities in ~~the~~ spirit of regional cooperation regarding matters of mutual interest.

The Village and County will cooperate mutually, with Federal, Provincial, and other jurisdictions in addressing planning issues and in implementing plans and strategies, so that orderly and sustainable development can take place within and adjacent to the Intermunicipal Boundary Area (Schedule 'A').

The Village and County acknowledge the importance of respect, trust, and goodwill ~~to prevail~~ in all dealings and communications, ~~always reaching for solutions.~~ ~~Both municipalities are committed to~~ rising above municipal boundaries and 'politics' in the provision of cooperative rather than competitive services for the benefit of ~~all our~~ residents.

Commented [SH8]: The agreement is intended to specify how matters will be carried out, I do not believe it warrants further discussions as to how it will be carried out after it has been adopted

2 INTERMUNICIPAL SERVICES

2.1 Services Provided

The County of Vermilion River and the Village of Marwayne have a history of working together to provide enhanced municipal services to their residents, with the following services being provided to their ratepayers either independently or on a shared-service basis:

2.1.1 Transportation

The County of Vermilion River provides operational assistance in the maintenance of local Village streets, including the portion of Range Road 32 and Township Road 504 adjacent to the Village boundary, upon request through the Urban Road Maintenance Agreement. Other transportation services are provided independently by both municipalities.

A. Urban Road Maintenance Agreement

1. SERVICES PROVIDED

- a) The services to be provided to each other are not restricted to, but may include:
 - i. Snow removal;
 - ii. Road and street maintenance;
 - iii. Groundskeeping;
 - iv. Application of Dust Abatement;
 - v. Grader Maintenance; **and**
 - vi. **Bridge Maintenance for Bridge File 74613**

2. ADMINISTRATION

- a) Services provided upon request and acceptance of costs by the Village.
- b) Invoiced amount becomes payable within 30 days of the date of invoice.

3. FUNDING

- a) **Upon request** The County will provide **an** updated equipment and labor costs to the Village prior to the work being undertaken.

4. TERM OF AGREEMENT

Commented [SH9]: What about Township Roads 524 and 524A that are partly in the County and partly within the Village of Marwayne?

Commented [BG10R10]: All roads to the south and west of a municipal boundary are the responsibility of said municipality. Upon request and approval from the Village, the County provides those services that are outlined within the Agreement.

Commented [SH11R10]: ok

Commented [SH12]: Is this on Township Road 524?

Commented [BG13R13]: The location is mapped and included in the agreement schedule.

Commented [SH14]: This should always be provided, not upon request

Commented [BG15R15]: The agreement requires that a request be made and the cost be approved by the Village before a service is provided. With the exception of emergency situations where the mutual aid agreement would be invoked. The information in these parts is all incorporated by reference. A change will require negotiating a new agreement.

Commented [SH16R15]: ok

- b) By either party by serving the other party with thirty (30) days written notice of their intention to terminate the agreement.

Commented [SH17]: Should this read "Termination of Agreement"? If not, we should reword the clause underneath for clarification

Commented [BG18R18]: This is a standard heading. The information in these parts is all incorporated by reference.

Commented [SH19R18]: ok

2.1.2 Water

The Village and the County water services are provided under a third party agreement with the Alberta Central East (ACE) Water Corporation.

A. Water Supply Agreement

1. SERVICES PROVIDED

- a) Provision of water services to the Village and the County, and other shareholder municipalities, via the Alberta Central East (ACE) Regional Waterline.

2. ADMINISTRATION

- a) Services provided following the wWater aAllocations outlined within the individual agreements between each municipality and the Alberta Central East Water Corporation.

3. FUNDING

- a) The total capital costs of the regional water system is estimated to be approximately \$140 million with the provincial government and federal government contributing 90% of the costs. Alberta Transportation is providing grant funding for new regional water and wastewater systems through the Water for Life program which in 2016 whas also been-supported by the Federal Government.
- b) The remaining costs will be shared between the thirteen member municipalities through a prorated share (based on population) for each phase of construction.
- c) Once a municipality has connected to the system, they will start contributing to the annual operation and maintenance costs (user fee). This user fee will be based on each municipality's actual water consumption.

4. TERM OF AGREEMENT

- a) As mutually agreed upon by each party in the individual agreements with the Alberta Central East Water Corporation.

2.1.3 Waste Water

Wastewater services are provided independently by both municipalities.

2.1.4 Solid Waste

The Village and the County solid waste services are provided under a third party agreements for capital and operational services with the Vermilion River Regional Waste Management Services Commission.

A. Waste Commission Agreement

- 1. SERVICES PROVIDED
 - a) Provision of solid waste management services to the Village and the County, and other member municipalities, are as established in the Vermilion River Regional Waste Management Services Commission Regulation.
- 2. ADMINISTRATION
 - a) Services provided following operating budget allocations based on volume as outlined within the individual agreements between each municipality and the Vermilion River Regional Waste Management Services Commission.
- 3. FUNDING
 - a) Services are funded per an annual flat rate paid by each member municipality as outlined in the yearly agreement for payment between the Vermilion River Regional Waste Management Services Commission and each municipality.
- 4. TERM OF AGREEMENT
 - a) As mutually agreed upon by each party in the individual agreements with the Vermilion River Regional Waste Management Services Commission.

Commented [SH20]: No definition section, should clearly list what commission we are referring to

Commented [BG21R21]: Yes. The names should be the names of the parties as they appear in the agreements.

Commented [SH22R21]: ok

B. Waste Management Authority Lease Agreement

- 1. SERVICES PROVIDED
 - a) Lease of lands allowing for the construction, management, and operation of waste transfer stations for the purpose of recovering, handling, and disposing of waste.
- 2. ADMINISTRATION
 - b) Councils for the Village and County, and other municipalities that are party to the agreement, have consented to the granting of the leasehold interest to the Vermilion River Regional Solid Waste Management Authority.
- 3. FUNDING

Intermunicipal Collaboration Framework Agreement County of Vermilion River—Village of Marwayne

2.1 above

- c) Rent-fixed rent costs for the term of the agreement.
- 4. TERM OF AGREEMENT
 - d) Lease term is twenty (20) years from commencement date of 1 January 1, 2005.

2.1.5 Emergency Services

A. Disaster Services Mutual Aid Agreement

- 1. SERVICES PROVIDED
 - a) Agreement between the Villages and the County VR for mutual aid to be provided in the event of a disaster or emergency.
- 2. ADMINISTRATION
 - a) Services provided upon request and upon discretion of the responding party.
- 3. FUNDING
 - a) Cost recovery as invoiced by the responding party and in accordance with the terms as outlined in the agreement.
- 4. TERM OF AGREEMENT
 - a) Until terminated by either a party with ninety (90) days' notice from the commencement date of 8 April 8, 1997.

Commented [SH23]: I added in the definitions above so we can make reference to the village and the county consistently

Commented [BG24R24]: Fair enough ☺

Commented [SH25]: Is this accurate? I would like to see a copy of the agreement executed back in 1997

Commented [BG26R26]: I will forward a copy.

Commented [SH27R26]: ok

Commented [SH28]: Insert name of mutual aid agreement here

B. Fire Services Agreement

- 1. SERVICES PROVIDED
 - a) The County is desirous to have the Village provide fire rescue services in certain designated areas within the County.
- 2. ADMINISTRATION
 - a) Services to be provided at all times to respond and attend at the to the location which is the subject of a Fire Call as soon as possible.
 - b) Village is to submit to the County copies of all incidents within 30 days of the incident.
- 3. FUNDING
 - a) The Village will be responsible for all costs incurred to perform services and ultimately be responsible for 20% of the shared costs.

Intermunicipal Collaboration Framework Agreement County of Vermilion River—Village of Marwayne

2.2 below

- b) The Village will provide its portion of payment to fire fighters in accordance with the Honorariums established in the mutual aid agreement.
- c) The Village shall also pay for all costs associated with maintenance, operation, and upkeep of the Village Fire hall.
- d) The County shall pay its portion of the shared costs and Honorariums to the Village within 30 days of the submission of invoice.
- e) The County must pay for all reasonable costs associated with the maintenance, operation and upkeep of the County owned equipment as well as costs associated with the use of Village owned equipment.

4. TERM OF AGREEMENT

- a) By either party by providing written notice on or before June 30 of any year, for termination to take effect on December 31 of that same year.

2.1.6 East Central Call Answer 911 Society

A. Membership Agreement

Services provided pursuant to a separate individual agreement between East Central 911 and each municipality.

2.1.7 Enforcement and Policing Services

Bylaw Enforcement and Policing services are provided independently by both municipalities, pursuant to the Police Act.

2.1.8 Recreation

The Village and the County independently fund and/or operate a number of recreational facilities. The County provides funding through the Community Enhancement and Recreation Grants Programs.

2.2 Other Services

2.2.1 Cemeteries

Municipal Cemeteries are managed and maintained independently by both municipalities.

2.2.2 Libraries

For the parties of the aAgreement for the oOperation of Public Library Services – Northern Lights Library System, to enable the board to maintain and operate the library system, provide services and make all library materials belonging to the Board and local member libraries accessible

Commented [SH29]: Insert name of agreement here. I would ask that I be provided with a copy of the agreement (executed on December 17, 2019) in order to ensure all of these clauses coincide

Commented [BG30R30]: The information in these parts is all incorporated by reference. It should match the agreement. If not, please make note. I will forward the agreements.

Commented [SH31]: I assume this is the village fire hall?

Commented [BG32R32]: Yes.

Commented [SH33]: What about bylaw enforcement? The ACP grant and the enhanced officers? Or is CVR withdrawing the enhanced officers agreement due to the new policing model coming effect in 2020? The Village would like to further discuss dog control/bylaw enforcement shared services

Commented [BG34R34]: This is listed in the ongoing topics for ILC. To the best of my recollection of the conversation, the previous peace officers agreement was terminated in favour of the enhanced RCMP policing agreement (with the option of bylaw enforcement) being discussed.

Commented [SH35R34]: Amend to include RCMP enhanced officer agreement with CVR which outlines the provision of services/boundaries/etc. Specify bylaw enforcement is available from RCMP independently. Dog control services provided through 3rd party if agreement entered into.

Intermunicipal Collaboration Framework Agreement County of Vermilion River—Village of Marwayne

2.2 above

through an independent third party services agreement with each municipality.

In addition to a yearly \$80,000 contribution to the Norther Lights Library System, the County funds libraries through MSI grant monies as follows: \$1,500 for public libraries (meaning: Kitscoty, Marwayne, Paradise Valley, Town of Vermilion, and City of Lloydminster) and \$1,000 for non-public libraries (meaning: Hamlet of Clandonald and Dewberry). These allocations are based on the services levels from previous years and are adjusted depending on the annual MSI funds received by the County.

2.2.3 Vermilion River Regional Alliance (VRR)

The Village and the County, as well as other member municipalities, participate in this regional information-gathering and idea-sharing organization.

2.2.4 Planning & Development Services

The commitment to develop further the ongoing collaboration between the municipalities, including other partner Villages, was ratified by the adoption of an Working Together Agreement to Working Together (Agreement) in June 2018, which guided the process for the development of this plan and framework and was will be formalized with the adoption of the Intermunicipal Development Plans (IDPs) and Intermunicipal Collaboration Frameworks (ICFs) between the municipalities. Furthermore, in September 2018, the municipalities adopted the Terms of Reference for this Agreement. The Terms of Reference outline the structure, functions, and operations of the Intermunicipal Liaison Committee (ILC), in accordance with the provisions and procedures under the Working Together Agreement to Work Together, pursuant to the recommendations and requirements under the Act and regulations.

2.2.5 Natural Gas

The County of Vermilion River Natural Gas Utility will continue to provide natural gas services within the intermunicipal boundary area and in the Village as per the through a third party agreement made on 13 July 13, 1994.

Commented [SH36]: If the County administers their own library board, how does this affect the Village?

Commented [BG37R37]: The County does not have a library board constituted. There is a representative from the County that sits at the NLLS board.

Commented [SH38]: Have not adopted agreements yet.

Commented [BG39R39]: I will forward copies of the signed agreements.

Commented [SH40R39]: ok

Commented [SH41]: I would like to be provided with a copy of this agreement for review

Commented [BG42R42]: I will forward a copy of the agreement.

Commented [SH43R42]: ok

Intermunicipal Collaboration Framework Agreement County of Vermilion River—Village of Marwayne

3.1 below

Commented [SH44]: Why the large space?
Commented [BG45]: Formatting will be fixed on final version.

3 IMPLEMENTATION

3.1 Adoption Process

Section 636(1) of the ActMGA, or as amended, makes provision to ensure any affected person has an opportunity to discuss the policies proposed in a statutory report. This would include Landowners in the Village and the County, other affected stakeholders, and provincial and municipal authorities. To achieve this, the following procedure was agreed to as part of the Intermunicipal Collaboration Framework (ICF) development process, pursuant to the ActMGA s. 708.33(1):

1. The identification and discussion of review items between the municipalities. Those discussions have been part of the preparation of this document;
2. Joint public input sessions advertised and held with participation from the County, the Village, the Landowners, and stakeholders;

CVR Bylaw ###

11

Village Bylaw ###

Intermunicipal Collaboration Framework Agreement County of Vermilion River—Village of Marwayne

3.2 below

3. An updated draft of the ICF containing current agreements and other administrative processes, presented to Village and County councils;
4. A further refined draft ICF was prepared for municipal review and public input;
5. Once both councils are satisfied with the proposed ICF, statutory public hearings are to be conducted in accordance with MGA the Act's notification and advertising requirements. The ICF may be adopted on the same date, after the public hearings.

3.2 Administration Provisions

5. These provisions are made pursuant to Section 708.27(1) of the Alberta Municipal Government Act 2000, as amended.
 - b) Incorporation By Reference
 - i. The provisions contained within the TERMS OF REFERENCE for the INTERMUNICIPAL LIAISON COMMITTEE COUNTY OF VERMILION RIVER AND VILLAGES OF KITSCOTY, MARWAYNE, DEWBERRY, AND PARADISE VALLEY dated September 20, 2018 are hereby incorporated, with the exception of Appendix 3 (Work Plan).

3.3 Intermunicipal Collaboration Framework Agreement Implementation Principles

1. The County and the Village Councils agree to the following guiding principles, which are utilized in implementing the policies contained in this ICF and accompanying IDP.
 - a) The Village and County agree to continue to cooperate in pursuing mutually beneficial economic development initiatives that would attract investment and create employment opportunities in the rRegion.
 - b) Cost/Revenue Sharing Schemes
 - i. If, and when, infrastructure cost and/or tax revenue sharing agreements are established between the two municipalities, there will be a fair and equitable recognition of existing investment in roads and water and sewer infrastructure.
 - ii. Any agreements for cost and revenue sharing shall be to benefit future development of land in the Intermunicipal Boundary (Schedule 'A').

3.4 Repeal, Review, and Amendment Provisions

1. This ~~s~~Section sets forth ~~the~~ processes for repeal, review, and amendment of this document when it is in the mutual interests of the County and the Village to do so. The provisions in this ~~s~~Section are pursuant to ~~MGA the Act~~ s.708.32.
 - a) The ICF is intended to be reviewed by resolution of both Councils at intervals set not to exceed a 5-year period. A shorter ICF review period shall be agreed to by Council resolution of both municipalities under the understanding that the timing of the review shall be no less than one year after municipal elections.
2. The ICF may be amended from time to time subject to the agreement of both municipal Councils. The types of amendments that could be anticipated include the following:
 - a) Changes to Policies (Textual Amendments). Any major changes to the text of the ICF or IDP will require an amendment.
 - b) Changes to Formatting (Structural Amendments). Any major changes to the order or formatting that will affect the proper referencing of the provisions of this ICF will require an amendment.
 - c) Boundary Adjustments. Any changes to boundaries on Schedule 'A' will require an amendment.
 - d) Other. Subject to the agreement of both municipalities, this ICF may be amended for any other purpose not listed in this Section.
3. The ICF will stay in effect until both municipalities agree to repeal the bylaw, when provided for by provincial legislation.

3.5 Dispute Resolution Procedures

1. The dispute resolution process is outlined below, consistent with the Intermunicipal Collaboration Framework Regulation. The emphasis of the dispute resolution process is mediation at the municipal level prior to an appeal to the Municipal Government Board. This process is based on ~~thean~~ assumption that the two parties have significant differences of opinion and that third-party assistance is necessary to help resolve ~~athe~~ disputes.
2. A principle of dispute resolution is ~~in~~ consideration of the rights of ~~Landowners~~ who may be the object of an intermunicipal dispute. Thus, throughout the various processes and procedures outlined herein, it is important that both municipalities, as well as all parties

Intermunicipal Collaboration Framework Agreement County of Vermilion River—Village of Marwayne

3.5 above

engaged to resolve intermunicipal disputes, are mindful of and respect the rights of the private interests involved.

3. A dispute is hereby defined as any statutory plan or land use bylaw or amendment thereto that is given first reading by a Council, which the other Council deems "to be inconsistent with the provisions of an ~~a~~Agreement under the ICF and/or the goals, objectives, and policies of the IDP".
 - a) A dispute is limited to decisions on the above. It is agreed that decisions on subdivisions and development permits, including all appeals of same, will be made by the respective municipalities or the Municipal Government Board where appropriate, but with review by the Intermunicipal Liaison Committee.
4. Disputes can only be initiated by the Councils of either the Village or County.
5. Disputes, as identified in (3), may be addressed and may be resolved through any of the following mechanisms, either singularly or in combination with each other:
 - a) Administrative Review
 - b) Intermunicipal Liaison Committee
 - c) Municipal Councils
 - d) Mediation
 - e) Municipal Government Board Appeal Process
 - f) Arbitration
 - g) Courts
6. In the event of a dispute, the applicant municipality will not give approval to the matter in any way (i. e., public hearing, second, or third reading) until the dispute is past the mediation stage.
7. The time limitations and legislative requirements as may be specified from time to time in the ~~Municipal Government~~ Act will be respected in relation to the administration of this dispute resolution procedure.

3.5.1 Dispute Resolution Process

1. Administrative Review
 - a) The applicant municipality (i. e., the approving authority) will provide complete information concerning the disputed matter. The responding municipality (i. e., the neighbouring municipality) will undertake an evaluation of the matter and provide comments to the administration of the applicant municipality.

Intermunicipal Collaboration Framework Agreement County of Vermilion River—Village of Marwayne

3.5 above

- b) The two aAdministrative bodies ons shall meet to discuss the issue and attempt to resolve the matter.
 - c) If the aAdministrative bodiesons resolve the issue, the responding municipality will formally notify the applicant municipality and withdraw the dispute notification and the applicant municipality will take the appropriate actions to address the disputed matter.
 - d) In the event that the dispute cannot be resolved at the administrative level, either aAdministrative bodyon can refer the matter to the Intermunicipal Liaison Committee.
2. Intermunicipal Liaison Committee
- a) Upon the referral of a dispute, the Intermunicipal Liaison Committee will schedule a meeting and the aAdministrative bodiesons of the County and Village will present their positions on the matter to the Intermunicipal Liaison Committee.
 - b) After considering the dispute, the Intermunicipal Liaison Committee may, in the event that a proposal in relation to the dispute is referred to it, schedule an Intermunicipal Committee meeting and the administrative bodies ons of both municipalities will present their positions on the proposal.
 - c) After consideration of a proposal, the Intermunicipal Liaison Committee may:
 - i. provide suggestions back to both aAdministrative bodiesons with revisions to the proposal making it more acceptable to both municipalities;
 - ii. if possible, agree on a consensus position of the Intermunicipal-Liaison-CommitteeILC in support of or in opposition to the proposal, to be presented to both Councils; or
 - iii. conclude that no initial agreement can be reached and that a consensus position of the ILCIntermunicipal-Liaison Committee will not be presented to both Councils.
 - d) If agreed to by both municipalities, a facilitator may be employed to help the cCommittee work toward a consensus positionconsensual resolution.
 - e) If a proposal cannot be satisfactorily processed following an ILC review, then that proposal will be referred to both Councils.
3. Municipal Councils

Intermunicipal Collaboration Framework Agreement County of Vermilion River—Village of Marwayne

3.5 above

- a) After receiving the recommendations of the Intermunicipal Liaison Committee with respect to a particular proposal, each Council will establish a position on the proposal.
- b) If both municipal Councils support a proposal, then the approval and/or IDP amendment processes can be completed. If neither Council supports the proposal, then no further return will be required.
- c) If both Councils cannot agree on a proposal, then the matter may be referred to a mediation process.
- d) In the event that the two municipalities resort to mediation, the applicant municipality will not give approval in the form of second and third readings to appropriate bylaws until mediation has been pursued.

Commented [SH46]: We should pick if we are abbreviating or not, we go back and forth and it is inconsistent

Commented [BG47R47]: How about we abbreviate once per section? To consistently have a spelled out term closer to the abbreviation. Ease of reference and whatnot. Thoughts?

Commented [SH48R47]: ok

4. Mediation

- a) The following will be required before a mediation process can proceed:
 - i. agreement by both Councils that mediation is necessary;
 - ii. appointment by both Councils of an equal number of elected officials to participate in a mediation process;
 - iii. engagement, at equal cost to both municipalities, of an impartial and independent mediator agreed to by both municipalities; and
 - iv. approval by both municipalities of a mediation schedule, including the time and location of meetings and a deadline for the completion of the mediation process.
- b) If agreed to by both municipalities, any members of the ILC or administrative staff from either municipality who are not participating directly in the mediation process may act as information resources either in or out the mediation room.
- c) All participants in the mediation process will be required to keep details of the mediation confidential until the conclusion of the mediation.
- d) At the conclusion of the mediation, the mediator will submit a mediator's report to both Councils.
- e) If a mediated agreement is reached, then that agreement will be referred to both Councils for action. Both Councils will also consider the mediator's report and the respective positions of the municipal Administrative bodies with respect to the mediated

Commented [SH49]: Pursued or finalized?

Commented [BG50R50]: Pursued. Finalized or concluded would entail that an outcome was achieved or that the other party agreed to engage in the mediation process, which is not always the case.

Commented [SH51R50]: ok

Commented [SH52]: How is this determined?

Commented [BG53R53]: The mediation process is facilitated by the mediator. This would be their determination.

Commented [SH54R53]: ok

Intermunicipal Collaboration Framework Agreement County of Vermilion River—Village of Marwayne

4.1 below

agreement. Any mediated agreement will not be binding on either municipality until formally approved by both Councils.

- f) If no mediated agreement can be reached or if both Councils do not approve a mediated agreement, then the appeal process may be initiated.
- 5. Municipal Government Board Appeal Process
 - a) In the event that the mediation process fails, the initiating municipality may pass a bylaw to implement the proposal (e.g., a bylaw amending an area structure plan).
 - b) If the initiating municipality passes a bylaw to implement the proposal, then the responding municipality may appeal that action to the Municipal Government Board under the provisions of Section 690 of the **Municipal Government Act**.
 - c) The responding municipality must file a notice of appeal with the Municipal Government Board and give a copy of the notice of appeal to the initiating municipality within thirty (30) days of the passage of the disputed bylaw.
- 6. Arbitration
 - a) The Arbitration Act (Alberta) in force from time to time shall apply to arbitration proceedings commenced pursuant to this **f**Framework.
- 7. Courts
 - a) The process for review of a municipal dispute is defined by Provincial Legislation.

4 FUTURE PROJECTS AND AGREEMENTS

4.1 Cost Sharing

- a) In the event either party~~ner~~ initiates the development of a new project and/or service that may require a cost and/or revenue sharing agreement, the initiating partner's **Chief Administrative Officer (CAO)** will notify the other partner's CAO.
- b) Once either municipality has received written notice of new project, an Intermunicipal Liaison Committee (ILC) meeting must be held within thirty (30) calendar days of the date the written notice was received, unless both CAO's agree **in writing** otherwise.
- c) The ILC will be the forum used to address and develop future shared service agreements and/or cost and/or revenue sharing agreements. In the event the ILC is unable to reach

Commented [SH55]: Must be in writing (ex. Email) – verbal agreements not ok

Intermunicipal Collaboration Framework Agreement County of Vermilion River—Village of Marwayne

4.1 above

an agreement, the dispute shall be dealt with through the procedure outlined within the Dispute Resolution Guidelines as set out in **Section 3.5** of this document.

5 TERM AND REVIEW

In accordance with the Municipal Government Act, this is a permanent agreement between the parties and shall come into force on the final passing of the Intermunicipal Collaboration Framework Bylaws by both municipal partners.

This ~~f~~Framework may be amended by mutual consent of both parties unless specified otherwise in this agreement.

It is agreed by the Village of Marwayne and the County of Vermilion River that the Intermunicipal Liaison Committee shall meet to review the terms and conditions of the ~~f~~Framework no later than five years from the adoption of a revised Framework, in accordance with the provisions of Section 3.4.

Commented [SH56]: How often? On what schedule?

6 INDEMNITY

1) The County of Vermilion River shall indemnify and hold harmless the Village of Marwayne, its employees and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of the County of Vermilion River, its employees or agents in the performance of this Agreement.

2) The Village of Marwayne shall indemnify and hold harmless the County of Vermilion River, its employees and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of the Village of Marwayne, its employees or agents in the performance of this Agreement.



County of Vermilion River — Village of Marwayne

Intermunicipal Development Plan

Prepared by:

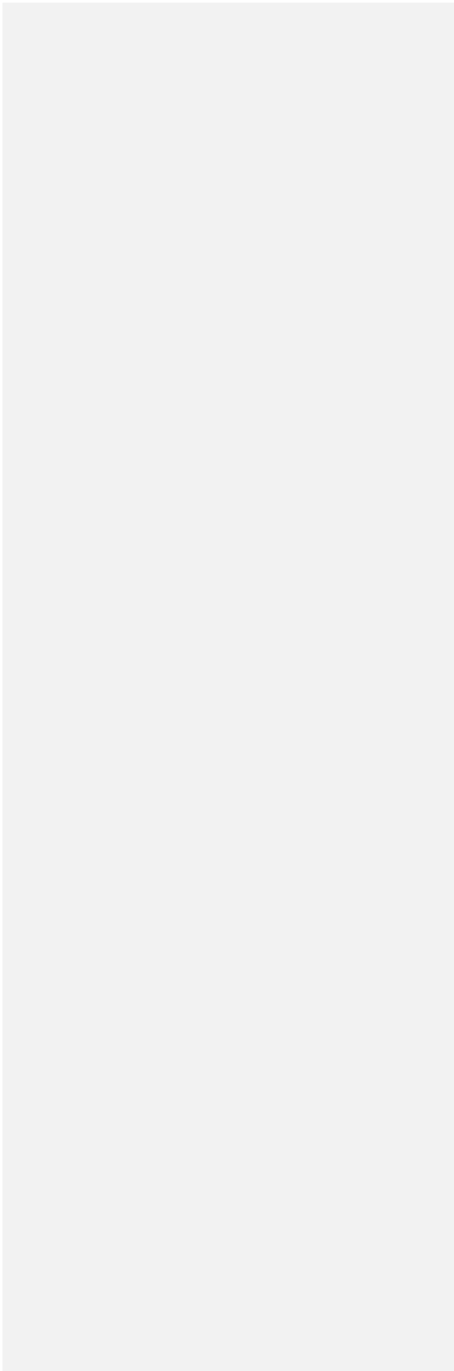


A "A sustainable, vibrant, and diversified community with opportunities for all".



Final Draft — 21 November 2019 (Bill 25 Updates – 12 December 2019)

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PUBLISHING INFORMATION

TITLE: COUNTY OF VERMILION RIVER — VILLAGE OF MARWAYNE INTERMUNICIPAL DEVELOPMENT PLAN

AUTHORS: COUNTY OF VERMILION RIVER PLANNING & DEVELOPMENT DEPARTMENT and VILLAGE OF MARWAYNE

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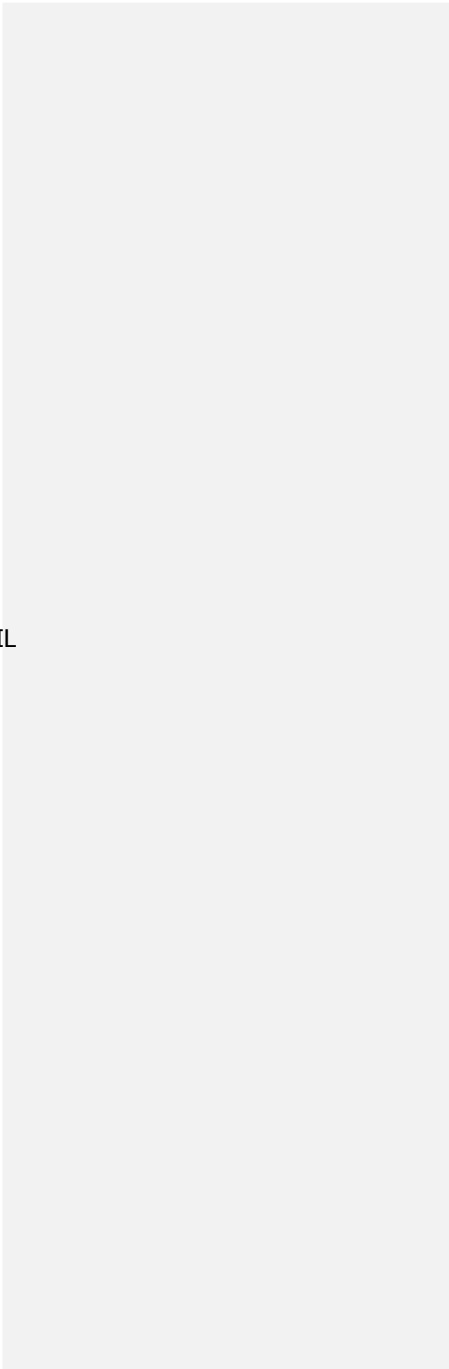


TABLE OF CONTENTS

PART 1.0 INTRODUCTION7

1.1 ENABLING LEGISLATION7

1.2 GUIDING PRINCIPLES OF THE INTERMUNICIPAL DEVELOPMENT PLAN10

1.3 REFERENCING10

1.4 DEFINITIONS11

1.5 BACKGROUND15

1.6 PUBLIC ENGAGEMENT16

1.7 COMMUNITY PROFILE17

1.8 INTERMUNICIPAL DEVELOPMENT PLAN FRAMEWORK18

1.9 LAND USE FRAMEWORK AND REGIONAL PLANNING19

1.10 INTERMUNICIPAL DEVELOPMENT PLAN PURPOSE20

1.11 GOALS OF THE INTERMUNICIPAL DEVELOPMENT PLAN21

1.12 ENACTMENT22

PART 2.0 PLAN CONTEXT23

2.1 AREA CHARACTERISTICS23

2.2 EXISTING HUMAN FEATURES29

2.3 SITE ASSESSMENT35

PART 3.0 FUTURE LAND USE CONCEPT39

3.1 HOW TO USE THIS SECTION39

3.2 FUTURE LAND USE CONCEPT OBJECTIVES39

3.3 GENERAL POLICIES:41

PART 4.0 FUTURE LAND USE AND DEVELOPMENT44

4.1 HOW TO USE THIS SECTION44

4.2 AGRICULTURAL POLICIES46

4.3 URBAN RESERVE / URBAN GROWTH DEVELOPMENT POLICIES47

4.4 COUNTRY RESIDENTIAL DEVELOPMENT POLICIES48

4.5 INSTITUTIONAL DEVELOPMENT POLICIES49

4.6 UNSERVICED INDUSTRIAL DEVELOPMENT POLICIES50

4.7 UNSERVICED BUSINESS/COMMERCIAL DEVELOPMENT POLICIES51

4.8 SERVICED DEVELOPMENT POLICIES52

4.9 OPEN SPACE POLICIES.....53

4.10 MUNICIPAL SERVICING AND ROAD POLICIES54

PART 5.0 IMPLEMENTATION.....56

5.1 INCORPORATION BY REFERENCE.....56

5.2 INTERMUNICIPAL DEVELOPMENT PLAN IMPLEMENTATION PRINCIPLES.....56

5.3 ADMINISTRATION PROVISIONS.....57

5.4 INTERMUNICIPAL REFERRAL AND COMMUNICATION POLICIES58

5.5 DISCRETION AND VARIANCE POLICIES59

5.6 ANNEXATION CRITERIA POLICIES59

5.7 DISPUTE RESOLUTION AND MEDIATION POLICIES62

5.8 REPEAL, REVIEW, AND AMENDMENT PROVISIONS63

PART 6.0 APPENDIX A65

6.1 SUMMARY OF IDP IMPLEMENTATION TASKS.....65

LIST OF MAPS

Map 1. Intermunicipal Development Plan Area20

Map 2. Village of Marwayne 40 km Commuting Radius21

Map 3. Area Topography24

Map 4. Agriculture Assessment25

Map 5. Wetland Assessment.....26

Map 6. Hydrography28

Map 10. Landownership Patterns30

Map 11. Existing Servicing32

Map 12. Existing Water System.....33

Map 13. Existing Sanitary Sewer System33

Map 14. Development Constraints.....36

Map 15. Development Opportunities37

Map 16. Marwayne Area Structure Plan38

Map 17. Future Land Use CONCEPT (FLUC)40

LIST OF TABLES

TABLE 1. WETLAND CLASSES, FORMS AND TYPES IN THE ALBERTA WETLAND CLASSIFICATION SYSTEM.
 WETLAND CLASSIFICATION CODES FOR MAPPING USES ARE IN BRACKETS.27

TABLE 2. IDP IMPLEMENTATION TASKS65

LIST OF COMMONLY USED ABBREVIATIONS

- “County” — County of Vermilion River
- “Village” — Village of Marwayne
- “MGA” or “Act” — Municipal Government Act
- “IDP” or “Plan” — Intermunicipal Development Plan
- “ILC” — Intermunicipal Liaison Committee
- “FLUC” — Future Land Use Concept
- “NE” — North East
- “SE” — South East
- “Highway 16” — the Alberta, Canada, section of the Yellowhead Highway AB-16.
- “Highway 897” — Alberta Provincial Highway No. 897

1.1 below

PART 1.0 INTRODUCTION

1.1 Enabling Legislation

Pursuant to Section 631 of the Municipal Government Act, ~~or~~ as amended, regulating Intermunicipal Development Plans, which reads:

Intermunicipal Development Plans

631(1) Subject to subsections (2) and (3), 2 or more councils of municipalities that have common boundaries and that are not members of a growth region as defined in section 708.01 must, by each passing a bylaw in accordance with this Part or in accordance with sections 12 and 692, adopt an intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.

(2) Subsection (1) does not require municipalities to adopt an intermunicipal development plan with each other if they agree that they do not require one, but any of the municipalities may revoke its agreement at any time by giving written notice to the other or others, and where that notice is given the municipalities must comply with subsection (1) within one year from the date of the notice unless an exemption is ordered under subsection (3).

(3) The Minister may, by order, exempt one or more councils from the requirement to adopt an intermunicipal development plan, and the order may contain any terms and conditions that the Minister considers necessary.

(4) Municipalities that are required under subsection (1) to adopt an intermunicipal development plan must have an intermunicipal development plan providing for all of the matters referred to in subsection (8) in place by April 1, 2020.

(5) If 2 or more councils that are required to adopt an intermunicipal development plan under subsection (1) do not have an intermunicipal development plan in place by April 1, 2020 because they have been unable to agree on a plan, they must immediately notify the Minister and the Minister must, by order, refer the matter to the Municipal Government Board for its recommendations in accordance with Part 12.

(6) Where the Minister refers a matter to the Municipal Government Board under this section, Part 12 applies as if the matter had been referred to the Board under section 514(2).

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan

1.1 above

(7) Two or more councils of municipalities that are not otherwise required to adopt an intermunicipal development plan under subsection (1) may, by each passing a bylaw in accordance with this Part or in accordance with sections 12 and 692, adopt an intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.

(8) An intermunicipal development plan

(a) must address

- i. the future land use within the area,
- ii. the manner of and the proposals for future development in the area,
- iii. the provision of transportation systems for the area, either generally or specifically,
- iv. the co-ordination of intermunicipal programs relating to the physical, social and economic development of the area,
- v. environmental matters within the area, either generally or specifically, and
- vi. any other matter relating to the physical, social or economic development of the area that the councils consider necessary, and

(b) must include

- i. a procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the plan,
- ii. a procedure to be used, by one or more municipalities, to amend or repeal the plan, and
- iii. provisions relating to the administration of the plan.

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan

1.1 above

(9) Despite subsection (8), to the extent that a matter is dealt with in a framework under Part 17.2, the matter does not need to be included in an intermunicipal development plan.

(10) In creating an intermunicipal development plan, municipalities must negotiate in good faith.

Furthermore, the Municipal Government Act also states that:

622(1) Every statutory plan, land use bylaw and action undertaken pursuant to this Part [Part 17] by a municipality, municipal planning commission, subdivision authority, development authority or subdivision and development appeal board or the Municipal Government Board must be consistent with the land use policies established under subsection (2) and any former land use policy.

(4) Former land use policies do not apply in any planning region within the meaning of the Alberta Land Stewardship Act in respect of which there is an ALSA regional plan.

(5) In this section, “former land use policy” means a land use policy that was established under section 622 as it read before the coming into force of this subsection and that has not been rescinded under subsection (2).

The policies contained in this Intermunicipal Development Plan are consistent with Section 3.0 (Planning Cooperation) of the former Land Use Policies developed pursuant to section 622 of the Municipal Government Act. This IDP aligns with the Land Use Policies, Planning Cooperation goal, “To foster cooperation and coordination between neighbouring municipalities and between municipalities and provincial departments and other jurisdictions in addressing planning issues and in implementing plans and strategies.”

This Plan is also intended to prepare both municipalities for alignment of mutual land use goals and policies with future Regional Land Use Policies¹ and ALSA Regional Plans.²

The County of Vermilion River — Village of Marwayne Intermunicipal Development Plan:

¹ Land Use Framework (2006) “...intended to manage growth and to sustain our growing economy, but balance this with social and environmental goals” Page 2.

² Regional plans are legislative instruments and, for the purposes of any other enactment, are considered to be regulations. S 13(2) [Alberta Land Stewardship Act](#) (current as of 2011)

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan

1.2 below

- (a) Provides background information and context,
- (b) Explains the underlying variables and intent of the IDP concept,
- (c) Coordinates of land use, future growth patterns and opportunities between the municipalities,
- (d) Outlines specific policies that will guide all decision makers, and
- (e) Establishes implementation statements and directives, which will guide the two municipalities regarding the interpretation and application of process and policy content.

The Implementation policies direct proponents of development to undertake specific actions that are required to ensure the area develops as intended by the Plan and under an established decision making process. Pursuant to MGA s708.30(3), which indicates that if a matter is dealt with in an Intermunicipal Collaboration Framework, it does not need to be included in the IDP, such matters are incorporated by reference. The Appendices contain support information that is of benefit to applicants for development.

1.2 Guiding Principles of the Intermunicipal Development Plan

The Village and County agree that they shall ensure that the policies of this plan are implemented properly, reasonably, and fairly.

The Village and County will honour the agreements reached and would seek clarification as needed about what has been decided and how an agreement will be carried out.

The Village and the County will continue to collaborate to maximize development opportunities and support strong communities in a spirit of regional cooperation regarding matters of mutual interest.

The Village and County will cooperate mutually, with Federal, Provincial, and other jurisdictions in addressing planning issues and in implementing plans and strategies, so that orderly and sustainable development can take place within and adjacent to the IDP Area.

The Village and County acknowledge the importance of respect, trust, and goodwill to prevail in all dealings and communications, ~~always reaching for solutions.~~

Commented [SH1]: Unnecessary

1.3 below

1.3 Referencing

When referencing any part of the Intermunicipal Development Plan, the following format may be used: you can use the following format:

Part 1.0

Section 1.1

Sub-section 1.1.1

Paragraph (a)

Sub-paragraph i.

Item 1.

1.4 Definitions

1.4.1 Terms Defined

(a) In order to assist in the interpretation of this Plan, definitions of for all major terms used in the document are provided below:

“Act” means the Municipal Government Act, RSA 2000 as amended.

“Adjacent Land(s)” means land that abuts or is contiguous to the parcel of land that is being described and includes land that would be contiguous if not for a highway, road, lane, walkway, watercourse, utility lot, pipeline right-of-way, power line, railway, or similar feature; and any other land identified in a land use bylaw as adjacent for the purpose of notifications under the Act. Municipal Government Act, as amended.

“Adjacent Municipality” means a municipality as established under the Municipal Government Act that shares one or more adjoining boundaries with another municipality and its contiguous lands; and land that would be contiguous if not for a highway, road, lane, walkway, watercourse, utility lot, pipeline right-of-way, power line, railway, or similar feature; and any other land identified in a land use bylaw as “adjacent” for the purpose of notifications under the Act. Municipal Government Act, as amended.

“Agreement” means the Working Together Agreement between the County of Vermilion River and the Villages of Kitscoty, Marwayne, Dewberry and Paradise Valley.

“ALSA” means the Alberta Land Stewardship Act.

Commented [SH2]: Generalize – who is you directed towards?

Commented [BG3R3]: Users of the document:
- ILC (Technical & Steering Committees)
- Approving Authorities
- Municipal Staff
- Applicants

Commented [SH4]: Definition is provided immediately above therefore it makes more sense to abbreviate throughout the remainder of the document.

Commented [SH5]: This is referenced below and should be defined as opposed to being in brackets.

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan

1.4 above

"Area Structure Plan (ASP)" means a statutory plan in accordance with the ~~Municipal Government~~ Act for the purpose of providing a framework for subsequent subdivision and development of an area of land in a municipality. The Plan typically provides a design that integrates land uses with the requirements for suitable parcel densities, transportation patterns (roads), storm water drainage, fire protection, and other utilities across the entire Plan Area.

"Conceptual Scheme" means a non-statutory land use plan intended to serve as a basic guideline in order to evaluate a small subdivision or development in the context of the development for a larger area. The conceptual scheme may be required to address a number of matters, including but not limited to the following:

- (a) proposed land uses, building sites, density, and type of development;
- (b) terrain and soil conditions;
- (c) potential for flooding, erosion, or slumping of land;
- (d) natural vegetation, stands of trees, water bodies, and any special or unique natural features that may warrant protection, mitigation, or integration into site design;
- (e) existing and historic oil and gas facilities, and measures to mitigate any associated impacts;
- (f) proposed road access, roadways, and circulation systems;
- (g) proximity to municipal services, proposed connections thereto, and proposed method of servicing the development;
- (h) adequacy and suitability of the configuration, dimensions, spacing, and location of the proposed parcel(s);
- (i) proposed means of buffering to and from adjacent lands;
- (j) identification and form of municipal and/or environmental reserves;
- (k) conformity with statutory plans, land use bylaw, and proposed land use district;

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan

1.4 above

(l) any other matters a Subdivision Authority, in consultation with the corresponding municipal authority, considers to be necessary.

“Council” means ~~either~~ the Council of the Village of Marwayne and/or the Council of the County of Vermilion River in the Province of Alberta.

Commented [SH6]: And/or is the same as either

“County” means the County of Vermilion River in the Province of Alberta.

“Country Residential Use” ~~is a~~ land use designation ~~whereas that means a use of land,~~ the primary purpose of ~~the land which~~ is for a dwelling or the establishment of a dwelling in a rural area compatible with the natural character of the terrain, generating a density of not more than 0.25 du/ac.

Commented [SH7]: Reworded the sentence – did not make sense

“Discretionary Use” means the use of land or a building in a land use district for which a development permit may be approved at the discretion of the Development Authority with or without conditions.

“Hazard Lands” means lands that are unsafe for development in their natural state, such as floodplains and steep and unstable slopes; or ~~lands~~ that pose severe constraints on some types of development, such as aeolian surficial deposits (a deposit that forms as a result of the accumulation of wind-driven products of the weathering of solid bedrock or unconsolidated alluvial, lacustrine, marine, or other deposits) and permanent wetlands; and ~~lands~~ which may be prone to flooding, shoreline erosion, or slope instability hazards or any hazard that may result in life loss or injury, property damage, social, and economic disruption or environmental degradation, such as floodplain, floodway, and lands in proximity to water bodies and water courses with slopes greater than 10%.

“~~Intermunicipal Development Plan Area (IDP Area)~~” means ~~the Intermunicipal Development Plan Area~~ - the extension of land identified by ~~B~~both ~~M~~municipalities that encompass areas of importance and/or concern to which the policies of this document pertain.

Commented [SH8]: Definitions section is intended to define abbreviations

“~~Intermunicipal Liaison Committee (ILC)~~” means ~~the Intermunicipal Liaison Committee~~ ~~the joint steering committee~~ for the administration of the IDP as established under **Section 5.1** of this Intermunicipal Development Plan.

“~~Intermunicipal Development Plan (IDP)~~” ~~means an Intermunicipal Development Plan~~ - ~~a~~A statutory document between two or more municipalities, adopted by bylaw in accordance with section 631 of the ~~Municipal Government~~ Act, which is used by municipalities as a long-range

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan

1.4 above

planning tool to address land use matters. ~~For the purpose of this document, the IDP means the County of Vermilion River and the Village of Marwayne Intermunicipal Development Plan. Here the County of Vermilion River and Village of Marwayne Intermunicipal Development Plan.~~

“Joint Growth Study” is a long-range planning tool ~~designed that contributes~~ to inform planning decisions by identifying growth directions (e.g., population, employment, land economics) and development trends (e.g., residential & non-residential, market analysis) within a study area.

“Land Use Bylaw” means the key tool used to regulate and control the use and development of all land and buildings in a municipality. ~~For the purpose of this document, the Land Use Bylaw means the County of Vermilion River and the Village of Marwayne Land Use Bylaw. Here the County of Vermilion River Land Use Bylaw and the Village of Marwayne Land Use Bylaw.~~

“May” is a discretionary term, meaning a choice is available, with no particular direction or guidance intended, and is ~~usually~~ dependent on the particular circumstances under consideration. ~~at any given moment.~~

“Mediation” means the non-adversarial intervention between conflicting parties to promote understanding, consensus, and resolution on disputed item(s) or issue(s). It is an informal, confidential, and structured process to resolve disputes before they evolve into a heightened conflict, such as litigation.

“Municipal Government Act (MGA)” means the Municipal Government Act, as amended.

~~“Municipalities (Both Municipalities)”~~ means the municipalities of the Village of Marwayne and the County of Vermilion River ~~in the Province of Alberta.~~

~~“Municipal Development Plan (MDP)”~~ means ~~a Municipal Development Plan -~~ a statutory plan, adopted by bylaw in accordance with section 632 of the ~~Municipal Government Act~~ and used by municipalities as a long-range planning instrument. ~~For the purpose of this document, the MDP is the County of Vermilion River Municipal Development Plan and the Village of Marwayne Municipal Development Plan. Here the County of Vermilion River Municipal Development Plan and the Village of Marwayne Municipal Development Plan.~~

Commented [SH9]: Are we referring to the MGA as the MGA or the Act? Why do we have both definitions? I would suggest sticking to one as it means the same as the other.

Commented [BG10R10]: We will use “MGA” throughout. Will revise accordingly.

Commented [SH11R10]: Consolidate “ACT” and “MGA” under one definition

Commented [SH12]: Municipalities is referenced in the document relating to the general term. My suggestion is to define both municipalities as specific to the County and the Village.

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan

1.4 above

"Negotiation" means the disclosure and discussion process between parties to promote understanding, consensus, and agreement on items and issues that are of concern ~~to for each of them~~ ~~either party~~. An informal, confidential, and structured process also serves to identify potentially disputable items or issues between parties.

"Non-Statutory Plan" means a municipal planning document or conceptual scheme or conceptual plan that is endorsed or approved by resolution of Council, typically to guide future land use development or subdivision of a specified area within a municipality, but does not include a municipal development plan, area structure plan, or area redevelopment plan adopted under the ~~Municipal Government~~ Act.

"Shall" is an operative term that means the action(s) outlined is mandatory and therefore must be complied with, without discretion.

"Should" is a directive term that means that in order to achieve the Plan's objectives, it is strongly advised that the action be taken.

"Statutory Plan" means an intermunicipal development plan, a municipal development plan, an area structure plan, or an area redevelopment plan, as per Part 17 of the ~~Municipal Government~~ Act, adopted by a municipality under Division 4 of the ~~Municipal Government~~ Act.

"Surveillance Suite" means a manufactured/modular dwelling or a seasonal residence, all without basement, used solely to accommodate a person or persons comprising a household, or employee, whose official function is to provide surveillance, maintenance, and/or security for a commercial or industrial development or developments provided for in this land use district. The dwelling shall form part of the development with which it is associated and clearly be a subordinate use of the lot on which it is located.

"Village" means ~~T~~the Village of Marwayne in the Province of Alberta.

1.4.2 Definitions Not Provided

- (a) For those terms not identified above, the definitions found in the Municipal Development Plan (MDP) or Land Use Bylaw (LUB) for ~~B~~both ~~M~~municipalities and the Act will apply.

1.5 below

1.5 Background

~~On 1 April 1, 2018, marked the date of coming into force of the first of a series of amendments to the Municipal Government Act (MGA, the Act) came into force. These amendments that~~ formed part of the legislation review process undertaken by the ~~Provincial Government for the~~ Province of Alberta. The character and nature of many of these amendments introduced a new paradigm for municipalities in the province: ~~in which they were forced to~~ moving from competition to collaboration. ~~This unprecedented shift has the potential to which will~~ change the nature of intermunicipal relationships in years to come.

~~As a result of this process, The Act that has resulted from this process elevates the requirements under the Act have been elevated for Intermunicipal Development Plans (IDPs) for all municipalities. Further to this, the introduction of and introduces the Intermunicipal Collaboration Frameworks (ICFs) serve as a mechanism to ensure the coordinated development of intermunicipal areas and the continued provision of services to their residents through a more efficient use of municipal resources. Efficiency in providing services is a consequential consideration, especially for municipalities that have limited resources. It can make the difference between being viable as a municipality or not.~~

Commented [SH13]: Restructured sentence

In light of these changes, the Councils and Administrations of the County of Vermilion River and the Villages of Kitscoty, Marwayne, Dewberry, and Paradise Valley began planning for the development of these plans and frameworks in January 2018. The commitment to develop further ~~the~~ ongoing collaboration between the municipalities was ratified by the adoption of an ~~Agreement to Working Together Agreement (Agreement)~~ in June 2018, which guided the process for the development of this plan and framework, which is formalized with the adoption of the ~~Intermunicipal Development Plans (IDPs) and Intermunicipal Collaboration Frameworks (ICFs)~~ developed between the municipalities. Furthermore, ~~in September 2018,~~ the municipalities adopted ~~in September 2018~~ the ~~tTerms of rReference~~ for the Agreement. The ~~tTerms of rReference~~ outline the structure, functions, and operations of the ~~Intermunicipal Liaison Committee ILC,~~ in accordance with the provisions and procedures under the ~~Agreement to Work Together,~~ pursuant to the recommendations and requirements under the Act and regulations.

Commented [SH14]: Only capitalize defined terms

Simultaneously, the Villages of Kitscoty, Dewberry, Marwayne and Paradise Valley, along with the County ~~of Vermilion River,~~ completed a Joint Growth Study as well as Intermunicipal Infrastructure Systems and Community Services Assessments focusing on the future IDP boundary areas. These projects would serve ~~as the foundation to influence~~ inform the ~~creation of the IDPs~~ Intermunicipal Development Plans ~~and associated Intermunicipal Collaboration Frameworks~~ ICFs between the municipalities.

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan

1.6 below

~~It is worth noting that,~~ Notwithstanding these ~~great late~~ efforts, collaboration is not a new ~~concept topic~~ for the Villages and the County. Throughout the years, the Villages and the County have engaged in several collaboration initiatives, some of them formalized in various ad hoc agreements ~~between them~~. Going forward, those agreements, ~~— and well as~~ any ~~other~~ forthcoming ones, ~~— will~~ comprise the municipalities' ICFs supported by the land use policies within the IDPs that serve to manage current and future development and growth within the identified intermunicipal boundaries that make up the IDP areas for the Villages and the County.

1.6 Public Engagement

In response to the new requirements ~~under the Act~~, the County ~~of Vermilion River~~ and the Villages of Kitscoty, Marwayne, Dewberry and Paradise Valley hosted two open houses in January 2019, one in ~~the Village of~~ Marwayne and one in ~~the Village of~~ Kitscoty. The open houses provided an opportunity for interested residents and stakeholders to learn more about the provincial collaboration requirements, the work that the municipalities are undertaking to meet those requirements, and to ~~ask express~~ any questions, ~~or express any~~ concerns/~~or~~ considerations about the requirements ~~and the~~ underway.

Residents and stakeholders of the five municipalities received information about the sessions via direct mail, and media advertisements placed in the Lloydminster Source, the Vermilion Standard and the Vermilion Voice throughout the month leading up to the sessions. In addition to the in-person sessions, an online survey/feedback form was created and circulated via social media.

~~We have used~~ The feedback received ~~was used~~ to inform intermunicipal collaboration matters between the municipalities such as the development of this ~~Intermunicipal Development Plan IDP~~ and the ~~Intermunicipal Collaboration Framework ICF~~ to which it is appended.

1.7 Community Profile

The Village of Marwayne is located just 15 minutes (18 km) ~~or ~11 mi~~ north of the Yellowhead Highway, at the intersection of Highways 45 and 897. The Village has an advantageous proximity to other urban centres, being just 44 kilometres (27 mi) northwest of the ~~C~~ity of Lloydminster and the Lloydminster Municipal Airport, ~~and~~ 21 kilometres (13 mi) west of the Saskatchewan border, ~~and~~ approximately 250 km (155 mi) east of Edmonton. Marwayne is a community proud of its small-town atmosphere and known for its ~~award-winning~~ award-winning sustainable community development.

Commented [SH15]: Miles is for the USA. Unnecessary to include conversion
Commented [SH16R16]: Miles conversion ok as long as kms are included

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan

1.7 above

The Village consists of around 230 residential dwellings, the majority of which are single-family houses, and has a population of 564 residents according to Statistics Canada in 2016 census. Spanning over approximately 167.7 hectare, Marwayne is situated in a bucolic location, offering scenic country views of Lea Park, at a short 13 minute drive distance of 13 minutes north of the village.

With an immediate commuting radius of approximately a 40 kms (see Map 2), represents an average travel time of 26 minutes where housing-employment exchange can take place for the Village. The Village of Marwayne's economic and social makeup demonstrates a steady consistency across all sectors. The agricultural producers and ranching followed by oil and gas industries and a number of local small businesses support the Village's primary sectors of its economy. A number of local businesses also supports the Village economy. An estimated 68 local businesses were located in the Village in 2006, but by 2017, this number of local businesses in the Village had dropped to 61. Over the same period, the Village also saw agricultural, forestry, fishing, and hunting industry businesses decrease from 22 to 9. Comparatively, firms within the construction industry, on the other hand, grew from 3 in 2006 to 10 in 2017.

Between 2001 and 2017, the Village of Marwayne exhibited positive overall population growth. At an average annual rate growth of 0.7%, the Village went from 507 residents in 2001 to a high of 632 residents in 2011. Since its peak at 632, Village population has reversed to demonstrate a slight but consistent decrease. Demographics within the population appear to have general equitability with each age cohort having a relative and even distribution. Further to this, the Village of Marwayne also has quality facilities and services that support the community. Community services and facilities include an active Agricultural Society, full-service campground, K-12 school, sports & cultural activities and clubs, curling club, community hall, hockey arena, library, fire hall, historical buildings and sports and civic groups and associations.

The Village of Marwayne continually aims to be ready to seize economic opportunities and increase an already sustainable economic base. To take full advantage of its location and attract investors to the area, the Village must ensure to be investment ready. Readiness, however, is dependent on continually forward thinking and strategic action. Some of the most important features of forward planning are related to concerns land use, transportation, municipal services, and community infrastructure. By assessing in advance what needs to be done well in advance, by whom, and by when, the Village can demonstrate readiness to local and regional investors for both current and future growth opportunities. From a demonstrably inspired desire to

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan

1.8 below

~~become ready and actively seek investments, Marwayne will be prepared to maintain and grow for current and future generations.~~

Building on the continued intermunicipal collaboration between the municipalities, the County and Village recognize the need for the IDP to:

- (a) Capture and reflect the changes in growth and development within the IDP Area;
- (b) Update relevant information and bylaws consequential to the area;
- (c) Identify a sustainable growth strategy;
- (d) Identify bylaws and policies to ensure that the region is truly development ready from a planning, transportation, and servicing perspective, both in the short and long term; and
- (e) Anticipate issues and potential difficulties ~~to address them in advance~~, so that they do not become obstacles to continuous and sustainable growth.

1.8 Intermunicipal Development Plan Framework

Section 638(1) of the ~~MGA, as amended, Act~~ which requires that all statutory plans adopted pursuant to the Act be consistent with one another. In order to ensure consistency among the provisions of adopted plans and bylaws, this IDP consolidates ~~all the~~ relevant aspects, and is in line with the Province's direction concerning the long-term access management for Highway 16. ~~Ideally, it would be, which is also important, as it would be~~ most desirable to have Alberta Transportation endorse this IDP.

As a result, this IDP reflects an added level of detail for increased clarity. The first of these was the determination of an IDP aArea boundary. The boundary ~~will~~ provides a frame of reference to better assess the direction of development within a 30-year horizon, focusing ~~on it to accommodate~~ ing growth and expansion in a sustainable manner; ~~encouraging~~ encouraging development in desired areas, providing flexibility, and allowing for an increased variety of land uses and types of development to take place.

The application of a ~~f~~uture ~~l~~and ~~u~~se ~~c~~oncept ~~to~~ provides for detailed planning opportunities in the areas identified within the IDP boundary and will provide more definition and direction in moving forward as it relates to planning and development opportunities for ~~the~~ Village and County ~~within the area.~~

1.9 below

1.9 Land Use Framework and Regional Planning

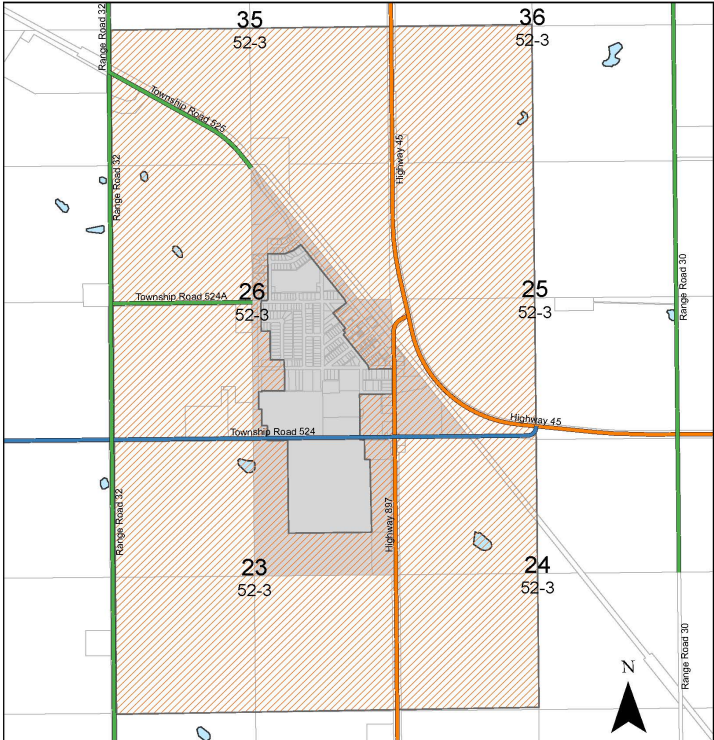
The Province of Alberta is pursuing the development of a series of regional plans as part of the Provincial Land Use Strategy. The County ~~of Vermilion River~~ is within the North Saskatchewan Regional Plan (NSRP) ~~which is~~ currently under way. Regional plans will integrate the ~~p~~Province’s numerous policies and strategies to guide natural resource development, support economic growth, guide development of municipalities, and protect the natural environment, at the regional level. ~~Furthermore, they will also and~~ provide the policy direction and clarity needed to help decision-makers at the ~~local, provincial and federal, provincial, and local~~ levels make decisions that collectively reflect and support regional needs and values.

Commented [SH17]: Sequence of governments

- (a) The IDP will serve as the primary Village ~~of Marwayne~~ and County ~~of Vermilion-River~~ policy document in negotiations with the Province of Alberta in the development of a regional plan for the area.

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan

1.9 above



County of VERMILION RIVER

Village of Marwayne IDP Area

- IDP Area
- Upgraded Local Road (2)
- Upgraded Local Road (1)
- Parcels
- Water Bodies
- Marwayne
- Provincial Highway

MainClass

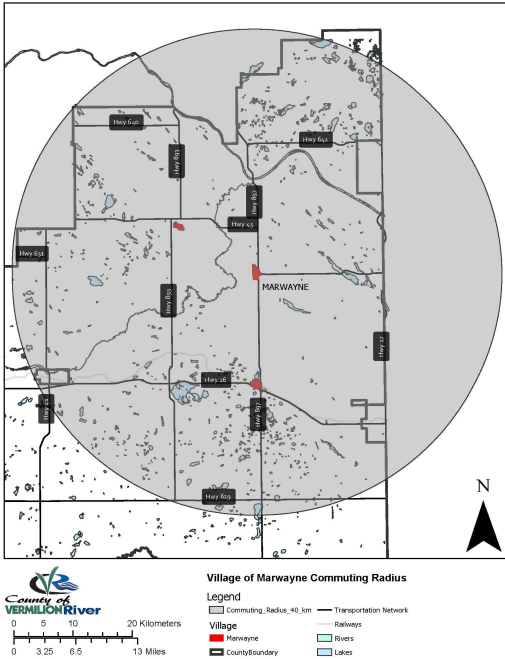
MAP 1. INTERMUNICIPAL DEVELOPMENT PLAN AREA

1.10 below

1.10 Intermunicipal Development Plan Purpose

The purpose of the IDP is to establish a coordinated and cooperative framework for planning and managing land use, subdivision, and development and servicing, and servicing and addressing environmental matters in the IDP Area over a 30-year horizon (2020-2050), 2020-2050, which supports attracting economic opportunities to the area. The Village and County are committed to collaborating in order to attract economic interest, leverage development opportunities, establish consistency in land development, and facilitate intermunicipal communication in land development and servicing matters. The future-oriented planning framework of the Intermunicipal Development Plan IDP contributes to leverage the area's potential as a complete community within the larger County region.

MAP 2. VILLAGE OF MARWAYNE 40 KM COMMUTING RADIUS



1.11 below

1.11 Goals of the Intermunicipal Development Plan

The overall goals of the ~~Intermunicipal Development Plan~~ IDP are to:

- (a) Establish a land use concept that outlines the future land uses that may develop over a 30-year horizon within the boundary of the IDP Area~~;~~
- (b) Serve as a tool for the municipalities to promote the IDP Area characteristics that make it a desirable location for future development and economic activity~~;~~
- (c) Outline a framework for the more detailed implementation of land development, economic development, transportation systems, municipal infrastructure, and timing of development and servicing~~;~~
- (d) Maintain and enhance mutually beneficial policies and relationships between the two municipalities~~;~~ and
- (e) Continue to develop and maintain open lines of communication to resolve problems and seize opportunities of mutual benefit.

1.12 Enactment

As is the case with any municipal bylaw, the provisions of this ~~Intermunicipal Development Plan~~ IDP come into force ~~at which time once~~ the County and Village Councils give third reading to the matching bylaws in accordance with Section 692 of the ~~Act~~ MGA.

The procedure described in Section 692 of the ~~Act~~ MGA applies to the adoption or amendment of any other statutory plan (e.g., Area Structure Plan) or a Land Use Bylaw.

The provisions for the repeal, review, and amendment of this ~~IDP~~ Intermunicipal Development Plan are outlined in **Section 5.8**.

Commented [SH18]: We defined the MGA as the Act so we cannot alternate between the two abbreviations

Commented [SH19R19]: We can so long as we amend the definition section to include the act and mga as one definition

2.1 below

PART 2.0 PLAN CONTEXT

2.1 Area Characteristics

The Intermunicipal Development Plan area comprises the land as shown in **Map 1** ~~above~~. The ~~areas~~ constitutes approximately 905 hectares (~2,237 acres). A larger portion of these lands, approximately ~~712 hectares (~1,761 acres)~~, is located within the Marwayne Area Structure Plan boundary.

Commented [SH20]: Not immediately above, thus removed.

Commented [SH21]: Are we talking in hectares or acres? We say both above but only one here? I've added the other for consistency

Commented [BG22R22]: We will use both.

Commented [SH23R22]: ok

2.1.1 Topography

The topography in the ~~plan~~ area is an undulated landscape that varies from high points in the northeast (620 m) to low points in the west ~~end of the plan area~~ (595 m). The total relief is approximately 25 ~~m (82 ft)~~. The majority of the land around the Village boundary maintains an elevation of 600 m to 610 m.

Commented [SH24]: We didn't reference feet anywhere else therefore I removed it for consistency

Commented [BG25R25]: We will use both. Will revise accordingly.

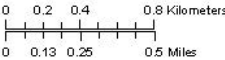
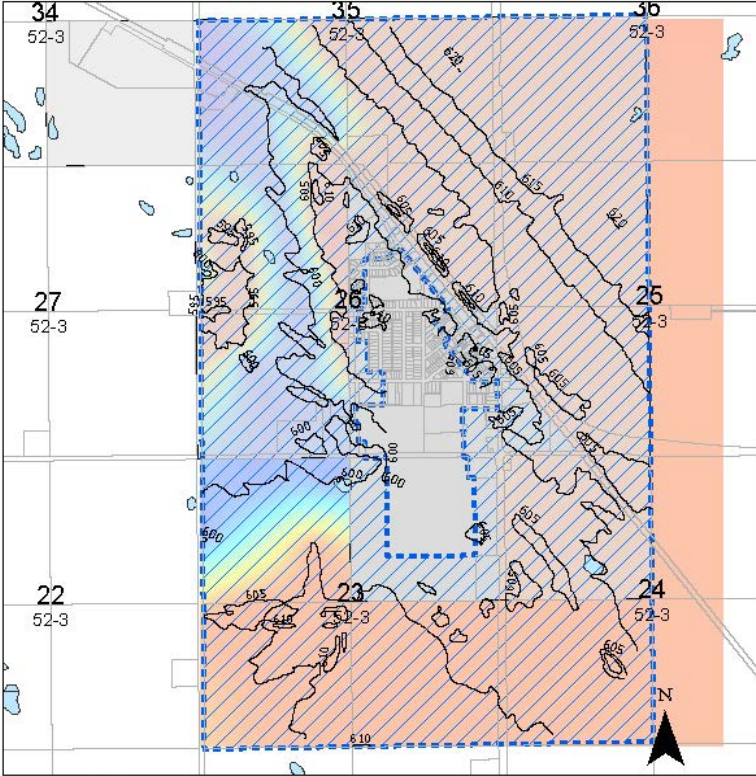
Commented [SH26R25]: ok

2.1.2 Slope Analysis

Slope analysis of the terrain reveals a large portion of the plan area under 1% slope ~~meaning that the lands -which~~ are generally developable ~~lands~~ presenting few topographical constraints. The majority of the slopes over 1% are located on the northwest and west ~~areas~~ within the IDP boundary.

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan

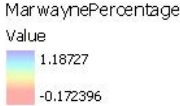
2.1 above



MAP 3. AREA TOPOGRAPHY

Topography (Village of Marwayne)

- CountyContours_5m_ClipFeaturMarwayne
- ▭ Marwayne
- ▭ Parcels
- ▭ IDP Area
- ▭ Water Bodies
- ▭ ASP_Boundary_Feb21-06
- ▭ MarwaynePercentage Value



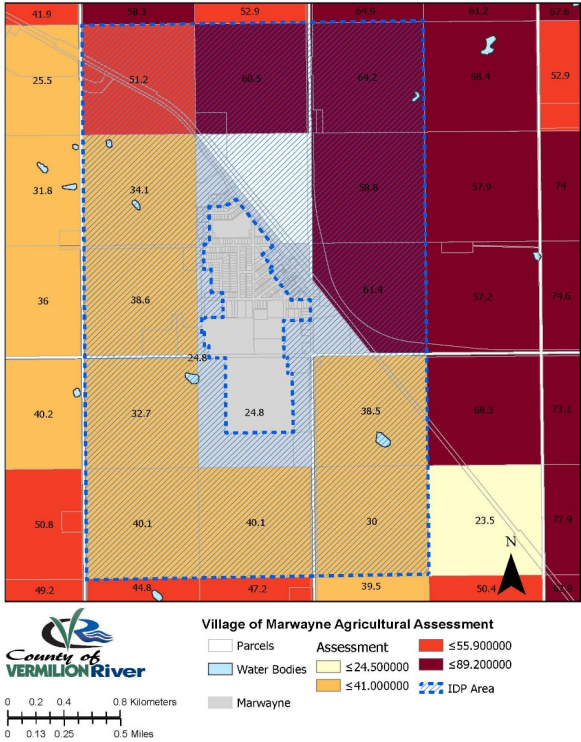
2.1 above

2.1.3 Agriculture Assessment

The agricultural land assessment performed per quarter section serves to identify those high-quality agricultural lands (i. e., 50% or higher) that might be most subject to conversion to non-agricultural uses. High-quality agricultural lands are mostly found to the north-northeast area of the IDP boundary, across Highway 45. The lands adjacent to the Village boundary and south of Highway 45 present the least amount of concerns in terms of conversion to non-agricultural uses and may be more readily developable, since their location makes for a feasible extension of service lines. The percentage numbers on the map indicate a qualitative assessment of farmland capability. The colors indicate cutoffs for actual usage.

- Commented [SH27]: ??
- Commented [BG28R28]: Maroon coloured areas. (over 55%)
- Commented [SH29R28]: ok

2.1 above



MAP 4. AGRICULTURE ASSESSMENT

2.1.4 Water Bodies

The Act-MGA has expanded the purposes of municipalities to include the well-being of the environment among them. The Village of ~~Marwayne~~ only has small waterbodies within the IDP area and even though they are recognized, they do not count as a limitation for any potential growth in the future.

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan

2.1 above



MAP 5. WETLAND ASSESSMENT

TABLE 1. WETLAND CLASSES, FORMS AND TYPES IN THE ALBERTA WETLAND CLASSIFICATION SYSTEM. WETLAND CLASSIFICATION CODES FOR MAPPING USES ARE IN BRACKETS.

CLASS	FORM	Types
-------	------	-------

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan

2.1 above

		Salinity	Water permanence ¹	Acidity-alkalinity
Bog [B]	Wooded, coniferous [Wc] Shrubby [S] Graminoid [G]	Freshwater [f]	--	Acidic [a]
Fen [F]	Wooded, coniferous [Wc] Shrubby [S] Graminoid [G]	Freshwater [f]	--	Poor [p]
		Freshwater [f]	--	Moderate-rich [mr]
		Freshwater [f] to slightly brackish [sb]	--	Extreme-rich [er]
Marsh [M]	Graminoid [G]	Freshwater [f] to slightly brackish [sb]	Temporary [II]	--
		Freshwater [f] to moderately brackish [mb]	Seasonal [III]	--
		Freshwater [f] to brackish [b]	Semi-permanent [IV]	--
Shallow Open Water [W]	Submersed and/or floating aquatic vegetation [A] or bare [B]	Freshwater [f] to moderately brackish [mb]	Seasonal [III]	--
		Freshwater [f] to sub-saline [ss]	Semi-permanent [IV]	--
		Slightly brackish [sb] to sub-saline [ss]	Permanent [V]	--
	[A]	Saline [s]	Intermittent [VI]	--
Swamp [S]	Wooded, coniferous [Wc] Wooded, mixedwood [Wm] Wooded, deciduous [Wd] Shrubby [S]	Freshwater [f] to slightly brackish [sb]	Temporary [III] 2	--
		freshwater (f) to slightly brackish [sb]	Seasonal [III] 2	--
		moderately brackish [mb] to sub-saline [ss] 2	Seasonal [III] 2	--

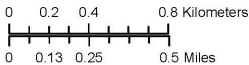
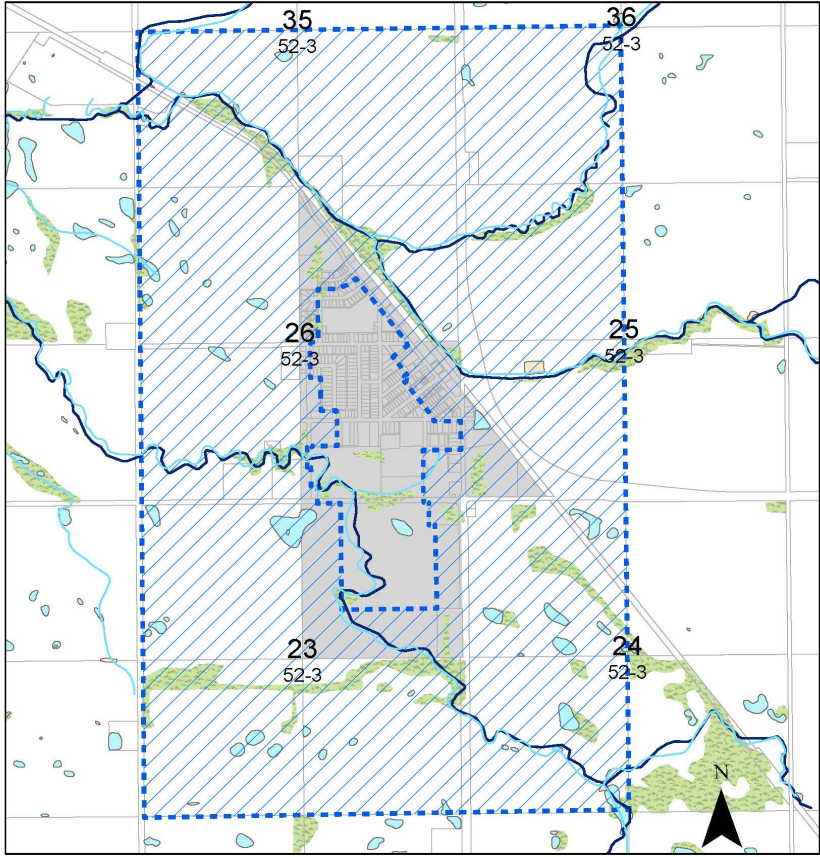
¹ Roman numerals are equivalent to wetland classes by Stewart and Kantrud (1971)

² Swamp types are not applicable to wooded swamps due to a lack of available information

[Source: Alberta Wetland Classification System (AWCS), 1 June 2015]

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan

2.1 above



Hydrography (Village of Marwayne)

- Hydrography Contours
- Parcels
- AlbertaMergedWetlandInventory_CVR
- IDP /ICF Area
- CWCS_Class
- Vegetation
- Marsh
- Marwayne
- Open Water
- Streams

MAP 6. HYDROGRAPHY

Village Bylaw ##–2020

30

County Bylaw 20–##

2.2 below

2.2 Existing Human Features

The IDP Area is largely undeveloped except for some country residential development, a cemetery, and the Village's non-operational landfill to the west. A number of oil and gas wells are concentrated towards the north and northeast of the Plan area. Pipelines have ~~the~~ most impact ~~along~~ the north, although they are mostly aligned with transportation corridors. The majority of the remaining land is improved pasture to lower quality cultivated lands.

2.2.1 Existing Land Uses

Each municipality has established the current land uses within the IDP Area for lands located in their boundary. The Village and County Land Use Bylaws will continue to guide existing and future development of lands in each municipality that are located in the IDP ~~a~~Area following the principles and policies outlined in this ~~Intermunicipal Development Plan~~IDP.

Most of the lands within the IDP boundary are County lands (see **Error! Reference source not found.**), except for the ~~L~~Landfill, ~~C~~Composting, and ~~W~~Waste (LC-W) lands that contain one of two non-operating landfills to the west of the Village's boundary. Land within the IDP ~~a~~Area within the Village boundary are designated for diverse uses: Industrial (M), Institutional (I), and Highway Commercial (C) under the Village's Land Use Bylaw (see **Error! Reference source not found.**) in addition to some Residential (R1), Urban Reserve (UR) and Environmental Reserve (ER) areas. The IDP ~~will~~ serves to guide development in proximity to the Village to ensure its future integration with urban densities and uses.

The vast majority of County lands in the IDP Area are designated under the Agriculture (A) District with several overlays: Urban Growth (UG) Overlay to the north ~~portion~~ and a Highway Profile Area (HPA) Overlay along Highway 897 and Highway 45. A large portion of the IDP Area lies within the Marwayne Area Structure Plan boundary, with the exception of SE-34-52-3-W4M, which is mostly within the Landfill, Composting, and Waste (LC-W) District and Waste & Wastewater Facility (WWF) Overlay. Both the UG and HPA Overlay Districts provide for a variety of residential (medium to high), industrial (light to medium), and highway commercial and business uses. The HPA Overlay District extends east and north of the intersection of Highway 897 and Highway 45, along the latter. The Roadway Profile Area (RPA) Overlay extends south along Highway 897; it allows for similar uses than the HPA Overlay. The Marwayne Area Structure Plan

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan

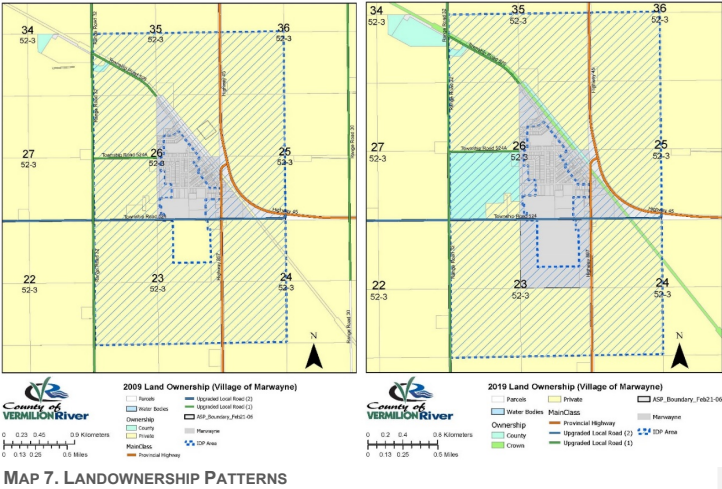
2.2 above

includes a design concept that provides additional guidance to subdivision and development of lands within its boundary.

2.2.2 Landownership patterns

Land ownership has not experienced a significant change in the past 10 years. The most significant change in land ownership since has been is from private to County and/or Crown ownership. These changes pertaining to lands that contain municipal services infrastructure, namely the sewage lagoon and non-operating landfill (see Map 7). Another significant change is the annexation of NE-23-52-3W4M by the Village. Other minor changes have taken place during this time including, for instance, the strip of 'municipally owned' lands (light grey) along the railway line northeast end of the Village boundary and a small portion outside of the southeast end, which is now owned by the Crown. Nearly all parcels within the IDP boundary are unsubdivided quarter sections with the exception of several large acreages.

- Commented [SH30]: This entire sentence is confusing and doesn't make sense. Requires rewording
- Commented [SH31R31]: restructured
- Commented [SH32R31]: all maps containing reference to ASP should be reviewed and amended. MDP maps to be sent to CVR



2.2 above

2.2.3 Existing municipal servicing

The Village's ~~water~~ is serviced ~~water~~ via the Alberta Central East (ACE) Regional Waterline. Water allocations for ACE partner municipalities were drawn using 2011 Census, at which time the Village of Marwayne had a population of 612 living in 232 of its 263 total dwellings, a 17.5% change from its 2006 adjusted population of 521. With a land area of 1.68 km² (~~0.65-sq-mi~~), the Village it had a population density of 364.3/km² (~~943.5/sq-mi~~) in 2011. The ACE population projection of 1,225 in 35 years (2046) allocates a total of 99 m³/per capita/yr for the Village. The Village's reservoir storage capacity is adequate to accommodate the requirements of the 20-year gGrowth hHorizon identified in the Intermunicipal Infrastructure Assessments³ for a forecasted population of 650 by 2037⁴.

The sanitary sewer system utilizes a conventional earthen berm lagoon for wastewater treatment. The existing lagoon capacity is adequate to accommodate the required volume for the forecasted growth for 2037⁵. An inventory and further discussion on the provision of services isare contained within the Village of Marwayne — County of Vermilion River Intermunicipal Collaboration Framework.

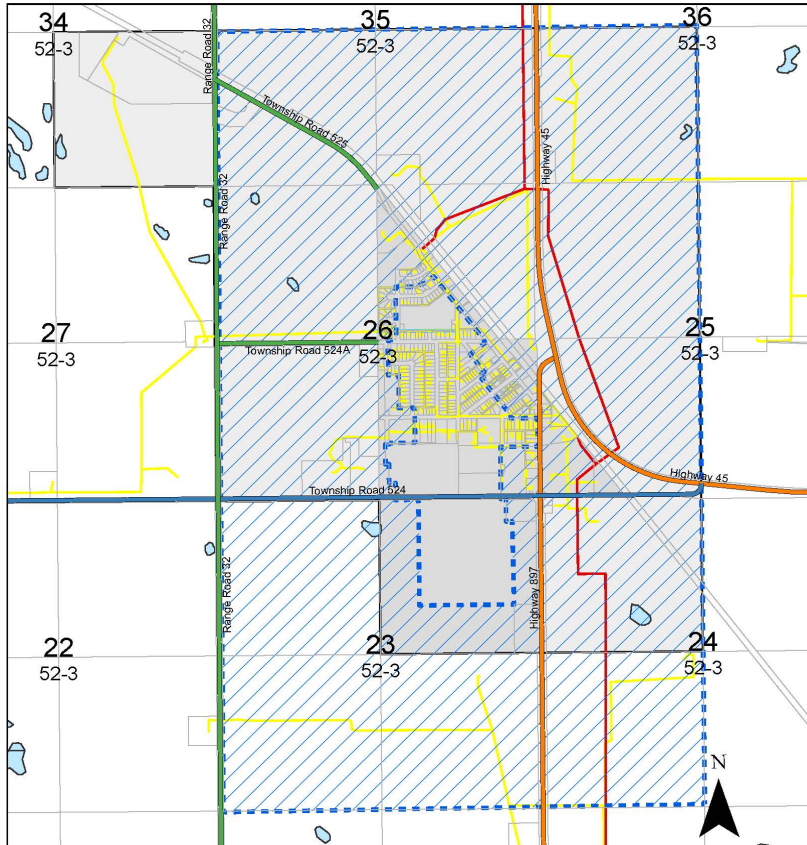
³ *Intermunicipal Infrastructure Systems and Community Services Assessments*. 12 April 2019. BAR Engineering.

⁴ *Population, Employment & Housing Growth Study – Working Paper – Version 1 Draft, "Base Scenario"*, Applications Management Consulting Ltd., January 17, 2019. In the Final Report from Applications Management (1 April 2019), for comparison purposes, the forecasted population for the Village of Marwayne indicates, "In the High Scenario, a higher rate of job growth in the region increases population to 781 by 2047."

⁵ Existing lagoon size for Marwayne is based on theoretical calculated volumes. Determination of actual existing lagoon cell storage sizes should be completed to confirm expansion requirements. Ibid 1.

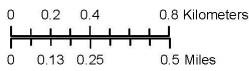
County of Vermilion River — Village of Marwayne Intermunicipal Development Plan

2.2 above



Servicing (Village of Marwayne)

- | | | |
|------------------|-------------------------|-------------------------|
| Parcels | Water_Supply_Lines | Upgraded Local Road (1) |
| Material, Status | Water Bodies | ASP_Boundary_Feb21-06 |
| PE | MainClass | Marwayne |
| Steel | Provincial Highway | IDP Area |
| Abandoned PE | Upgraded Local Road (2) | |



MAP 8. EXISTING SERVICING

Village Bylaw ##–2020

34

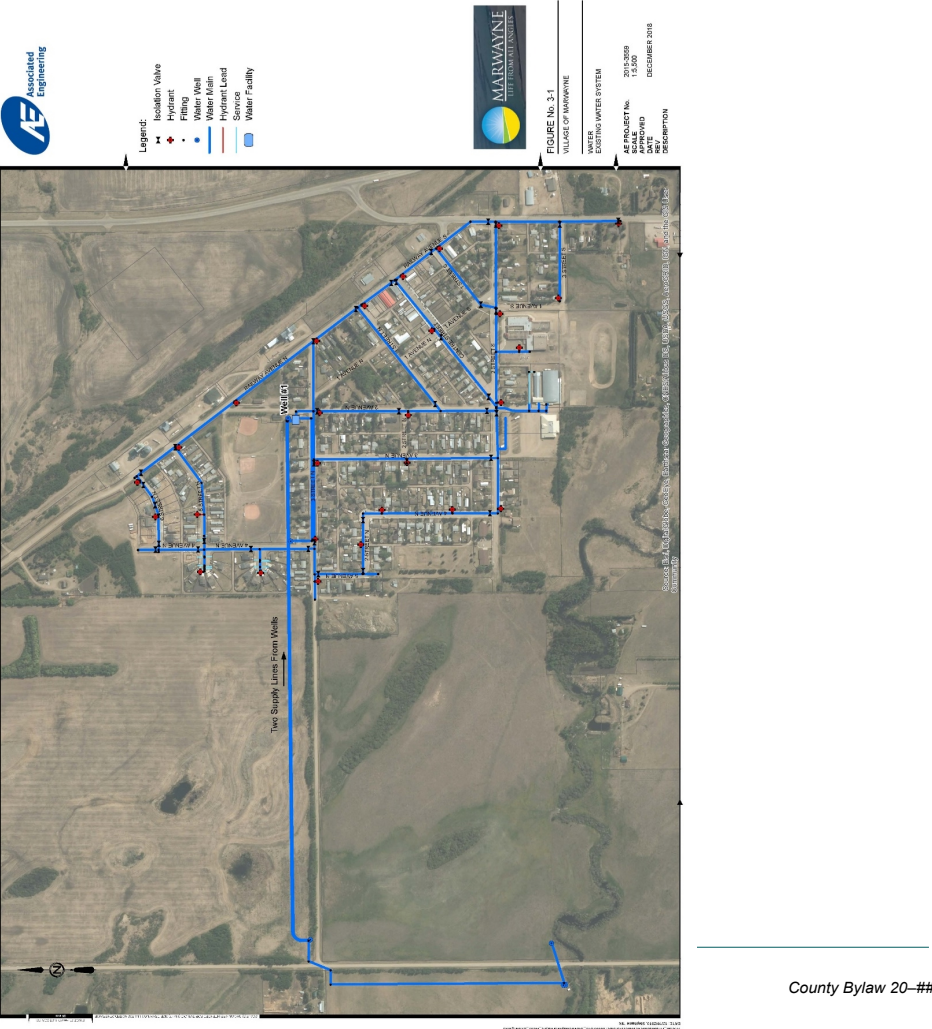
County Bylaw 20–##

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan

2.2 above

MAP 9. EXISTING WATER SYSTEM

Map 10. Existing Sanitary Sewer System



County of Vermilion River — Village of Marwayne Intermunicipal Development Plan

2.2 above



Village Bylaw ##—2020

36

County Bylaw 20—##

2.3 below

2.3 Site Assessment

2.3.1 Opportunities and Constraints.

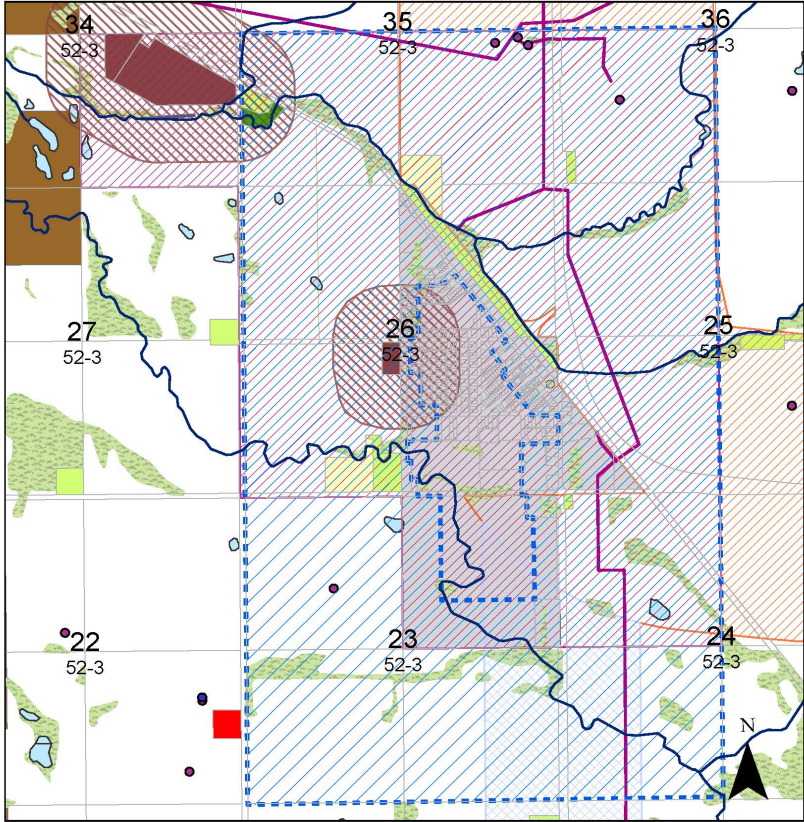
Aside from some specific considerations, the IDP Area is ~~one~~-suitable for development. Only one well site and pipelines have the most significant impact in future subdivision and development of lands located west and south within the IDP Area (see **Map 11**). The Village can really benefit from its location at the intersection of highways 897 and 45. Highway 897, along the east side of the Village boundary, presents an advantage to development, with ready access to major transportation routes that connect the area to the rest of the province and Canada. It would be a natural extension of the Village’s settlement pattern, which can be easily achieved with on-site servicing for Highway Commercial and Industrial (Light & Medium) uses.

To the east in the Plan area, pipes run from the north to the southeast directly affecting the six quarter sections, however not in concentration. The Plan area does not have any significant water bodies, but it does have an abundance of hydrographic contours that can become seasonal streams during heavy rain periods. Development on these lands would require mitigative measures, such as proper grading and drainage, be taken into consideration to prevent flooding. Environmental Reserve areas identified in the Village’s Municipal Development Plan can provide the community with an opportunity to take on a larger role as a seasonal service provider for not only tourists in the region but also for the residents, to add on to a variety of facilities the community already enjoys year round. There are servicing opportunities for development that takes place within the IDP Area (see **Map 12**). The County’s Gas Utility is one of the main natural gas providers for residential locations in the region. There are further opportunities for connecting to regional water and municipal sewer servicing for development west of Highway 897 as well as along both highways – 897 & 45.

- Commented [SH33]: One pipeline or several?
- Commented [BG34R34]: k
- Commented [SH35R34]: ok
- Commented [SH36R34]:

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan

2.3 above



County of VERMILION RIVER

Development Constraints (Village of Marwayne)

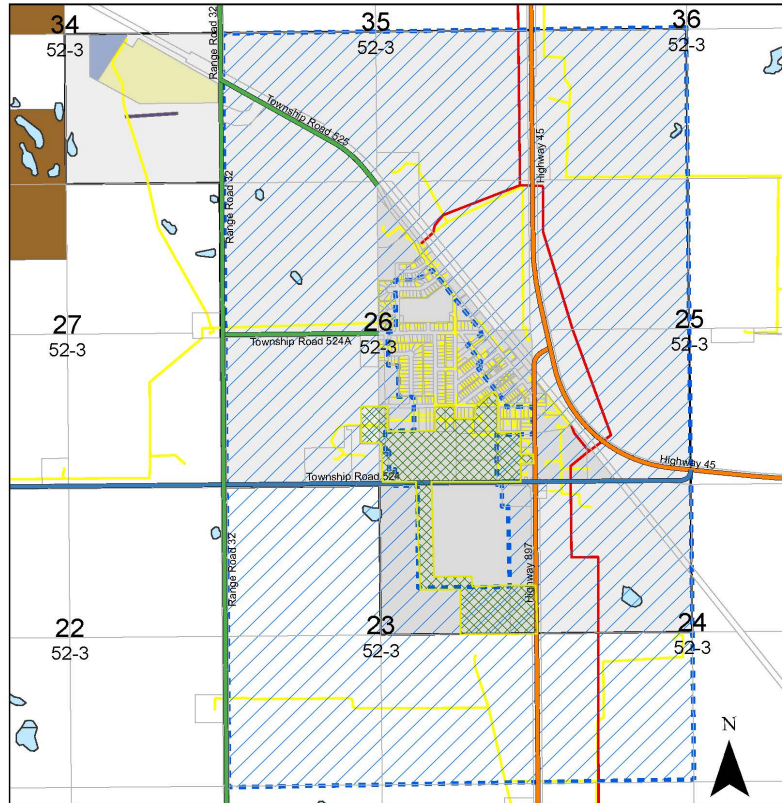
Hydrography Contours	Highway Development Overlay	Water Bodies
Parcels	Secondary Highway Overlay	Vegetation
IDP Area	Area Structure Plan Overlay	Towers
DechROW	Waste & Wastewater Facility Overlay	Marwayne
status	Land Use Districts	Cemeteries
ABANDONED	A	Limitations
PUMPING OIL	CR-1	Sewage Lagoon
Foreign Pipeline	CR-A	Transfer Station
Land Use Overlays	CR-S	Historic Resource Value
Direct Control Urban Development	ER	
	LC-W	

0 0.2 0.4 0.8 Kilometers
0 0.13 0.25 0.5 Miles

MAP 11. DEVELOPMENT CONSTRAINTS

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan

2.3 above



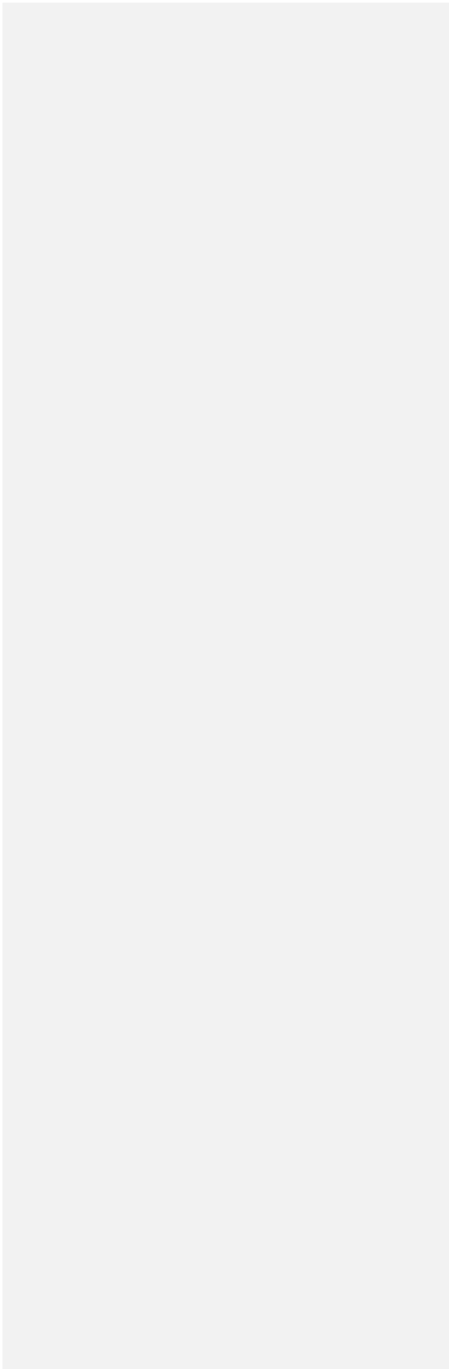
Development Opportunities (Village of Marwayne)

Provincial Highway	PE	ASP_Boundary_Feb21-06
Upgraded Local Road (2)	Steel	Marwayne
Upgraded Local Road (1)	Abandoned PE	Limitations
Parcels	DitchROW	Sewage Lagoon
IDP Area	Water Bodies	Transfer Station
Recreation		Historic Resource Value

MAP 12. DEVELOPMENT OPPORTUNITIES

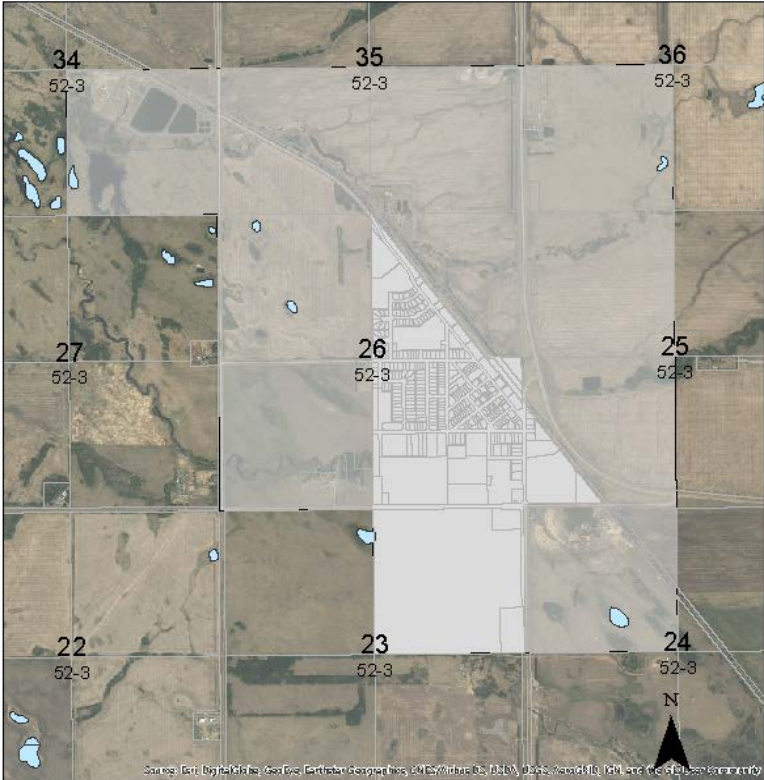
County of Vermilion River — Village of Marwayne Intermunicipal Development Plan

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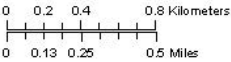
County of Vermilion River — Village of Marwayne Intermunicipal Development Plan

2.3 above



Area Structure Plan (Village of Marwayne)

-  Parcels
-  Water Bodies
-  ASP_Boundary_Feb21-06
-  Marwayne



MAP 13. MARWAYNE AREA STRUCTURE PLAN

3.1 below

PART 3.0 FUTURE LAND USE CONCEPT

3.1 How to Use this Section

This section of the IDP provides the context and reasoning for the policies established in PART 0 LAND USE AND DEVELOPMENT. The Future Land Use Concept (see Map 14) outlines the framework for land use(s), subdivision, and development for lands within the IDP Area boundary, which may develop over a 30-year horizon. The general objectives and policies in this section assist the approving bodies in understanding the intended interpretation of the statements in PART 0 LAND USE AND DEVELOPMENT policies.

Commented [SH37]: This should be included in the definitions section, we reference it a lot

3.2 Future Land Use Concept Objectives

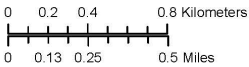
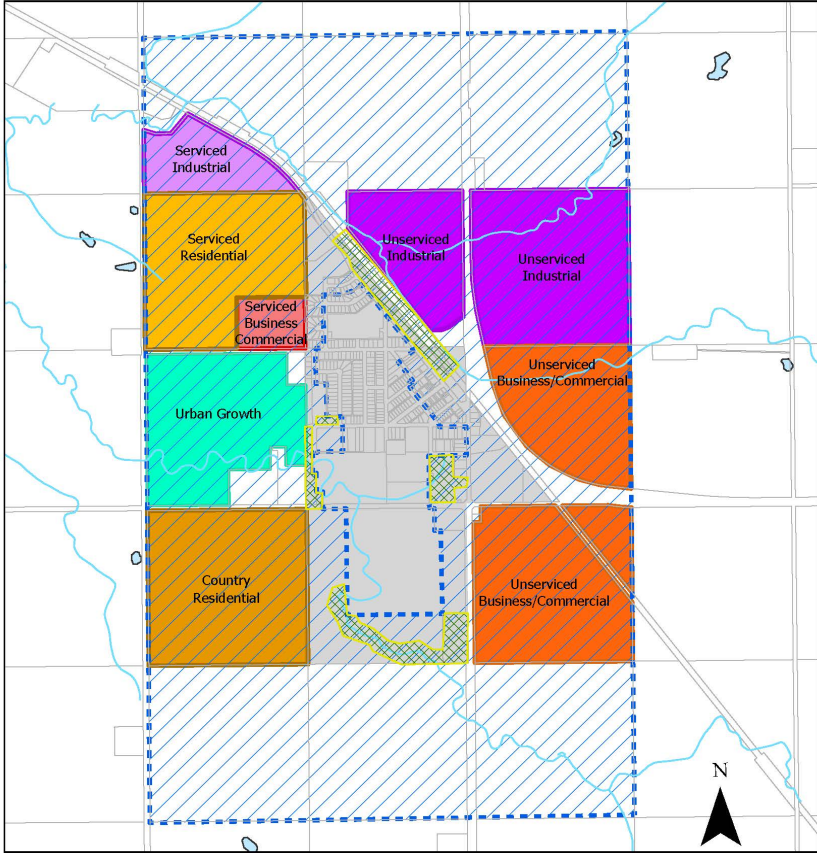
The Future Land Use Concept (FLUC) objectives describe the shared vision of both municipalities for future development within the pPlan area in alignment with the overall goals of the Intermunicipal-Development-Plan IDP which are to:

- 3.2.1 Establish a land use concept that outlines the future land uses that may develop over a 30-year horizon within the boundary of the IDP Area;
- 3.2.2 Promote the IDP Area as a desirable location for future development and economic activity;
- 3.2.3 Outline a framework for the more detailed implementation of land development, economic development, municipal infrastructure, and timing of development and servicing;
- 3.2.4 Maintain and enhance mutually beneficial policies and relationships between the two municipalities; and
- 3.2.5 Continue to develop and maintain open lines of communication to resolve problems and seize opportunities of mutual benefit.

Taking into consideration the opportunities and constraints present within the IDP Area (see Map 11 and Map 12); the FLUC conveys the IDP's future land use goals. However, it is not intended to address land use at a site-specific level.

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan

3.2 above



Future Land Use Concept (Village of Marwayne)

- ▭ Parcels
- ▭ IDP / ICF Area
- ▭ Water Bodies
- ▭ Marwayne
- ▭ Serviced Industrial
- ▭ Unserviced Business/Commercial
- ▭ Country Residential
- ▭ Serviced Residential
- ▭ Serviced Business/Commercial
- ▭ Unserviced Industrial
- ▭ Urban Growth
- ▭ Recreation
- ▭ Streams

MAP 14. FUTURE LAND USE CONCEPT (FLUC)

Village Bylaw ##—2020

43

County Bylaw 20—##

3.3 below

3.3 General Policies:

3.3.1 Objective: Establish a land use concept that outlines the future land uses that may develop over a 30-year horizon within the boundary of the IDP Area.

3.3.2 Policies

- (a) Development is encouraged in areas of significantly reduced capability for crops thus preserving higher yielding lands for agricultural uses.
- (b) Provision is made for a broad mix of land uses throughout the IDP Area with opportunities within both the Village and County.
- (c) The FLUC is not proscriptive in nature. For example, by showing an area as being generally intended for residential use, it does not preclude using a portion of the lands so designated for associated parks/schools, neighbourhood commercial (e.g., neighbourhood commercial, day care), etc.
- (d) Subdivision and development for lands located in the IDP Area and within 800 m (0.5 mile) of a highway's right-of-way needs to be approved by Alberta Transportation.
- (e) The Serviced Business/Commercial areas are designated to allow for mixed-use business/commercial development that is compatible with surrounding land uses.
- (f) The areas of NW-26-52-3-W4M and SW-26-52-3-W4M between the lagoon lands (LC-W District) and the Village, are designated for residential and non-residential uses allowed within distance from the required setbacks for the non-operational landfill facilities along the western boundary of the Village.

3.3.3 Objective: Promote the IDP Area as a desirable location for future development and economic activity.

3.3.4 Policies

- (a) The Village of Marwayne represents anhas the opportunity to provide services to development in proximity within 26 minutes of travel time of other communities within a 40 km radius, which is an attraction to the area (see **Map 2Error! Reference source not found.**). Therefore, the FLUC takes the view that land uses adjacent to the western Village boundary, should be part of a piped water and sewer scheme.

Commented [SH38]: This sentence does not make sense. What is the intent here?

Commented [SH39R39]: ok

3.3 above

- (b) The value and recreational potential of natural areas within the IDP boundary may be negatively affected by inappropriate development. Therefore, both municipalities will cooperate to protect these areas for eventual incorporation into an open space system.
- (c) Both municipalities will cooperate to achieve the following open space objectives, consistent with the Provincial Land Use Policies, which support the protection of the natural environment, water, and historical resources:
 - i. To encourage the preservation of the natural and aesthetic quality of the natural environment and rural landscape.
 - ii. To facilitate the eventual establishment of continuous open space systems and other natural areas to attract activities and provide recreational opportunities as a stimulus to the local economy.

3.3.5 Objective: Outline a framework for the more more detailed implementation of land development, economic development, transportation systems, municipal infrastructure, and timing of development and servicing.

3.3.6 Policies

- (a) In terms of development, identify serviced (piped water and sewer) and unserviced type land uses (on-site water and on-site sanitary sewage disposal).
- (b) The FLUC does not preclude servicing areas that are more distant. However, it acknowledges that the costs to do so may prove inordinate for most, and perhaps is best leveraged by intensive servicing users, such as those with commercial and industrial uses.
- (c) The investment by the Village in water supply and sanitary sewage treatment should be used to greatest advantage in the IDP Area and kept in a concentrated location around the Village as is feasible.
- (d) Applications for redesignation, subdivision, or development should consider and incorporate/work within the provisions made in servicing and management plans effected within the area (e.g., growth, storm water, transportation, or similar).
- (e) Applications for redesignation, subdivision, or development should consider incorporating design requirements that ensure a high quality form of development.

3.3 above

- (f) Provisions of the Agricultural Operations Practices Act should apply to the mitigation of nuisance and environmental impacts of agricultural operations.
- (g) The lands affected by waste sites and sanitary sewage treatment facilities have been placed within the Landfill, Composting, and Waste (LC-W) District designation. Although mitigation is in place, when planning adjacent areas it is important to be mindful of the development setbacks from these existing facilities and any expansions thereof that may be required consistent with the Act's MGA-Subdivision and Development Regulation.

3.3.7 Objective: Maintain and enhance mutually beneficial policies and relationships between the two municipalities.

3.3.8 Policies

- (a) The Village and County will work collaboratively to identify appropriate lands, and implement policies, and regulations with respect to environmentally sensitive areas, riparian zones, and development buffers that can have a positive impact on the natural environment as well as provide healthy, outdoor-spaces within the IDP Area for the passive and recreational enjoyment of residents and tourists.
- (b) The Village and County shall work together to ensure compatibility of land use interfaces and future growth patterns to monitor effectiveness of the IDP provisions and to update these accordingly.

3.3.9 Objective: Continue to develop and maintain open lines of communication to resolve problems and seize opportunities of mutual benefit.

3.3.10 Policies

- (a) Part 5.0 Implementation, specifically **Sections 5.4** and **5.7**, outline the guiding principles of communication and resolution of conflicts respectively.
- (b) Part 5.0 Implementation also contains the tenets utilized in implementing the policies contained in this IDP.

4.1 below

PART 4.0 FUTURE LAND USE AND DEVELOPMENT

4.1 How to Use this Section

This Section of the IDP provides the policies, which should be interpreted narrowly and used as a framework for working cooperatively, communicating, and making decisions in each municipality. Variances might be allowed only where specifically identified, pursuant to the provisions of **Section 5.5**. The mapping included in the ~~Intermunicipal Development Plan~~ IDP may require further field measurements to verify any estimation discrepancies. Refer to **Map 14** ~~is~~as the primary reference map for this Section.

4.1.1 Land Use Policies

- (a) Future subdivision and development shall be in accordance with the provisions of this IDP and **Map 14**. Major deviations to the IDP design and policies shall require an amendment to this Plan. Minor variances may be considered without an amendment to this Plan where the developer can demonstrate, to the satisfaction of ~~the Intermunicipal Liaison Committee (ILC)~~ ILC, Subdivision Authority, or Development Authority ~~as the case may be that the reconfiguration of parcels and road design would maintain the overall intent of the IDP policies (see Section 5.6).~~
- (b) Existing uses, which may be viewed as incompatible with the Future Land Use Concept designated districts (**Map 14**), may remain on an "as is" basis pursuant to the non-conforming use provisions of the ~~Municipal Government Act, Section 643~~. Redevelopment of the lands shall be consistent with the policies contained in this IDP and in conformity with the provisions of the Village or County Land Use Bylaw, depending on location, unless at the time of redevelopment, the land is required for urban growth and/or extension of urban services, in accordance with the provisions of **Section 5.6**.
- (c) The Village and County shall amend their respective municipal development plans, land use bylaws, and statutory documents, as ~~required~~deemed advisable, to be consistent with the policies and provisions of the IDP.
- (d) Land use(s), subdivision, and development within the IDP Area, north of Highway 45 and east of Highway 897 shall accommodate unserved development. In the same way, Land use(s), subdivision, and

Commented [SH40]: This gives either one of these parties the decision making power based on how it is worded. Item for discussion

Commented [BG41R41]: Decision on applications falls solely on the decision making authority (Subdivision or Development Authority or Council) for the municipality where the lands are located.

ILC only provides comments. It has no decision power vested into it. (see TORs)

In addition to ILC, the County's LUB provides a separate process for adjacent municipalities to communicate concerns and provide comments (both are not binding).

Commented [SH42R41]: ok

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan

4.1 above

development within the IDP Area south of Highway 45 and west of the Village boundary, shall accommodate serviced development. Land use(s), subdivision, and development within the IDP Area along Highway 897 may accommodate serviced development, wherever possible.

- (e) Regulation and approval of Confined Feeding Operations (CFOs) rests with the Natural Resources Conservation Board (NRCB). Prior to making its decision, the NRCB is to review local plans and request comments from the affected municipalities. In responding to the NRCB, the ILC, Village, and County, shall convey that they do not support any new or the expansion of any existing CFOs or manure storage facilities within the IDP Area requiring an approval, authorization, or registration under the Agricultural Operation Practices Act, and amendments thereto.
- (f) The Village and County have limited capacity to control the development and life span of oil/gas wells within the IDP area. As a result, the future ability of the Village and County to approve contiguous and orderly development is significantly affected by the presence of existing and future oil/gas leases. Therefore, the Village and County will work with oil and gas interests and landowners to identify well-site development and production schedules compatible with land use designations within the IDP Area. In working with oil and gas interests and landowners, the Village and County will strongly recommend that the following siting/development principles be followed:
 - i. wells should be clustered whenever possible;
 - ii. flow lining to a common location for multiple wells should be utilized whenever possible;
 - iii. to every extent possible, clustered well sites should be located next to public utility lots, storm water lakes, and future municipal reserves, including parks;
 - iv. road accesses to clustered wells should be combined wherever possible and access routes utilized should be made to fit existing and identified future roadways whenever possible;
 - v. operating conditions of well/battery sites should be adjusted as follows:
 - 1. flow lining to battery site outside the urbanized area /urban growth area should be utilized.

4.2 below

- 2. fluids should be hauled, tanks should be vacuumed/cleaned, and servicing/maintenance should take place during regular daytime hours;
- 3. storage tank temperature should be kept at a level such that associated impacts, particularly odour, are minimized to the fullest extent possible;
- 4. portable generators should not be used to provide power; and
- 5. every effort needs to be made, using whatever measures required, to minimize odours, noise, dust, vibration, and any other negative impacts.

(g) Subdivision applicants will be required to dedicate the full amount of ~~m~~Municipal ~~r~~Reserve owing in the forms provided for in the ~~Municipal-Government~~ Act. In the case of the lands within the Country Residential designation on **Map 14**, all municipal reserve owing shall be taken by the Village and the County in the form of a ~~d~~Deferred ~~r~~Reserve ~~c~~Caveat to provide for future urban municipal reserve needs. ~~The Village and County will consider establishing a jointly administered cash-in-lieu of municipal reserve fund into which reserve proceeds would be placed for the purposes of assembling and developing regional recreational land and facilities within the IDP Area. This would not only serve the recreational needs of residents in the area, but could also be used to attract sporting, recreational, and cultural events as a stimulus to the local economy.~~

Commented [SH43]: Are we doing this proactively or if the situation arises?

Commented [BG44R44]: If the situation arises.

Commented [SH45R44]: ok

4.2 Agricultural Policies

- (a) The following policies apply to lands currently within the Agricultural District within those portions of the IDP ~~a~~Area located within the County: ~~of Vermilion River.~~
- i. Premature development of existing agricultural lands within the County of Vermilion River should be avoided and such land should continue to be used for agricultural purposes; ~~;~~
 - ii. Non-intensive agricultural uses may be approved at the discretion of the County in accordance with the provisions of the Agricultural District and any additional applicable regulations in the County of Vermilion River Land Use Bylaw; ~~and.~~
 - iii. Existing intensive agricultural uses may continue at the discretion of the County ~~of Vermilion River~~. Approval of any new intensive agricultural operations should only be considered subject to

4.3 below

appropriate intermunicipal referral and communication as provided for under **Section 5.4** of this ~~Intermunicipal Development Plan~~IDP.

- (b) The following shall continue to be permitted at the discretion of the County in accordance with the Agricultural (A) District regulations of the County ~~of Vermilion River~~ Land Use Bylaw and Municipal Development Plan policies:
 - i. any permitted or discretionary uses;
 - ii. subdivision of the first parcel out of an unsubdivided quarter section; and
 - iii. redesignation of lands to the appropriate land use district subject to referral and communication as provided for under **Section 5.4** of this Intermunicipal Development Plan.
- (c) Both municipalities recognize the importance of agriculture to the local, regional, and provincial economy. In making decisions on development issues in the agricultural area, both municipalities will respect the right of agricultural operators to pursue normal activities associated with extensive agriculture taking into consideration potential impacts between adjacent uses.
- (d) Unless otherwise provided in this pPlan, the provisions of the County's Municipal Development Plan and Land Use Bylaw regarding the use and development of agricultural land will apply to the areas designated as Agriculture.

4.3 Urban Reserve / Urban Growth Development Policies

4.3.1 The following policies apply to lands designated Urban Reserve/Urban Growth within the IDP Area.

- (a) Non-intensive agricultural uses may continue to be approved at the discretion of the County in accordance with the Urban Growth Area (UGA) Overlay District of the County of Vermilion River Land Use Bylaw.
- (b) Any existing intensive agricultural uses within the Urban Reserve designation may continue at the discretion of the Village ~~of Marwayne~~. Any proposals for additional intensive agricultural operations should only be considered subject to appropriate intermunicipal referral and communication as provided for under **Section 5.4** of this IDP~~Intermunicipal Development Plan~~.

4.4 below

- (c) For those areas having an Urban Reserve designation, the Village may approve an area structure plan or community plan for urban residential purposes, subject to any applicable amendment requirements under **Section 5.8** of this IDP. Area structure plans and community plans providing for further urban residential development within the IDP ~~a~~Area should be evaluated according to the following criteria:
 - i. conversion of good agricultural land in the most prudent and efficient manner possible;
 - ii. efficient and cost-effective development of roads and servicing systems and facilities;
 - iii. impacts of development on existing adjacent land uses within both municipalities;
 - iv. impacts caused by incompatible rural and urban uses;
 - v. traffic impacts within both municipalities;
 - vi. adequate access through developing areas for residents of both municipalities;
 - vii. proper protection of natural areas and continuous open space systems;
 - viii. effects of development in environmentally sensitive or hazardous areas; and
 - ix. appropriate intermunicipal referral and communication as provided for under **Section 5.4** of this ~~IDP~~Intermunicipal Development Plan.

4.4 Country Residential Development Policies

4.4.1 The following policies apply to lands designated Country Residential within the IDP Area.

- (a) Subdivision and ~~d~~Development within the Country Residential designation shall consider those proposed non-residential uses that will not have negative effects on future urban densities by virtue of excessive odour, heat, vibration, visual impact, noise, or light. This does not apply to such effects that arise in the course of normal, non-intensive farm operations.
- (b) Land designated for future Country Residential will be allowed to develop in accordance with the provisions of the County ~~of Vermilion River~~ Municipal Development Plan and Land Use Bylaw, as amended.

4.5 below

- (c) Subdivision applications within designated Country Residential areas must address ultimate servicing requirements (e.g., water, sanitary sewer, roads) for the proposed development, in accordance with the provisions of the County ~~of Vermilion River~~ Municipal Development Plan and Land Use Bylaw, as amended. Servicing shall meet the County's ~~of Vermilion River~~ General Municipal Servicing Standards.
- (d) In addition to any other requirements, Country Residential subdivision applications should take into consideration:
 - i. creating country residential conservation development;
 - ii. wherever possible, provision for direct access to municipal roads without the creation of panhandle lots;
 - iii. mitigation of impacts on surrounding land uses within the adjacent municipality (i. e., applicants may be required to address impacts on lands within the Village and County);
 - iv. mitigation of impacts on provincial, regional, and intermunicipal transportation systems (i. e., applicants may be required to provide a Traffic Impact Assessment, request additional approval from relevant agencies and/or organizations, as applicable);
 - v. consideration of environmental impacts (e.g., water quality, soil stability, and natural areas);
 - vi. long-term servicing requirements (e.g., water, sanitary sewer); and
 - vii. appropriate intermunicipal referral and communication is provided for under **Section 5.4** of this ~~IDP~~ ~~Intermunicipal Development Plan~~.

4.5 Institutional Development Policies

4.5.1 The following policies apply to lands designated for Institutional development and uses within the IDP Area.

- (a) Land designated under the Institutional District within a Land Use Bylaw may continue as currently exists at the time of IDP approval. However, new proposals for development, subdivision, or rezoning shall be in accordance with the policies of the IDP and not undermine the ability of the land to accommodate the future intended uses.

4.6 below

- (b) Future uses for land designated Institutional shall be defined in collaboration with the relevant ~~sSchool~~ ~~dDivision~~ ~~bBoard~~ and in consultation with the ~~Intermunicipal Liaison Committee~~ ~~ILC~~.

4.6 Unserved Industrial Development Policies

4.6.1 The following policies apply to lands designated for Unserved Industrial Development within the IDP Area.

- (a) Land designated in the IDP as Unserved Industrial, may continue under the same Land Use Bylaw District as currently exists at the time of IDP approval. However, new proposals for development, subdivision, or redesignation shall be in accordance with the policies of the IDP and applicable provisions under the relevant Land Use Bylaw, and not undermine the ability of the land to accommodate the future intended uses.
- (b) Applications for Unserved Industrial subdivision or development within the IDP Area shall require redesignation to the appropriate Land Use District as part of subdivision or development approval.
- (c) Proposed Unserved Industrial uses shall be in accordance with those uses (permitted or discretionary) allowed for in the Designated District within ~~thea~~ Land Use Bylaw ~~of the municipality where the lands are located~~.
- (d) Applications for Unserved Industrial subdivision or development within the IDP Area should be evaluated according to the following criteria:
 - i. impacts of development on future urban growth;
 - ii. impacts on future servicing and transportation corridors and facilities;
 - iii. any potential traffic impacts within either municipality;
 - iv. impacts on adjacent land uses within both municipalities;
 - v. effects of development in environmentally sensitive or hazardous areas;
 - vi. adequate access to roads, water supply, and septic systems; and
 - vii. appropriate intermunicipal referral and communication as provided for under **Section 5.4** of this ~~IDP~~ ~~Intermunicipal Development Plan~~.

Commented [SH46]: County or Marwayne or either?

Commented [BG47R47]: That of the municipality where the lands are located.

Commented [SH48R47]: Amended to include specification in sentence

4.7 below

4.7 Unserved Business/Commercial Development Policies

4.7.1 The following policies apply to lands designated for Unserved Business/Commercial Development within the IDP Area.

- (a) Land designated in the IDP as Unserved Business/Commercial, may continue under the same Land Use Bylaw District as currently exists at the time of IDP approval. However, new proposals for development, subdivision, or redesignation shall be in accordance with the policies of the IDP and applicable provisions under the relevant Land Use Bylaw, and not undermine the ability of the land to accommodate the future intended uses.
- (b) Applications for Unserved Business/Commercial subdivision or development within the IDP Area shall require redesignation to the appropriate Land Use District as part of subdivision or development approval.
- (c) Proposed Unserved Business/Commercial uses shall be in accordance with those uses (permitted or discretionary) allowed for in the Designated District within ~~the~~ Land Use Bylaw of the municipality where the lands are located.
- (d) Applications for Unserved Business/Commercial subdivision or development within the IDP Area should be evaluated according to the following criteria:
 - i. impacts of development on future urban growth;
 - ii. impacts on future servicing and transportation corridors and facilities;
 - iii. any potential traffic impacts within either municipality;
 - iv. impacts on adjacent land uses within both municipalities;
 - v. effects of development in environmentally sensitive or hazardous areas;
 - vi. adequate access to roads, water supply, and septic systems; and
 - vii. appropriate intermunicipal referral and communication as provided for under **Section 5.4** of this Intermunicipal Development Plan.

Commented [SH49]: Whose? Or both?

Commented [BG50R50]: That of the municipality where the lands are located.

Commented [SH51R50]: added

4.8 below

4.8 Serviced Development Policies

4.8.1 The following policies apply to lands designated for Serviced Development (Residential, Business/Commercial) within the IDP Area.

- (a) Serviced Development areas (Residential, Business/Commercial) are closely connected to the provision of municipal servicing. Servicing of lands located in the Serviced Development areas, especially when adjacent to but outside of the current Village boundary, ~~are~~is subject to the Village’s ability to provide municipal servicing to those lands. The County, in accordance with the provisions of the County of Vermilion River Land Use Bylaw, may consider alternative servicing where municipal servicing is not or may not be made available at ~~the~~ time of subdivision or development.
- (b) The Village and the County will collaborate in finding the most efficient means of providing municipal services to developments requiring such services.
- (c) The means by which municipal servicing (water and sewer) can be extended to proposed or existing development in the IDP area, including front ending capital and operating costs, will be assessed on its merits on a case-by-case basis, consistent with the County’s ~~and the of Vermilion River — Village’s of Marwayne ICF~~Intermunicipal Collaboration Framework.
- (d) Serviced Residential
 - i. Serviced ~~r~~Residential areas, northwest of the Village boundary are designated for urban residential development and extension of municipal services, subject to **Sub-section 4.8.1 above**.
 - ii. These areas shall be developed in a way that does not prejudice the future expansion of the Village, in accordance with the provisions of the Urban Growth Overlay District in the County’s Land Use Bylaw.
- (e) Serviced Business/Commercial
 - i. Serviced Business/Commercial area, northwest of the Village boundary is designated for serviced non-residential development that can take place within the landfill’s setback buffer (see **Map 11**) and subject to **Sub-section 4.8.1 above**.

4.9 below

- ii. Serviced Business/Commercial development must be planned such that appropriate buffers and/or transitional uses are provided for any adjacent residential development.

4.9 Open Space Policies

4.9.1 The following policies apply to lands designated for Recreation within the IDP Area.

- (a) The Village and the County will promote public awareness of any significant historic and cultural sites in the IDP Area and their connection with the larger region as part of heritage tourism efforts.
- (b) Environment
 - i. Existing agricultural operations and residential property owners will be encouraged to maintain a high water quality standard for wetlands, creeks, lakes and other water bodies through the application of best management practices to privately owned riparian areas.
 - ii. Development on flood prone lands is not permitted.
- (c) Reserves Dedication
 - i. Environmental reserves will be taken according to Section 664 of the ~~Municipal Government Act~~; either in the form of a lot (ownership transferred to the municipality) or as an environmental reserve easement (private ownership is retained). The County or the Village, as the case may be, may require any owner/developer to provide hazard land as environmental reserve as part of a subdivision application. Where the Village or County wish to ensure public access to a water body, environmental reserve in the form of a lot will be taken. All environmental reserve is to remain in its natural state except as permitted in accordance with Part 17, Division 9 of the ~~Municipal Government Act~~. In some instances, conservation easements may be considered in place of environmental reserves, as provided for in the ~~Section 22~~ of the Environmental Enhancement and Protection Act.
 - ii. Municipal reserve dedication within the IDP Area generally shall be dedicated as land to be used for school and/or park purposes within residential developments.
- (d) Recreation

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan

4.10 below

- i. Areas along water bodies (see **Map 14**) are designated to provide for enhancements to existing trails, new trail development, and passive recreation uses that are compatible with the environment and adjacent land uses. Both municipalities will work together to create an interconnected trail system within the IDP area.
 - ii. The Village and the County will explore opportunities to work together on provincial and federal grant applications for recreation and tourism initiatives in relation to the IDP area.
- (e) Enforcement
- i. Agreed upon standards for trail development dealing with such issues as fencing, berming, screening, landscaping, site coverage, setbacks, height restrictions, etc., applicable to development adjacent to the highways will be implemented through each municipality's Land Use Bylaw.
 - ii. Where appropriate, the Village and the County will endeavour to find efficiencies in bylaw enforcement through public education regarding safe and responsible trail use, water body health, ~~o~~Off ~~h~~Highway ~~v~~Vehicle regulations, fishing & hunting regulations, and property ownership and the exploration of shared bylaw services.

4.10 Municipal Servicing and Road Policies

4.10.1 The following policies apply to servicing of lands within the IDP Area.

- (a) The Village and County shall establish strategies and standards for the orderly, efficient, and economical extension of wastewater collection, water distribution systems, storm water management, and roads within the IDP Area.
- (b) Servicing with municipal water and sewer within the IDP Area shall be considered for the Urban Reserve and Institutional designations in the Village's Land Use Bylaw and the Serviced Residential, Serviced Business/Commercial, and Urban Growth Future Land Use Concept designations, consistent with the provisions of **Section 4.8 above**.
- (c) On-site servicing within the IDP Area may be considered for the following IDP Future Land Use Concept designations: Country Residential, Recreation, Unserviced Business/Commercial, Unserviced Industrial, and Agriculture designations.

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan

4.10 above

- (d) Where it is deemed appropriate, necessary, and/or desirable, further to this IDP, the Village and County will endeavour to enter into agreements respecting municipal servicing, including roads, within the IDP Area, consistent with the County of Vermilion River — Village of Marwayne Intermunicipal Collaboration Framework. When the municipalities adopt new agreements, the IDP and ICF shall be amended accordingly.
- (e) Rights of way for any future regional services shall be considered and anticipated in future subdivision and development approvals, Site Development Plans, Area Structure Plans, and any intermunicipal servicing agreements affecting lands in the ASP aArea. The Village and County shall ensure, to the fullest extent possible, that the right-of-way alignment determined for any future regional servicing best serves this IDP and the region as a whole.
- (f) When the opportunity arises as part of a subdivision or development permit application, and when considered warranted and appropriate by the ILC in their review of an application, road rights-of-way required up to and including 30 metres (100 ft.) in total width should be protected without compensation using whatever legal means/form of agreement necessary and appropriate (e.g., survey and transfer, dedication by caveat, etc.) at the time of subdivision or development permit approval, as the case may be.

Commented [SH52]: Not sure that I like this wording. Who deems it appropriate/necessary/desirable? How do we reach an agreement?

Commented [BG53R53]: Ultimately, the councils of the municipalities. Agreements within the IDP Area will receive ILC recommendation and require both councils approval.

Commented [SH54R53]: ok

Commented [SH55]: Who pays the legal costs?

Commented [BG56R56]: The municipality approving the application.

Commented [SH57R56]: ok

5.1 below

PART 5.0 IMPLEMENTATION

5.1 Incorporation by Reference

(a) MGA Sections. 631(9) indicates that "to the extent that a matter is dealt with in a framework under Part 17.2, the matter does not need to be included in an intermunicipal development plan." Therefore, all the provisions under Section 2.0, "Implementation", of the County of Vermilion River — Village of Marwayne Intermunicipal Collaboration Framework, are hereby incorporated **bBy** Reference into this IDP.

5.2 Intermunicipal Development Plan Implementation Principles

5.2.1 The County and the Village agree to the following guiding principles, which are utilized in implementing the policies contained in this IDP:

- (a) Context; Not Details
 - i. The IDP policies do not delve into the fine details of implementation, but instead set out guidelines to assist the development of Intermunicipal Liaison Committee and Council directives arising from the Intermunicipal Liaison Committee recommendations.
 - ii. The Future Land Use Concept (**Map 14**) will be the primary land use document supplemented by various implementation tools. The Village and County shall amend their respective municipal development plans, area structure plans, and land use bylaws as deemed advisable to be consistent with the policies and provisions of the IDP.
 - iii. The IDP along with ICF and **agreements referenced in the ICF** are to be used by the Village and the County as guidelines to encourage the location of new business in the IDP Area. The parties to the IDP should make every effort to use the IDP as a means to highlight the unique benefits of the area in brochures, trade shows, correspondence, and other promotions for economic development purposes.

Commented [SH58]: What agreements?

Commented [BG59R59]: The individual agreements contained in the ICF.

Commented [SH60R59]: added

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan

5.3 below

(b) Administration of Services

- i. Provision and funding of services within the IDP **a**Area will be in accordance with the agreements in the County of Vermilion River — Village of Marwayne Intermunicipal Collaboration Framework.

5.3 Administration Provisions

5.3.1 These provisions are made pursuant to Section 631(1) of the Alberta Municipal Government Act 2000, as amended.

5.3.2 Incorporation By Reference

- (a) The protocols and procedures established within the "County of Vermilion River and the Villages of Kitscoty, Marwayne, Dewberry, and Paradise Valley Intermunicipal Liaison Committee Terms of Reference" for the Technical and Steering Committees, as amended, are hereby adhered to in this **a**Agreement.

5.3.3 Administrative Agencies

- (a) Responsibility for **the** implementation of the provisions of **thise p**Plan is vested with each municipality respecting lands contained within its own boundaries.
- (b) The IDP covers land in both the Village and the County. Responsibility for the day-to-day administration falls within the powers of each municipality in accordance with their own Municipal Development Plan, Land Use Bylaw, policies, and standards.
- (c) The Village and the County will continue to be responsible for subdivision and development permit approvals within their boundaries. Likewise, applications to adopt or amend any statutory plan (e.g., Municipal Development Plan, Land Use Bylaw, Area Structure Plan, or similar) will be received and processed by the municipality where the subject lands are located.
- (d) Each municipality's subdivision or development authority will respond to an application within the IDP Area on lands contained in its own boundaries in accordance with the goals, principles, and policies

Village Bylaw ##–2020

60

County Bylaw 20–##

5.4 below

contained in this IDP, consistent with the provisions of the ~~Municipal-Government~~ Act and the Subdivision and Development Regulation.

5.4 Intermunicipal Referral and Communication Policies

- (a) The Village and the County agree that the mutual referral of subdivision, development, and redesignation applications and other information is essential to the proper administration of the Intermunicipal Development Plan.
- (b) Both municipalities agree to engage in continual communication as one of the most effective means of averting or minimizing intermunicipal conflict.
- (c) The protocols and procedures that have been established for the "County of Vermilion River and the Villages of Kitscoty, Marwayne, Dewberry, and Paradise Valley Intermunicipal Liaison Committee" (ILC) Technical and Steering Committees in the ILC Terms of Reference, as amended, will be adhered to in the administration and implementation of this IDP. Either the ILC Steering or Technical Committee may request more information in relation to any application or intermunicipal matter brought before it in order to render an informed decision or recommendation.
- (d) Further to **Section 5.4(a)**, the County and the Village should consider requiring that all subdivision applications received within the IDP, or within certain areas of the IDP, be referred to the ILC Steering and/or Technical Committee prior to being accepted by the respective subdivision authorities as a completed application.
- (e) The Village and the County will mutually refer comments for the following within the IDP Area:
 - i. all proposed site development plans and area structure plans, including proposed amendments to such plans;
 - ii. all applications for land use redesignation, subdivision, and dedication or disposition of environmental, municipal and/or school reserves, public utility lots, or road allowances;
 - iii. all applications for development permits, including renewals, for permitted or discretionary uses, and variances; and

5.5 below

- iv. any additional information with respect to land or services within the IDP Area or any intermunicipal matter that might be requested by either municipality.
- (f) ~~In the event that either municipality does not reply to an intermunicipal circulation within ten business days (excluding statutory holidays), or request an extension to respond beyond the ten business day allotment, the maximum response period of two (2) weeks for any intermunicipal circulation, it may be assumed that the responding municipality has no comment or objection to the referred matter.~~

Commented [SH61]: 2 weeks is too vague

5.5 Discretion and Variance Policies

- (a) No Plan can foresee every eventuality or possible situation. Thus, the careful exercise of discretion and variance represents an important tool in addressing the dynamics and circumstances of situations that arise while maintaining the integrity of the IDP. ~~To clarify further~~For further clarification, the exercise of discretion and variance related to any matter or decision rendered with respect to this IDP shall be guided by the following principles:
 - i. The exercise of variance or discretion in deciding an application must be both reasonable and defensible within the letter and purpose of the IDP as well as widely accepted planning principles and development best practices.
 - ii. If a requirement or provision of the IDP is to be deviated from, it is essential that those exercising the discretion or deciding upon variance clearly understand the rationale behind the requirement or provision they are being asked to vary.
 - iii. Discretion and variance shall only be considered, if it can be demonstrated that the discretion or variance being considered will, at a minimum, not jeopardize the IDP's goals, objectives, and policies and, at best, better serve them.
 - iv. Any variance or discretion exercised shall be fully documented, so that the reasons and rationale for the variance or discretion to be exercised are accurately recorded and clearly understood.

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan

5.6 below

5.6 Annexation Criteria Policies

- (a) There will continue to be a boundary between the Village and County for the exercise of municipal responsibilities as provided for in the ~~Municipal Government Act~~.
- (b) There is a recognition of the periodic need for urban expansion of the Village and the need to engage in a collaborative annexation negotiation process in a positive, orderly, timely, and agreed upon manner, once a clear and present need for additional land is established through a Joint Growth Study.
- (c) The Village and the County shall engage in a Joint Growth Study prior to entering an annexation negotiation process.
- (d) In determining the timing, size, and location of an annexation area, the outcomes identified through a Joint Growth Study will be considered.
- (e) A Joint Growth Study will serve to inform the annexation negotiation process, consistent with the Municipal Government Board Annexation Principles, regarding the following:
 - i. Justifiable and mutually agreeable current and future growth rates. Growth rates are defined at the rate at which land is consumed for residential, commercial, and industrial purposes normally expressed in acres per year over a 30-year horizon.
 - ii. Availability and cost of servicing. The physical and economic feasibility of extending municipal services from the Village to specific areas within the County in a logical, reasonable, and cost effective manner.
 - iii. Adequacy of transportation systems to accommodate new development. The annexation area should be either serviced with road network or be able to be serviced with a logical extension of existing road networks.
 - iv. Annexations should follow legal boundaries or natural features where possible to avoid creating a fragmented pattern of Landownership.
 - v. Annexations should as much as possible have the support of the ~~L~~andowners involved.

Village Bylaw ##–2020

63

County Bylaw 20–##

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan

5.6 above

- vi. Annexations should be consistent with the policies of this IDP, the respective Municipal Development Plans, and any area structure plan or other study. Planning for annexations should consider a 30-year horizon for land needs.
 - vii. Annexations should be a logical extension of the Village fabric and may include developed areas.
 - viii. Annexations should not dramatically alter the taxes collected from agricultural lands in the annexation area simply because of annexation. The Village and the County may look at harmonizing their agricultural mill rates.
 - ix. Any other matter that both Councils consider necessary.
- (f) The Village and County may establish agreements separate from, or supplemental to, this IDP; the terms of which being for the purpose of either delaying, avoiding, or fixing a time-frame for annexation.
- (g) Both municipalities favour periodic annexations involving smaller amounts of land occurring on an as-needed basis rather than a large and complex long-range annexation, which may limit interim development of lands in a proposed annexation area.
- (h) No land in the IDP Area north of Highway 45 shall be subject to annexation for the life of this IDP (5 years).
- (i) Each municipality shall collaboratively manage lands identified in the IDP suitable for municipal servicing and development to prevent or mitigate the impacts from land use and developments, which might unduly interfere with and create conflict with future urbanization.
- (j) Both municipalities shall follow the annexation process as outlined in the Municipal Government Act current at the time an annexation application is made.
- (k) In the event of annexation where land is not currently serviced by the Village, the Village may enter into a service agreement with the County for the existing municipal servicing on annexation lands.
- (l) When the Village and County enter into an agreement to service land in the County, the agreement shall address annexation. When new

5.7 below

agreements are adopted by the municipalities, the IDP and ICF shall be amended accordingly.

5.7 Dispute Resolution and Mediation Policies

- (a) The dispute resolution process is outlined in **Section 5.7(g) below**. The emphasis of the dispute resolution process is a collaborative resolution at the municipal level prior to an appeal to the Municipal Government Board. This mediation process is based on thean assumption that the two parties have significant differences of opinion and that third-party assistance is necessary to help resolve the dispute.
- (b) A principle of dispute resolution is in consideration of the rights of Landowners who may be the object of an intermunicipal dispute. Thus, throughout the various processes and procedures outlined herein, it is important that both municipalities, as well as all parties engaged to resolve intermunicipal disputes, are mindful of and respect the rights of the Landowners involved.
- (c) A dispute is hereby defined as any intermunicipal matter, approval, statutory plan or land use bylaw or amendment thereto that is given first reading by a Council, which the Council of the other municipality deems "to be inconsistent with the provisions of the ICF or agreement contained therein and/or the goals, objectives, and policies of the IDP".
- (d) A dispute is limited to decisions on the matters outlined in **Section 5.7(c) above**. It is agreed that decisions on subdivisions and development permits, including all appeals of same, will be made by the respective municipalities or the Municipal Government Board where appropriate, but with review by the Intermunicipal Liaison Committee.
- (e) Disputes can only be initiated by the Council of either the Village or County.
- (f) The Village and County agree to consider the creation of a Regional Subdivision and Development Appeal Board to deal with appeals arising from subdivision or development permit decisions within the IDP Area.
- (g) Disputes, as identified in **Section (c) above**, may be addressed and may be resolved through any of the following mechanisms, either singularly or in combination with each other, in accordance with the provisions in **Sub-**

Commented [SH62]: When is this coming?

Commented [BG63R63]: Last I heard, there were conversations about it. Would need to get an update for the ILC.

Commented [SH64R63]: Meeting scheduled February 4th in Kitscoty – if any updates/changes arise, will provide notification

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan

5.8 below

section 3.5.1 — “Dispute Resolution Process” of the Village of Marwayne — County of Vermilion River Intermunicipal Collaboration Framework:

- i. Administrative Review
 - ii. Intermunicipal Liaison Committee
 - iii. Municipal Councils
 - iv. Mediation
 - v. Municipal Government Board Appeal Process
 - vi. Arbitration
 - vii. Courts
- (h) In the event of a dispute, the applicant municipality will not give approval to the matter in any way (i. e., public hearing, second, or third reading) until the dispute is past the mediation stage.
- (i) The time limitations and legislative requirements as may be specified from time to time in the ~~Municipal Government~~ Act will be respected in relation to the administration of this dispute resolution procedure.

5.8 Repeal, Review, and Amendment Provisions

- (a) This Section sets forth processes for repeal, review, and amendment of this document when it is in the mutual interests of the County and the Village to do so. The provisions in this Section are pursuant to the Act Section MGA-s: 708.32.
- (b) The IDP is intended to be reviewed by resolution of both Councils at intervals set not to exceed a 5-year period. A shorter IDP review period shall be agreed to by Council resolution of both municipalities under the understanding that the timing of the review shall be no less than one year after municipal elections.
- (c) The IDP may be amended from time to time subject to the agreement of both municipal Councils. The types of amendments that could be anticipated include the following:
- i. Changes to Policies (Textual Amendments). Any major changes to the text of the IDP will require an amendment.

Commented [SH65]: Why?

Commented [BG66R66]: This is typically how long it takes for elected officials to come up to speed with the regulation and policy framework.

Commented [SH67R66]: ok

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan

5.8 above

- ii. Changes to Formatting (Structural Amendments). Any major changes to the order or formatting that will affect the proper referencing of the provisions of this IDP will require an amendment.
 - iii. Boundary Adjustments. Any changes to boundaries on Schedule 'A' will require an amendment.
 - iv. Other. Subject to the agreement of both municipalities, this IDP may be amended for any other purpose not listed in this Section.
- (d) The IDP will stay in effect until both municipalities agree to repeal the bylaw, when provided for by provincial legislation.

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan

6.1 below

PART 6.0 APPENDIX A

6.1 SUMMARY OF IDP IMPLEMENTATION TASKS

The following is a list of the tasks that will be required to implement the IDP. These tasks/projects would typically be drafted and/or driven by the municipal aAdministrations, steered and/or reviewed by the ILC Liaison Committee and ratified for execution by the Councils. External expertise may need to be called upon in certain areas or to undertake specific projects subject to the recommendations from the ILC.

TABLE 2. IDP IMPLEMENTATION TASKS

IDP Reference Section	Implementation Task	Implementation Comments
(g)	Municipal Reserve fund	Joint <u>a</u> Administrations.
4.1.1(c)	MDP and LUB amendments deemed advisable in relation to consistency with IDP.	Each municipality following IDP adoption.
5.3.2	"County of Vermilion River and the Villages of Kitscoty, Marwayne, Dewberry, and Paradise Valley Intermunicipal Liaison Committee Terms of Reference"	Amend the ILC "Terms of Reference" Section 1.2 — "Functions" to include "any additional information with respect to land or services within the IDP Area or any intermunicipal matter that might be requested by either municipality."
(f)	Creation of Regional SDAB.	<u>Consideration and recommendation to be made to Councils by Intermunicipal Liaison Committee.</u>

Commented [SH68]: At whose discretion/cost?

Commented [BG69R69]: ILC makes recommendations to councils who are the decision makers. Including matters of funding.

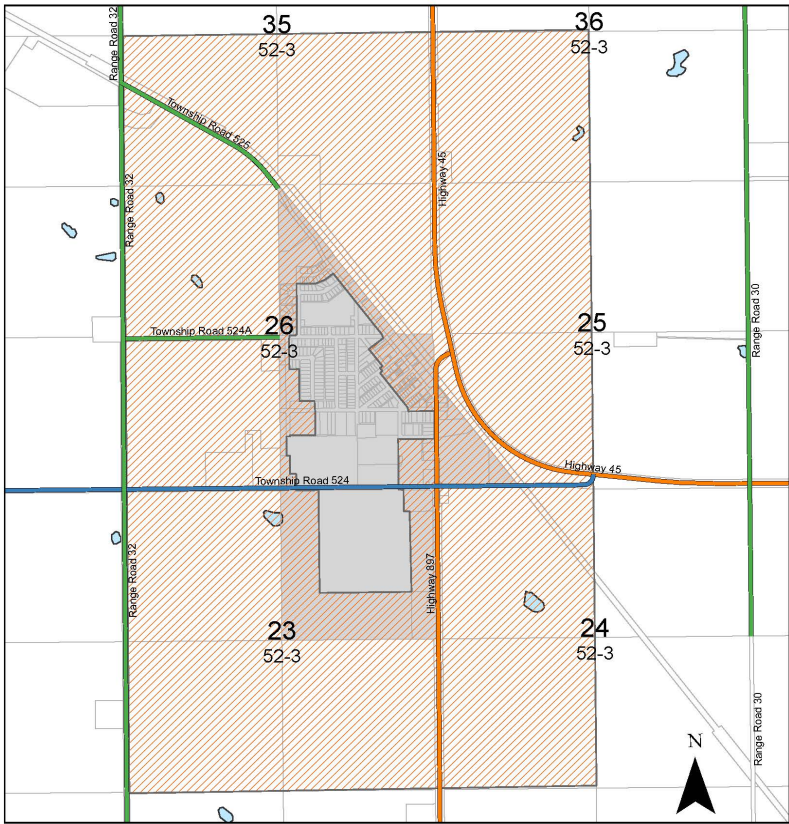
Commented [SH70]: This was started over a year ago, where are we at with it?

Commented [BG71R71]: Last I heard, there were conversations about it. Would need to get an update for the ILC.

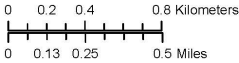


MAPS County of Vermillion River — Village of Marwayne
Intermunicipal Development Plan

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan



- Village of Marwayne IDP Area**
- IDP Area
 - Parcels
 - Water Bodies
 - Marwayne
 - Upgraded Local Road (2)
 - Upgraded Local Road (1)
 - MainClass
 - Provincial Highway

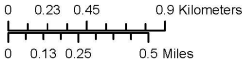
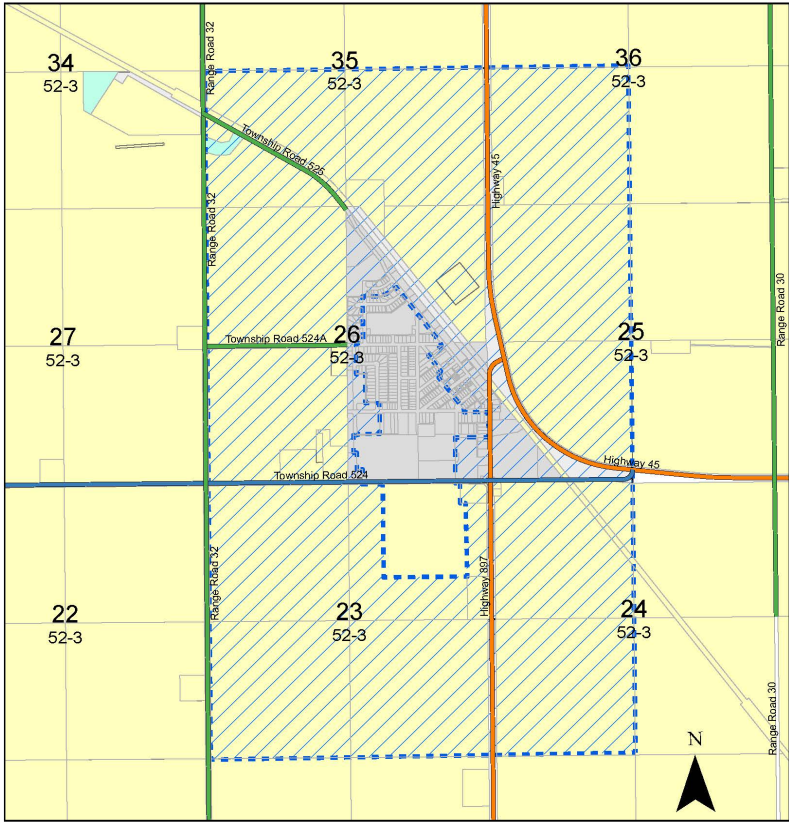


Village Bylaw ##–2020

70

County Bylaw 20–##

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan



2009 Land Ownership (Village of Marwayne)

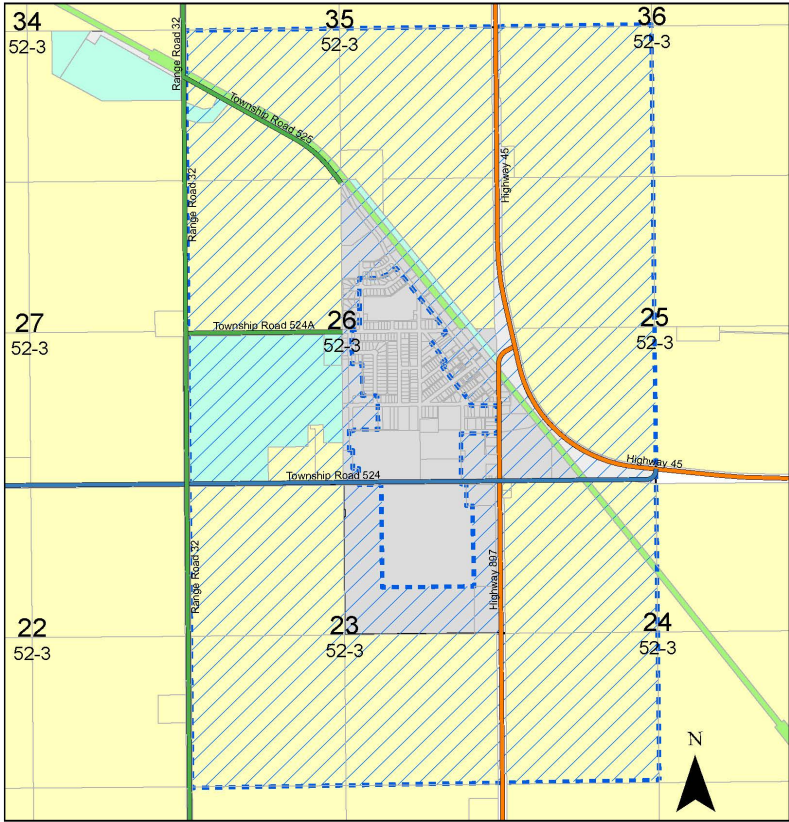
- Parcels
- Water Bodies
- County
- Private
- Marwayne
- IDP Area
- ASP_Boundary_Feb21-06
- Upgraded Local Road (2)
- Upgraded Local Road (1)
- Provincial Highway

Village Bylaw ##–2020

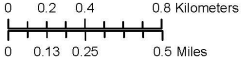
71

County Bylaw 20–##

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan



- 2019 Land Ownership (Village of Marwayne)**
- Parcels
 - Private
 - ASP_Boundary_Feb21-06
 - Water Bodies
 - Ownership
 - County
 - Crown
 - MainClass
 - Provincial Highway
 - Upgraded Local Road (2)
 - Upgraded Local Road (1)
 - Marwayne
 - IDP Area

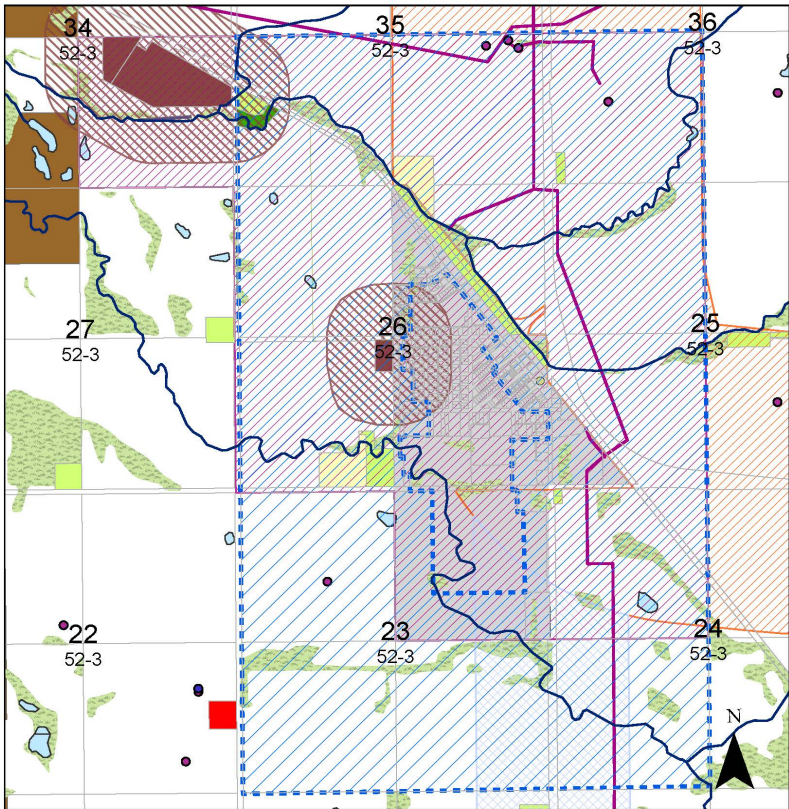


Village Bylaw ##–2020

72

County Bylaw 20–##

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan



County of VERMILION River

Development Constraints (Village of Marwayne)

Hydrography Contours	Highway Development Overlay	Water Bodies
Parcels	Secondary Highway Overlay	Vegetation
IDP Area	Area Structure Plan Overlay	Towers
DitchROW	Waste & Wastewater Facility Overlay	Marwayne
status	Land Use Districts	Cemeteries
ABANDONED	A	Limitations
PUMPING OIL	C1	Sewage Lagoon
Foreign Pipeline	CR-A	Transfer Station
Land Use Overlays	CR-S	Historic Resource Value
Direct Control Urban Development	ER	
	LC-W	

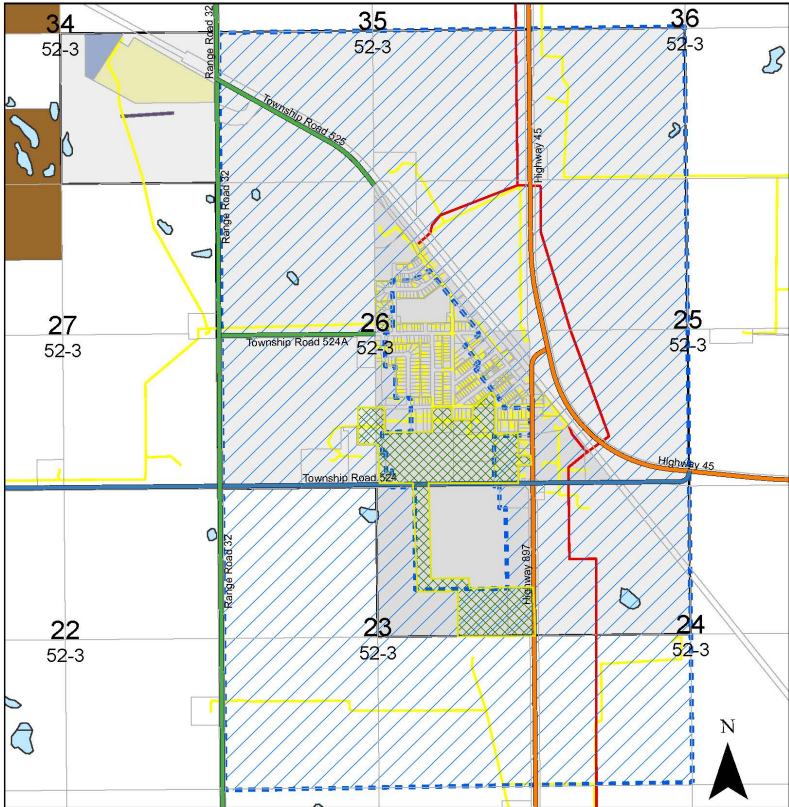
0 0.2 0.4 0.8 Kilometers
0 0.13 0.25 0.5 Miles

Village Bylaw ##–2020

73

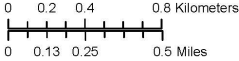
County Bylaw 20–##

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan

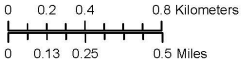
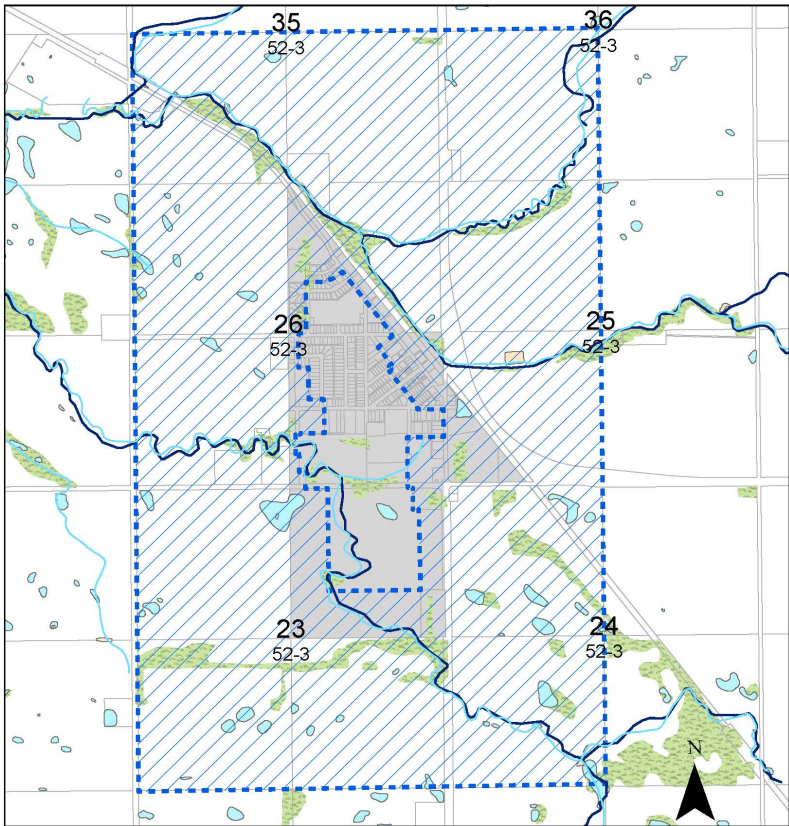


Development Opportunities (Village of Marwayne)

MainClass	Material, Status	ASP_Boundary_Feb21-06
Provincial Highway	PE	Marwayne
Upgraded Local Road (2)	Steel	Limitations
Upgraded Local Road (1)	Abandoned PE	Sewage Lagoon
Parcels	DitchROW	Transfer Station
IDP Area	Water Bodies	Historic Resource Value
Recreation		



County of Vermilion River — Village of Marwayne Intermunicipal Development Plan



Hydrography (Village of Marwayne)

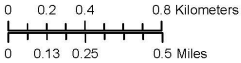
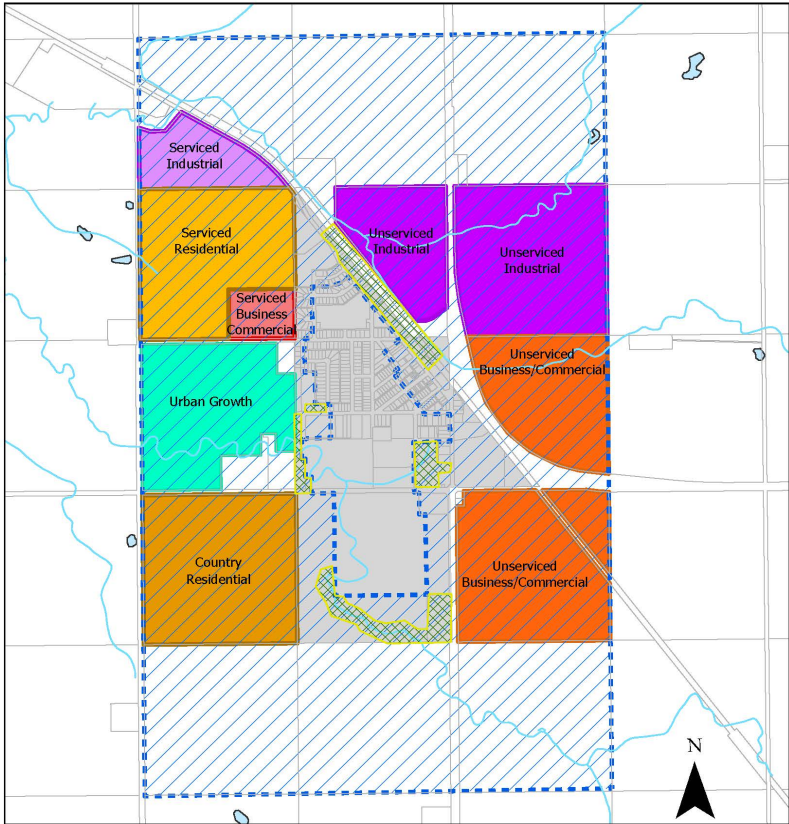
- Hydrography Contours
- Parcels
- AlbertaMergedWetlandInventory_CVR
- IDP /ICF Area
- CWCS_Class
- Vegetation
- Marsh
- Marwayne
- Open Water
- Streams

Village Bylaw ##–2020

75

County Bylaw 20–##

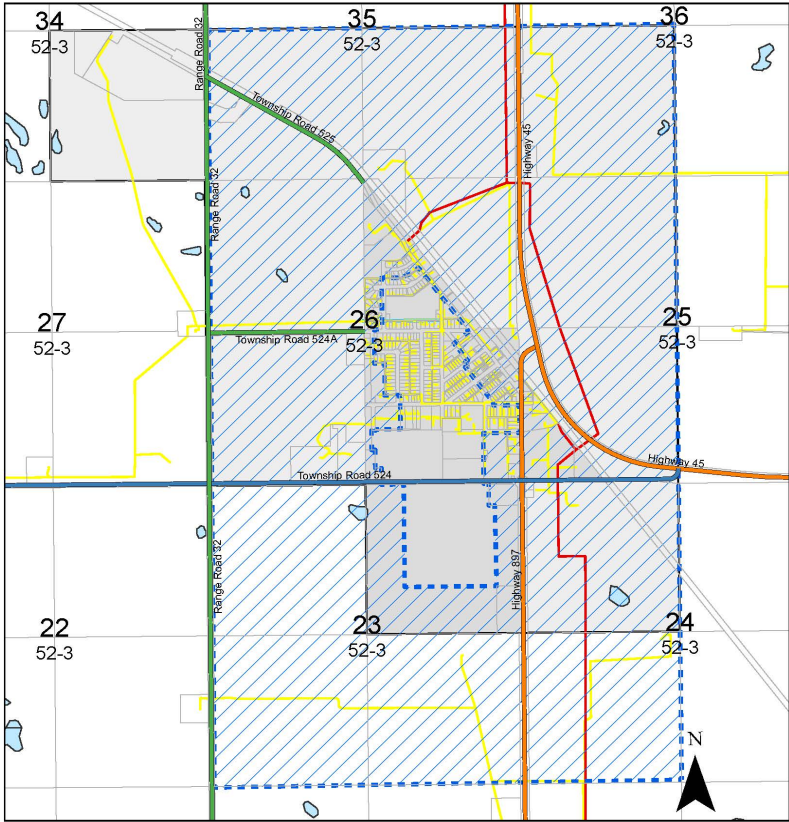
County of Vermilion River — Village of Marwayne Intermunicipal Development Plan



Future Land Use Concept (Village of Marwayne)

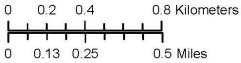
- Parcels
- IDP /ICF Area
- Water Bodies
- Marwayne
- Serviced Industrial
- Unserviced Business/Commercial
- Country Residential
- Serviced Residential
- Serviced Business/Commercial
- Unserviced Industrial
- Urban Growth
- Streams
- Recreation

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan

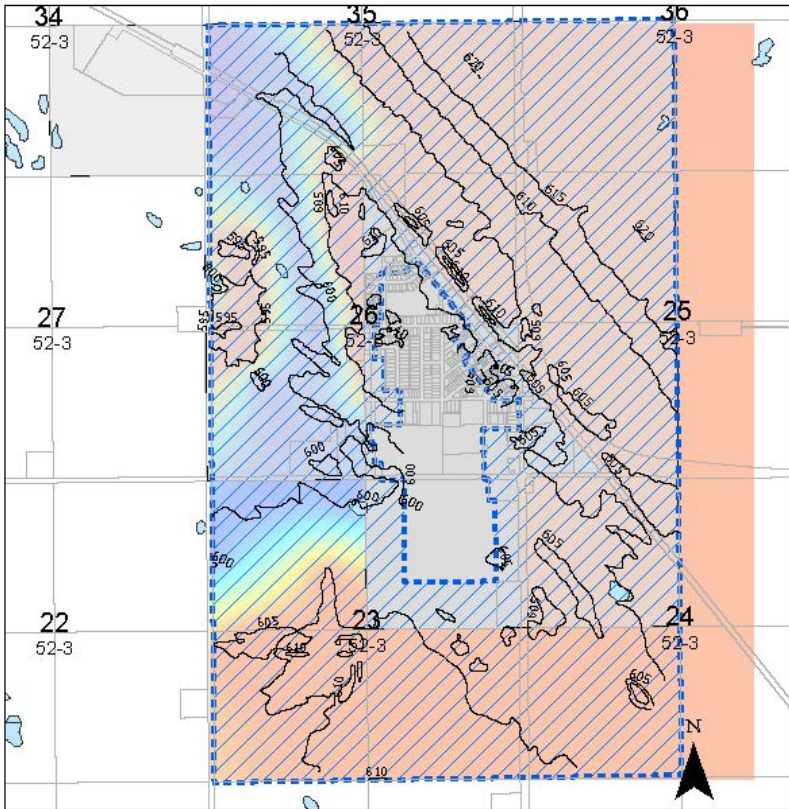


Servicing (Village of Marwayne)

- | | | |
|---|--|--|
| <ul style="list-style-type: none"> Parcels Water Bodies ASP_Boundary_Feb21-06 Marwayne | <ul style="list-style-type: none"> Water_Supply_Lines MainClass Provincial Highway Upgraded Local Road (2) | <ul style="list-style-type: none"> Upgraded Local Road (1) IDP Area |
|---|--|--|
- PE
- Steel
- Abandoned PE

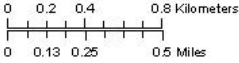


County of Vermilion River — Village of Marwayne Intermunicipal Development Plan



Topography (Village of Marwayne)

- CountyContours_5m_ClipFeaturMarwayne
- ▭ Marwayne
- ▭ Parcels
- ▭ IDP Area
- ▭ Water Bodies
- ▭ ASP_Boundary_Feb21-06
- ▭ MarwaynePercentage Value
- ▭ 1.18727
- ▭ -0.172396

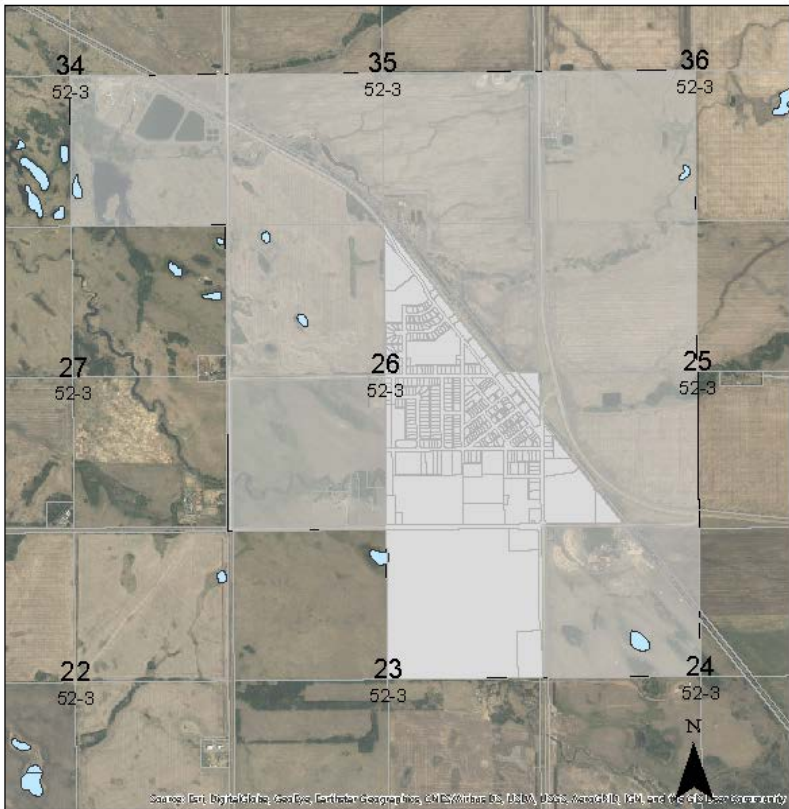


Village Bylaw ##—2020

78

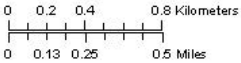
County Bylaw 20—##

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan



Area Structure Plan (Village of Marwayne)

-  Parcels
-  Water Bodies
-  ASP_Boundary_Feb21-06
-  Marwayne

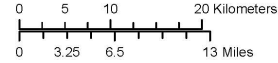
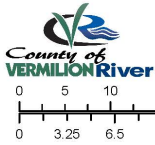
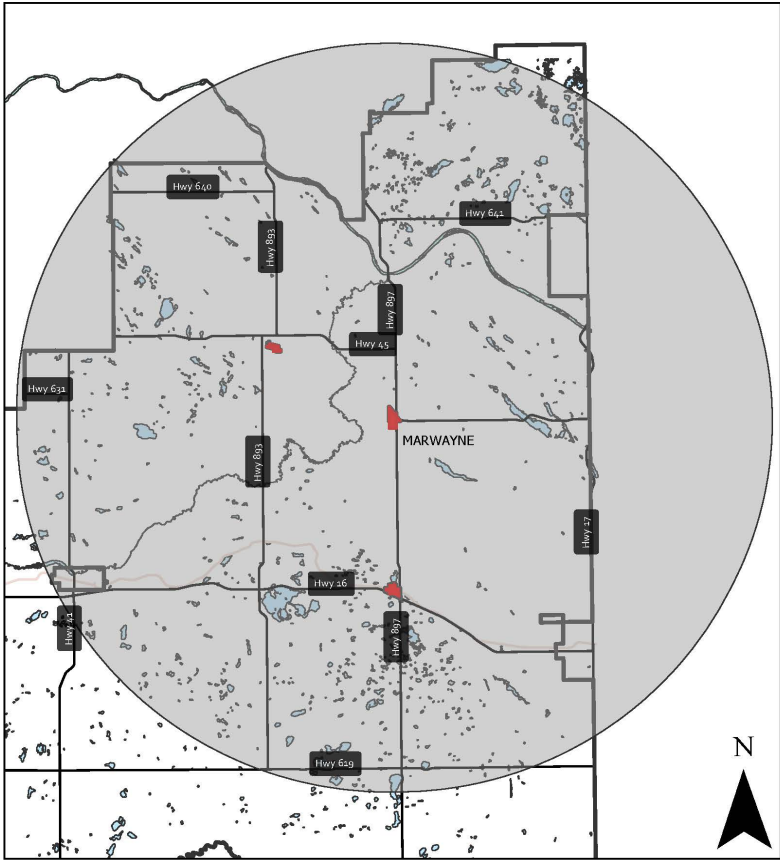


Village Bylaw ##–2020

79

County Bylaw 20–##

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan



Village of Marwayne Commuting Radius

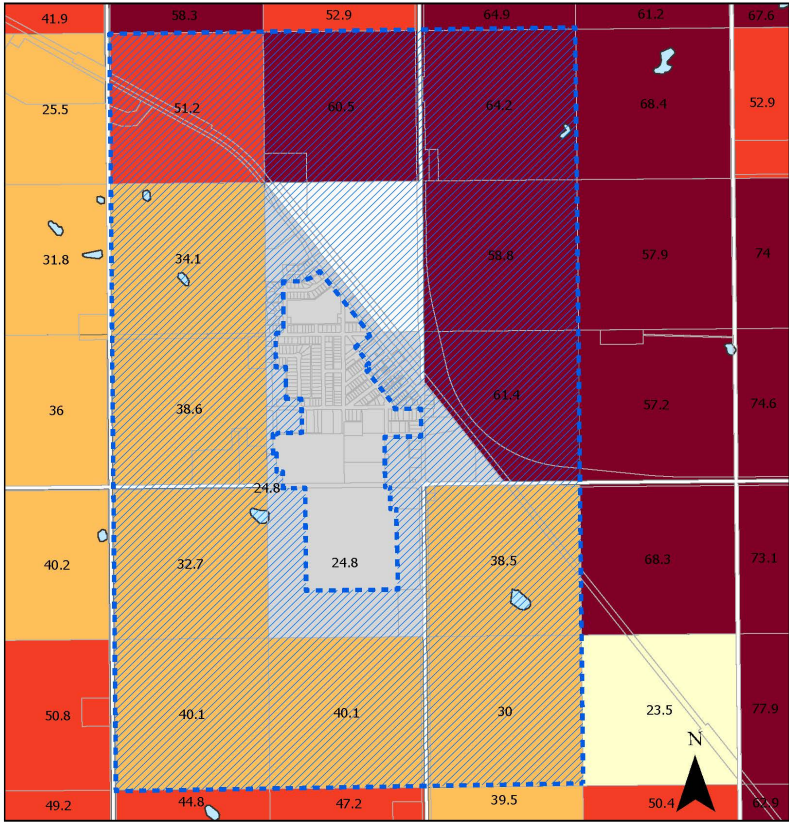
- Legend**
- Commuting_Radius_40_km
 - Transportation Network
 - Railways
 - Village**
 - Marwayne
 - Rivers
 - CountyBoundary
 - Lakes

Village Bylaw ##–2020

80

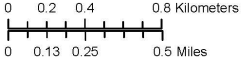
County Bylaw 20–##

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan



Village of Marwayne Agricultural Assessment

Parcels
 Water Bodies
 Marwayne
 Assessment ≤ 24.500000
 Assessment ≤ 41.000000
 Assessment ≤ 89.200000
 IDP Area

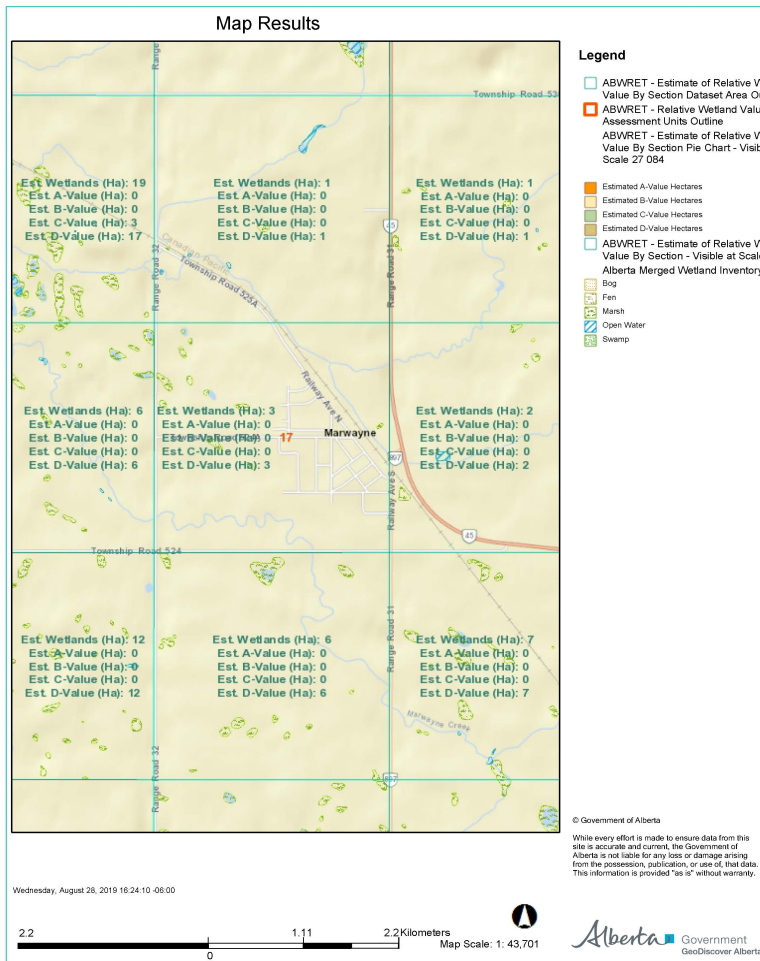


Village Bylaw ##–2020

81

County Bylaw 20–##

County of Vermilion River — Village of Marwayne Intermunicipal Development Plan



County of Vermilion River — Village of Marwayne Intermunicipal Development Plan

*County of Vermilion River — Village of Marwayne
— Intermunicipal Development Plan —
Village Bylaw ##–2020
County Bylaw 20–##
Alberta, Canada
November 2019*

Village Bylaw ##–2020

83

County Bylaw 20–##



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CHIEF ADMINISTRATIVE OFFICER ACTION LIST

Item	Description	Resolution #	Staff Responsible	Status	Notes
Planning for Growth and Change					
Assessment Review Board	Estimated costs for the required documents and contributions from each community will be brought back to each council for ratification before proceeding towards engagement of a Law firm.	2018-11-2V: Be it resolved the Council of the Village of Marwayne agrees in principle to participate in the establishment of a Regional Subdivision and Development Appeal Board, and a Regional Assessment Review Board for the Vermilion River Regional Alliance municipalities.	Doug Rodwell (City of Lloydminster) to hire RMRF legal. Legal – Estimates maximum \$10,000 cost shared at 50% costs x \$0.72/per capita. Sharon Williams – Kitscoty Project coordinator	In progress	Council reviewed 6/10/19, no feedback. Waiting on other municipalities now. Jordan tried pushing the project along again on July 22nd, Aug 21st, Oct 16th. Email sent on January 15, 2020 to all neighboring CAO's to get a status update on the development of the agreements. Municipal Affairs has advise we may get an extension, but that they would like copies of the agreements as soon as possible. Spoke to Sharon from Village of Kitscoty on January 15 and she has advised that draft agreements will be circulated by the end of the week. Submitted our request for an extension to Jeff Nixon on January 15, 2020. Extension has been approved to May 20, 2020 and meeting has been scheduled for February 4th, 2020 in Kitscoty.
Marwayne Sustainability Plan Version 3	Version 2.0 completed in July 2013 in partnership with the AG society (CDO position).		Council / CAO / V3	Deferred to 2021	Due for revision in 2019-2020. Included in CAO report for January 20, 2020 for Council direction. Defer to 2021 in order to focus on MDP, ICF and IDP.
Ratepayer Amalgamation of Properties	Jill Applegate bought the vacant lot		CAO	In progress - awaiting land titles approval	Jordan was working with Jill since June 2019 on acquiring property from the messy estate. Bylaw has been passed #575-19. Land titles is the next step. Paperwork created using land titles online software on January 3 rd , 2020 and mailed off for processing. Used SPIN > DRR > Create DRR. May also contact Merlynn at 780 643 1392.
Municipal Development Plan	\$30,879 in ACP grants available to do a new MDP. Applied for another extension for the ACP grant with a deadline to spend the funds and receive deliverables of February 29, 2020.	2019-11-10V	CAO in conjunction with Nick from V3	In progress	Met with Council on Monday December 2, 2019. Requested questionnaires to be returned within two weeks for processing (all submitted). Draft to be finalized in January 2020. Spoke again on January 15th - they will be working to ensure it gets finalized before our extension deadline of February 29, 2020.

Residential Development	Some lots on Center Street are 25ft. Actively trying to sell serviced residential lots.	2017-11-24-V	Karen Lapointe Remax Agent 780-205-1800. karenlapointe@remax.net. Merlynn @ land titles 780-643-1392		In September 2019, renewed agreement with Remax for listing residential properties for development. Multiple downtown lots on one title and registered prior to 1950. Village must separate the lots. Plan cancellation bylaw must be passed for each plan and then registered at land titles.
2020 Economic Development Committee Project	October 28, 2019 was the last EDC Meeting		CAO		Need design quotes and AB transportation rules for roadside signage. Schedule meeting in early 2020.
Ure/Industrial Land	Purchased in 2019, need to move forward with a plan for it. Can use IDP ACP grant funds to hire CVR planning to create a multi-lot scoped ASP. Bob at AB Hub might have ideas to move forward and would attend a council meeting.		Council/CAO/Public Works for lot clean up		Need to clean up buildings and have them cleared so that the land is ready for development. Can begin to carry out in the spring when access is simpler.
Item	Description	Resolution #	Staff Responsible	Status	Notes
Addressing Service Needs					
Westview Park	Playground inspection received 11/9/2018 with 15 non compliance issues identified.	15-Aug-16	Keri Debnam – Volunteer Keri.debnam@hotmail.com. CAO and Foreman	In progress	Completed the CVR grant claim on October 8, 2019. Jordan received report 11/14, signage and parts ordered. Last item required is more sand for the playground - CAO obtained quote from Feldspar in Lloydminster and will order the required 150 yards as soon as the weather gets nicer to ensure we meet all of the requirements identified in the report.
Raw Water Wells	Marwayne connected to ACE in February 2019. Kitscoty is taking the lead on decommissioning because they were connected 4 months before Marwayne. Regional utility operator Carry Grant uncertain of expenses, Keeping the power lines connected to the wells is at the expense of approximately \$200/month.	Discussed on January 6, 2020 with Council. Given the go ahead to proceed.	CAO/Utility Operator Carry Grant/Kathryn Stacey – AEP - Supplied forms to cancel the wells	In progress	If a farmer wants the wells, license gets cancelled and they have to submit new application. Offered to CVR in August 2019 but received response in December 2019 that they are not interested in the wells at this time. Decommissioning is the next step. CAO contacted Sharon at the Village of Kitscoty for pricing on filling in the wells - they used McAllister Drilling and their costs were approximately \$11 000. They also utilized their own staff to assist in the project to save on additional costs as much as possible. Discussed the next steps at the January 14th staff meeting - CAO to contact McAllister for a quote and proceed with decommissioning/sale of wells. Waiting on quote.
Minister of Service Alberta	Jordan requested information on what we are doing for broadband in October 31, 2019 letter.	Correspondence brought to November 4 Council Meeting.	Cheryle delegated this to George Rogers at VRRRA on 11/4/2019		Waiting on George. Broadband moving forward in Vermilion as per VRRRA AGM on January 23, 2020. Cheryle provided study and USB to CAO on January 24, 2020. Waiting on new quote from Vermilion as we were advised the cost would be decreasing. Check budget to see what funds we can set aside moving forward. Will incorporate upon receipt from our assessment at the end of February 2020.
Item	Description	Resolution #	Staff Responsible	Status	Notes

Safe and Caring Community

Community Peace Officer	All villages came together to fund a joint CPO position. CVR reallocated funds to hire 2 enhanced police officers.	CAO/Council	Waiting for the 2 enhanced officers to be hired before terminating the CPO agreement. ICF deadline is April 2020 – Jordan asked on 6/20 and 9/20, to which no answer was provided. Should discuss next steps with other Villages or hold a regional CAO meeting to figure out our next steps in closing off this grant. Spoke to Bernice Gonzalez from CVR on January 31st who advised that the remaining grant funds were used towards the enhanced officer program which is intended to benefit all Villages - advised that this agreement needs to be included as part of our ICF agreement.	
Brownfield Contaminated Lots	Lots 2& 3, Block 7, Plan 3914. Two lots: Conocophillips site Lot 3: Tier 2 Guideline Adjustment and Management Plan sitting on Alberta Environment desk since March 2017. As of March 2018 it is in the queue and nowhere near being reviewed. Suncore Site Lot 2: Remedial Action Plan. In regards to Lots 2 & 3, Block 7, Plan 3194ET, the Village of Marwayne will not execute the Environmental Indemnity agreement with Ranek Enterprises to facilitate the sale of these lots as this would be in direct contrast to the "polluter pays" principles in the Environmental Protection and Enhancement Act and the protections that are offered there and under the MGA for municipalities that acquire contaminated property under tax sale. The Village of Marwayne withdraws offering the above lots for sale. The Village's approach will now be to push for full remediation of Lots 2 and 3 and its undeveloped road and back alley, so that it can offer the lands for sale knowing that it meets tier 1 guidelines for commercial lands, thereby reducing the overall risk while rendering	09-Dec-13	Karen Gervais from AB Environment 403-755-2280 or karen.gervais@gov.ab.ca (talked to on 2/21/18, 3/6/18, 5/14/18. Emailed for update on 12/3 - no anticipated date. Paul Gordon from Suncor 604-933-2664 or pgordon@suncore.com. Talked to on 3/23/18 and 5/10/18. Donna Szemesi from ConocoPhillips 403-260-1820 or donna.j.szemesi@cop.com. Talked to on 2/12/18. Rob Hoffman from Canadian Fuels Association 403-266-7567 or robhoffman@canadianfuels.ca Talked to on 4/24/18	Conoco phillips tier 2 guideline adjustment and management plan. Suncore remedial action plan. CAO submitted letters to them in May 2019 as per description information. Suncore had until October 31, 2019 to respond to our demands for full remediation. No reply. Meeting scheduled for January 23rd with Conoco Phillips to review the remediation plans. Wrote and mailed letters May 30, 2019. They replied in July 2019 and have until October 2019 to reply with results. Never got anything after October 31, 2019. Cancelled their meeting with CAO for January 22, 2020 - awaiting to reschedule for a later date.

the lands more attractive to prospective purchasers on a pure as-is, where is basis. Risk management can be an effective remediation process over a long period of time, but the Village as the affected landowner, is not agreeable to this slow process. Canadian Fuels Association – advocate for full closure of regulatory liability, support Risk Management when Tier 1 or 2 constraints. Only can work with Suncore.

10-06-19

Item	Description	Resolution #	Staff Responsible	Status	Notes
Safe and Caring Community					
Marwayne Seniors Society	Need their 2018 financials. Only have a record of content insurance for 2018.	10-06-19	CAO and treasurer for seniors - OLLIE		Requested insurance documents on 6/13. Provided new proof of insurance for 2019. Jordan wrote a letter on August 19, 2019 to arrange an annual meeting. In the MOA, the seniors are required to provide us with financials. Jordan attempted to schedule this for a November council meeting with no luck. Still awaiting financials. Spoke to Council on January 6, 2020 - Cheryle provided Vern Tupperts contact in hopes that the CAO can obtain required information from him. Waiting on response.



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Tuesday, January 21, 2019
8:00 AM Staff Meeting
Minutes

Present: Carry Grant, Wilson Curtis, Andrew Abbott, Shannon Kennedy, Shannon Harrower

1) Vacation Overlap

- To ensure we meet the needs of the Village operations, we need to ensure there is adequate coverage being any overlap in staff vacation is permitted
- March 9th to 12th there is an overlap between Carry Grant who is gone to a Water Operator Conference and Andrew Abbott who is away on vacation
 - i. Confirmed with Wilson Curtis that this overlap will not affect operations of the Village

2) Unpaid Time Off

- Reviewed policy with staff and advised that personal days and vacation days must be utilized before requests for unpaid time off are reviewed and/or approved by the CAO
- Staff is not permitted to take unpaid days off at their leisure and accumulate personal/vacation days as it is not fair to everyone else on the team
- Unpaid time off, as per the Village's policy, are specific to circumstances approved by Council
- When emergencies come up, it is understandable that last minute arrangements will need to be made, however, for planned days off, notice must be given to the CAO as soon as reasonably possible

3) Review of Operations

- Staff provided an overview of what current projects/initiatives they were completing

4) Council Meeting Update

- CAO provided an update on the Council meeting from January 20th, 2020
- Advised of the change of water rates as well as the upcoming by election due to the impending resignation of Tara Lawrence

5) Water Operations

- Our water safety report is due this year – Carry actively working on meeting the requirements
- A water well diversion report is also due this year – CAO to complete in early 2020

The meeting adjourned at 8:51 AM.



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Wednesday, January 29, 2019
1:00 PM Staff Meeting
Minutes

Present: Carry Grant, Wilson Curtis, Andrew Abbott, Shannon Kennedy, Shannon Harrower

1) Benefit Overview

- Staff requested a review of their benefit coverage at the January 21st, 2020 Staff Meeting in so that they could familiarize themselves with what their Sunlife entitlements are
- CAO printed off the compensation benefits policy as well as the Sunlife breakdown of medical, dental and travel coverage for information purposes
- Hosted question and answer period for the benefit packages as well as offered administrative support for the completion of online claims

2) Village Operations

- Staff provided overview of what they were actively working on this week
- CAO to review public works foreman report forms to make necessary changes to checklist

3) Round Table Discussion

The meeting adjourned at 1:58 PM.



CHIEF ADMINISTRATIVE OFFICER REPORT MEETING DATE: FEBRUARY 3, 2020

ADDRESSING SERVICE NEEDS

- **Webpage**
 - Posted local notices to the front page of the website advising residents of water rate changes in effect for 2020.
- **Canada Summer Job Application**
 - Applications for the 2020 program were just made available online. I submitted the Village's application on January 30th for consideration.

PLANNING FOR GROWTH AND CHANGE

- **Intermunicipal Collaboration Framework & Intermunicipal Development Plan**
 - Met with Bernice Gonzalez – Regional Planner for the County of Vermilion River on January 31st from 9am to 12:30pm to discuss the administrative changes to the IDP and ICF documents.
 - Together we reviewed all potential changes to the draft documents for review at the next ILC meeting between both municipalities Councils.
- **Taxes**
 - The tax recovery process for homeowners with outstanding balances from 2018 and 2019 has now begun. Taxervice, our third party service provider, has sent the notices to those property owners whom are subject to tax recovery. The deadline for payment has been set for February 28th, 2020.

SAFE, CARING & ACTIVE COMMUNITY

- **Community Welcome Garden**
 - Emailed a copy of the 2020 Scotts Gro for Goods grant funding opportunity to all of Council on January 24th, 2020. Upon receipt of a reply from Deputy Mayor A. Rainey, I contacted the Marwayne Jubilee School to see if they would be interested in partnering with the Village to complete a community garden project as a means of meeting the eligibility criterion for the grant.
 - I am currently awaiting a response from the principal Sandra Beres in regards to whether or not this project is of interest in order to move forward in this particular direction.

PURSuing OPERATION & ORGANIZATIONAL EXCELLENCE

- **2019 Audit**
 - The auditors will be on site in February 2020 to conclude the audit requirements for 2019. The financials will then be prepared and presented in March for Council's review and approval.

ATTACHMENTS

- 1) January 21st & 29th, 2020 Staff Meeting Minutes
- 2) Chief Administrative Officer Action List
- 3) Summer Job Application Confirmation

2020 CANADA SUMMER JOBS APPLICATION / AGREEMENT

Your online application was successfully submitted; your confirmation number is 0-17369291.
Please print your confirmation number and keep it for future reference purposes with Service Canada.

All applications are subject to a review. Your Application for Funding will be assessed in accordance with the Terms and Conditions of the program. All applicants will be contacted once the review process is completed.

Please note that **only one copy of your application** should be submitted to Service Canada. Submitting multiple copies of the same application using various methods may cause longer processing times.

[Canada Summer Jobs](#)

**MINUTES OF THE MEETING OF THE VERMILION RIVER REGIONAL WASTE
MANAGEMENT SERVICES COMMISSION HELD ON JANUARY 28, 2020, AT THE
VERMILION TRANSFER SITE**

PRESENT:

Chair: L. Wolgien
Vice-Chair: R. McDonald
Directors: M. Baker; K. Haney; G. Barr; S. Hryciuk; J. Thompson; T Pollard;

ABSENT:

Director: D. Bergquist

The meeting was called to order at 6:01 P.M.

AGENDA:

Additions to Agenda:

None

MOVED by S. Hryciuk that the agenda be adopted as presented.

Carried.

MINUTES OF THE DECEMBER 17, 2019, MEETING:

MOVED by S. Hryciuk that the minutes from the December 17, 2020, meeting be adopted as presented.

Carried.

DECEMBER 2019 FINANCIAL REPORT:

S. Schwartz presented the financial report for December 2019, and provided explanations as required. The December 2019 report showed a balance of **\$183,180.19**. The capital reserve account remained unchanged at **\$532,597.40**. The operating reserve account remained unchanged at **\$225,133.54**. The Closure/Post Closure reserve account remained unchanged at **\$108,604.18**.

MOVED by R. McDonald that the December 2019 financial report be accepted as presented.

Carried.

MUNICIPAL REQUISITION REPORT:

S. Schwartz presented the December 2019 municipal requisition report for information.

VERMILION TRANSFER SITE OUTSTANDING ACCOUNTS:

The Vermilion transfer site outstanding account report was presented for information. S. Schwartz explained that the long past-due account for Paramount Roofing has been paid, and there are no other outstanding accounts at the Vermilion transfer site.

JANUARY 2020 CHIEF ADMINISTRATIVE OFFICER'S REPORT:

S. Schwartz presented the January 2020 Chief Administrative Officer's report, and provided explanations as required.

MOVED by J. Thompson that the January 2020 Chief Administrative Officer's report be accepted as presented.

Carried.

BUSINESS ARISING FROM THE CHIEF ADMINISTRATIVE OFFICER'S REPORT:

None.

FOR INFORMATION:

a) Alberta CARE Spring Seminar:

The 2020 Alberta CARE spring seminar is scheduled for February 25 to February 28, 2020, in Westlock Alberta. There was discussion about Board attendance at this seminar. The cost for the seminar is \$475/entry. The hotel room and mileage would be reimbursed. J. Thompson and R. McDonald volunteered to attend the seminar. There was other discussion about the Commission funding Rick Borysiuk or a designate to attend as well.

MOVED by K. Haney that the Commission pay the entry fee for Rick Borysiuk or his designate to attend the conference if he wants to attend.

Carried.

b) Used Paint Recycling Update;

S. Schwartz informed the Board that the used paint recycling program is adding other paint-related products to the "acceptable for recycling" list in 2020. An updated list of acceptable paint products will be sent to transfer site and contractor staff.

NEW BUSINESS:

a) Vermilion Transfer Site and Satellite Transfer Site 2019 to 2018 Volume Comparison

Charts:

S. Schwartz presented charts comparing metric tonnages for 2019 and 2018 for the Vermilion transfer site for information. The metric tonnage comparisons for household waste at the Vermilion transfer site (in mT) are as follows:

	2019	2018
County	3,476	3,498
Town	2,380	2,450
Contractors	377	434

A chart outlining the total household waste bins emptied at the satellite transfer stations, as well as the total number of recycling bins emptied was also presented.

Household Waste Bins:

	2019	2018
PVTS	352	358
KTS	790	871
MTS	377	444
DTS	372	462
TLTS	99	97
PrTS	240	260
ECTS	30	30

Recycling Bins

	2019	2018
PVTS	32	29
KTS	211	268
MTS	83	136
DTS	84	80
TLTS	20	16
PrTS	32	32
ECTS	N/A	N/A

b) Transfer Site Work Alone Policy:

S. Hryciuk informed the Board that the funding requirements for the work-alone program have changed, and is now being offered to all 911 members free of charge. It works as a simple "text-in/text-out" system. S. Schwartz is to get more information about the program and it will be discussed at the next meeting.

The next meeting will be held on Tuesday, February 25, 2020, at 6:00 P.M. at the Vermilion transfer site.

The meeting adjourned at 6:43 P.M.

These minutes have been adopted in their entirety at the February 25, 2020, meeting.

Chair

Date

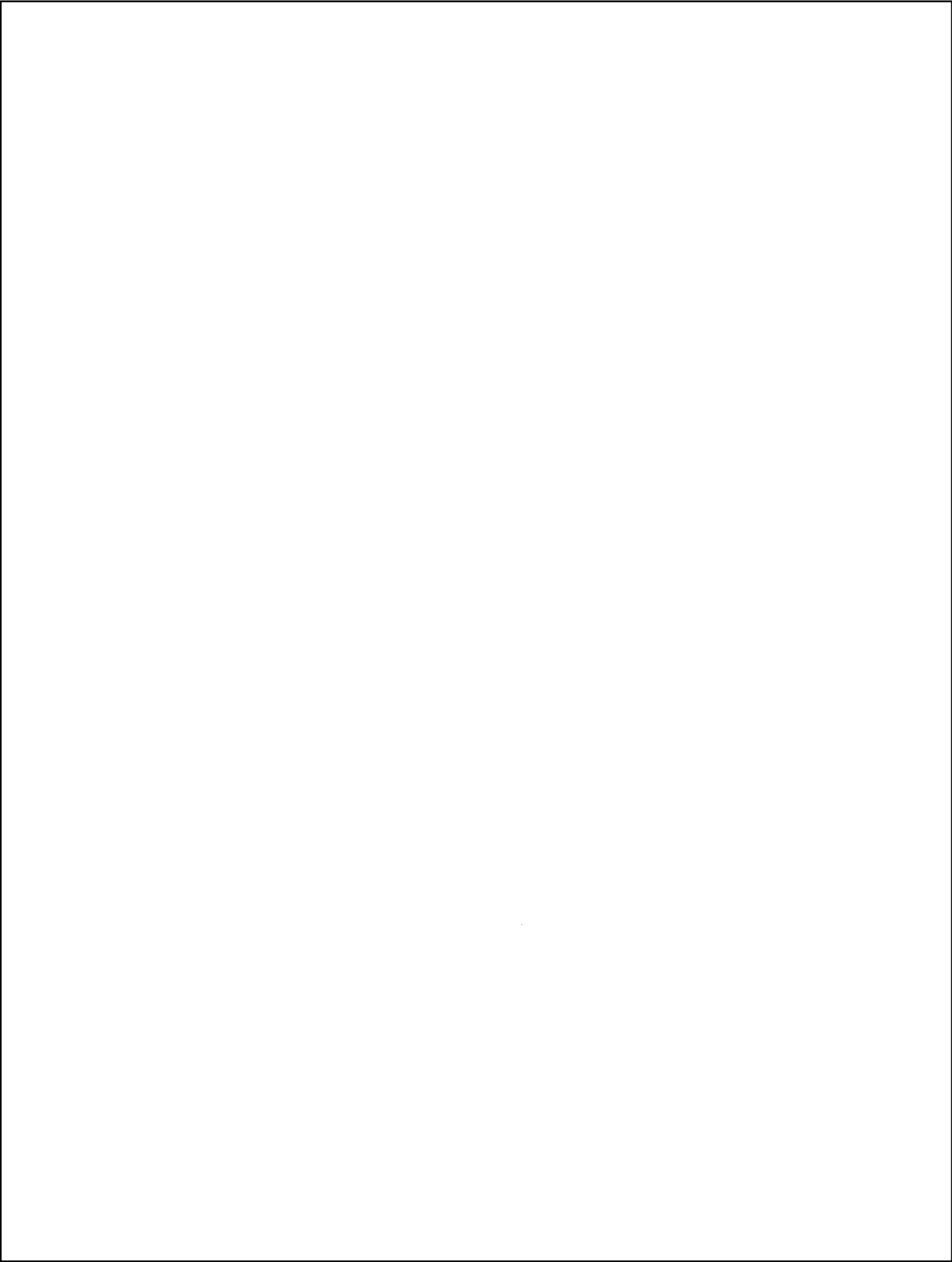
AGENDA FOR THE REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS FOR THE LLOYDMINSTER REGION HOUSING GROUP

****Wednesday, January 22, 2020****

*****@ our New Location***
#107A, 3752 - 51 Avenue**

1. Call to Order ✓
2. Adoption of agenda ✓
3. Approval of Minutes ✓
 - 3.1 From the November 20, 2019 meeting
4. Review Pioneer Lodge board minutes - October 30, 2019 meeting ✓
5. Business Arising from the Minutes:
 - 5.1 Replacement board member Southridge - 2nd ltr sent - copy attached ✓
 - 5.2 Office space - we're in! See new location above. ✓
E-mail to City advising of our vacancy - copy attached.
 - 5.3 Operating Budget 2020 received - \$276,392 surplus, effectively ✓
decreasing our overall budget by \$34,000 from 2019 - ltr attached
 - 5.4 CAO salary review
 - 5.5 Rent Supplement Program - no significant changes - applications ✓
suspended by Gov indefinitely
6. Reports:
 - A. Financial
 1. Balance sheets for November & December, 2019 ✓
 2. Year to date income statements for Nov & Dec, 2019 ✓
 3. Bank reconciliations for November & December, 2019 ✓
 4. Current payments approval (January 15, 2020 cheque run) ✓
 - B. Vacancy (as at December 31, 2019)

Southridge Estates	1 vacant of 50
Padua Place	1 vacant of 24
Fellowship Village	0 vacant of 54
Knox Manor	0 vacant of 24
Kitscoty	2 vacant of 16, (1 house, 1 ARM)
Marwayne	4 vacant of 17
Townhouses	3 vacant of 40
Duplexes	1 vacant of 14
 - C. Rent Supplement: Now Serving 32



7. General Managers report ✓

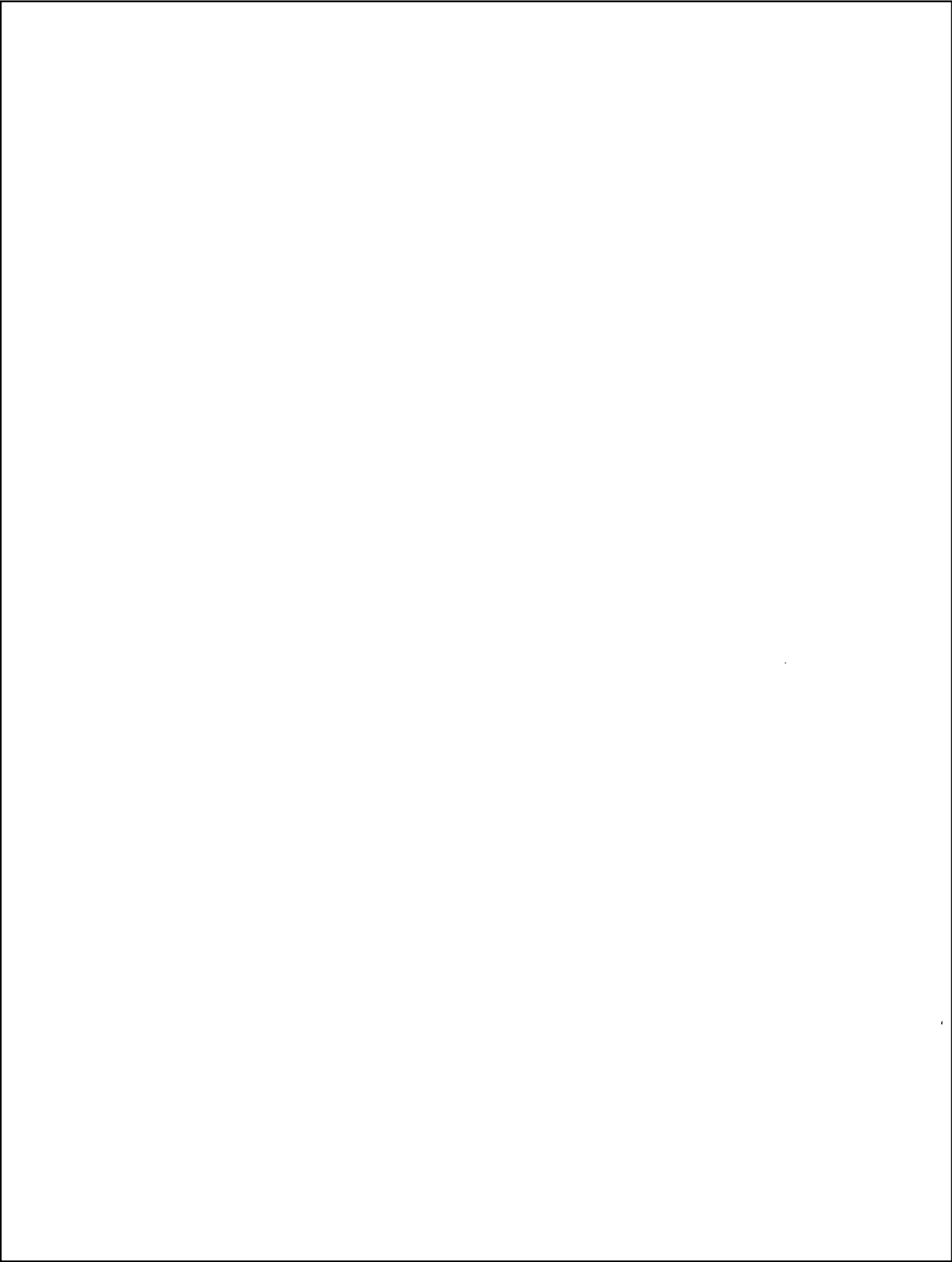
8. New Business:

- 8.1 Village of Kitscoty flags ✓

9. Correspondence:

- 9.1 Letter First Baptist Church re-appointing Lou to Board ✓
- 9.2 Letter Knox Presbyterian Church appointing Don Driedger to Board ✓
(alternate Sharlene Driedger)
- 9.2 Other ASHC correspondence as mentioned above ✓

McCollum

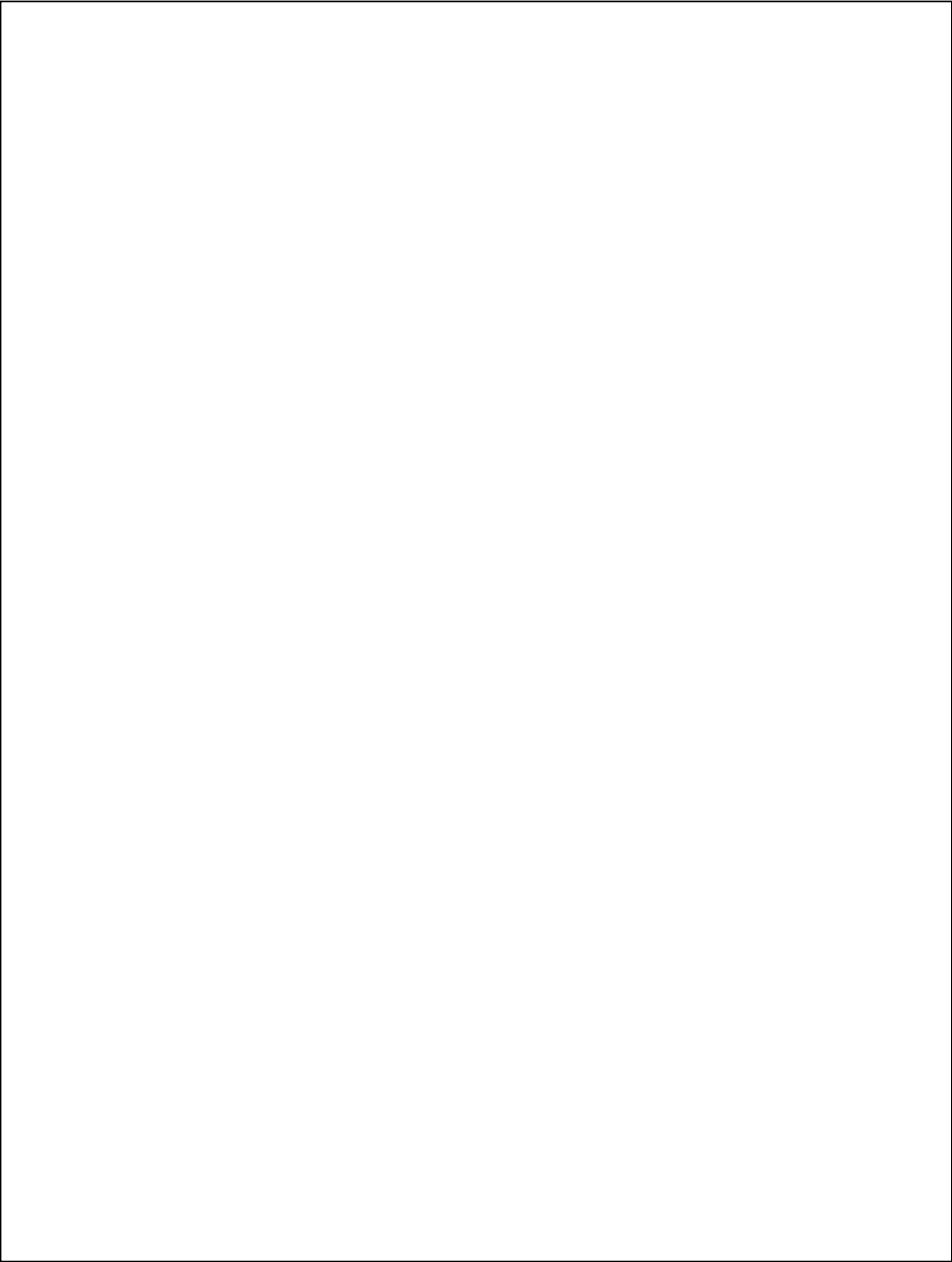


Lloydminster Region Housing Group

Account Reconciliation Summary Report 12/01/2019 to 12/31/2019

Report By: Reconciliation date

Description	Amount	Total
Account: 100213 Current Account		
Statement start date:	12/01/2019	
Statement end date:	12/31/2019	
Reconciliation date:	12/31/2019	
Reconciled		
Financial Institution		
Statement Balance Forward as of 12/01/2019		464,820.20
Transactions on or before 12/31/2019		
Deposits recorded in Statement	219,403.49	
Withdrawals recorded in Statement	<u>-207,072.44</u>	
Total Transactions		12,331.05
Bank Transactions		
Income	0.00	
Expense	<u>0.00</u>	
Total Bank Transactions		0.00
Adjustment Required		<u>0.00</u>
Statement End Balance as of 12/31/2019		477,151.25
Statement End Balance as of 12/31/2019		
Statement End Balance as of 12/31/2019		477,151.25
Outstanding Transactions as of 12/31/2019		
Outstanding Deposits	19.32	
Outstanding Withdrawals	<u>-42,190.46</u>	
Total Outstanding Transactions as of 12/31/2019		<u>-42,171.14</u>
Adjusted Statement End Balance as of 12/31/2019		<u><u>434,980.11</u></u>
General Ledger Account		
Book balance as of 11/30/2019		433,293.00
Transactions on or before 12/31/2019		
Debits recorded in account	219,422.81	
Credits recorded in account	<u>-217,735.70</u>	
Net Amount recorded in account		1,687.11
Book balance as of 12/31/2019		434,980.11
Bank Transactions		
Income	0.00	
Expense	<u>0.00</u>	
Total Bank Transactions		0.00
Adjustment Required		<u>0.00</u>
Adjusted Book Balance as of 12/31/2019		<u><u>434,980.11</u></u>

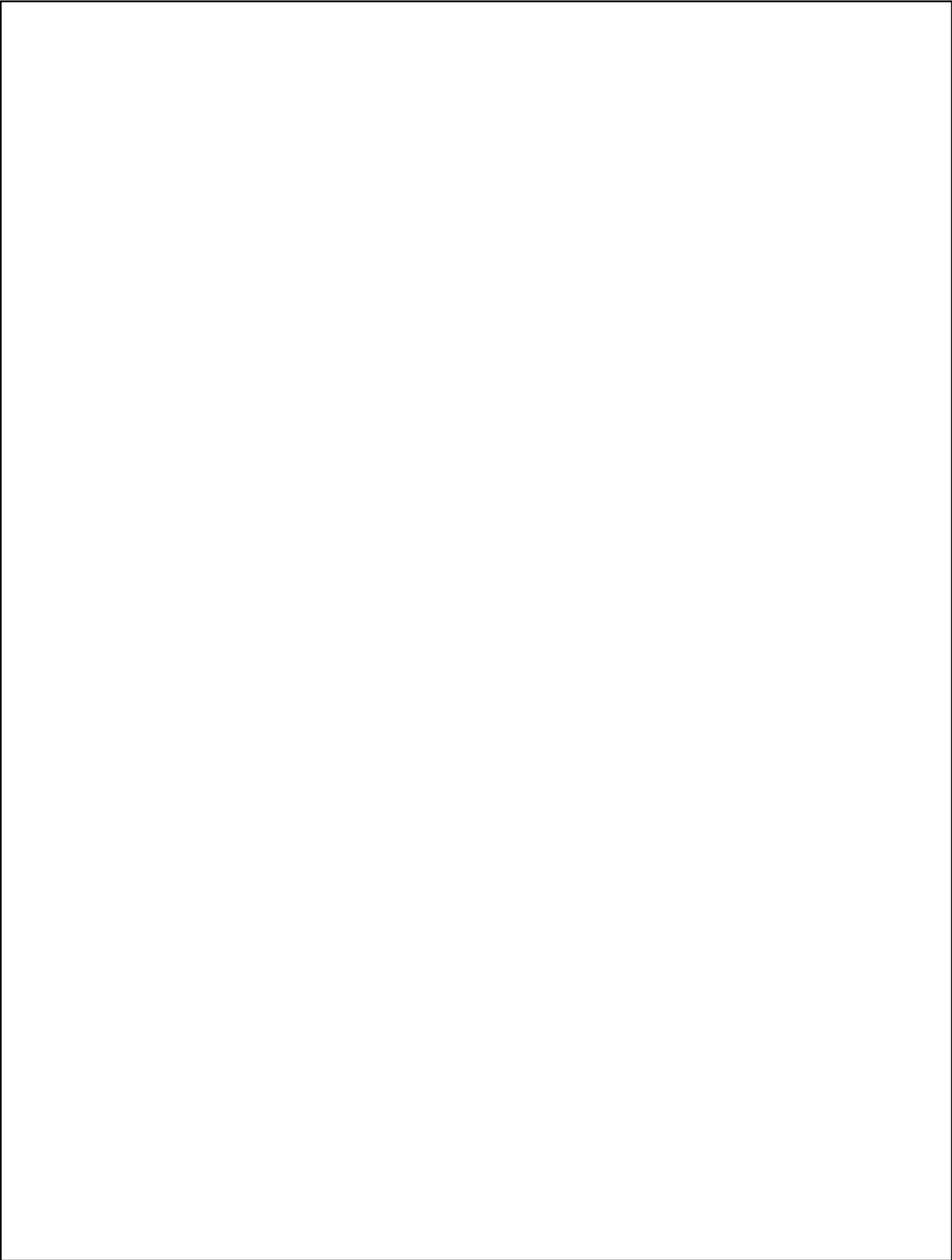


Lloydminster Region Housing Group

Account Reconciliation Summary Report 11/01/2019 to 11/30/2019

Report By: Reconciliation date

Description	Amount	Total
Account: 100180 Servus Bank - Security Deposits		
Statement start date:	10/01/2019	
Statement end date:	11/30/2019	
Reconciliation date:	11/30/2019	
Reconciled		
Financial Institution		
Statement Balance Forward as of 10/01/2019		31,885.22
Transactions on or before 11/30/2019		
Deposits recorded in Statement	2,541.19	
Withdrawals recorded in Statement	<u>-3,413.19</u>	
Total Transactions		-872.00
Bank Transactions		
Income	0.00	
Expense	<u>0.00</u>	
Total Bank Transactions		0.00
Adjustment Required		<u>0.00</u>
Statement End Balance as of 11/30/2019		31,013.22
Statement End Balance as of 11/30/2019		
Statement End Balance as of 11/30/2019		31,013.22
Outstanding Transactions as of 11/30/2019		
Outstanding Deposits	0.00	
Outstanding Withdrawals	<u>0.00</u>	
Total Outstanding Transactions as of 11/30/2019		<u>0.00</u>
Adjusted Statement End Balance as of 11/30/2019		<u><u>31,013.22</u></u>
General Ledger Account		
Book balance as of 09/30/2019		31,864.53
Transactions on or before 11/30/2019		
Debits recorded in account	2,541.19	
Credits recorded in account	<u>-3,392.50</u>	
Net Amount recorded in account		-851.31
Book balance as of 11/30/2019		31,013.22
Bank Transactions		
Income	0.00	
Expense	<u>0.00</u>	
Total Bank Transactions		0.00
Adjustment Required		<u>0.00</u>
Adjusted Book Balance as of 11/30/2019		<u><u>31,013.22</u></u>

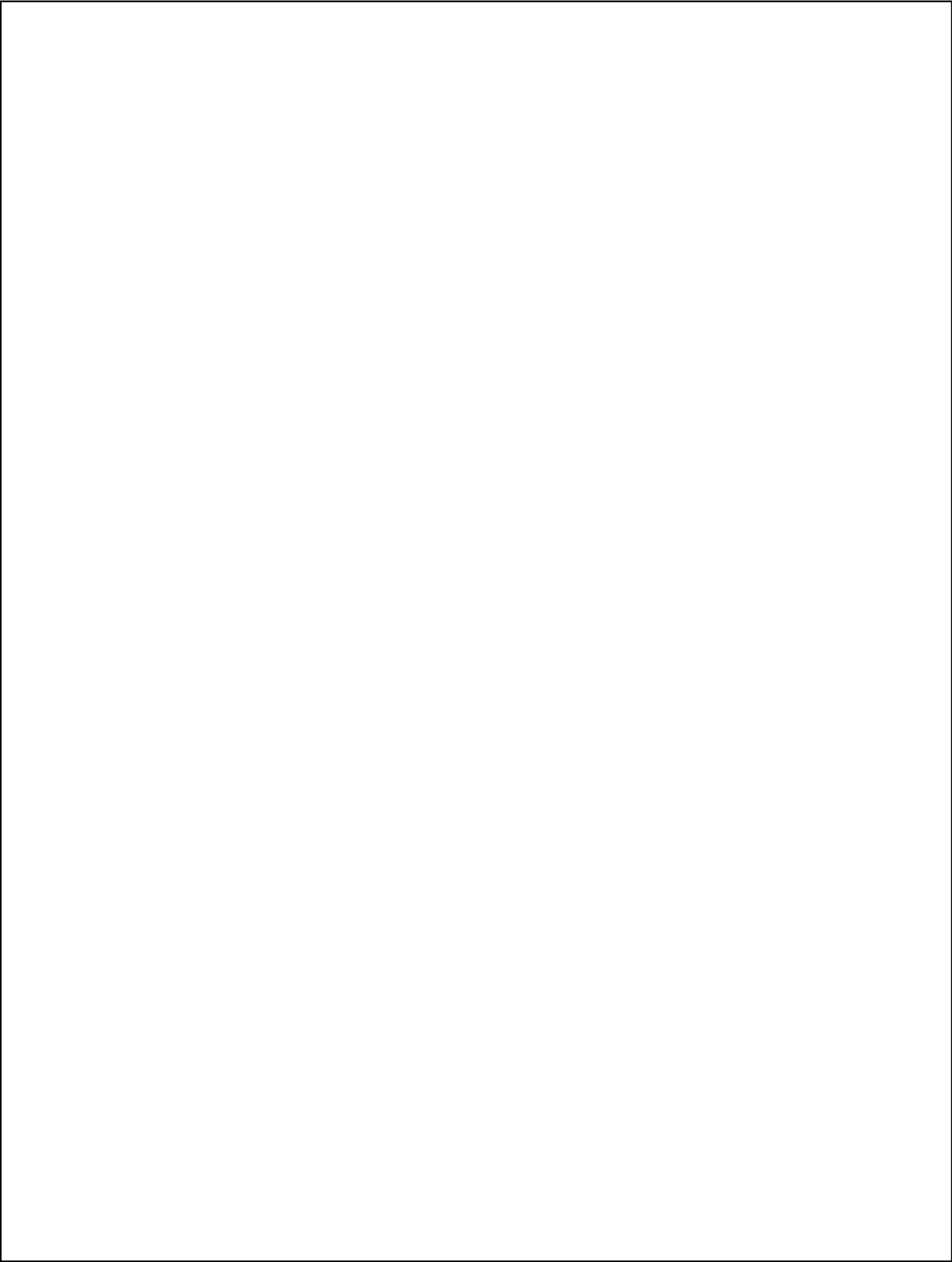


Lloydminster Region Housing Group

Account Reconciliation Summary Report 11/01/2019 to 11/30/2019

Report By: Reconciliation date

Description	Amount	Total
Account: 100215 Servus Bank Trust		
Statement start date:	11/01/2019	
Statement end date:	11/30/2019	
Reconciliation date:	11/30/2019	
Reconciled		
Financial Institution		
Statement Balance Forward as of 11/01/2019		509.74
Transactions on or before 11/30/2019		
Deposits recorded in Statement	0.23	
Withdrawals recorded in Statement	<u>0.00</u>	
Total Transactions		0.23
Bank Transactions		
Income	0.00	
Expense	<u>0.00</u>	
Total Bank Transactions		0.00
Adjustment Required		<u>0.00</u>
Statement End Balance as of 11/30/2019		509.97
Statement End Balance as of 11/30/2019		509.97
Outstanding Transactions as of 11/30/2019		
Outstanding Deposits	0.00	
Outstanding Withdrawals	<u>0.00</u>	
Total Outstanding Transactions as of 11/30/2019		<u>0.00</u>
Adjusted Statement End Balance as of 11/30/2019		<u><u>509.97</u></u>
General Ledger Account		
Book balance as of 10/31/2019		509.74
Transactions on or before 11/30/2019		
Debits recorded in account	0.23	
Credits recorded in account	<u>0.00</u>	
Net Amount recorded in account		<u>0.23</u>
Book balance as of 11/30/2019		509.97
Bank Transactions		
Income	0.00	
Expense	<u>0.00</u>	
Total Bank Transactions		0.00
Adjustment Required		<u>0.00</u>
Adjusted Book Balance as of 11/30/2019		<u><u>509.97</u></u>

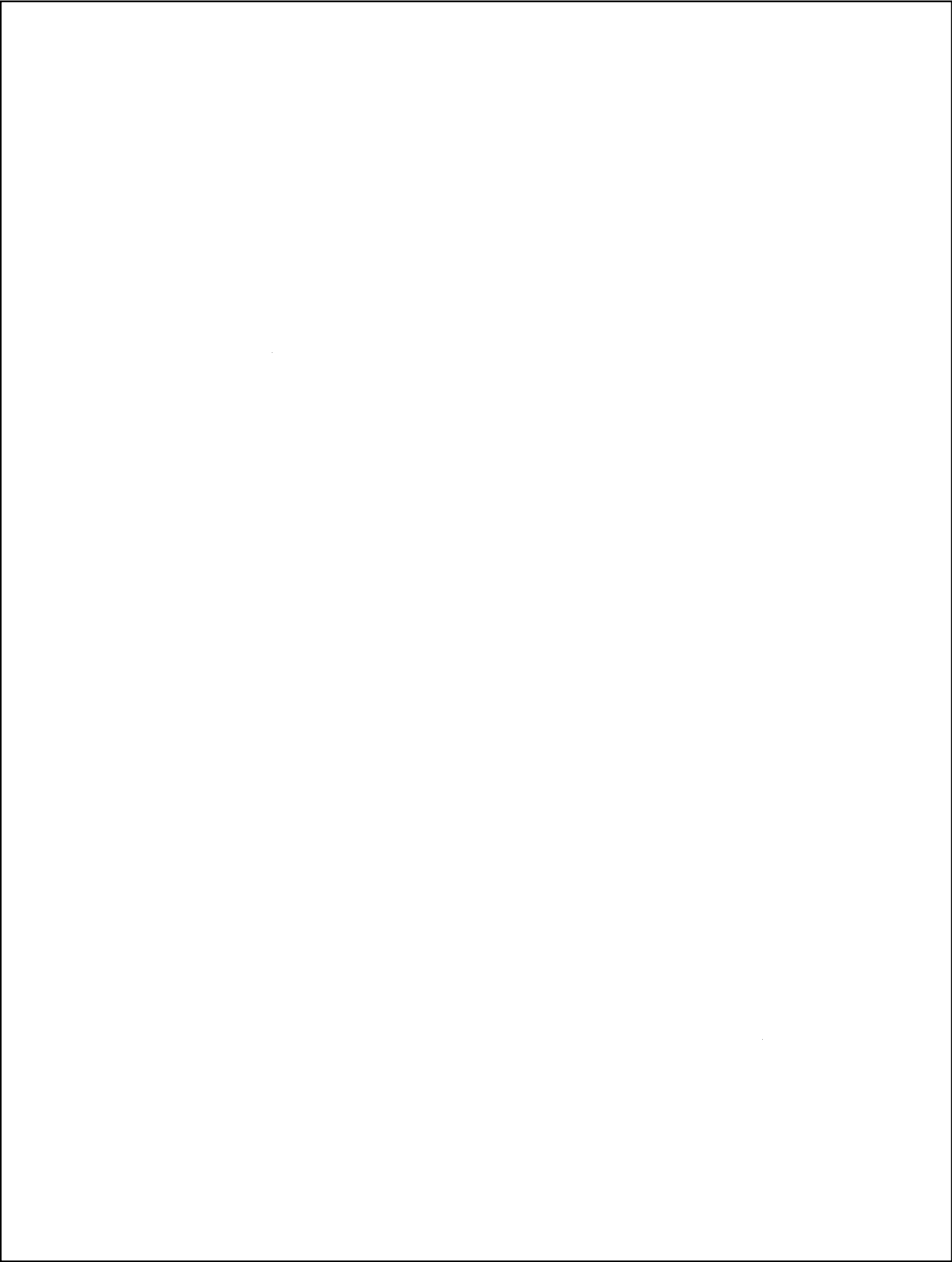


Lloydminster Region Housing Group

Account Reconciliation Summary Report 11/01/2019 to 11/30/2019

Report By: Reconciliation date

Description	Amount	Total
Account: 100213 Current Account		
Statement start date:	11/01/2019	
Statement end date:	11/30/2019	
Reconciliation date:	11/30/2019	
Reconciled		
Financial Institution		
Statement Balance Forward as of 11/01/2019		858,856.89
Transactions on or before 11/30/2019		
Deposits recorded in Statement	129,064.39	
Withdrawals recorded in Statement	<u>-523,101.08</u>	
Total Transactions		-394,036.69
Bank Transactions		
Income	0.00	
Expense	<u>0.00</u>	
Total Bank Transactions		0.00
Adjustment Required		<u>0.00</u>
Statement End Balance as of 11/30/2019		464,820.20
Statement End Balance as of 11/30/2019		
Statement End Balance as of 11/30/2019		464,820.20
Outstanding Transactions as of 11/30/2019		
Outstanding Deposits	0.00	
Outstanding Withdrawals	<u>-31,527.20</u>	
Total Outstanding Transactions as of 11/30/2019		<u>-31,527.20</u>
Adjusted Statement End Balance as of 11/30/2019		<u><u>433,293.00</u></u>
General Ledger Account		
Book balance as of 10/31/2019		422,947.95
Transactions on or before 11/30/2019		
Debits recorded in account	129,064.39	
Credits recorded in account	<u>-118,719.34</u>	
Net Amount recorded in account		10,345.05
Book balance as of 11/30/2019		433,293.00
Bank Transactions		
Income	0.00	
Expense	<u>0.00</u>	
Total Bank Transactions		0.00
Adjustment Required		<u>0.00</u>
Adjusted Book Balance as of 11/30/2019		<u><u>433,293.00</u></u>



Lloydminster Region Housing Group

Balance Sheet As at 11/30/2019

ASSET

CURRENT ASSETS

Servus Bank - Security Deposits	31,013.22	
Undeposited Funds	-1,000.00	
Petty Cash	50.00	
Current Account	433,293.00	
Servus Bank Membership	1.00	
Servus Bank Trust	509.97	
TOTAL CASH		463,867.19
Accts Receivable	477.00	
Accts Receivable - GST	33,287.21	
TOTAL ACCOUNTS RECEIVAB...		33,764.21

TOTAL CURRENT ASSETS 497,631.40

CAPITAL ASSETS

Equipment		0.00
Equipment, AA		0.00
Furniture & Fixtures	11,208.00	
Furniture & Fixtures, AA	-10,342.00	
Furniture & Equipment - Net		866.00

TOTAL CAPITAL ASSETS 866.00

TOTAL ASSET 498,497.40

LIABILITY

CURRENT LIABILITIES

Accounts Payable		0.00
Accounts Payable Year End		0.00
Holdback liability - Accountant		13,125.00
Tenant Security Deposits		31,293.90
Due to Government		-0.16
Due to Govt (Cash Adv DRS)		30,000.00
Deferred Revenue - Rental	5,605.00	
Deferred Revenue - Grant Fundi...	0.00	
Deferred Revenue		5,605.00

TOTAL CURRENT LIABILITIES 80,023.74

Long-term Liabilities

Restricted Operating Reserve Fu...		47,999.68
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Total Long-term Liabilities 47,999.68

TOTAL LIABILITY 128,023.42

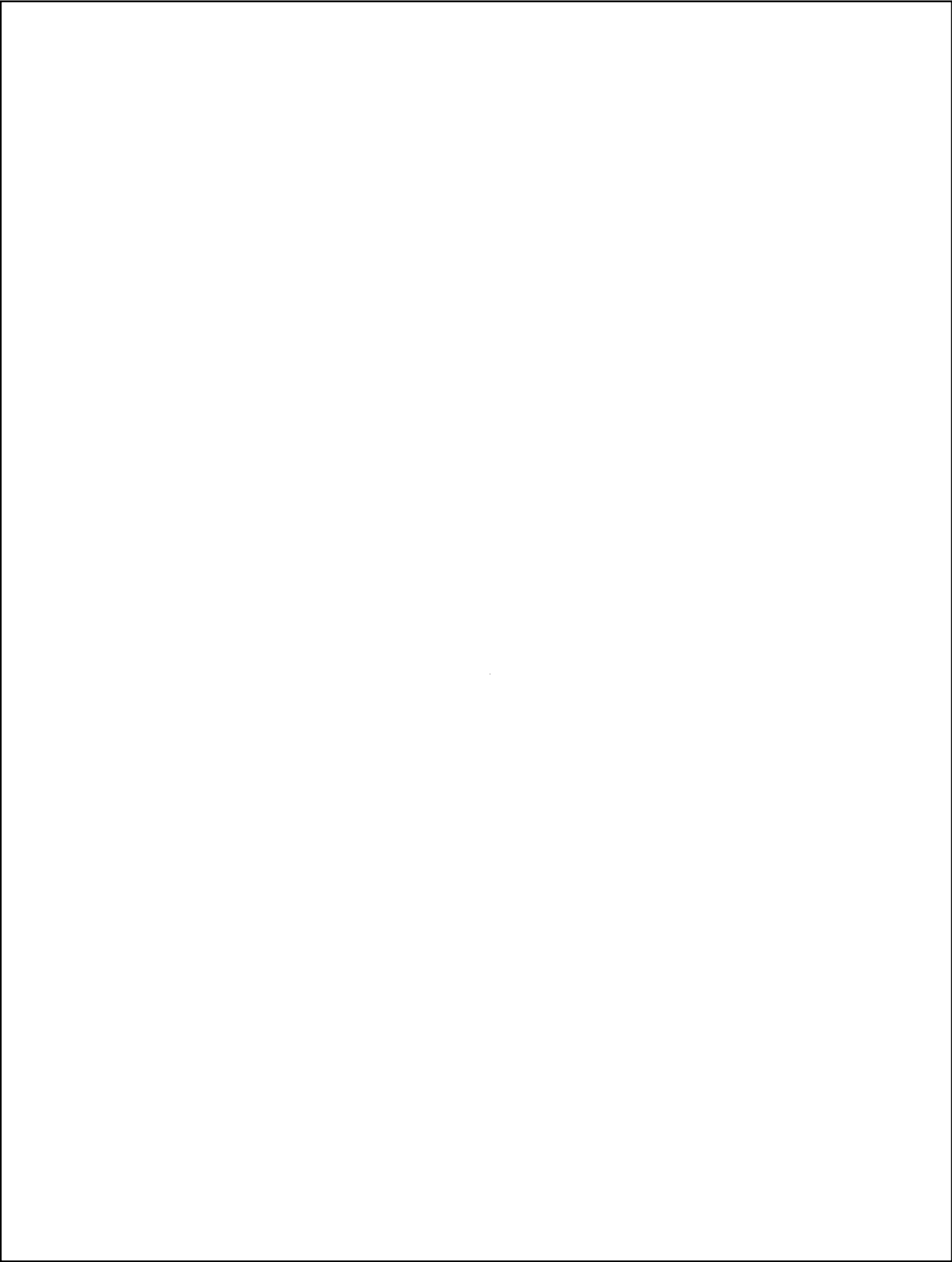
EQUITY

RETAINED EARNINGS

Current Earnings	369,607.98	
Investment in Capital Assets	866.00	
Accumulated Surplus	0.00	
TOTAL RETAINED EARNINGS		370,473.98

TOTAL EQUITY 370,473.98

LIABILITIES AND EQUITY 498,497.40

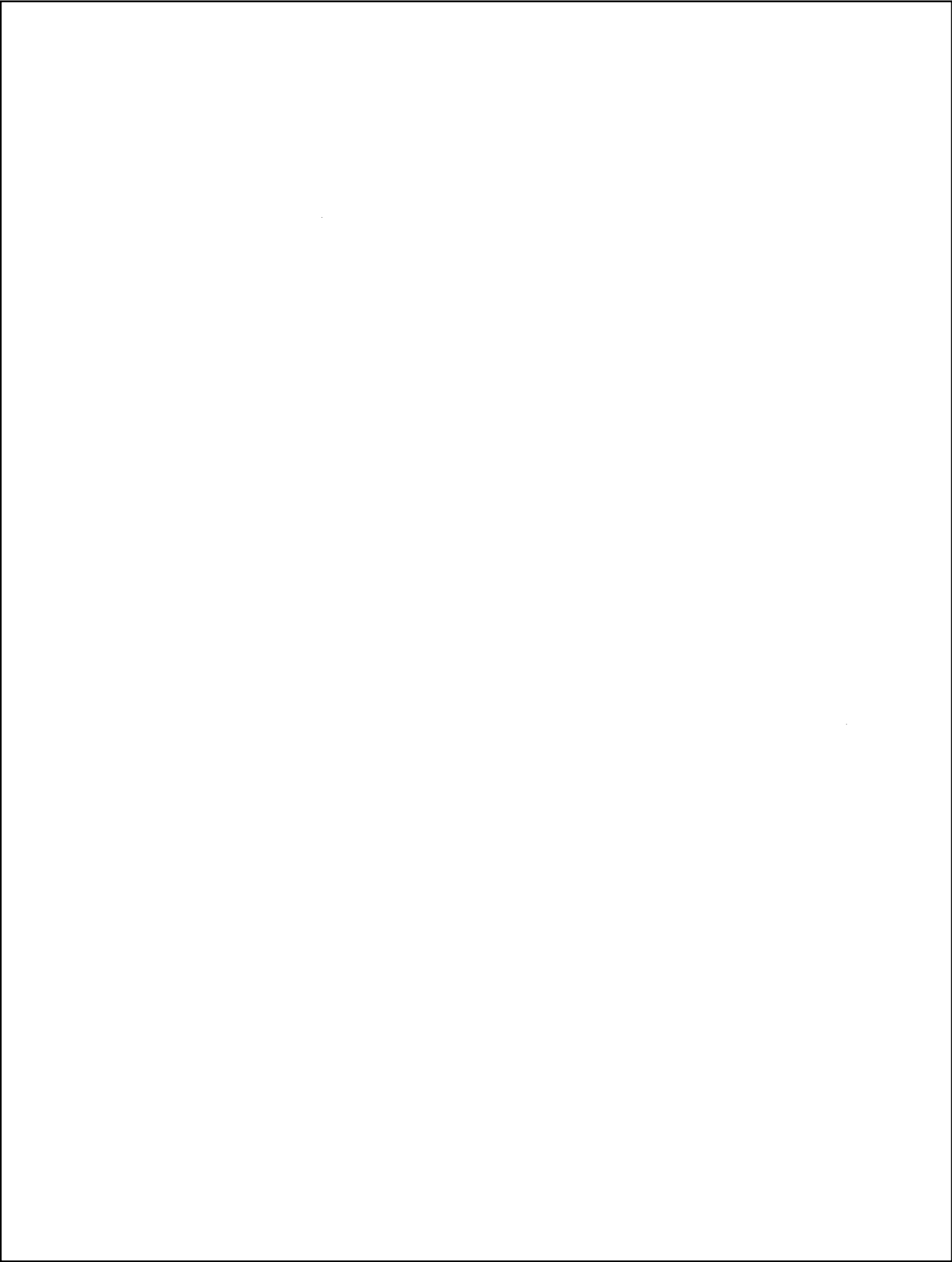


Lloydminster Region Housing Group

Account Reconciliation Summary Report 12/01/2019 to 12/31/2019

Report By: Reconciliation date

Description	Amount	Total
Account: 100215 Servus Bank Trust		
Statement start date:	12/01/2019	
Statement end date:	12/31/2019	
Reconciliation date:	12/31/2019	
Reconciled		
Financial Institution		
Statement Balance Forward as of 12/01/2019		509.97
Transactions on or before 12/31/2019		
Deposits recorded in Statement	0.24	
Withdrawals recorded in Statement	<u>0.00</u>	
Total Transactions		0.24
Bank Transactions		
Income	0.00	
Expense	<u>0.00</u>	
Total Bank Transactions		0.00
Adjustment Required		<u>0.00</u>
Statement End Balance as of 12/31/2019		510.21
Statement End Balance as of 12/31/2019		
Statement End Balance as of 12/31/2019		510.21
Outstanding Transactions as of 12/31/2019		
Outstanding Deposits	0.00	
Outstanding Withdrawals	<u>0.00</u>	
Total Outstanding Transactions as of 12/31/2019		<u>0.00</u>
Adjusted Statement End Balance as of 12/31/2019		<u><u>510.21</u></u>
General Ledger Account		
Book balance as of 11/30/2019		509.97
Transactions on or before 12/31/2019		
Debits recorded in account	0.24	
Credits recorded in account	<u>0.00</u>	
Net Amount recorded in account		<u>0.24</u>
Book balance as of 12/31/2019		510.21
Bank Transactions		
Income	0.00	
Expense	<u>0.00</u>	
Total Bank Transactions		0.00
Adjustment Required		<u>0.00</u>
Adjusted Book Balance as of 12/31/2019		<u><u>510.21</u></u>

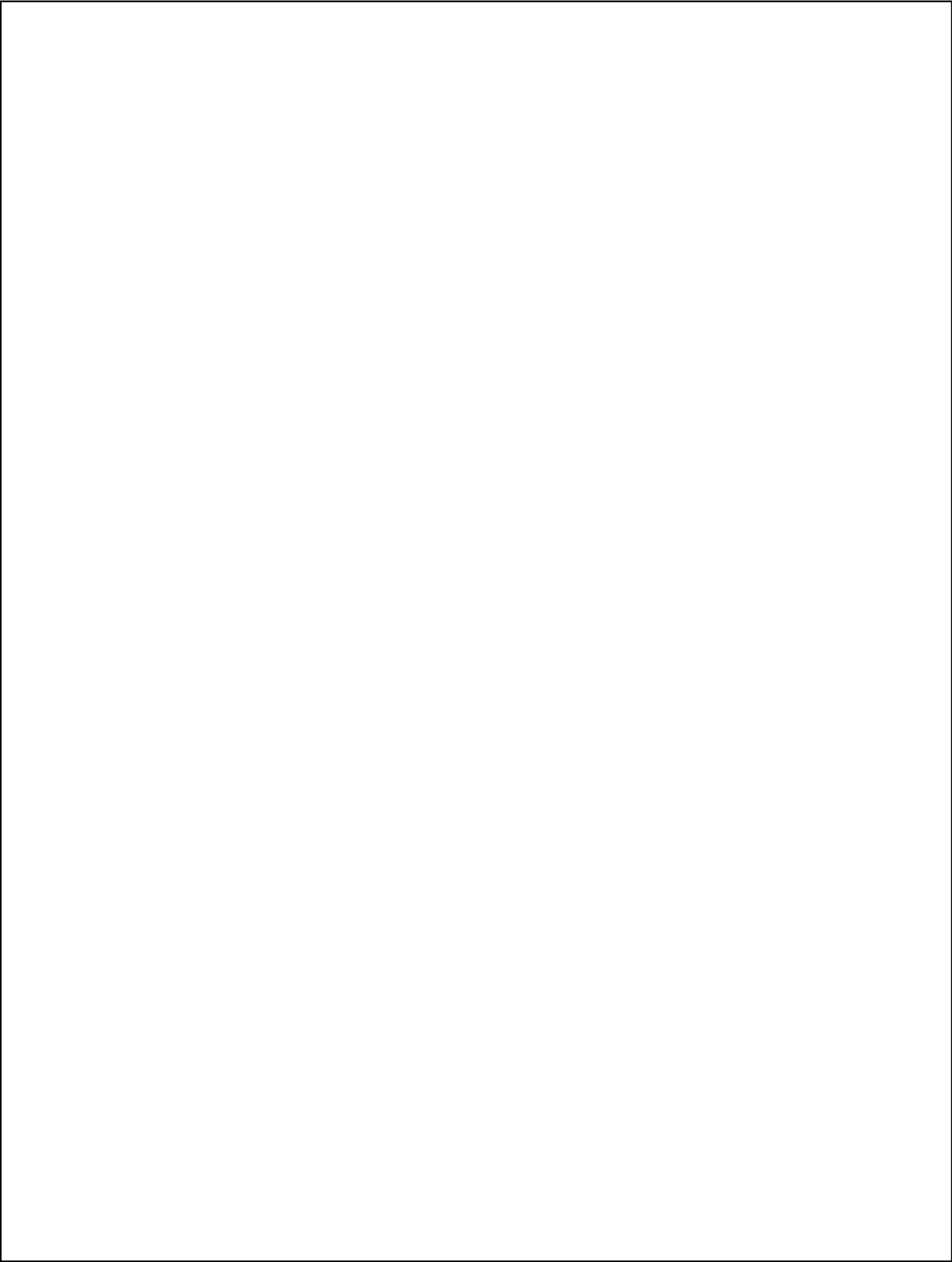


Lloydminster Region Housing Group

Account Reconciliation Summary Report 12/01/2019 to 12/31/2019

Report By: Reconciliation date

Description	Amount	Total
Account: 100180 Servus Bank - Security Deposits		
Statement start date:	12/01/2019	
Statement end date:	12/31/2019	
Reconciliation date:	12/31/2019	
Reconciled		
Financial Institution		
Statement Balance Forward as of 12/01/2019		31,013.22
Transactions on or before 12/31/2019		
Deposits recorded in Statement	840.05	
Withdrawals recorded in Statement	<u>-317.00</u>	
Total Transactions		523.05
Bank Transactions		
Income	0.00	
Expense	<u>0.00</u>	
Total Bank Transactions		0.00
Adjustment Required		<u>0.00</u>
Statement End Balance as of 12/31/2019		31,536.27
Statement End Balance as of 12/31/2019		31,536.27
Outstanding Transactions as of 12/31/2019		
Outstanding Deposits	0.00	
Outstanding Withdrawals	<u>-19.32</u>	
Total Outstanding Transactions as of 12/31/2019		<u>-19.32</u>
Adjusted Statement End Balance as of 12/31/2019		<u><u>31,516.95</u></u>
General Ledger Account		
Book balance as of 11/30/2019		31,013.22
Transactions on or before 12/31/2019		
Debits recorded in account	840.05	
Credits recorded in account	<u>-336.32</u>	
Net Amount recorded in account		<u>503.73</u>
Book balance as of 12/31/2019		31,516.95
Bank Transactions		
Income	0.00	
Expense	<u>0.00</u>	
Total Bank Transactions		0.00
Adjustment Required		<u>0.00</u>
Adjusted Book Balance as of 12/31/2019		<u><u>31,516.95</u></u>



**Pioneer Lodge Board of Management
Regular Board Meeting Minutes
Wednesday, October 30, 2019 – 10:00 am**

Present: D Roth, A. Rainey, C. Murray
Regrets: M. Arnold and M. Diachuk
Administrator: J. Bell

1. **Agenda Approval:**

Motion: The Agenda be approved as presented - **Murray c)**

Resident Bonnie Miller was introduced to the Board.

Motion: to move to an In Camera session, 10:04 a.m. – **Rainey c)**

Motion: to move out of an In Camera session, 10:32 a.m. – **Murray c)**

Motion: for the Chairman to write Ms. Miller and explain that even though the Board understands her wish for a larger room they were unable to find a reason to override normal operating procedures and place her into an actual Lodge room before her name comes to the top of the waiting list. Also the Boardchair will request that if Bonnie should have any issues with her neighbour she should use her alert or phone and contact Lodge staff. She is never to take matters into her own hands. – **Rainey c)**

2. **Motion:** Minutes from September 20, 2019 Regular Board Meeting is approved as presented. – **Murray c)**

3. **Accounts Payable:**

a) Accounts Payable cheques 1345 to 1388 also numbers 1988 – 2014 in the amount of \$626,850.55 including pay periods 20 and 21, 2019 were presented to the Board.

Motion: To accept payment of cheques 1345 to 1388 also numbers 1988 – 2014 in the amount of \$626,850.55 including pay periods 20 and 21, 2019. **Rainey/Murray c)**

b) Master Card Purchases

Moved: That the payment of Master Card purchases in the amount of \$14,359.66 outlined on the September 12, 2019 Master Card Reconciliation Summary is accepted as information – **Murray c)**

4. **Approval of Financial Statements:**

a) **Moved:** That the bank reconciliations for the Current, Donation and Expansion accounts for September, 2019. Also the Profit & Loss Previous Year Comparison and Budget vs. Actual Statements ending August 31, 2019 are accepted as information. – **Murray c)**

5. **Old Business:**

a) **Update on care contract for Pioneer Lodge**

J. Bell submitted a written report.

b) **Plans for expansion**

A report outlining suggestions for next steps was reviewed.

6. **Correspondence**

a) **Workers Compensation Audit Report**

The report was submitted for Board review.

7. **New Business:**

a) **2020 Operating Budget**

Motion: To accept the purposed budget as presented. Budget will result in a rent increase of \$22.00 per Lodge Resident. –

Murray/Rainey – c)

b) **Increased Health Care Aide Hours**

Motion: To increase HCA hours during the night shift until the Lodge resident who is a wander risk is placed in a care facility.–

Rainey/Murray c)

8. **Administration Report**

J. Bell submitted a written report.


There is a waiting list of 116 individuals waiting for Lodge placement. Currently placing applicants from May 2018.

No current information on waiting list for Pioneer House.

One Resident has joined Pioneer, there are 4 open rooms.

9. **Date of Next Meeting:**

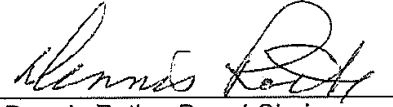
November 29, 2019 at 10:00 a.m.



Joyce Bell - Administrator



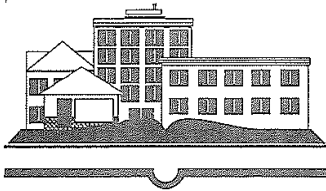
Date



Dennis Roth – Board Chairperson



Date



Lloydminster Region Housing Group

#107, 3752 - 51 Avenue
Lloydminster, Alberta T9V 3M7
Phone (780) 875-9131 Fax (780) 875-1072

05 January 2020

Southridge Community Church
Board of Directors
5701 - 41 Street
LLOYDMINSTER, AB
T9V 2A4
office@southridge.co

Dear Sir or Madam:

Further to our correspondence to you in September of 2019, we are once again reaching out to you as the representative of the Southridge Community Church.

The Lloydminster Region Housing Group was created in 1995 by a Ministerial Order, in order to provide and manage subsidized housing for mid to low income families, and seniors on the Alberta side of Lloydminster. It continues to be important community work, providing safe & affordable housing for those in need in our community. The Southridge Community Church has been a member since inception, and we have much appreciated your involvement. Without it and the involvement of all Board members, we cannot continue the work we do.

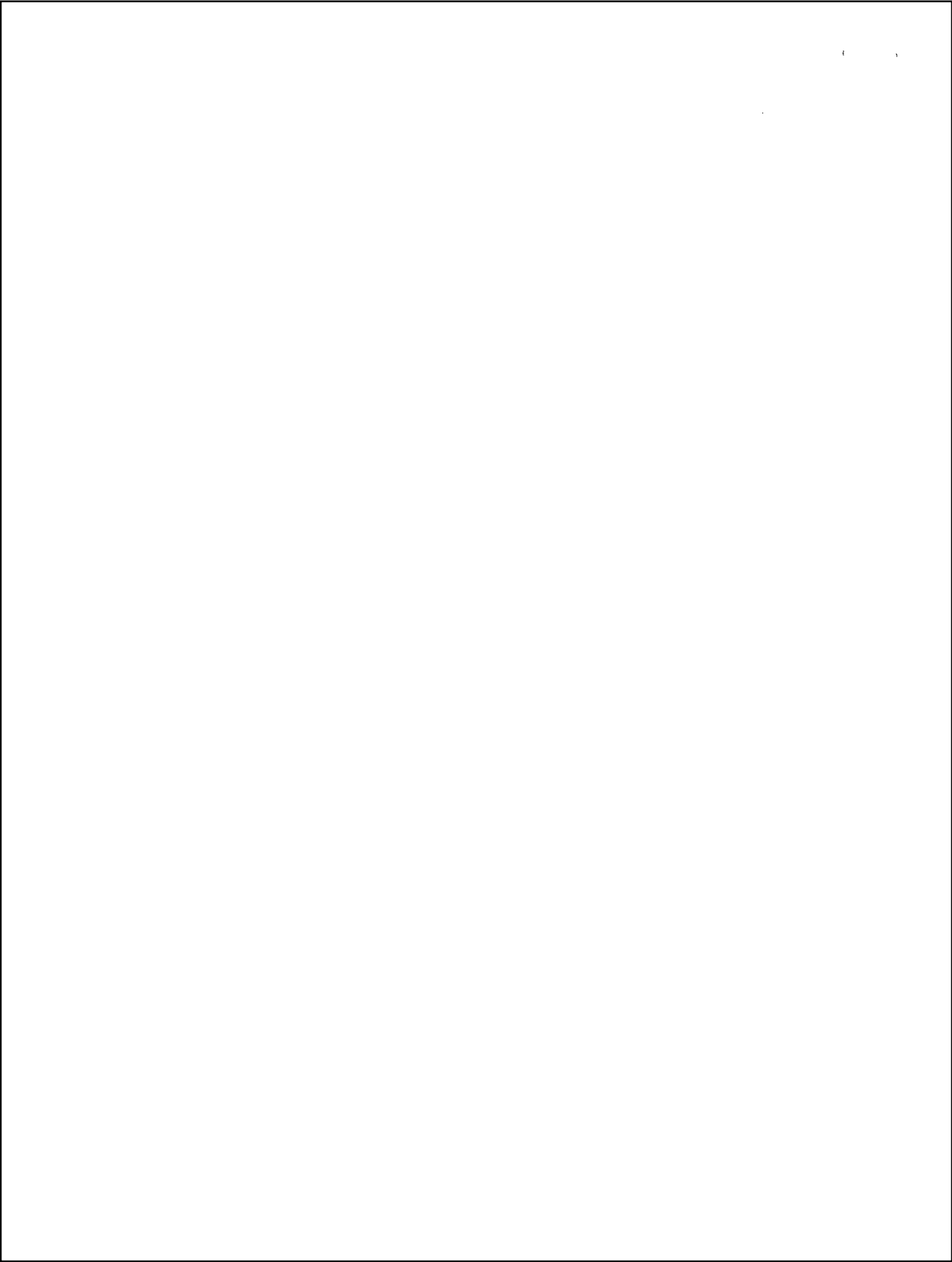
It is a minimal time commitment, with on average 8 monthly meetings a year, excluding July, August & December. Our manager will be happy to give a brief orientation to a candidate if an individual would be interested in learning more before they commit.

We warmly extend an invitation for you to appoint another individual from your board or congregation to join us. If, on the other hand, you would prefer to opt out, we can certainly understand and would simply ask that you send us a letter requesting to be removed as a participant so we may search out other possibilities.

Thank you for your kind attention to this matter.

Kindest regards,

Herb Flieger
Board Chair
lrhg@telusplanet.net



12/2/2019

TELUS

TELUS**lrhg@telusplanet.net****Lease****From :** lrhg@telusplanet.net

Mon, Dec 02, 2019 02:59 PM

Subject : Lease**To :** lmudry@lloydminster.ca

Further to your letter dated June 27, 2019 we wish to advise that we will be vacating the Community Services Building by the end of December, 2019. We will most likely be vacated prior to that time. Please advise where you would like us to return the keys.

Thank you to the City of Lloydminster for providing us with rental space for the past many, many years. The last lease I can find on file is back to 2005, however, it may be longer than that. The space was affordable and fit our needs very well. We are sad to leave our many fellow community service tenants that we came to know on a daily basis.

Deanna Stang-Livingston

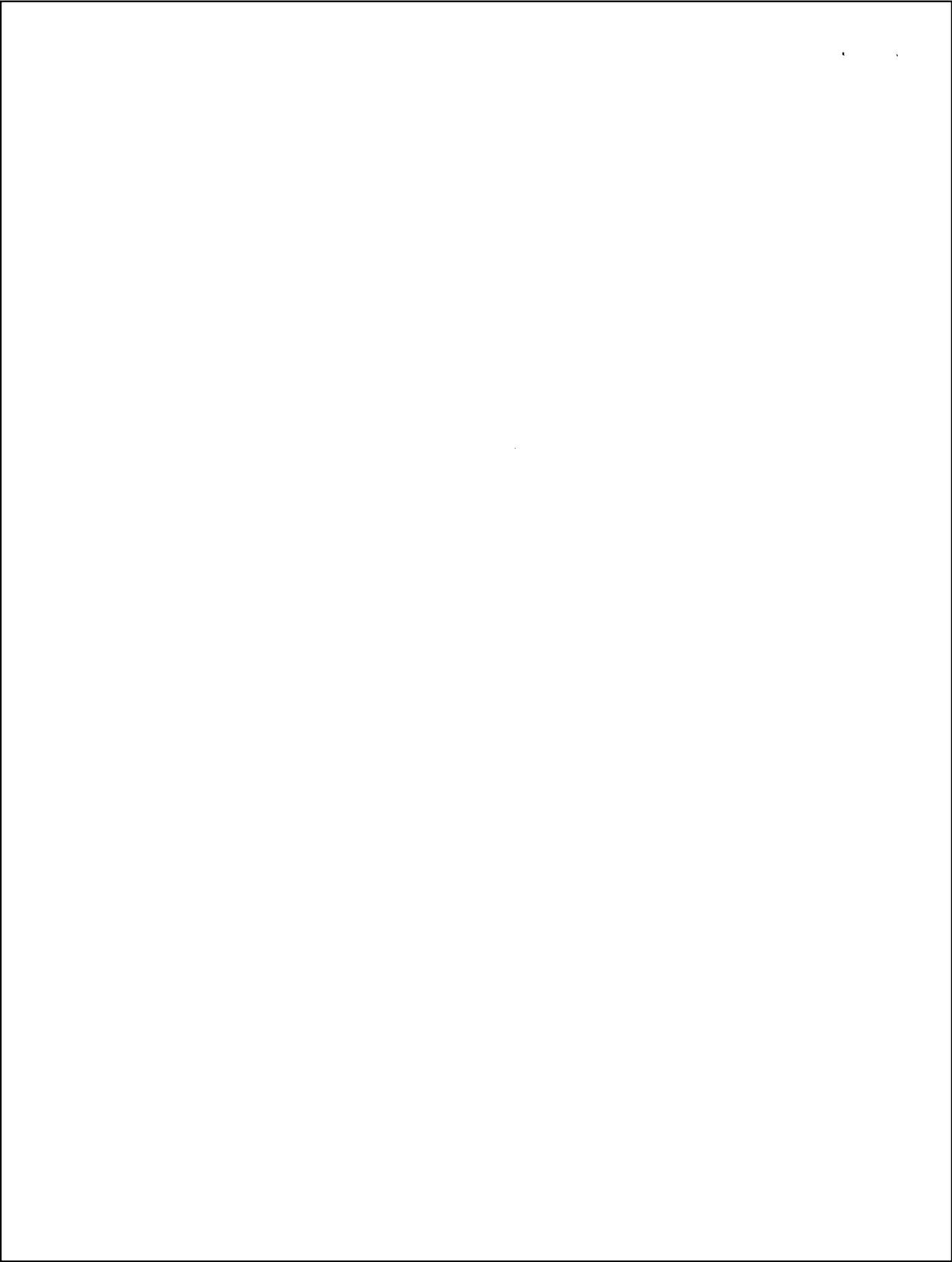
CAO

Lloyd Region Housing Group

lrhg@telusplanet.net

780 875 9131

780 872 1072





Office of the Director
HMB Operations and Compliance
Housing Division
3rd Floor, Capital Boulevard
10044 - 108 Street
Edmonton, Alberta T5J 5E6

December 19, 2019

Ms. Deanna Stang-Livingston
Chief Administrative Officer
Lloydminster Region Housing Group
4419 – 52 Avenue
Lloydminster AB T9V 0Y8

Dear Ms. Stang-Livingston:

We are providing your 2020 Alberta Social Housing Corporation (ASHC) Social Housing, Lodge Assistance Program, and Capital Maintenance and Renewal approved budgets, as well as a Rent Supplement Program update. We trust this will enable you to plan your 2020 operations on committed and reliable funding.

Budgets will be formalized annually with the provincial 2020 budget. Should the province's budget change, the ASHC will provide updates and direction to mitigate any impact on housing management body (HMB) budgets.

The ASHC recognizes the importance of the contribution of the Government of Canada to the social housing programs in Alberta through the funding provided in the Social Housing Agreement.

In *Budget 2019*, the department was directed to find more effective and efficient ways to deliver affordable housing in Alberta. There is an overall need to find new efficiencies and ensure that we are making the most of every taxpayer dollar and ensure the housing system is fiscally sustainable into the future.

2020 Social Housing Operating Budget

The Housing Division has been directed to find cost savings of \$4.6 million annually by reducing overall operating expenses of HMBs. Therefore, your 2020 approved operating surplus budget is \$276,392.

As in the past, HMBs can adjust revenues and expense categories between properties in their social housing budgets. Early in 2020, you will be provided with site-level budget templates. Please complete and return your 2020 site-level budget reallocations by **March 31, 2020**, with explanations for the adjustments. Failure to do so may result in quarterly funding being withheld.

.../2

Ms. Deanna Stang-Livingston
Page Two

2020 Lodge Assistance Program (LAP)

On December 5, 2019, the *Ensuring Fiscal Sustainability Act* received Royal Assent in the Alberta Legislature. This Act amends a number of pieces of legislation, including the *Alberta Housing Act*, to pause the indexing of several benefit programs, including the minimum monthly disposable income amount for residents of the Seniors' Lodge Program. As such, the minimum monthly disposable income amount for the Seniors' Lodge Program remains at \$322 per month. There is no defined end date to the pause, and lodge operators are to continue to set lodge rates that ensure each resident is left with at least \$322 until otherwise directed by the department.

Therefore the LAP and Unique Home Program rates "per eligible resident per day" will remain consistent at \$13.23 per day/per eligible client for the next three years. The department will advise annually when the LAP submissions are due at a later date.

More information on the *Ensuring Fiscal Sustainability Act* can be found online at <https://www.alberta.ca/implementing-budget-2019.aspx>.

2020/2021 Capital Maintenance and Renewal Budget

Department staff reviewed the maintenance projects identified in your 2020-2022 business plan with you in November. The approvals considered age, condition and facility component priorities (i.e., life safety, building envelope, mechanical, electrical, environmental sustainability, etc.).

ASHC Owned Assets

Based on the evaluation we are pleased to advise you Capital Maintenance and Renewal (CMR) investment funding of \$33,000 is approved for the ASHC owned portfolio, as per the attached listing.

Non-ASHC Owned Assets

We advise you that there is no Capital Maintenance and Renewal (CMR) funding currently approved for the non-ASHC owned portfolio. If you operate a non-ASHC owned portfolio, the CMR budget will be approved in the new-year and you will be notified if funding is approved for these projects.

Maintaining safe, secure, affordable housing for Albertans with low income is a key priority that both the government and your organization shares. If you have any emergent capital issues prior to the next CMR approvals please forward that information the following email address.

If you have any questions regarding the information above, please email SH.CMR-Housing@gov.ab.ca.

Rent Supplement Program Update

As you know, *Budget 2019* approved a Rent Supplement funding reduction of \$11 million in 2020-21 and a further reduction of \$5 million in 2021-22, bringing the total reduction to \$16 million.

.../3

Ms. Deanna Stang-Livingston
Page Three

To meet this reduction, HMBs administering the provincial Rent Supplement Programs have been directed by Alberta Seniors and Housing to suspend intake of applications and stop the allocation of supplements to households on their waitlists until the Rent Supplement Programs have been redesigned.

The department has been collecting data and working with HMBs to develop the best approach to managing program delivery in light of these funding reductions. We are aiming to approve individual HMB rent supplement budgets no later than March 2020. Interim direction will be communicated before then as we work towards our new budget targets.

As the fiscal periods between HMBs and ASHC cross over, in January 2020 you will receive the same advancement of rent supplement funding that was based upon your 2019 approved budget. We ask that you remain cognisant of the reduction to our funding targets and hold the excess of funds for future decisions.

Overall

We will continue to work with you to address any concerns you may have with our current operating or capital maintenance and renewal budget in the upcoming year. We trust you will find efficiencies within your organization to meet this budget with minimal impact services provided to tenants and ensure that units remain operational.

Section 21 of the Management Body Operation and Administration Regulation notes that expenditures must be made within approved budgets. ASHC has limited funding for contingency and HMBs will be held accountable to manage operations within their budgets. Budget amendments will only be considered on an emergency basis for unforeseen events.

If you have any questions or concerns regarding your budget, please contact your Housing Advisor directly.

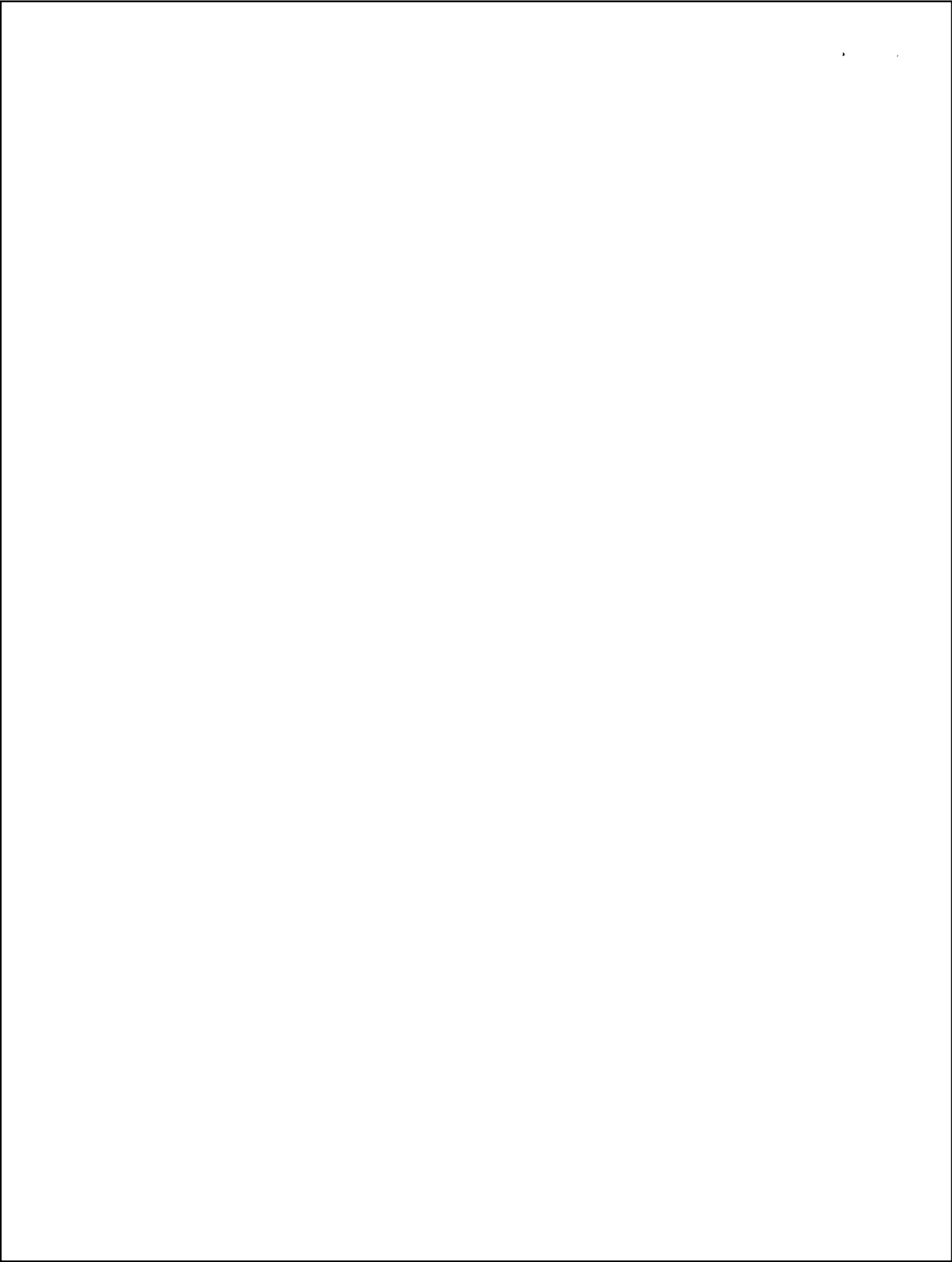
Yours truly,



Philip Henke, CPA, CGA
Director, HMB Operations and Compliance
Housing Division

Attachment

cc: Herb Flieger, Board Chair, Lloydminster Region Housing Group
Janet Parsons, Housing Advisor, Alberta Seniors and Housing

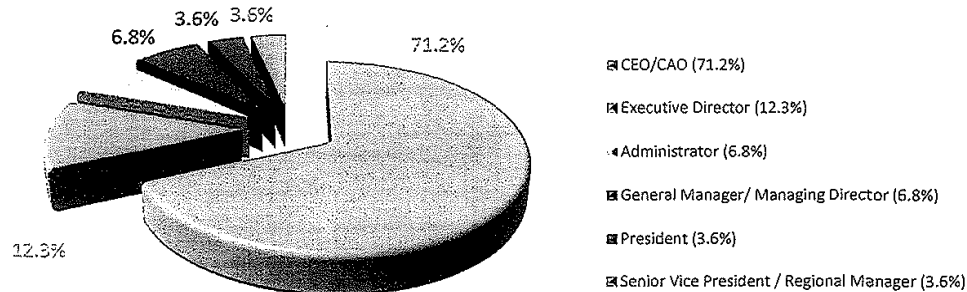


■ Organization Leaders

Organization Leader Titles

Respondents were asked to provide information based on the most senior leader in their organization in Alberta. The vast majority of Organization Leaders hold the title of Chief Executive Officer or Chief Administrative Officer.

Organization Leader Titles (N=73)



Contracted Organization Leaders

Respondents were asked whether the position of Organization Leader was a contract position. Of the 71 respondents that answered, only 19.7% are contract employees. This is down slightly from the 24.1% in 2015.

Organization Leader Compensation

Respondents were asked to provide the average hours their Organization Leader's salary is based on. This ranged from 10.0 to 55.0 hours per week. On average, an Organization Leader's salary is based on 38.6 hours per week. To provide comparative data, all salaries provided have been recalculated to an annual salary based on a 40-hour work week.

Respondent information is based on only Alberta Organization Leaders. As this data is based on a single individual, averaging is done to ensure confidentiality is maintained. Rather than providing a Low and High compensation, the average low is based on the average of the lowest one-third of the salaries and the average high is based on the average of the highest one-third of the salaries in each category.

Organization Leader Annual Salary	N=	2017 Average Low Salary	2017 Average High Salary	2017 Median Salary	2017 Average Salary	2015 Average Salary	% Increase
All Organization Leaders	71	\$74,475.78	\$158,126.19	\$102,649.00	\$111,951.54	\$103,404.97	8.3%
Contract Organization Leaders	14	\$71,310.99	\$161,056.16	\$97,637.50	\$110,829.34	\$98,254.77	12.8%
Non-contract Leaders	57	\$75,308.62	\$156,987.04	\$104,000.00	\$112,227.17	\$104,983.26	6.9%

Based on all Organization Leaders, regardless of their portfolio, the position has experienced an average salary increase of 8.3%.

Further analysis was conducted, using various factors.

Organization Leader Annual Salary by Budget	N=	2017 Average Low Salary	2017 Average High Salary	2017 Median Salary	2017 Average Salary	2015 Average Salary	% Increase
All Organization Leaders	71	\$74,475.78	\$158,126.19	\$102,649.00	\$111,951.54	\$103,404.97	8.3%
\$1,000,000 or less	11	\$55,271.87	\$89,673.03	\$70,000.00	\$72,207.24	\$76,352.76	-5.4%
\$1,000,001 to \$2,000,000	11	\$64,316.67	\$145,298.06	\$94,119.47	\$101,744.41	\$74,096.88	37.3%
\$2,000,001 to \$3,000,000	5	\$77,737.50	\$104,754.50	\$89,600.00	\$90,916.80	\$110,758.29	-17.9%
\$3,000,001 to \$5,000,000	17	\$88,722.97	\$120,804.89	\$100,000.00	\$103,448.07	\$101,788.79	1.6%
\$5,000,001 to \$10,000,000	16	\$98,402.56	\$169,551.25	\$130,086.67	\$131,303.78	\$129,062.93	1.7%
\$10,000,001 to greater	10	\$101,955.81	\$221,579.16	\$163,00.000	\$161,780.49	\$151,550.00	6.8%

As noted in the Report Limitations and Interpretations section, when comparing specific numbers to previous surveys, a degree of caution should be used as the two studies compare different sets of data. This occurs because different participant organizations respond from year to year, different individuals complete the survey; or different criteria have been used to measure data. For example, there was a far greater number of organizations with a budget of less than \$3,000,000.00 in the 2015 survey results in comparison with the current survey results.

In comparing Organization Leader salaries by budget, the most significant increase has occurred for those operating a budget from \$1,000,001 to \$2,000,000.

Organization Leader by Gender	N=	2017 Average Low Salary	2017 Average High Salary	2017 Median Salary	2017 Average Salary	2015 Average Salary	% Increase
All Organization Leaders	71	\$74,475.78	\$158,126.19	\$102,649.00	\$111,951.54	\$103,404.97	8.3%
Female Organization Leaders	44	\$72,964.98	\$144,933.71	\$101,324.50	\$106,734.71	\$97,613.14	9.3%
Male Organization Leaders	27	\$76,993.79	\$178,740.65	\$102,222.22	\$120,453.04	\$114,368.09	5.3%

Consistent with the 2015 survey results, there are almost twice as many female Organization Leaders in the housing sector. Exactly the same as the 2015 results, female Organization Leaders earn 5.6% less than the overall average and 14.7% less than the average of their male colleagues. Male Organization Leaders earn 10.6% more than the housing industry average.

On average, male Organization Leaders operate an average budget of \$8.4 M, while female Organization Leaders operate an average budget of \$5.8 M. Consistent with the 2015 survey results, female Organization Leaders with a budget of less than \$1 M earned only slightly less than their male colleagues. However, the trend suggests that the greater the budget an Organization Leader is responsible for, the greater the variance between male and female Organization Leader salaries.

Organization Leader by Units Operated, regardless of unit type	N=	2017 Average Low Salary	2017 Average High Salary	2017 Median Salary	2017 Average Salary	2015 Average Salary	% Increase
All Organization Leaders	71	\$74,475.78	\$158,126.19	\$102,649.00	\$111,951.54	\$103,404.97	8.3%
Up to 100 Units	13	\$58,094.90	\$119,268.81	\$75,000.00	\$83,803.04	\$81,571.63	2.7%
101 – 150 Units	9	\$60,621.90	\$101,042.82	\$86,652.80	\$81,626.95	\$80,745.17	1.1%
151 – 200 Units	9	\$76,017.62	\$105,741.94	\$98,800.00	\$93,636.41	\$87,985.47	6.4%
201 – 300 Units	14	\$91,593.40	\$151,506.00	\$109,265.71	\$117,842.85	\$100,648.22	17.1%
301 – 500 Units	13	\$91,263.19	\$160,362.28	\$112,000.00	\$121,973.04	\$130,606.99	-6.6%
501 – 1,000 Units	8	\$118,300.69	\$160,228.27	\$132,240.00	\$137,508.36	\$130,984.20	5.0%
Over 1,000 Units	3	Insufficient data			\$214,640.67	\$157,993.52	35.9%

The most significant increase appears to have occurred in larger operations with over 1,000 units. The next highest significant increase appears to have occurred in the mid-size operations with 201 to 300 units with a 17.1% increase. In most cases, an Organization Leader's salary average is closely related to the number of units within their portfolio.

Organization Leader by Years of Relevant Experience	N=	2017 Average Low Salary	2017 Average High Salary	2017 Median Salary	2017 Average Salary	2015 Average Salary	% Increase
All Organization Leaders	71	\$74,475.78	\$158,126.19	\$102,649.00	\$111,951.54	\$103,404.97	8.3%
Less than 5 Years of Experience	10	\$57,748.56	\$118,832.00	\$77,254.83	\$85,025.13	\$85,534.97	-0.6%
5 – 9 Years of Experience	17	\$73,747.25	\$131,025.58	\$98,800.00	\$100,708.06	\$89,519.48	12.5%
10 – 14 Years of Experience	16	\$81,968.76	\$188,147.49	\$115,280.00	\$129,347.89	\$123,994.05	4.3%
15 or more Years of Experience	28	\$81,026.75	\$167,180.37	\$109,265.71	\$118,453.74	\$108,297.39	9.4%

The number of Organization Leaders with less than 5 years of relevant experience has realized a slight decrease over the past two years, while the greatest increase has been experienced by those with 5 to 9 years of experience. Although it would appear that in most cases an Organization Leader's salary average is closely related to their years of experience, there are some anomalies. These anomalies could be a result of different survey respondents, the size of the organization, relevant education, years employed with the same organization or a combination of several of these factors.

Organization Leader by Education	N=	2017 Average Low Salary	2017 Average High Salary	2017 Median Salary	2017 Average Salary	2015 Average Salary	% Increase
All Organization Leaders	71	\$74,475.78	\$158,126.19	\$102,649.00	\$111,951.54	\$103,404.97	8.3%
Masters Degree	13	\$83,106.39	\$154,741.20	\$115,200.00	\$118,629.28	\$125,991.26	-5.8%
Bachelor's Degree	14	\$93,146.67	\$197,841.79	\$169,885.00	\$148,657.73	\$127,947.59	16.2%
Post-Secondary Diploma	30	\$71,059.60	\$118,012.09	\$98,000.00	\$95,719.00	\$89,874.98	6.5%
Some Post-Secondary	6	\$69,276.19	\$189,600.00	\$91,446.00	\$116,774.06	\$76,438.43	52.8%
No Post-Secondary	8	\$63,213.92	\$131,104.76	\$85,000.00	\$94,119.51	\$93,307.11	0.9%

Consistent with the 2015 survey results, the highest number of Organization Leaders (42.3%) have a post-secondary diploma or certificate. Those Organization Leaders with some post-secondary education has seen the most significant increase (52.8%). However, this is likely due to the lower number of respondents in that category and that two of those Organization Leaders have 17 or more years of experience. Although it would appear that in most cases an Organization Leader's salary average is closely related to their level of education, there are some anomalies. These anomalies could be a result of different survey respondents, the size of the organization, the years of relevant experience, the years employed with the same organization, whether or not their education studies are relevant to the position or a combination of several of these factors.

102,659.00 - 109,141.00
95,316.00

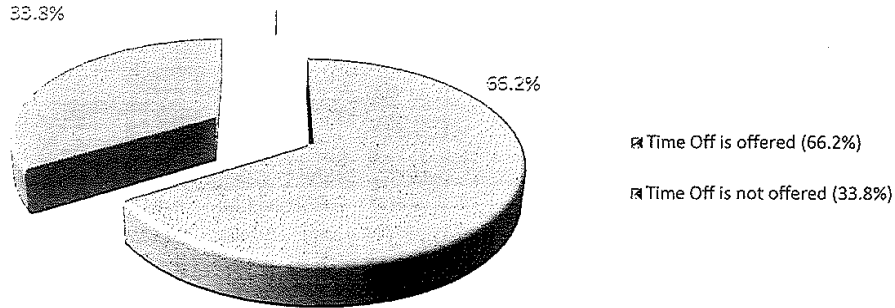
Relative to their level of education, survey respondents were asked whether their field of study was relevant to their position.

Education Relevancy	N=	Yes	Somewhat	No
All Organization Leaders, regardless of the type of degree or certificate	59	50.8%	32.2%	16.9%
Masters Degree	11	18.2%	54.5%	27.3%
Bachelor's Degree	13	69.2%	15.4%	15.4%
Post-Secondary Diploma / Certificate	30	60.0%	33.3%	6.7%
Some Post-Secondary	5	20.0%	20.0%	60.0%

Organization Leaders – Overtime

Respondents were asked if the Organization Leader is provided time off in lieu of overtime worked. The majority (66.2%) receive additional time off. This is slightly higher than the 2015 survey results.

Time Off In Lieu Of Overtime (N=71)



Organization Leaders – Rate of Turnover

Respondents were asked to provide an assessment of their rate of turnover relative to their Organization Leader and how this assessment compares with the previous year. The results are fairly consistent with the 2015 survey results.

Organization Leader Rate of Turnover	N=	2017 Overall Percentage	Higher than Previous Year	About the Same as Previous Year	Lower than Previous Year
High Rate of Turnover	1	1.4%	0.0%	1.4%	0.0%
Average Rate of Turnover	1	1.4%	0.0%	0.0%	1.4%
Moderate Rate of Turnover	7	9.9%	1.4%	5.6%	2.8%
Very Minimal Rate of Turnover	62	87.3%	4.2%	54.9%	28.2%

Lloydminster Region Housing Group

Payments Journal 01/15/2020 to 01/15/2020

		Account Number	Account Description	Debits	Credits	
01/15/2020	J284	12438, Hey Plumber 2019 (On the Border Plumbing & Heating)				
		201010	Accounts Payable	315.00	-	SE - auger
		100213	Current Account		315.00	rental after hour
01/15/2020	J285	12439, Desjardins Card Services				
		201010	Accounts Payable	26.23	-	
		100213	Current Account		26.23	office supplies
01/15/2020	J286	12440, Border City Building Centre Ltd.				
		201010	Accounts Payable	31.32	-	
		100213	Current Account		31.32	plumbing TH #41
01/15/2020	J287	12441, The Home Depot				
		201010	Accounts Payable	812.41	-	
		100213	Current Account		812.41	plumbing + elec seniors
01/15/2020	J288	12442, Lloyd Lock & Key Ltd.				
		201010	Accounts Payable	148.05	-	taps - Kitscoty
		100213	Current Account		148.05	key cabinet - office
01/15/2020	J289	12443, Lloydminster Plumbing & Heating Ltd.				
		201010	Accounts Payable	1,061.41	-	TH #4 +
		100213	Current Account		1,061.41	Km make-up air
01/15/2020	J290	12444, City Locksmithing & Security				
		201010	Accounts Payable	128.00	-	TH #20
		100213	Current Account		128.00	rekey
01/15/2020	J291	12445, MNP LLP				
		201010	Accounts Payable	7,717.50	-	
		100213	Current Account		7,717.50	MNP - deposit
01/15/2020	J292	12446, Agline				
		201010	Accounts Payable	71.18	-	
		100213	Current Account		71.18	gas - snowblower
01/15/2020	J293	12447, Astec Safety Inc.				
		201010	Accounts Payable	665.44	-	
		100213	Current Account		665.44	annual inspec. fire extinguishers - seniors
01/15/2020	J294	12448, Image Press				
		201010	Accounts Payable	61.90	-	
		100213	Current Account		61.90	stamps - office
01/15/2020	J295	12449, 1722040 Alberta Ltd. O/A Budget Blinds				
		201010	Accounts Payable	1,293.20	-	
		100213	Current Account		1,293.20	blinds - office
01/15/2020	J296	12450, Culligan Lloydminster				
		201010	Accounts Payable	10.88	-	
		100213	Current Account		10.88	water - office
01/15/2020	J297	12451, Klassen, Russ				
		201010	Accounts Payable	1,850.00	-	
		100213	Current Account		1,850.00	painting / tile cabinet removal
01/15/2020	J298	12452, Kevin's Computing				
		201010	Accounts Payable	49.88	-	③ suites
		100213	Current Account		49.88	computer repair
01/15/2020	J299	12453, Kondro Electric				
		201010	Accounts Payable	1,944.64	-	
		100213	Current Account		1,944.64	annual inspec. fire alarms
01/15/2020	J300	12454, Nelson Lumber				
		201010	Accounts Payable	169.42	-	seniors
						paint

Lloydminster Region Housing Group

Payments Journal 01/15/2020 to 01/15/2020

		Account Number	Account Description	Debits	Credits	
		100213	Current Account		169.42	
01/15/2020	J301	12455, Pahtayken, Kyla				
		201010	Accounts Payable	572.00	-	dep. return
		100213	Current Account		572.00	
01/15/2020	J302	12456, Signs 'n More				
		201010	Accounts Payable	26.78	-	sign decals
		100213	Current Account		26.78	- new office
01/15/2020	J303	12457, Stang-Livingston, Deanna				
		201010	Accounts Payable	595.35	-	range p#101
		100213	Current Account		595.35	
01/15/2020	J304	12458, Sage Software Canada Ltd.				
		201010	Accounts Payable	1,264.20	-	accounting
		100213	Current Account		1,264.20	software renewal
01/15/2020	J305	12459, ThyssenKrupp Elevator (Canada) Limited				
		201010	Accounts Payable	3,149.43	-	qtrly service
		100213	Current Account		3,149.43	contract
01/15/2020	J306	ELEV PH JAN/20, Telus Communications Inc.				
		201010	Accounts Payable	284.52	-	} elev + fire phones
		100213	Current Account		284.52	
01/15/2020	J307	PHONE FIRE JAN/20, Telus Communications Inc.				
		201010	Accounts Payable	247.57	-	}
		100213	Current Account		247.57	
01/15/2020	J308	ELEC DTM4 VAC, ATCOenergy				
		201010	Accounts Payable	52.72	-	} elec - vac
		100213	Current Account		52.72	
01/15/2020	J309	ELEC DEC/19, Campus Energy Partners LP				
		201010	Accounts Payable	10,246.29	-	} elec + heating
		100213	Current Account		10,246.29	
01/15/2020	J310	HEAT/2019, Campus Energy Partners LP				
		201010	Accounts Payable	18,904.15	-	}
		100213	Current Account		18,904.15	
01/15/2020	J311	ELEC DEC/19 & JAN/20, Direct Energy Regulated Services				
		201010	Accounts Payable	736.21	-	} elec - vac.
		100213	Current Account		736.21	
01/15/2020	J312	ELEC VAC 5662 DEC/19, Direct Energy Regulated Services				
		201010	Accounts Payable	125.54	-	}
		100213	Current Account		125.54	
01/15/2020	J313	GROUP BEN JAN/20, GroupHEALTH Global - TRUST				
		201010	Accounts Payable	1,294.29	-	} staff benefits
		100213	Current Account		1,294.29	
01/15/2020	J314	JAN15/20 KEI, Kneen Enterprises Inc. (Contract 2020)				
		201010	Accounts Payable	945.00	-	}
		100213	Current Account		945.00	
01/15/2020	J320	JAN15/20 DL, Livingston, Dean (Contract 2020)				
		201010	Accounts Payable	3,086.15	-	} contracts
		100213	Current Account		3,086.15	
01/15/2020	J322	REMIT CRA JAN15/20, Canada Revenue Agency				
		201010	Accounts Payable	3,035.60	-	} payroll remitt.
		100213	Current Account		3,035.60	
				60,922.26	60,922.26	

VILLAGE OF MARWAYNE

**Monthly Council Revenue Expense Repo
Expense Report**

For Period Ending 31-Jan-2020



GL5410

Date : Jan 31, 2020

Page : 1

Time : 4:05 pm

	BUDGET	CURRENT	YTD VARIANCE
GENERAL OPERATING FUND			
Operating Revenue			
General Government	(148,303.00)	(13,021.06)	(135,281.94)
Protective Services	(2,000.00)	(2,120.00)	120.00
Transportation Services	(1,500.00)	(276.10)	(1,223.90)
Utility - Water Services	(303,954.00)	(15,824.88)	(288,129.12)
Utility - Wasterwater Services	(62,500.00)	(4,081.90)	(58,418.10)
Environmental Health Services	(74,000.00)	(6,358.00)	(67,642.00)
Community Services	(107,277.00)	(8,155.65)	(99,121.35)
Recreation and Cultural Services	(12,204.00)	0.00	(12,204.00)
Total Operating Revenue	(711,738.00)	(49,837.59)	(661,900.41)
Capital Revenue			
Government Transfer For Capital	(458,600.00)	(6,793.55)	(451,806.45)
Reserve Capital	(31,800.00)	0.00	(31,800.00)
Deferred Revenue Capital	(259,042.00)	0.00	(259,042.00)
Total Capital Revenue	(749,442.00)	(6,793.55)	(742,648.45)
Operating Expense			
Legislative Services	32,250.00	1,654.49	30,595.51
Administrative Services	257,447.00	17,601.90	239,845.10
Protective Services	52,150.00	3,360.74	48,789.26
Transportation Services	193,820.00	30,481.13	163,338.87
Utility - Water Services	340,246.00	7,761.64	332,484.36
Utility - Wasterwater Services	88,444.00	529.67	87,914.33
Environmental Health Services	73,785.00	5,984.76	67,800.24
Community Services	108,435.00	2,325.86	106,109.14
Recreation and Cultural Services	67,188.00	1,048.81	66,139.19
Total Operating Expense	1,213,765.00	70,749.00	1,143,016.00
Capital Expense			
Municipal	1,000.00	0.00	1,000.00
Utility	366,515.00	3,408.00	363,107.00
Capital Purchase	27,500.00	0.00	27,500.00
Additional Cash Requirements	263,319.00	0.00	263,319.00
Total Capital Expense	658,334.00	3,408.00	654,926.00
Taxation			
Municipal Taxation	(410,919.00)	0.00	(410,919.00)
School Taxation In	(125,639.00)	0.00	(125,639.00)
School Taxation Out	125,639.00	0.00	125,639.00
Local Improvements In	(23,203.00)	0.00	(23,203.00)
Local Improvements Out	23,203.00	0.00	23,203.00
Total Taxation	(410,919.00)	0.00	(410,919.00)
Total GENERAL OPERATING FUND	0.00	17,525.86	(17,525.86)
Total Surplus (-)/Deficit	0.00	17,525.86	(17,525.86)

VILLAGE OF MARWAYNE

**Monthly Council Revenue Expense Repo
Expense Report**

For Period Ending 31-Jan-2020



GL5410

Date : Jan 31, 2020

Page : 2

Time : 4:05 pm

Report Options Accounts : All

Cost Center 1 : All

Cost Center 2 : All

Cost Center 3 : All

Rollup Accounts Selected
Summarize Cost Centers Selected

Fund Level Selected

Group Level Selected
Sub Group Level Selected

Group Total Selected
Sub Group Total Selected

Print Surplus(-)/Deficit Selected

VILLAGE OF MARWAYNE
Cheque Register-Summary-Bank



AP5090 Page : 1
 Date : Jan 31, 2020 Time : 2:18 pm

Supplier : 10 To XYLCA
 Cheque Dt. 31-Jan-2020 To 31-Jan-2020
 Bank : 01 - ATB To 99 - Penny Clearing

Seq : Cheque No. Status : All
 Medium : M=Manual C=Computer E=EFT-PA

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
3184	31-Jan-2020	10032	Receiver General For Canada	Issued	8	C	8,355.28
3185	31-Jan-2020	AISL	AMSC Insurance Services Ltd	Issued	9	C	2,076.88
3186	31-Jan-2020	10015	Northern Lights Library System	Issued	10	C	3,169.38
3187	31-Jan-2020	10113	TELUS	Issued	10	C	345.60
3188	31-Jan-2020	AISL	AMSC Insurance Services Ltd	Issued	10	C	2,222.00
3189	31-Jan-2020	ATBMA	ATB Mastercard	Issued	10	C	395.38
3190	31-Jan-2020	GENCO	WSP Canada Inc	Issued	10	C	1,746.41
3191	31-Jan-2020	GOA	Government of Alberta	Issued	10	C	20.00
3192	31-Jan-2020	SHAHAR	Harrower, Shannon	Issued	10	C	201.18
3193	31-Jan-2020	VCOC	V3 Companies of Canada Ltd.	Issued	10	C	4,859.03

Total Computer Paid :	23,391.14	Total EFT PAP :	0.00	Total Paid :	23,391.14
Total Manually Paid :	0.00	Total EFT File :	0.00		

10 Total No. Of Cheque(s) ...



202, 9440 49 Street, Edmonton, AB T6B 2M9 | NSWA.AB.CA

September 12, 2019

Mayor Cheryle Eikeland
Village of Marwayne
PO Box 113
Marwayne AB T0B 2X0

RE: Municipal Contribution to NSWA

Dear Mayor Eikeland,

I am pleased to provide a copy of the North Saskatchewan Watershed Alliance (NSWA) 2018-19 Annual Report, which summarizes the projects and collaborative partnerships that NSWA has conducted in your watershed during the past year. This important work was accomplished thanks to the generous support of over 40 municipalities in our shared watershed. We would again appreciate positive consideration by your Council for a \$0.50 per capita contribution to NSWA for 2020.

In addition to financial contributions from individual municipalities, our non-profit alliance depends on an annual operating grant from the Government of Alberta and contributions from EPCOR. More information about the NSWA, our bylaws, finances and projects can be found online at www.nswa.ab.ca.

How your financial contribution benefits your community

In 2005, Alberta Environment appointed NSWA as the Watershed Planning and Advisory Council for the North Saskatchewan River (NSR) basin under *Water for Life: Alberta's Strategy for Sustainability*. NSWA has made significant progress under this mandate, and in 2012 released an Integrated Watershed Management Plan (IWMP) for the North Saskatchewan River basin. This major undertaking provides advice and direction to protect the long-term supply and quality of water resources for future generations. IWMP implementation is now underway through strategic watershed partnerships with local municipalities and stewardship groups.

NSWA partners with individual municipalities and three sub-watershed alliances to assess local watershed conditions and issues, coordinate inter-municipal projects, and develop harmonized land policies to support long-term sustainability of watershed resources. NSWA also provides technical expertise, grant application support, consultant coordination and facilitation services for meetings and workshops.

NSWA, in collaboration with its regional partners, successfully applied for over \$2.0 million worth of provincial and federal grants to support municipalities and local stewardship groups. See the attached table for some examples of current watershed projects that NSWA is facilitating with local municipalities.

NSWA is helping to address many local watershed management issues including:

- Riparian and wetland habitat conservation and restoration
- River and creek hydrology studies
- Natural areas and groundwater recharge areas protection
- Fisheries habitat and aquatic health assessments, including invasive species issues
- Long term impacts of land use changes on watershed health
- Best management practices and planning policies related to riparian, wetland and natural area protection, stormwater management and flood protection and water conservation.

NSWA is also involved in many major intergovernmental projects such as the North Saskatchewan Regional Land Use Framework, Edmonton Metro Region Growth Plan, Industrial Heartland Water Management Framework and EPCOR's Drinking Water Protection Plan. This involvement, plus its close working relationship with many Alberta government agencies, allows NSWA to connect municipalities such as yours with the best resources to address watershed issues.

NSWA would be pleased to discuss any watershed issues of concern to your municipality and to provide a briefing if requested by your Council or Administration. If an elected municipal representative would like to serve on the NSWA Board of Directors, there will be an opportunity at the 2020 NSWA Annual General Meeting for the election of new board directors.

Please feel free to contact NSWA's Executive Director, Ms. Leah Kongsrude at 587-525-6827 or leah.kongsrude@nswa.ab.ca in this regard. Ms. Kongsrude has over 30 years' environmental experience including ten years in municipal government and appreciates the challenges and opportunities that municipalities face with local watershed management issues.

Thank you for your consideration. We have taken the liberty of enclosing an invoice.



Mr. Ken Crutchfield, President
North Saskatchewan Watershed Alliance Society

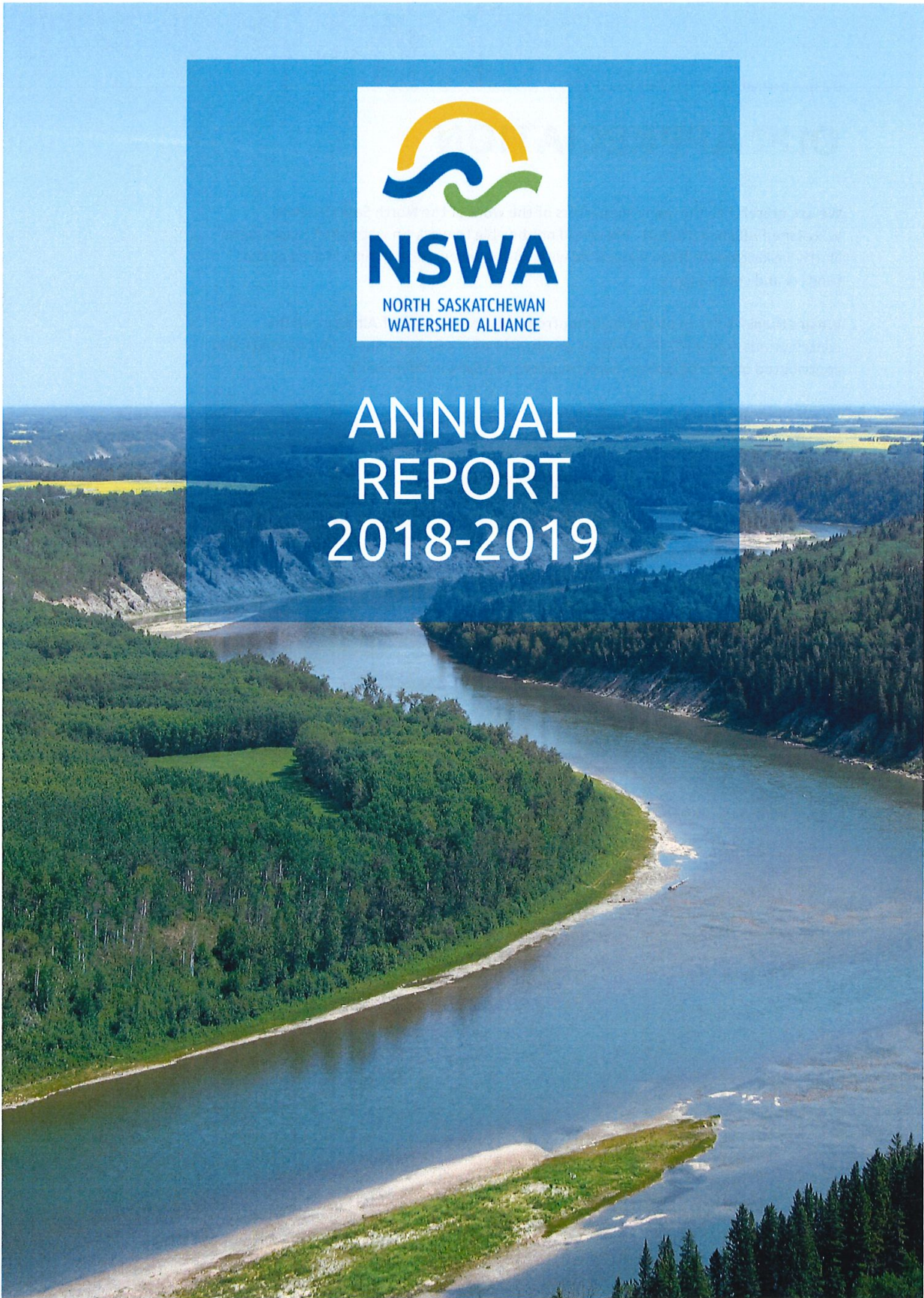
Cc: Chief Administrative Officer

Attachments: Examples of current NSWA Coordinated Watershed Studies
Invoice for 2020 Contribution to NSWA

Examples of current NSWA Coordinated Sub-Watershed Projects

SUB-WATERSHED	MAJOR WATERBODIES	MUNICIPALITIES	PROJECTS
Headwaters	North Saskatchewan River Cline River Clearwater River Ram River Brazeau River Modeste Creek Strawberry Creek Wabamun Lake	Clearwater County Brazeau County Parkland County Leduc County Wetaskiwin County Town of Drayton Valley Town of Rocky Mountain House Town of Devon Town of Thorsby Village of Wabamun	<ul style="list-style-type: none"> • \$140,000 Alberta Water Resiliency and Restoration Program grant was used to map the health of riparian areas along the Modeste and Strawberry Creeks. This data will be used to conserve or restore high priority riparian areas that will provide greater flood/drought resistance, improve water quality and enhance wildlife habitat. The GIS data will be made accessible through an online web portal with information friendly format for the public and a detailed technical format for municipal planners. The Riparian Report for Modeste and Strawberry subwatersheds are available on the NSWA website • The Wabamun Lake Watershed Management Plan is being finalized with involvement of local municipalities and lake stewardship groups
Sturgeon River	Sturgeon River Isle Lake Lac St. Anne Birch Lake Matchaway Lake Sandy Lake Kilini Creek Riviere Qu'Barre Atim Creek Carrot Creek	Lac St. Anne County Parkland County Sturgeon County City of Edmonton City of St. Albert City of Spruce Grove Town of Stony Plain Town of Onoway Town of Morinville Town of Gibbons Summer Villages of Lac Ste. Anne County East	<ul style="list-style-type: none"> • \$300,000 Alberta Community Partnership grant was used to summarize information on surface water and groundwater hydrology, wetland and natural areas within the entire watershed. This grant also provides funds to assess and recommend consistent environmental and watershed protection planning tools for municipalities that align with federal, provincial regulations and reflect best management practices in Alberta. The grant will also be used to complete an Integrated Watershed Management Plan for the Sturgeon River Watershed (Fall 2019) • \$147,000 Federal Environmental Damages Fund grant – reports now finalized assessing water quality, fisheries habitat and aquatic health of the Sturgeon River and its tributaries. This information provides an up to date and comprehensive assessment of aquatic health of the watershed. Reports available on the NSWA website. • \$65,000 Alberta Water Resiliency and Restoration Program grant mapped the health of riparian areas along the Sturgeon River and its tributaries, as well as 17 lakes, for a total of over 1700 km of shoreline. This data will be used to conserve or restore high priority riparian areas in order to provide greater flood/drought resistance,

<p>Vermillion River</p>	<p>Vermillion River Waskwei Creek Cotton Creek Birch Creek Campbell Creek Deer Creek Stretton Creek</p>	<p>County of Vermillion River County of Minburn Beaver County County of Two Hills County of St. Paul Town of Vermillion Town of Vegreville Town of Two Hills Town of St. Paul Town of Elk Point Town of Bruderheim Village of Holden Village of Innisfree Village of Myrnam</p>	<p>improve water quality and wildlife habitat. Final reports available online at www.nswaab.ca</p> <ul style="list-style-type: none"> • A shared \$75,000 Water Resiliency and Restoration Program grant with Vermillion River Watershed Alliance to assess long term land use changes in the watershed and its effect on the hydrology of the basin. This study uses ALCES, a cumulative assessment simulation assessment tool, to show the impacts of land use decisions. This tool has also been used by the Edmonton Metro Regional Board to support its planning discussions and policy • A four-year, \$1.4 million Water Resiliency and Restoration Program grant to promote riparian and wetland restoration projects in the watershed. To date over 100 ha of wetlands and riparian areas have been enhanced or restored through this project. • A shared \$75,000 Water Resiliency and Restoration Program grant with Sturgeon River Watershed Alliance was used to assess long term land use changes in the watershed and its effect on the hydrology of the basin. This study uses ALCES, a cumulative assessment simulation assessment tool, to show the impacts of land use decisions. This tool has also been used by the Edmonton Metro Regional Board to support its planning discussions and policy.
<p>Beaverhill</p>	<p>North Saskatchewan River Beaverhill Creek Astotin Creek Beaverhill Lake Cooking Lake Hastings Lake Antler Lake</p>	<ul style="list-style-type: none"> • Strathcona County Lamont County Beaver County City of Fort Saskatchewan Town of Bruderheim Town of Tofield Town of Ryley 	<ul style="list-style-type: none"> • A Land Stewardship grant was used to complete a lake management plan for Antler Lake.



02 | Annual Report 2018-2019

OUR APPRECIATION

We are grateful to the many supporters of the work of the North Saskatchewan Watershed Alliance (NSWA). We would not be able to work on watershed issues in the North Saskatchewan River watershed without the resources and time shared by our funders and contributors.

We are thankful for an operating grant from the Government of Alberta and the contributions from EPCOR and many municipalities in our watershed. Our partners also contributed over \$700,000 of in-kind support to NSWA in 2018-2019.



Counties	Cities and Towns	Villages and Summer Villages
Beaver County Brazeau County Clearwater County Lac Ste. Anne County Lamont County Leduc County Parkland County St. Paul County Smoky Lake County Strathcona County Sturgeon County Thorhild County Wetaskiwin County County of Minburn County of Two Hills County of Vermilion River	Cities: Edmonton Fort Saskatchewan St. Albert Towns: Bruderheim Drayton Valley Elk Point Gibbons Onoway Rocky Mountain House St. Paul Smoky Lake Tofield Vegreville Vermilion	Villages: Holden Innisfree Marwayne Myrnam Ryley Spring Lake Wabamun Warburg Summer Villages: Castle Kapasiwin Point Alison Ross Haven Seba Beach Silver Sands South View Sunrise Beach Sunset Point West Cove Yellowstone

03 | Annual Report 2018-2019

MESSAGE FROM THE EXECUTIVE DIRECTOR

2018-2019 was a busy year for NSWA with many rewarding watershed projects, partnerships and events:

- Completion of twelve technical watershed projects funded by over \$1 million in provincial and federal grants
- Over 25 technical advisory and steering committee meetings with our subwatershed alliances
- Two new project grants received for \$630,000 to implement a watershed wide Riparian Health Action Plan
- Over 180 attendees at NSWA Education forums
- New NSWA website launched in October 2018

Our innovative and longstanding work was highlighted at the 2019 Alberta Emerald Awards with NSWA being finalists in the Non-Profit category for our *Riparian Health Action Plan* project and recognition for past NSWA Executive Director *Dave Trew* in the Lifetime Achievement category.

Our accomplishments would not be possible without the generous support and commitment of our partners. Thanks to everyone who has made this year an incredible success for watershed management and NSWA.

Leah Kongsrude, Executive Director



NSWA STAFF



Back row, left to right: *Gord Thompson, Mara Erickson, Dave Trew, Billie Milholland, Elisa Brose*

Front row, left to right: *Leah Kongsrude, Grace Turner, Ellen Cust, Mary Ellen Shain*
Missing: *Michelle Gordy*



04 | Annual Report 2018-2019

BOARD OF DIRECTORS

The NSWA is a multi-stakeholder watershed partnership incorporated as a non-profit society in 2000 and designated as a Water Planning and Advisory Council by the Government of Alberta in 2005. NSWA also became a registered charity in 2016. The work of NSWA is guided by an 18-member multi-stakeholder Board that provides strategic direction and advice to the organization to achieve its vision and mission. We appreciate our Board members ongoing dedication and support.

BOARD MEMBERS PAST AND PRESENT

Back row, left to right: *John McNab, Bill Fox, John Thompson, Tony Lemay, Mark Gressler, Jason Wilkins, Stephen Craik, Laurie Danielson, Ken Crutchfield*

Front row, left to right: *Anne-Marie Bertagnolli, Dave Trew, Leah Kongsrude, Leah Hamonic, Candace Vanin*



NSWA BOARD OF DIRECTORS 2018-2019

Agriculture

Bill Fox, *Alberta Beef Producers*

Forestry

Bob Winship, *Weyerhaeuser*

Industry

Dr. Laurie Danielson, *NCIA*

Member-at Large

John Thompson

Federal Government

vacant

Municipal

Al Corbett, *Alberta Drainage Council*

Jim Duncan, *Clearwater County*

Bart Guyon, *Brazeau County*

Jacque Hansen, *City of St. Albert*

John McNab, *Parkland County*

NGO

Ken Crutchfield, *Alberta Chapter*

Wildlife Society

Leah Hamonic, *Antler Lake*

Stewardship Committee

Provincial Government

Jamie Bruha, *Alberta Environment and Parks*

Tony LeMay, *Alberta Energy Regulator*

Utility

Dr. Stephen Craik, *EPCOR*

Aleta Corbett, *TransAlta*

Advisory

Todd Wyman, *City of Edmonton*

*Directors contributed over 1300 hours
for an in-kind contribution of over \$140,000
to the NSWA in 2018-2019*

05| Annual Report 2018-2019

NSWA STRATEGIC PLAN 2019-2021

The NSWA Board updated its 3-Year Strategic Plan in 2019 and outlined four key goals to achieve the vision and mission of the North Saskatchewan Watershed Alliance. The goals also align with the mandate of Watershed Planning and Advisory Councils set out by Alberta Environment and Parks.

STRATEGIC GOALS

Goal 1: *The NSWA supports Collaborative Watershed Planning*

Goal 2: *The NSWA provides Leadership in Watershed Management*

Goal 3: *The NSWA promotes Watershed Knowledge Sharing*

Goal 4: *The NSWA remains a Functional and Sustainable Organization*

The four goals are further defined by key objectives and actions which direct the work of the NSWA organization. Each objective will have defined performance measures to track the progress of the Plan.

The Strategic Plan will be reviewed annually by the NSWA Board to adjust for new opportunities and challenges and to assess the progress of the Plan.

To aid in this review the NSWA Board has established a new Strategic Planning and Priorities Standing Committee to provide detailed recommendations and insights on the long-term direction of the organization.



06 | Annual Report 2018-2019



Collaborative partnerships are the core to successful watershed planning for the NSWA. Our strong relationships with government agencies, municipalities, industry, non-governmental organizations and watershed stewardship groups provide us with the ability to align our work with our key stakeholder's watershed issues and projects.

COLLABORATIVE PARTNERSHIPS

Headwaters Alliance	Sturgeon River Watershed Alliance	Vermillion River Watershed Alliance	Lakes
<ul style="list-style-type: none"> ○ Clearwater County ○ Brazeau County ○ Wetaskiwin County ○ Leduc County ○ Parkland County ○ Town of Drayton Valley ○ Town of Rocky Mountain House ○ Town of Devon ○ Town of Thorsby ○ Alberta Environment and Parks 	<ul style="list-style-type: none"> ○ Parkland County ○ Sturgeon County ○ Lac Ste Anne County ○ City of Edmonton ○ City of St. Albert ○ City of Spruce Grove ○ Town of Gibbons ○ Town of Morinville ○ Town of Onoway ○ Town of Stony Plain ○ Village of Alberta Beach ○ Summer Villages of Lac Ste Anne County East ○ Big Lake Environmental Support Society ○ Alberta Conservation Association ○ Alberta Environment and Parks 	<ul style="list-style-type: none"> ○ County of Vermilion River ○ County of Minburn ○ Beaver County ○ County of Two Hills ○ County of St. Paul ○ Holden Drainage District ○ Alberta Drainage Council ○ Vermillion River Operations Advisory Committee ○ Town of Vermilion ○ Town of Vegreville ○ Town of Two Hills ○ Agriculture and Agri-Food Canada ○ North American Waterfowl Management Plan ○ Alternative Land Use Services Canada ○ Alberta Environment and Parks 	<ul style="list-style-type: none"> ○ Parkland County ○ Hubbles Lake Stewardship Society ○ Mayalan Lake Management Association ○ Lake Isle Lac Ste Anne Stewardship Association ○ Jackfish Lake Management Association ○ Wabamun Watershed Management Council ○ Antler Lake Stewardship Committee ○ Baptiste and Island Lakes Stewardship Society ○ Alberta Environment and Parks

SUBWATERSHED ALLIANCES:

28 Municipalities

5 Government Agencies

3 Non-governmental Groups

PROVIDED

1695

IN-KIND

HOURS

07 | Annual Report 2018-2019



The Headwaters Alliance met regularly to share information and to learn more about municipal issues that affect the health of the watershed. Now in its fourth year, the Headwaters Alliance continues to have excellent representation from five counties and three townships whose municipal boundaries cover the headwaters region.



2018-2019 HEADWATERS PRIORITIES

1. *Incorporation of the new riparian prioritization data into municipal operations*
2. *Development of a Headwaters Alliance strategic plan*
3. *Inclusion of watershed health goals within Intermunicipal Collaboration Plans*

Over 6,000 kilometers of river, creek and lake shorelines were assessed for riparian intactness

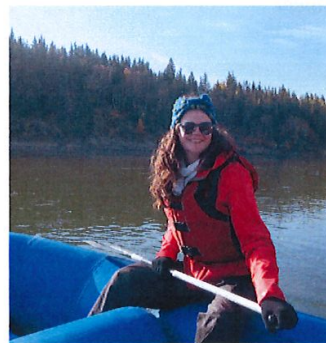
RIPARIAN HEALTH ACTION PLAN

The Riparian Assessments for the Modeste and Strawberry subwatersheds measured intactness for over 6,000 kilometers of creek and lake shoreline. In 2019, the Headwaters Alliance is moving forward on Phase 2 and will continue the development of a riparian web portal for landowner engagement.

The Riparian Health Action Plan is one of NSWA's key projects, and follows the IWMP's recommendations for improving riparian health:

- Assess the condition of riparian areas in the watershed
- Develop policy recommendations for riparian conservation
- Support programs that incentivise landowners to care for riparian areas.

In May 2018, NSWA hosted a workshop for key organizations to introduce the new riparian assessment methods. Participants provided feedback on incorporating the riparian health information into their own stewardship program and project areas.



Mary Ellen Shain, Watershed Project Coordinator, gave over 17 presentations to municipal councils, restoration groups, industry and watershed stewardship groups to share the results of the riparian assessments.

08 | Annual Report 2018-2019



STURGEON RIVER WATERSHED ALLIANCE

The NSWA has been working with 12 municipalities in the Sturgeon River subwatershed to develop a watershed management plan that will address local watershed issues with local solutions.

The SRWA includes a Steering Committee of elected officials and a Technical Advisory Committee of municipal staff, non-governmental organizations and technical experts.

STURGEON RIVER TECHNICAL REPORTS

Several key studies on the Sturgeon River Watershed were completed in 2018-2019:

- *Sturgeon Watershed Riparian Assessment*
- *Gravel Operations in the Sturgeon Watershed*
- *Natural Areas Mapping for the Sturgeon River Watershed*
- *Summary of Groundwater Conditions in the Sturgeon River Basin*
- *Planning Tools for the Sturgeon River Watershed*
- *Sturgeon River Watershed Aquatic Ecosystem Assessment*



WATERSHED MANAGEMENT PLAN

The NSWA is working to complete a watershed management plan for the Sturgeon River watershed in 2019. The watershed management plan will contain goals, strategies and actions for:

1. *Collaboration*
2. *Policies and Planning*
3. *Surface Water Quality*
4. *Water Supply*
5. *Groundwater*
6. *Aquatic Ecosystems*
7. *Lakes*
8. *Land Use*
9. *Knowledge-Building*
10. *Education and Stewardship*



The SRWA has received over \$500,000 in grants and completed over 10 studies on the health of the watershed

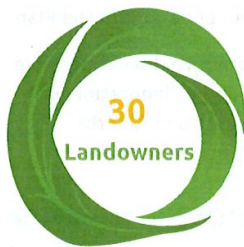
09 | Annual Report 2018-2019



VERMILION RIVER WATERSHED ALLIANCE

The NSWA facilitated on-the-ground riparian and wetland restoration & enhancement projects in its third year of the WRRP-funded Vermilion River Watershed Restoration and Enhancement Project. With three dedicated staff to the project including a Lakeland College co-op student, 16 projects were completed in the summer of 2018.

To date, the NSWA is proud to be in partnership with over 30 landowners in the region, resulting in implementation of 13 riparian and 20 wetland projects in the Vermilion River Watershed.



22 Wetland Projects =
150 hectares enhanced

13 Riparian Projects =
16 kilometers restored

HYDROLOGIC RESPONSE OF THE VERMILION RIVER TO CONSERVATION AND RESTORATION SCENARIOS

Response of Vermilion River stream flow to simulated conservation and restoration scenarios was explored through a project completed by ALCES Landscape and Land-Use Ltd.

By incorporating a hydrologic model into the ALCES land use simulator, one can view areas of the watershed where a restoration action (e.g., wetland restoration) has the most desired effect on a hydrologic parameter (e.g. reducing peak stream flow).

Results will be made available within an online viewing interface to help users prioritize land use actions. Similar work was completed for the Sturgeon River Watershed.

LAKELAND COLLEGE PARTNERSHIP

In 2018, Grace Turner, a Lakeland College Co-op student served as a Watershed Planning Intern for the Vermilion River Watershed.

In addition to helping with riparian health assessments and project management, she completed her final capstone paper titled "*Grazing management in riparian areas,*" and used VRWA projects as part of the case study.

Ms. Turner presented her capstone paper at Lakeland College's first annual Conference on Environmental Management in February 2018, at which NSWA's Mara Erickson was a plenary speaker.



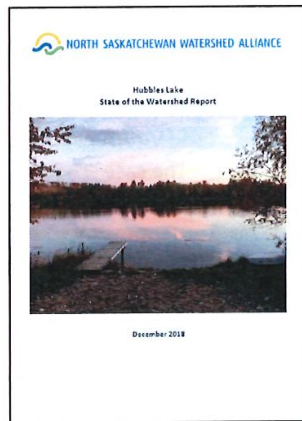
10| Annual Report 2018-2019



The important partnerships the NSWA has with watershed stewardship groups under the Water for Life Strategy is highlighted by our many lake projects.

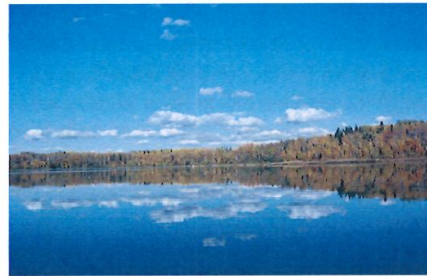
LAKE MANAGEMENT STUDIES

The NSWA completed State of the Watershed Reports for Hubbles and Baptiste Lakes in 2019. NSWA provided presentations and information sessions to the Hubbles Lake and BAILS Stewardship Societies to highlight the results in these reports. NSWA is also working with the Antler Lake Stewardship Society to complete its State of the Watershed Report.



The NSWA is facilitating work with the Wabamun Lake Watershed Management Committee which includes representatives from:

- *Alberta Environment and Parks*
- *Municipalities*
- *Industry*
- *Stewardship Groups*

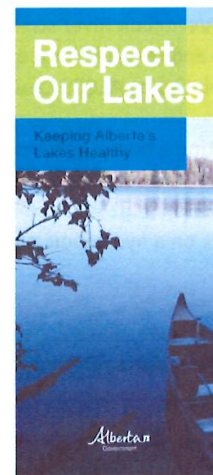


The Mayatan Lake Watershed Management Plan was published in 2016 and an implementation committee has been set up to carry out the recommendations in the Plan.

The committee has met to discuss possible projects and continued collaboration with NSWA, Parkland County and Alberta Environment and Parks.

LAKE STEWARDSHIP RESOURCES

NSWA works with Alberta Environment and Parks, Alberta Lake Management Society and the Land Stewardship Centre to share lake stewardship information and support.





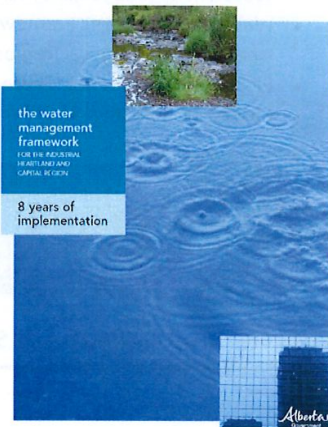
The NSWA reviews and prioritizes watershed management projects to maximize partnership opportunities and use of resources. In addition to the three subwatershed Alliances, this includes providing advice on Government of Alberta policy, framework and guidelines projects.

Industrial Heartland /Capital Region Water Quality Management Framework

NSWA participates in Alberta Environment and Parks Implementation Advisory Committee for the Water Quality Management Framework for the Industrial Heartland and Capital Region.

The Water Management Framework for the Industrial Heartland and Capital Region presents a collaborative, cumulative effects management approach to protect the reach of the North Saskatchewan River, from Devon to Pakan, which is directly impacted by municipal and industrial effluent discharge.

The Framework was endorsed in 2007 and will be incorporated into the provincial North Saskatchewan Regional Plan.



Blackmud/Whitemud Creeks Drainage Study



The NSWA facilitated a municipal group studying surface water management issues in the Blackmud and Whitemud Creek watersheds including:

- City of Edmonton
- City of Leduc
- Town of Beaumont
- County of Leduc
- Strathcona County

The group received a \$350,000 Alberta Community Partnerships grant to study the impact of urban development and increased stormwater drainage on the receiving Creeks.

The report recommended that flow from all new developments be controlled to a maximum release rate of 3.0 litres/second/hectare to reduce erosion and sedimentation of the creeks and resulting impacts on water quality and creek valley habitats.

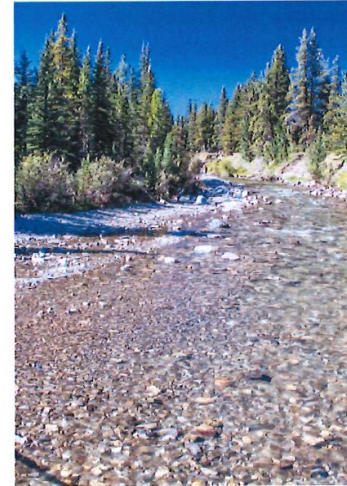
Stormwater release rates can be reduced by retaining important wetland and riparian areas, constructing naturalized stormwater retention facilities and encouraging development that promotes stormwater infiltration such as the use of rain barrels and rain gardens, bioswales and green roofs.

North Saskatchewan River WaterSHED Monitoring Program

NSWA is a member of the Steering Committee for this new comprehensive four year water quality monitoring program funded by EPCOR and supported by Alberta Environment and Parks. This enhanced monitoring program will include water quality and flow data collection for the North Saskatchewan River and its major tributaries.

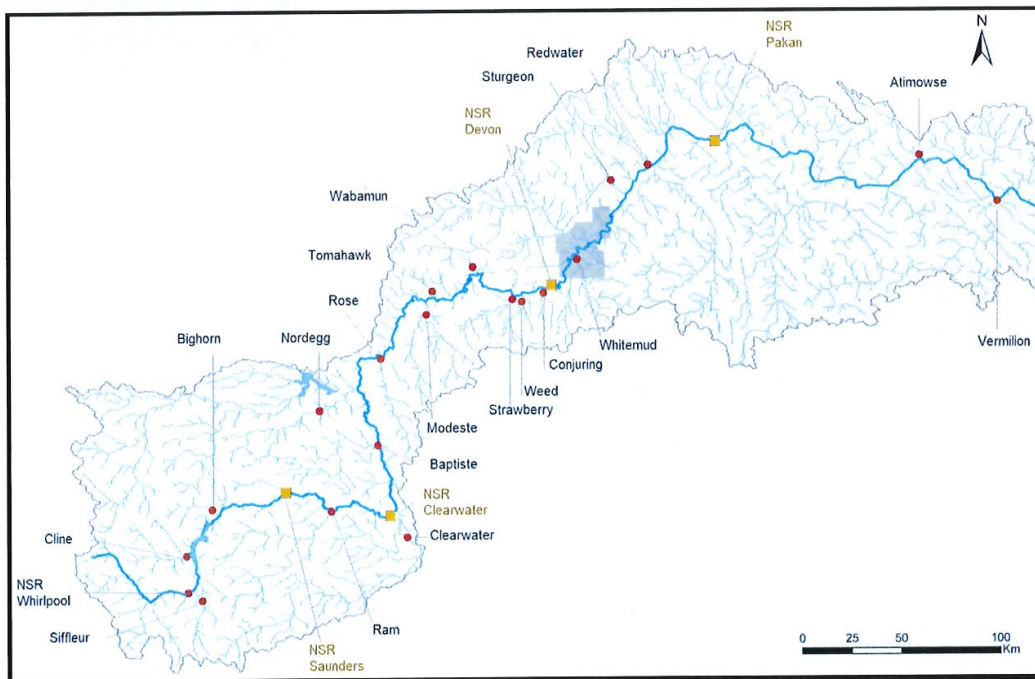
The program will run from 2018 to 2021 and will support the implementation of several provincial and municipal planning initiatives including the:

- Provincial *North Saskatchewan Regional Plan*
- North Saskatchewan Watershed Alliance's *Integrated Watershed Management Plan*
- Water Management Framework for the Industrial Heartland and Capital Region
- EPCOR's *Source Water Protection Plan*
- City of Edmonton's *River for Life Strategy*



8 new water quality monitoring stations will be installed and 10 existing stations enhanced across the watershed

WaterSHED Monitoring Stations



13 | Annual Report 2018-2019

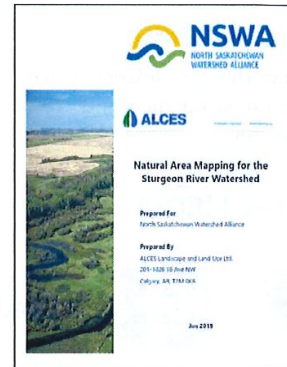
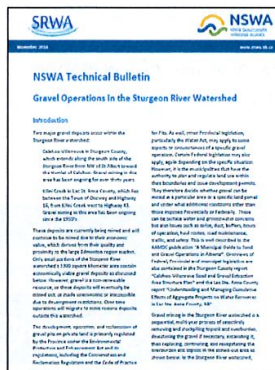
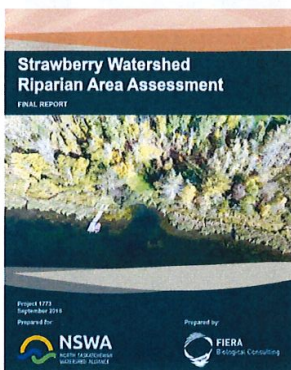
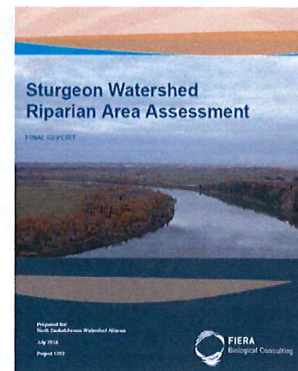
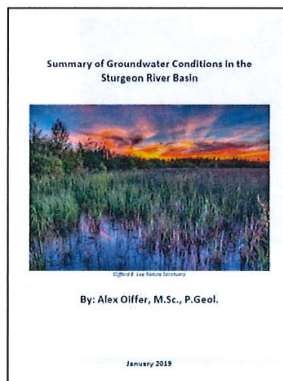
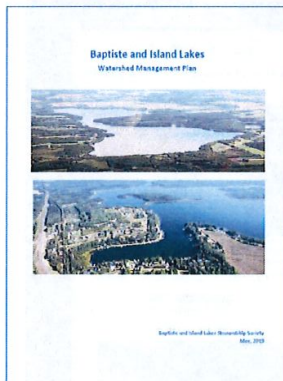


NEW PUBLICATIONS

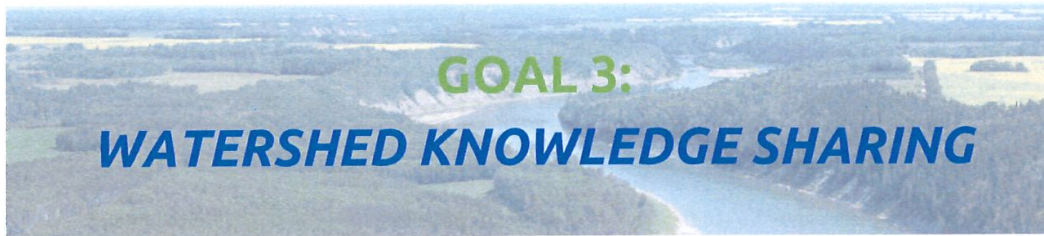
The NSWA has completed over 50 studies, reports and technical bulletins on the North Saskatchewan watershed since 2002. Eleven new reports were completed in 2018-2019 and you can find them all on the new NSWA website. There is now a dedicated RESOURCES web page that includes search functions by type of report, topic and subwatershed.

- *Hubbles Lake State of the Watershed Report (2019)*
- *Baptiste and Island Lakes Watershed Management Plan (2019)*
- *Planning Tools for the Sturgeon River Watershed (2019)*
- *Natural Areas Mapping for the Sturgeon River Watershed (2019)*
- *Aquatic Ecosystem Assessment for the Sturgeon River Watershed (2019)*
- *Watercourse Assessment for the Sturgeon River Watershed (2019)*
- *Summary of Groundwater Conditions in the Sturgeon River Basin (2019)*
- *Strawberry Watershed Riparian Assessment (2018)*
- *Gravel Operations in the Sturgeon River Watershed (2018)*
- *Sturgeon Watershed Riparian Assessment (2018)*
- *Modeste Watershed Riparian Assessment (2018)*

Over 50 watershed reports are available on the NSWA website



14 | Annual Report 2018-2019



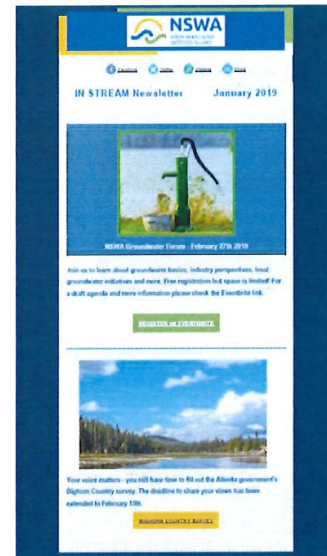
The NSWA is a key resource for watershed information on the North Saskatchewan River watershed and focuses its communications efforts on strategic issues with its key stakeholders. We align and compliment the communications efforts of Alberta Environment and Parks, Water Planning and Advisory Councils and other watershed organizations to reinforce watershed knowledge and stewardship messages.

NEW NSWA WEBSITE - WWW.NSWA.AB.CA

The new website was launched at the NSWA October Educational Forum and has shown a continuing increase in new users since then. The new website currently attracts over 1400 sessions per month.

The website has an interactive map for finding where you live in the watershed, a new RESOURCES page to easily find past studies and reports and a powerful search engine.

The new website also has more information on our 12 subwatersheds and highlights the work of the three Alliances: *Headwaters, Sturgeon River and Vermilion River.*



NEWSLETTERS

Our monthly newsletters keep our members informed of watershed news and upcoming events. NSWA has over 700 subscribers to our newsletter.

SOCIAL MEDIA



Twitter: 2460 followers
Facebook: 810 followers
Linked In: 360 connections

15 | Annual Report 2018-2019

EDUCATIONAL FORUMS

NSWA Educational Forums are an excellent venue for building collaborative partnerships, exchanging experiences in watershed management planning and sharing watershed knowledge. In 2018-2019 NSWA held three educational forums:

- *Riparian Health Action Plan with watershed specialists* (May 2018)
- *Riparian Health: From Policy to Planting* (October 2018)
- *Groundwater: Our Hidden Water Resource* (February 2019)

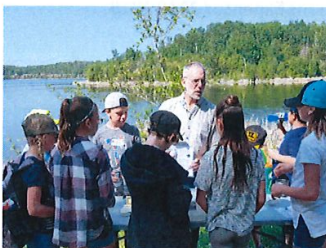
NSWA continues to receive very positive feedback from the Forum surveys and will continue to use input from the surveys to select watershed topics for future forums.



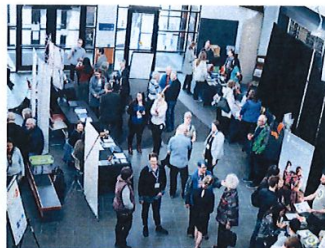
WATERSHED EVENTS

NSWA participates in community events where we share who we are and the importance of watershed management to stakeholders in the North Saskatchewan watershed. Some of the events NSWA participated in the last year included:

- EPCOR's Riverfest
- Clean and Green Riverfest in St. Albert
- Pond Parties in Strathcona County
- Duffield School Fieldtrip at Mayatan Lake
- Night on the North Saskatchewan Pecha Kucha Event
- World Water Day YEG at NAIT
- Edmonton Boat and Sportsmen's Show



Duffield School - Mayatan Lake 2018



World Water Day 2019



Sportsmen's Show 2019

GOAL 4:
FUNCTIONAL AND SUSTAINABLE ORGANIZATION

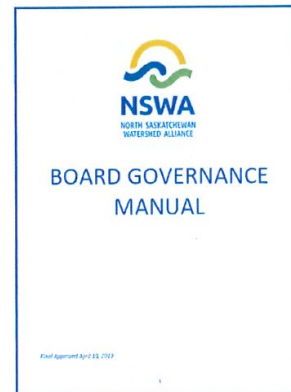
The NSWA is a registered non-profit society guided by an 18-member multi-stakeholder board and currently has five full time staff. We rely on funding from Alberta Environment and Parks, EPCOR and municipal contributions to fund our core operations. Watershed management specific project work is funded through separate federal and provincial grants, and municipal and watershed stewardship group contributions.

BOARD GOVERNANCE

The NSWA Board reviewed its key governance functions in 2018-2019. The role of committees was reassessed and new terms of reference were developed for five board standing committees:

- Executive
- Communications and Engagement
- Finance
- Governance
- Strategic Planning and Priorities

The Board also completed a major update of their *Board Governance Manual* which includes over 50 framework, governance and operational policies.



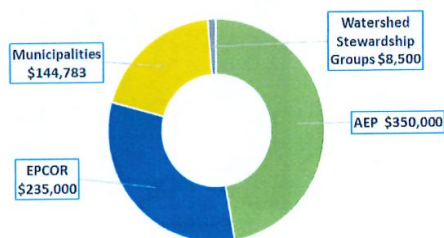
OPERATIONAL FUNDING

The NSWA receives core funding from:

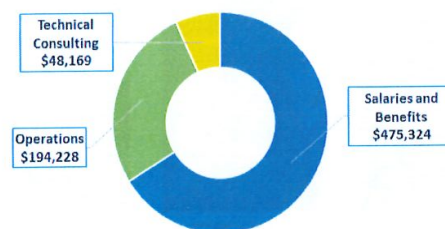
- An operating grant from the Government of Alberta
- A contribution from EPCOR Water Services Canada
- Municipal contributions equivalent to \$0.50 per capita

Over \$700,000 of in-kind support was provided by NSWA partners in 2018 2019

NSWA Operations Revenue 2018 2019



NSWA Operations Expenses 2018 2019



FUNDING SOURCES

The NSWA applies for grants from Federal and Provincial government programs for watershed project specific work such as technical studies and on-the-ground restoration projects. Over \$2.5 million worth of grants have been awarded to the NSWA in the last five years.

You can find a full copy of the NSWA 2018-2019 Audited Financial Statement on our website www.nswa.ab.ca

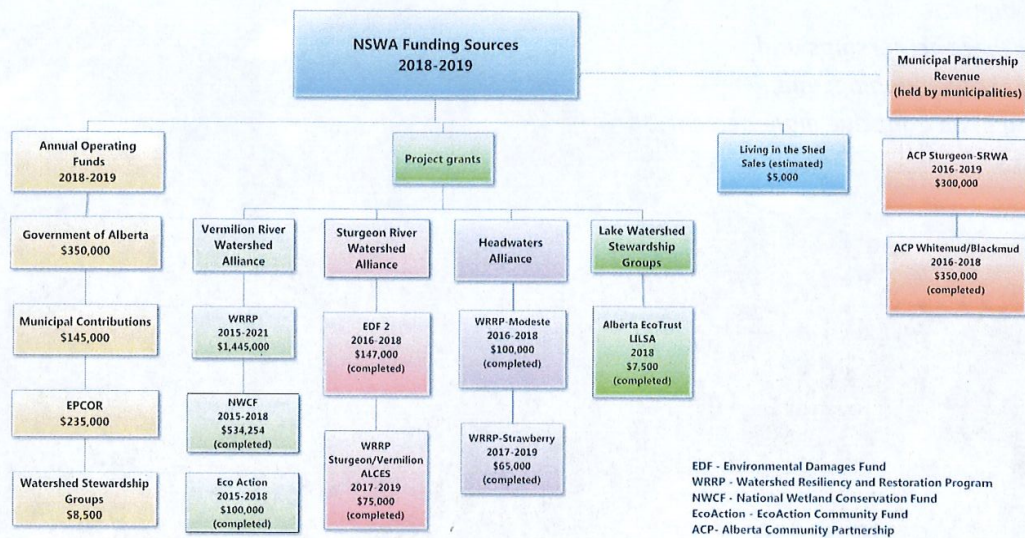


PHOTO CREDITS:

Cover Page, pages 6, 11, 14, 16 : Airscapes
Page 3: Dragonfly, Bill Trout, Images Alberta
Page 5: River bend, Bill Trout, Images Alberta
Page 8: Kayaker, Sieg Koslowski, Images Alberta
Page 8: Bridge, Karen Albert, Images Alberta
Page 8: Heron, Roger Kirchen, Images Alberta

Page 10: Mayatan Lake, Connie Schuster
Page 10: Wabamun Lake, Robert Burkholder, Images Alberta
Page 12: Ram River, Carol Rusinek, Images Alberta
Page 14: World Water Day, @deantumbay
Page 17: Lake Abraham, Bill Trout, Images Alberta
Back Page: NSWA photo



OUR MISSION

To protect and improve water quality, water quantity (instream flow) and the health of our watershed by:

- *Seeking, developing and sharing knowledge;*
- *Facilitating partnerships and collaborative planning; and,*
- *Working in an adaptive management process.*

OUR VISION

People working together for a healthy and functioning North Saskatchewan River watershed – today and tomorrow.

Keep in Touch!

water@nswa.ab.ca

www.nswa.ab.ca

587 525 6820

FACEBOOK: [NorthSaskRiver](#)

LINKED IN: [North Saskatchewan Watershed Alliance](#)

TWITTER: [@NorthSaskRiver](#)

INSTAGRAM: [@north_sask_river](#)

OFFER TO PURCHASE

TO: Village of Marwayne

I HEREBY OFFER TO PURCHASE THE FOLLOWING PROPERTY LEGALLY DESCRIBED AS:

Plan 1179ET, Block 5, Lot 6

And municipally described as: 110 - 1 Street North, Marwayne AB

FREE AND CLEAR OF ALL ENCUMBRANCES.

UPON THE FOLLOWING TERMS AND CONDITIONS:

1. The total purchase price shall be the sum of \$7,617.78 being the cash payment payable upon execution and delivery by the Vendor of all necessary conveyances and upon confirmation of registration of the said conveyances at the North Alberta Land Registration Office.
2. The closing date shall be at 12:00 o'clock noon on February 19, 2020 (or earlier if possible).
3. All adjustments for taxes, rents and interest shall be made as at February 19, 2020 (the closing date).
4. The Purchaser acknowledges it is purchasing the property "as is". The Vendor does not give any warranty as to the property or its condition.
5. Vacant possession shall be given to the Purchasers as at the closing date, subject to compliance with the terms hereof.
6. Included in and forming part of the sale price of this property are all securely attached fixtures.
7. The Purchaser acknowledges that he has inspected the said property and agrees that there is no representation, warranty, collateral agreement or condition affecting the said property or this document other than expressed herein in writing and all verbal or previous written agreements, if any, are hereby cancelled and rendered null and void.
8. All buildings and chattels included in this sale shall be and remain at the risk of the Vendor until closing. Insurance policies or the proceeds therefrom shall be held in trust for the parties and apportioned between them according to their respective interests.
9. All documents necessary to effect a transfer to the Purchaser shall be prepared at the expense of the Vendor and registered at the expense of the Purchaser. Further, the Vendor shall bear the cost of discharging any existing encumbrances or mortgages not being assumed by the Purchaser herein.
10. IF THIS OFFER IS ACCEPTED AND IF THE PURCHASER FAILS TO EXECUTE THE REQUIRED CONVEYANCES AND DOCUMENTS PROMPTLY WHEN PREPARED OR FAIL TO MAKE ALL CASH PAYMENTS AS AND WHEN HEREIN REQUIRED, THEN, AT THE VENDOR'S OPTION, THE AGREEMENT CONSTITUTED BY ACCEPTANCE OF THIS OFFER SHALL BE NULL AND VOID.
11. Upon this offer being accepted by the Vendor, this document shall, as of the date of such acceptance, constitute an agreement of sale and purchase, notwithstanding the fact that future formal documents may be required and the Purchaser agrees to promptly execute and deliver all necessary documents and to do all necessary acts in order to fully carry out and perform the true intent and object of these presents.
12. This offer is open for acceptance by the Vendor until 3:00 o'clock in the afternoon February 6, 2020 by execution of this offer and delivery of the same to the Purchaser.
13. Time shall be of the essence hereof.
14. The terms and conditions hereof shall enure to the benefit of and be binding upon the parties hereto, their heirs, executors, administrators and assigns wherever the singular is used herein the same shall be construed as being the plural where the context so requires.

15. This Offer to Purchase may be executed in counterparts and such counterparts together shall constitute a single instrument. Delivery of an executed counterpart of this document by electronic means, including, without limitation, by facsimile transmission or by electronic delivery in portable document format (".pdf"), shall be equally effective as delivery of a manually executed counterpart hereof. The parties hereto acknowledge and agree that in any legal proceedings between them respecting or in any way relating to this Agreement, each waives the right to raise any defense based on the execution hereof in counterparts or the delivery of such executed counterparts by electronic means.

IN WITNESS WHEREOF the Purchaser has hereunto set his hand and seal this ____ day of February, 2020.

SIGNATURE OF PURCHASER

**ACCEPTANCE
AND VENDORS' WARRANTIES**

- 1. WE, the undersigned, being the owner of the above described property, hereby accept the above-noted offer together with all conditions contained herein this ____ day of February, 2020.
- 2. WE hereby represent and warrant to the Purchaser that:
 - a. that the property has been used as a residential premises;
 - b. that we are not in the business of selling used residential premises;
 - c. that we have not claimed an input tax credit in respect to the acquisition of the property or with respect to improvements made to the property, if an input tax credit has been claimed, we have ceased to use the property in commercial activities and have paid the GST under the change of use rules.

VILLAGE OF MARWAYNE
Per:

SIGNATURE OF VENDOR

SIGNATURE OF VENDOR

Agenda for Spring 2020 Municipal Leaders' Caucus
March 25 and 26, 2020
Westin Hotel, 10135 100 Street NW, Edmonton
Subject to Change

Wednesday, March 25	
7:00 a.m.	Registration Opens; Buffet Breakfast Available
8:00 a.m.	President's Opening Remarks
8:15 a.m.	Minister of Municipal Affairs' Remarks
8:30 a.m.	Ministers' Dialogue Session I
9:15 a.m.	Ministers' Dialogue Session II
10:00 a.m.	Break
10:15 a.m.	Ministers' Dialogue Session III
11:00 a.m.	Ministers' Dialogue Session IV
11:45 a.m.	Premier's Remarks
12:00 p.m.	Provincial Leaders' Lunch (Premier and all MLAs invited)
1:00 p.m.	RCMP Presentation and Q&A
2:00 p.m.	Session I – Media Panel In this session, political analysts from the media share their thoughts on the federal and provincial political landscape.
3:00 p.m.	Break
3:15 p.m.	Session II – Partisan Politics and Municipal Elections Proposed changes to the <i>Local Authorities Election Act</i> could increase the involvement of political parties and slates of like-minded candidates in municipal elections. Join a discussion on how to preserve and enhance the democratic, non-partisan nature of municipalities.
4:15 p.m.	Closing Remarks
4:30 to 6:30 p.m.	Networking session

Thursday, March 26	
7:00 a.m.	Registration and Buffet Breakfast
8:00 a.m.	<p>Session III – Red Tape Reduction</p> <p>This session will feature an update on the province’s Red Tape Reduction initiatives and AUMA’s submissions to date. It will also provide the chance for members to discuss other potential changes to the Municipal Government Act, and opportunities for the province and municipalities to reduce red tape and the footprint of government.</p>
9:30 a.m.	AUMA President’s Report
9:45 a.m.	Executive Committee Dialogue Session
10:15 a.m.	Opposition Leader’s Remarks
10:30 a.m.	Break
10:45 a.m.	<p>Session IV – A Province in Search of Autonomy: Making Sense of Alberta’s Fair Deal Panel</p> <p>Speakers in this session will weigh in on the feasibility of proposals put forward by Alberta’s Fair Deal Panel, as well as potential outcomes for governments, business, and Albertans.</p>
11:45 a.m.	<p>Requests for Decision</p> <p>Members can bring forward requests for decisions (RFDs) on emerging issues that cannot wait to be debated at Convention. The deadline to submit an RFD is February 26, 2020.</p>
12:00 p.m.	Closing Remarks and Buffet Lunch



Deputy Minister
18th Floor, Commerce Place
10155 – 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone 780-427-4826
Fax 780-422-9561

AR99654

Dear Chief Administrative Officers:

With the April 1, 2020 completion date for intermunicipal collaboration frameworks (ICFs) and intermunicipal development plans (IDPs) approaching, I want to thank you for the work that is being done to meet the legislated requirements.

For those who have completed their ICFs and IDPs, I congratulate you and trust that you have found the discussions with your neighbours to be a useful review of your shared service and planning arrangements. For those that are still in the process of finalizing your ICFs and IDPs, I would like to share some information that may assist you, especially in light of recent amendments to the *Municipal Government Act* (MGA).

In November 2019, the Minister wrote to all municipalities to announce amendments to the ICF and IDP requirements. The amendments have focused ICF negotiations on services that benefit residents in more than one of the municipalities. The ICF must describe these services, identify which municipality is responsible for providing which service, and outline how the services will be delivered and funded. To the extent that both municipalities are satisfied with how these services are delivered and funded, completion of the ICF should be straightforward and can reference existing agreements.

Where one or both municipalities are not satisfied with current delivery and/or funding arrangements, some work will be required. Ideally, the two municipalities are able to fully negotiate the details of an acceptable agreement by April 1. However, there are other creative ways to meet the upcoming deadline. For example, the two municipalities could agree to maintain existing arrangements for a set period of time (e.g. 1-2 years) and write into their ICF agreement a commitment to renegotiate the terms of that specific service by the end of that time period. This would still allow the ICF requirements to technically be met by April 1, 2020.

.../2

-2-

Amendments to the MGA have also significantly streamlined IDP requirements. Going forward, an ICF will now be considered complete even if an IDP is not in place. In addition, municipalities can now opt out of completing an IDP as long as the parties agree that they do not require one. If one or both municipalities believe that an IDP is required, the IDP must be in place by April 1, 2020.

If the ICF is not completed by April 1, 2020, arbitration is mandatory and municipalities will need to jointly select an arbitrator. If an IDP is required and is not completed by April 1, 2020, the Minister must refer the matter to the Municipal Government Board for recommendations, and may subsequently order the municipalities to establish an IDP in accordance with those recommendations.

In all cases, a locally developed ICF and IDP solution is the preferred approach – both the arbitration process and the MGB process remove the decision from local control, and can be time consuming and costly. As such, I encourage you to continue negotiations with an openness to reasonable compromise.

The Minister has indicated that he is generally not prepared to support extensions to the deadline, except in exceptional circumstances, or where municipalities simply need an additional one to two months to complete the process. In any case, requests for extensions will only be considered if both municipalities indicate their support by council resolution.

One-year extensions to April 1, 2021, were previously approved for ICFs and IDPs between rural municipalities (municipal districts, counties, special areas, improvement districts and rural specialized municipalities), between members of the same growth management board, and between a growth management board member and a non-member located within its boundary, on the condition that both parties agree and file supporting council resolutions with the Minister. These extensions continue to be available.

If you require information on the ICF or IDP requirements or have any additional questions, please contact an intermunicipal relations advisor toll-free at 310-0000, then 780-427-2225, or by email at icf@gov.ab.ca.

Sincerely,



Paul Wynnyk
Deputy Minister



CHIEF ADMINISTRATIVE OFFICER REPORT

MEETING DATE: FEBRUARY 3, 2020

CLOSED SESSION – FOIP SECTION 24 (1)

ADDRESSING SERVICE NEEDS

- **Water Line Freeze at 100 3rd Avenue North**
 - On January 29th, 2020 the Village was made aware that there was a potential water line freeze affecting a resident by the name of Ida Aloisa. Mrs. Aloisa called into the office to advise that she did not have any water to her trailer. Upon review of the Village's water meter reading records, Mrs. Aloisa had not utilized any water since January 13th, 2020 – during the cold snap of weather that we had had. As a result of this, the Village advised that she should call a plumber to investigate as to why she did not have any water pressure.
 - Later that morning, Mrs. Aloisa called the Village office again to advise that it appears her water line had froze. The Village provided Mrs. Aloisa with the contact number for Aultman Construction, who specializes in steaming service lines, to assess and handle her water line problem.
 - Later that afternoon, Mrs. Aloisa called the Village again to state that the water line freeze affecting her trailer was not the result of her actions, but rather, as a result of the Village's main water line. After speaking with her on the phone for quite some time, Mrs. Aloisa admitted that she had turned her water off during the cold snap of weather but that she has been using water since that time. As mentioned above, the Village has no record of any water use since the time Mrs. Aloisa admitted to shutting her own water off.
 - That same afternoon, January 29th, 2020, Aultman Construction spent hours working on the lines underneath Mrs. Aloisa's trailer all the way out to the Village's main water line.
 - On January 30th, 2020 I received an invoice from Aultman Construction, the steaming company, for the charges relating to the work performed on Mrs. Aloisa's trailer as well as the work related to the Village. I emailed the company back promptly advising that the work carried out for Mrs. Aloisa was to be billed directly to her, and the work carried out to the Village be directly billed to us. Following that email, the owner of Aultman Construction called me saying that it is unacceptable for the Village not to pay the entirety of the bill. He said that Mrs. Aloisa advised that the bill could be sent directly to her but that she wouldn't be paying it. In speaking with the owner, I advised that the Village did not contract his services, despite needing them in the end, and that the original provision of services was requested by Mrs. Aloisa for the issues she was experiencing with her trailer. Aultman Construction advised that if the Village does not remit payment for the entirety of the invoice, they will not come into the Village for any future service calls relating to residential trailers as they are not guaranteed payment for their services and it is not worth their while. That being said, my question to Council is whether or not you would like administration to pay the total invoice for \$2945.25, or only the Village's portion of \$1955.25 with the remainder of the \$990.00 to be billed by the contractor to Mrs. Aloisa. Alternatively, which would

require subsequent investigation, administration could look into whether or not we are permitted to add the charges to Mrs. Aloisa's water bill for collections and remit payment to the contractor in full in so that they continue to service our community's needs moving forward.

- In addition to this work, Mrs. Aloisa also hired the local plumber Fred to carry out work to her trailer as a result of the line freeze. He has been there on and off for 2 or 3 days, despite not being hired by or completing any work on behalf of the Village. Fred came into the office on January 30th to state that his services would be all on one bill and that the Village would have to work out who pays what. I advised him that the Village did not hire his services, they were hired by Mrs. Aloisa, and all charges are to be invoiced directly to her. He left not accepting that answer and I foresee an invoice being sent to the Village in the next few weeks. As such, I am again requesting Council direction as to who's responsibility it is to pay the invoice from the local plumber who only completed work on Mrs. Aloisa's trailer.
- It is worth mentioning that there is a lack of insulation under Mrs. Aloisa's trailer and the risk of another line freeze is severely high should she not keep her water running. Going forward, I am requesting Council direction on how you wish for administration to address these issues with members of the community.

SAFE, CARING & ACTIVE COMMUNITY

- **Pole Replacement**

- Formax Utilities completed the repairs to the pole located in the multiplex parking lot on January 27th, 2020 and invoiced the family who caused the damage directly.

PURSuing OPERATION & ORGANIZATIONAL EXCELLENCE

- **Newsletter Policy**

- As per my email of January 30th, 2020, there has been a back and forth exchange with the owner of Chucks Cornucopia regarding advertising in the newsletter.
- I spoke to the owner, Charles, on January 31st and rectified the issue that had transpired. That being said, in order to protect the interests of the Village moving forward, administration recommends the creation of a newsletter policy in which the rules and regulations are established for the creation and circulation of the monthly newsletter. This would include the dimensions available to potential advertisers as well as the Village's protocol and timeframes for submissions. This framework would protect both the interests of the public and the Village in order to alleviate any potential miscommunications in the future.
- The only mention of the newsletter right now is contained with the Fees and Charges bylaw in which it states the amount to be paid for advertising.

ATTACHMENTS

1. Photos from Mrs. Aloisa's trailer
2. Invoice from Aultman Construction



203, 6209E-50 Avenue
Lloydminster SK S9V 2G4

P 780.205.0175
F 306.825.9474
E aultmanconstruction@live.com
www.aultmanconstruction.ca

Invoice

Date	Invoice #
2020-01-31	6037

Invoice To
Village Of Marwayne Box 113 Marwayne AB TOB 2X0

P.O. No.

Description	Quantity	Rate	Amount
Jan 28/20			
Steamer	6	120.00	720.00
Labour	6	45.00	270.00
Snake water line from inside trailer to ground begin snaking line into street.			
Jan 29/20			
Steamer	11	120.00	1,320.00
Labour	11	45.00	495.00
Thaw ground			
Snake water line			
GST On Sales		5.00%	140.25

INTEREST AT 2% PER MONTH WILL BE ADDED TO ACCOUNTS OVER 30 DAYS.

GST No. 808219745

Payment can be made by cheque or etransfer.
password: dig

THANK YOU FOR YOUR BUSINESS!

Subtotal	\$2,805.00
Sales Tax	\$140.25
Total	\$2,945.25
Payments	\$0.00
Balance Due	\$2,945.25









